# Chapter 16

Investments

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Investments: Introduction

The Investment Module is designed to track your investments. By entering the interest earned on the investments, CTAS will track the current value of the investments. The Investment Module is integrated with the Accounting Module so when you enter information for an investment, the corresponding transaction is recorded in the receipts or disbursements.

Accessing the Investments Section

To access the Investments Module, click on the Investments tab (circled) in the Task Bar, then the Investment icon (boxed). The Investment screen will open to the Investments List.
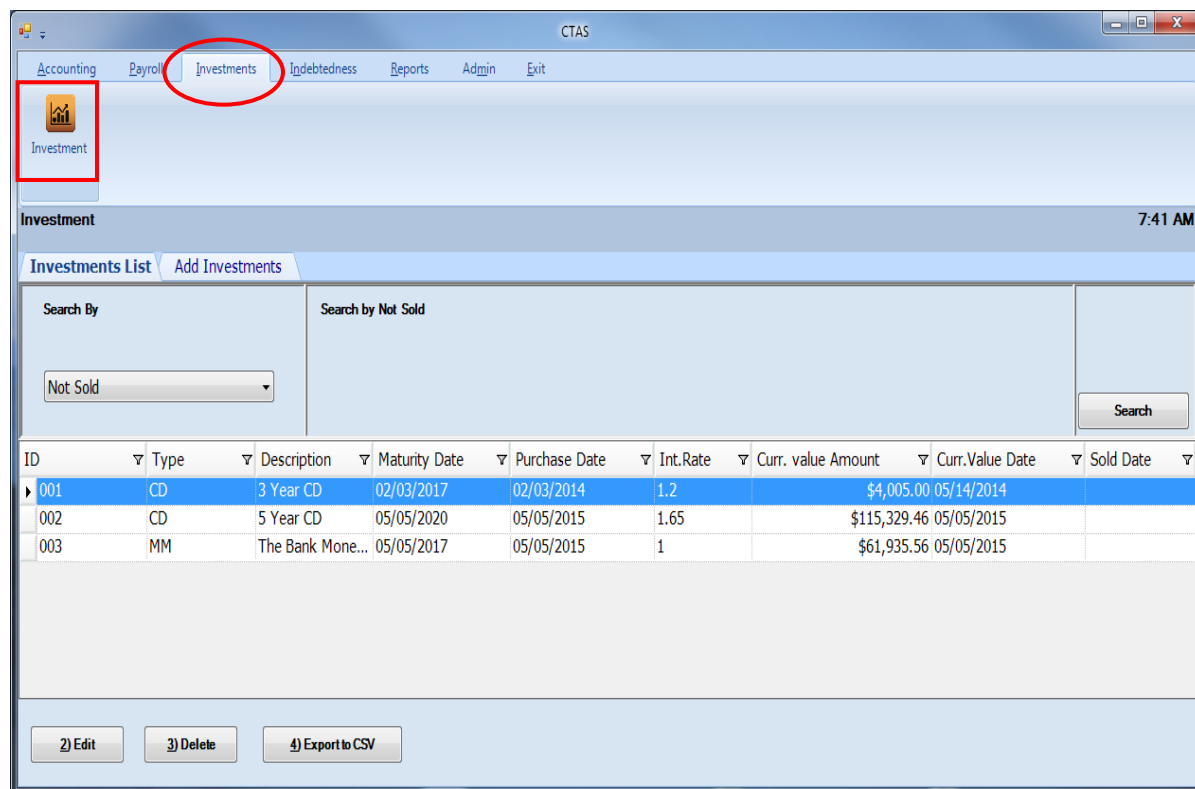
From the Investment List screen, you can Add Investments, Edit, Delete, or Export to CSV an investment. By clicking on the Reports tab, you can print a Current Investments Report, Current Investments with Accrued Interest Report, Schedule 8 - Investment Activity Report, Schedule 8 - Investment Activity Report with Accrued Interest, Investment Worksheet Report, or an Investment Worksheet with Accrued Interest Report. Instructions on these reports can be found in Chapter 17.
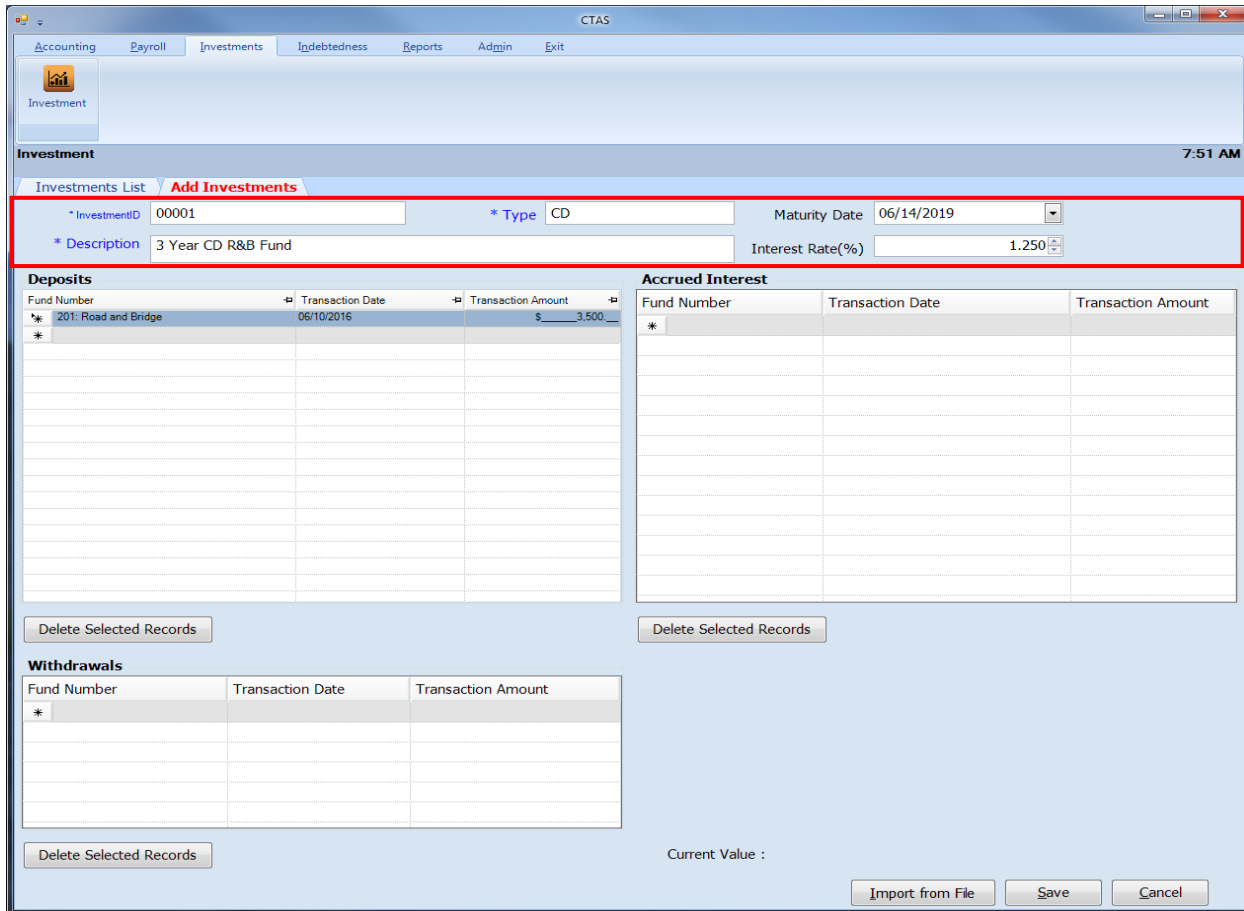
Investments: Entering an Investment

To begin entering investments, click on the Add Investments tab (circled) at the top of the Investment screen.
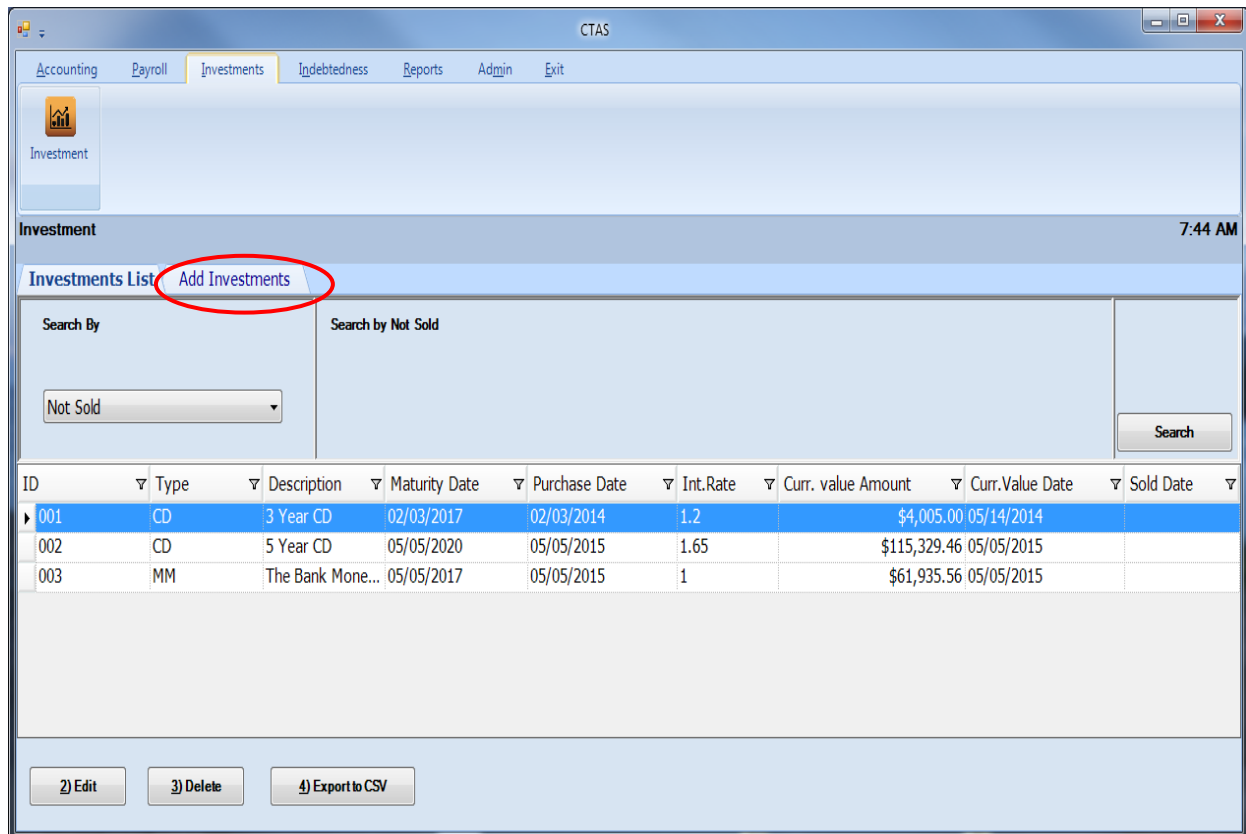
After the Add Investments tab is selected, the Add Investments screen will appear, allowing you to enter the information for your investment.

Investments: Entering an Investment (continued)

When the Add Investments screen appears, complete the following steps (boxed):

- Enter an investment number in the InvestmentID field. *There is not a pre-determined numbering system for this field, you will assign the number.*

- Enter the type of investment in the Type field. *Type could include Certificate of Deposit, Savings, Money Market, etc.*

- Type a brief explanation of the investment in the Description field. A description should identify the investment and can be the CD number, Savings Account number, Money Market number, etc.

- Enter the interest rate in the Interest Rate field. *This is for your information only, CTAS does not calculate the interest earned.*

- If the investment has a maturity date, enter the date in the Maturity Date field.

Investments: Entering an Investment (continued)


In the Deposits section (boxed):

- Enter the Fund Number in the Fund Number field to indicate which fund purchased the investment.

- Enter the date the investment was purchased in the Transaction Date field.

- Enter the amount of the investment allocated to this fund in the Amount field.

- Continue to enter Deposit lines until the investment is allocated to all of the funds.

Click the Save button to complete the entry.

Investments: Adding an Existing Investment

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This section refers to adding an Investment that was previously purchased and has not been entered in CTAS. Follow the steps to create an investment (starting on page 16-2). Once the investment is saved, you will need to delete the corresponding disbursement.
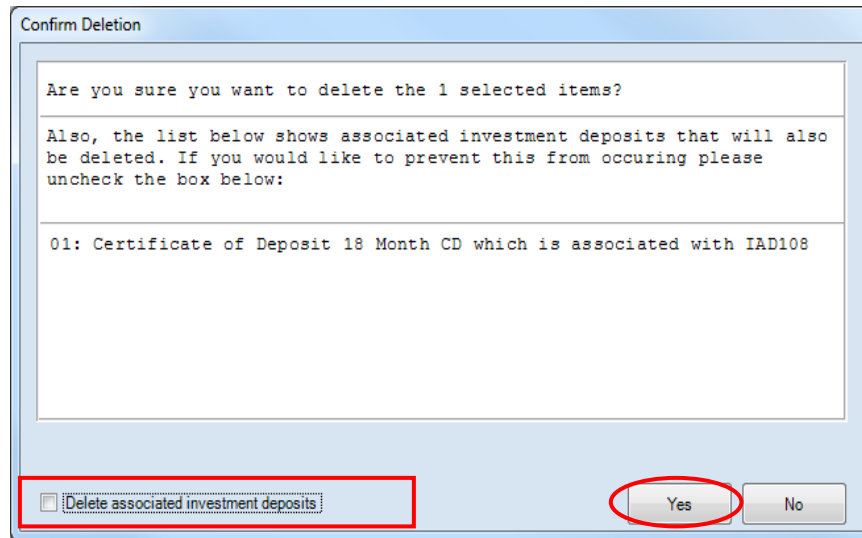
To access the Disbursements section, select the Accounting tab in the Task bar, then select the Disbursements icon. Locate the IAD in the Disbursements List associated with the investment created (boxed).
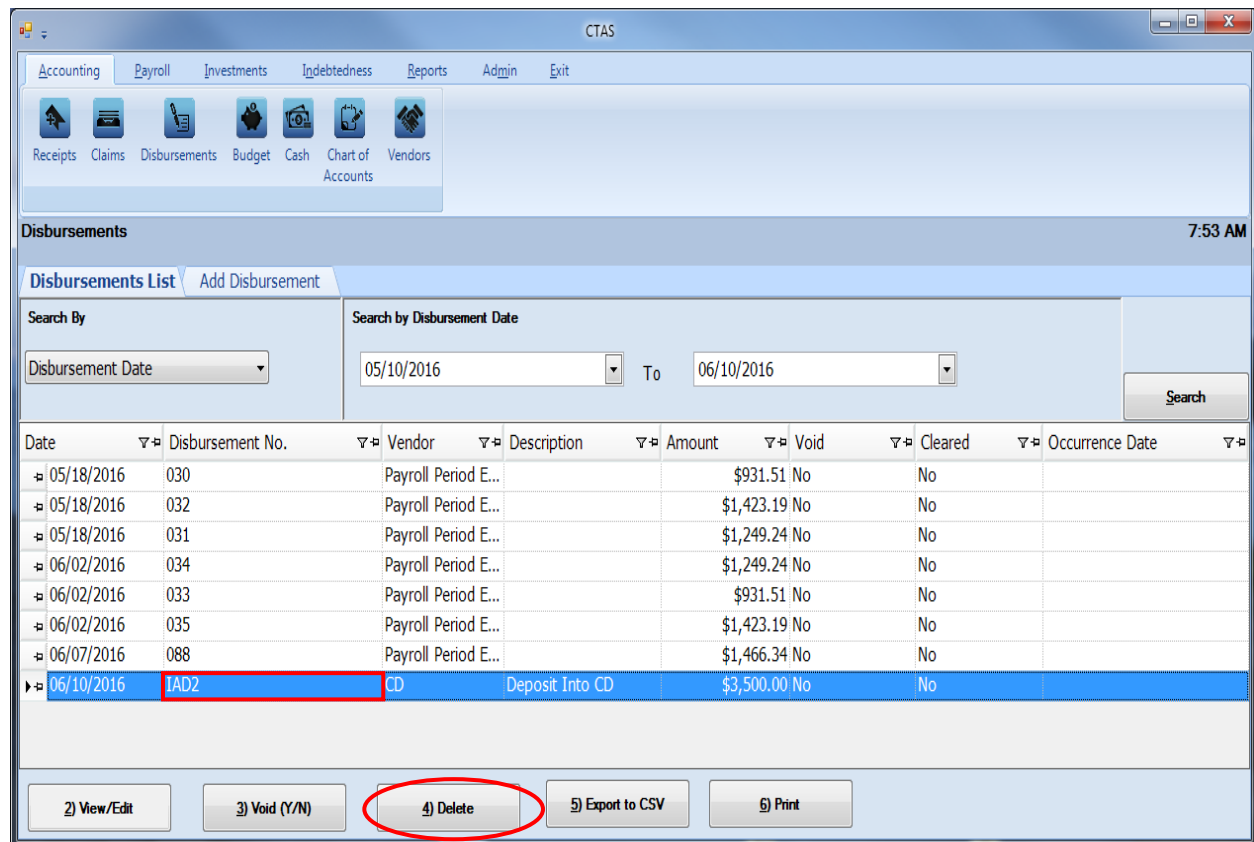
Highlight the investment disbursement, then select the Delete button (circled).

## Investments: Adding an Existing Investment (continued)

The Confirm Deletion box will appear. This box confirms that you want to delete the disbursement and gives you the opportunity to not delete the entry made in the Investment section. By unchecking the Delete associated investment deposits box (boxed), the entry made in the Investment section will remain. Then select the Yes button (circled).

Confirm Deletion

Are you sure you want to delete the 1 selected items?

Also, the list below shows associated investment deposits that will also be deleted. If you would like to prevent this from occuring please uncheck the box below:

01: Certificate of Deposit 18 Month CD which is associated with IAD108

☐ Delete associated investment deposits   Yes   No

The IAD disbursement should now be deleted and the investment created should have its balance intact.

Investments: Editing an Investment

To edit an investment, highlight the investment while in the Investments List tab (circled) and click the Edit button (boxed).
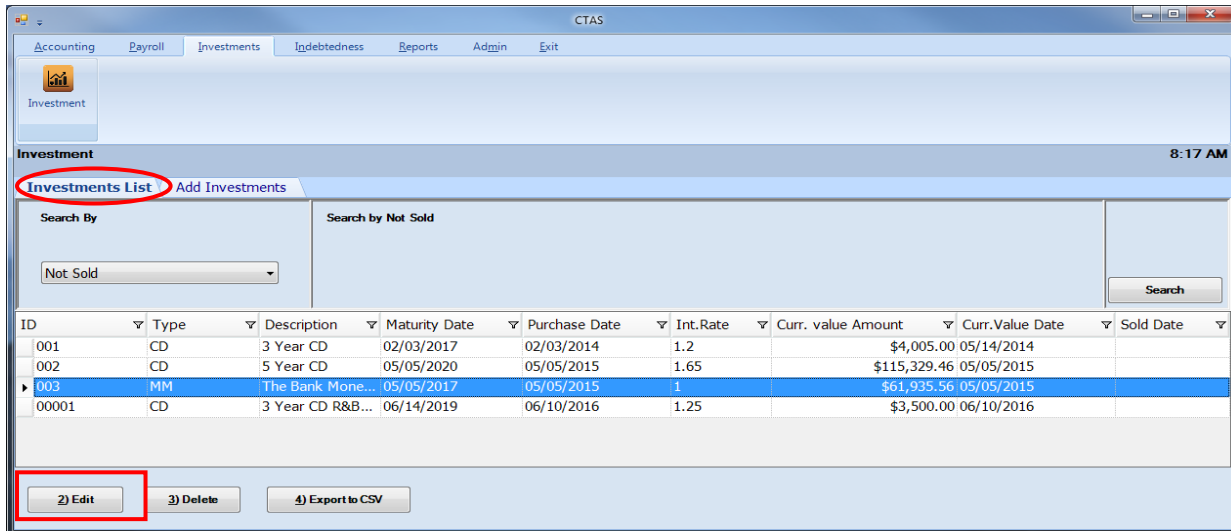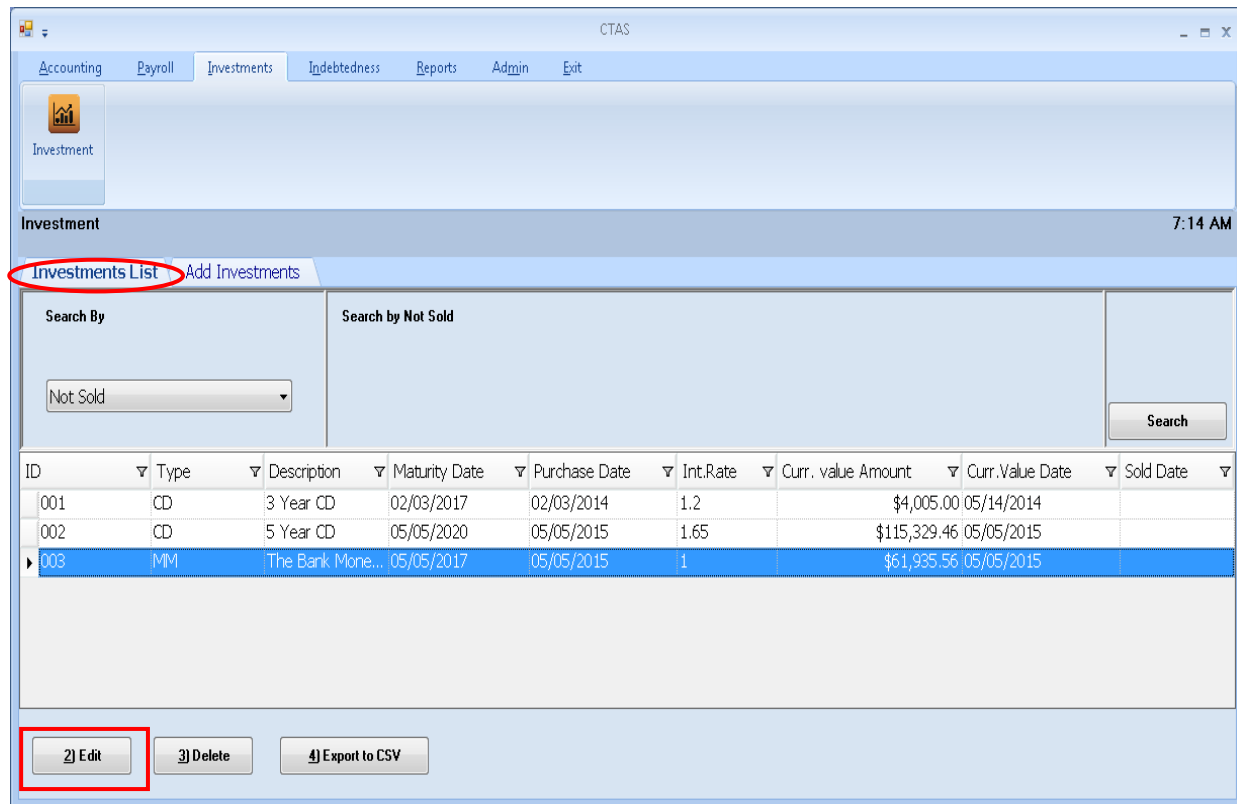

After the Edit button is selected, an individual investment tab will appear (circled, below). On the individual investment screen, you edit any field. After completing your edit(s), click Save.
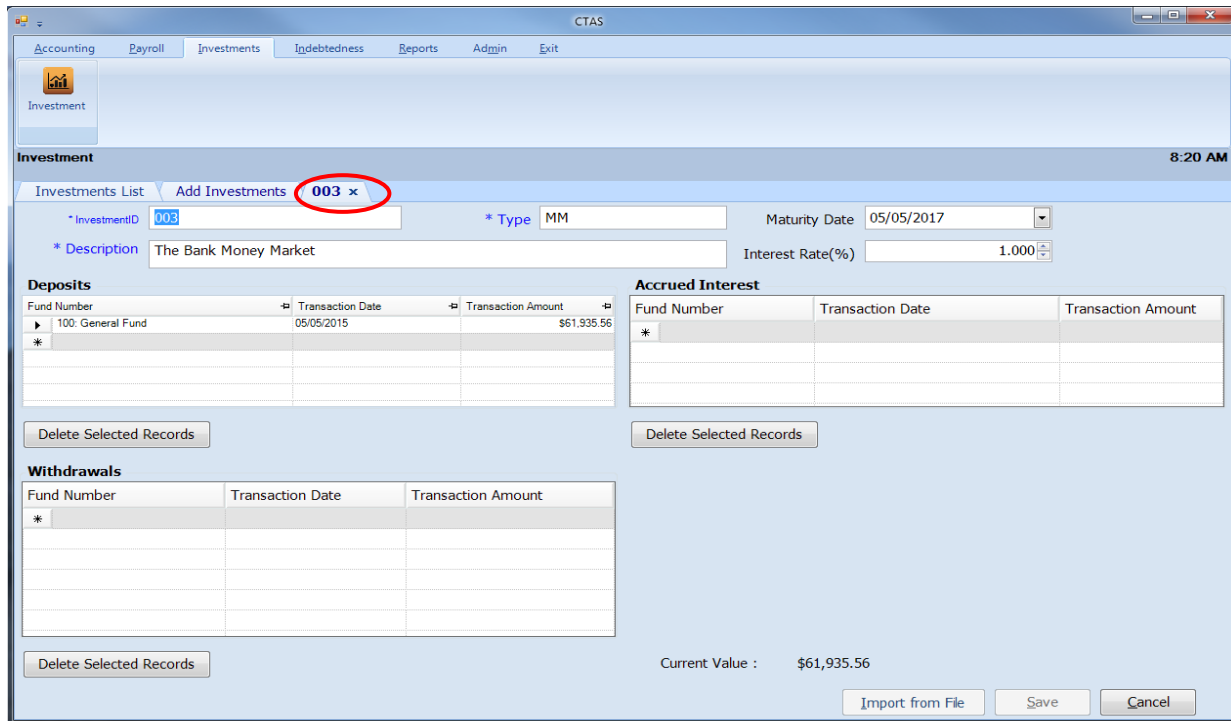
Entering a Withdrawal from an Investment

This section shows how to enter a withdrawal from an investment. The following pages illustrate the process with sample transactions.

For the example, $1,000 was withdrawn from the savings account on April 21st.

To enter the withdrawal of an investment, highlight the investment in the Investment list tab (circled) and click the Edit button (boxed).

Entering a Withdrawal from an Investment (continued)

After the Edit option is selected, an individual Investment tab will appear (circled).

Complete the following steps in the Withdrawals section (boxed) to enter the withdrawal of the investment:

- Enter a Fund Number in the Fund Number field. *In the sample investment above, the savings account was purchased by the General Fund, so the withdrawal should be disbursed to that fund.*

- Enter the transaction date in the Transaction Date field.

- Enter the amount of the withdrawal in the Transaction Amount field.

Click the Save button to record the withdrawal of the investment.

Entering a Withdrawal from an Investment (continued)

Once saved, CTAS will then record the corresponding transaction in Receipts section (boxed).

Below is the detail of the receipt (IAW) CTAS created.
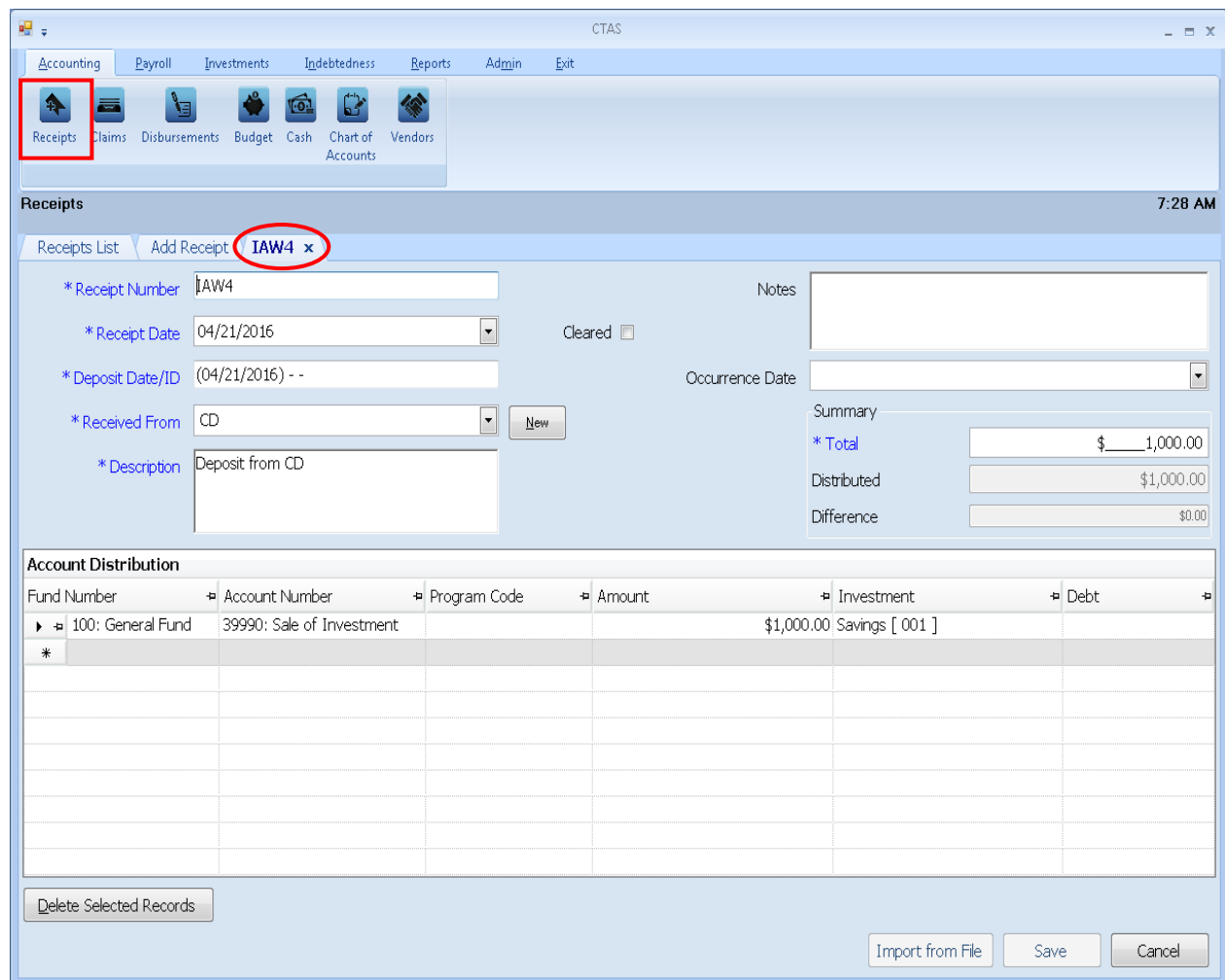
This receipt records the amount deposited into the General Fund from the savings account (investment).

Entering Interest Earned on an Investment

This section shows how to enter the interest earned on an investment into CTAS. The following pages illustrate the process with sample transactions.

To record the interest earned, go to the Receipts section of the Accounting Module of CTAS. To access the Receipts section, click the Accounting tab (circled), then click on the Receipts icon (boxed).
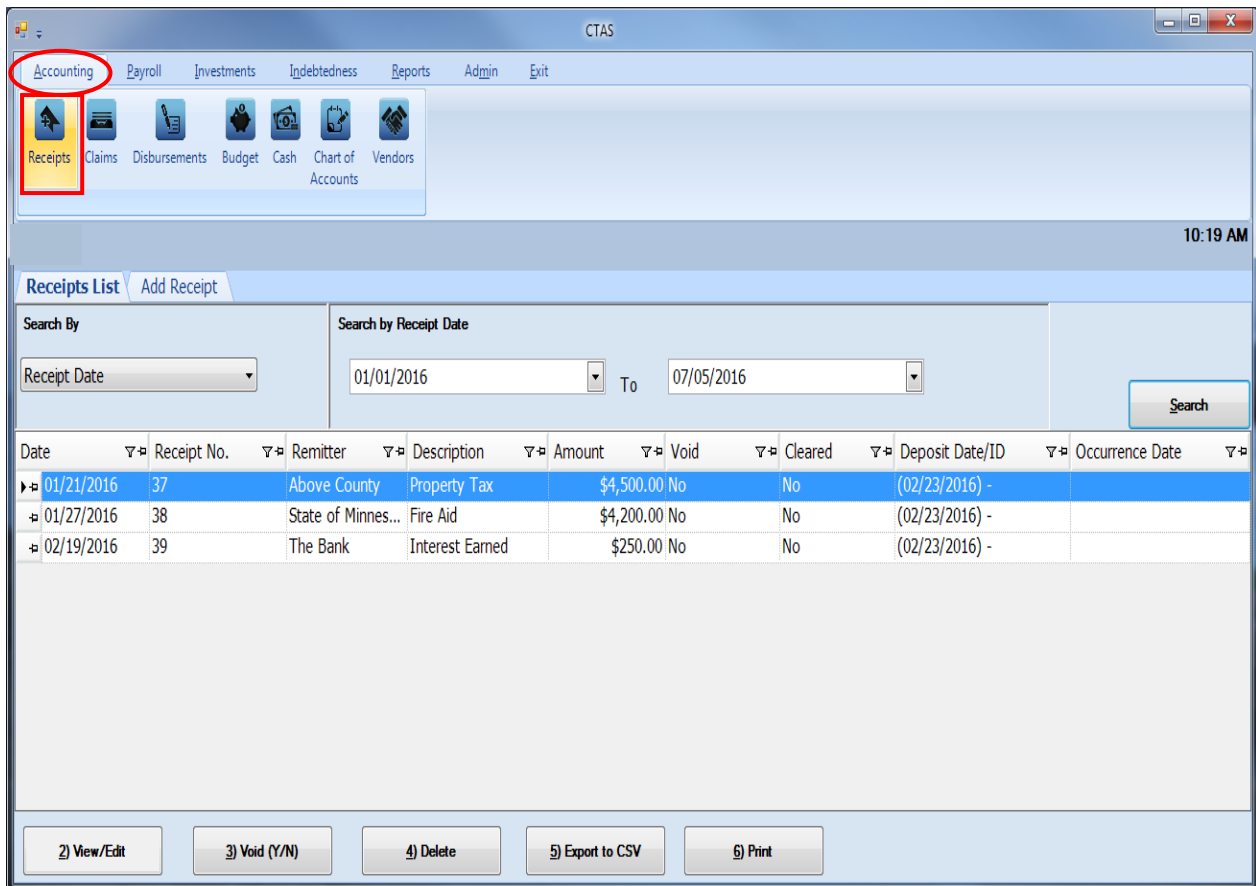
To begin entering the receipt for the interest earned on the investment, click on the Add Receipt tab.

Entering Interest Earned on an Investment (continued)

For this example, an entity received the March 31st bank statement which shows that $45.32 was earned on CD #154685.

Complete the following steps for the entry:

- Enter the receipt number in the Receipt Number field.

- Enter the date of the receipt in the Receipt Date field.

- Enter the deposit date in the Deposit Date/ID field.

- Enter the name of the bank in the Received From field.

- Type a brief explanation of why the money was received in the Description field.

- In the Summary section on the right of the screen, enter the interest earned in the Total field.

- In the Account Distribution section, enter the Fund Number to indicate which fund will receive the money.

- Enter the Account Number for interest earned – 36210 in the Account Number field. This receipt is allocated to only one fund and account.

- Enter the amount in the Amount field.

Click the Save button to complete the transaction.

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Entering Interest Earned on an Investment (continued)

For interest earned that will remain with the investment, a second entry is required.

Note: The receipt entry is still necessary to recognize that the entity has earned interest revenue.

To begin the second entry, access the Investments Module by clicking the Investments tab (circled), then click the Investment icon (boxed).
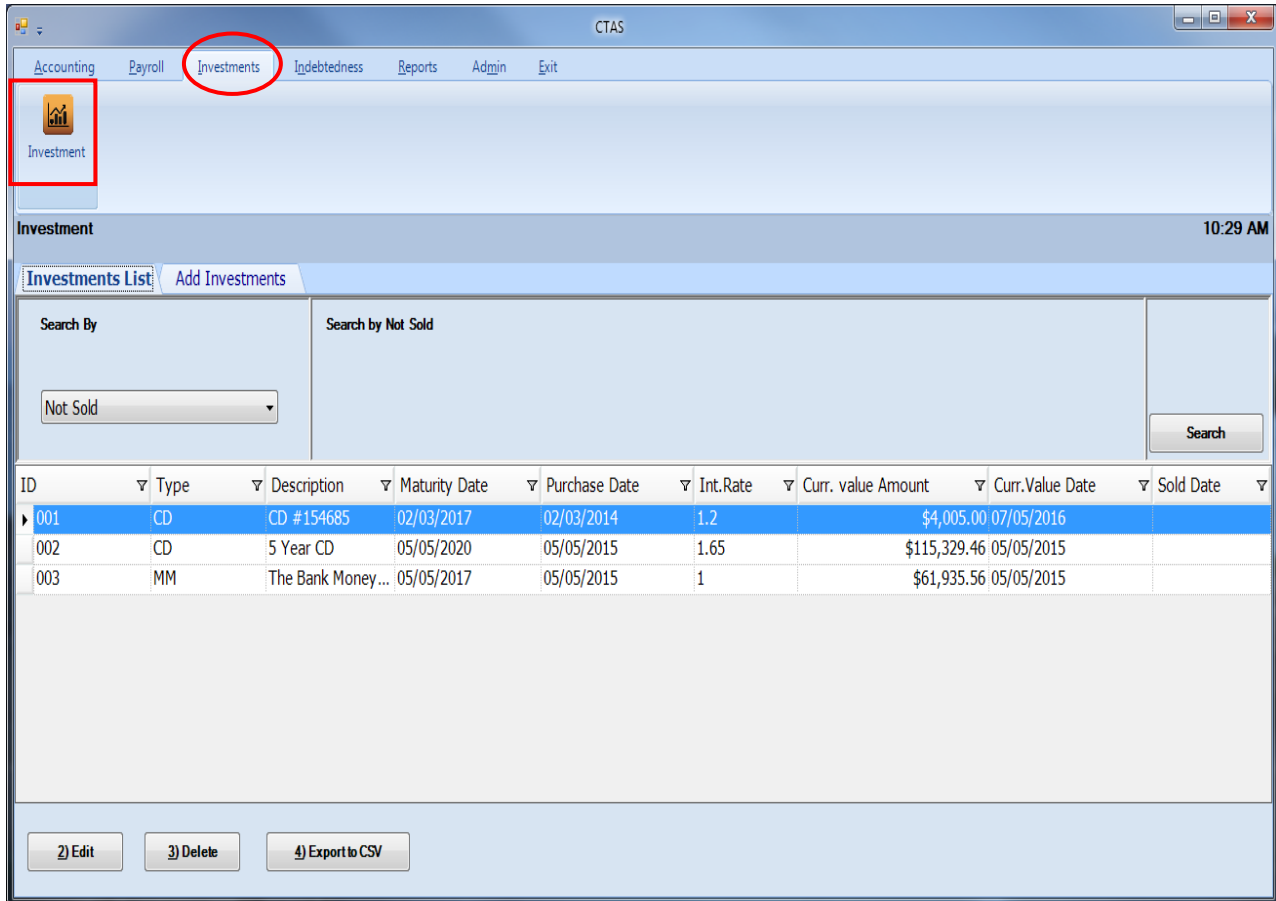
To add the interest to the associated investment, highlight the investment and click the Edit button. After the Edit button is selected, an individual Investment tab will appear.

Entering Interest Earned on an Investment (continued)

Complete the following steps in the Deposits section (boxed) to enter the interest earned:

- Enter the Fund Number in the Fund Number field. In the sample investment above, the Certificate of Deposit was purchased by the General Fund, so all interest is allocated to that fund.

- Enter the Transaction Date.

- Enter the Transaction Amount.

Click the Save button to record the interest in the investment.

Entering Interest Earned on an Investment (continued)

Once saved, CTAS will then record the corresponding transaction in Disbursements (boxed).

Below is the detail of the disbursement (IAD) CTAS created.
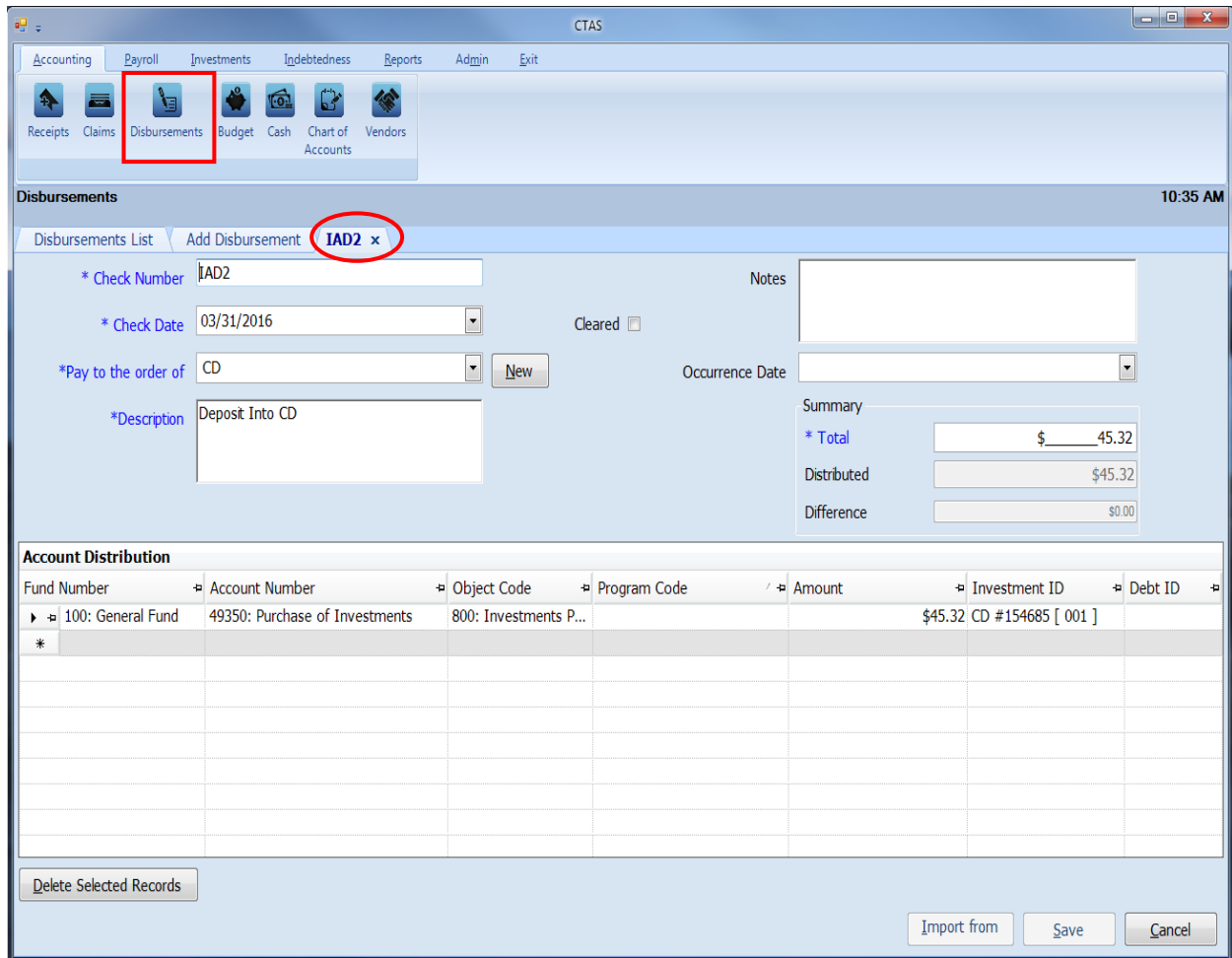
The disbursement entry (IAD) CTAS creates removes the interest earned from the Accounting Module (Fund Balance) and increases the value of the investment by the amount of interest earned. Both entries made are necessary to ensure both cash and investment balances stay accurate.
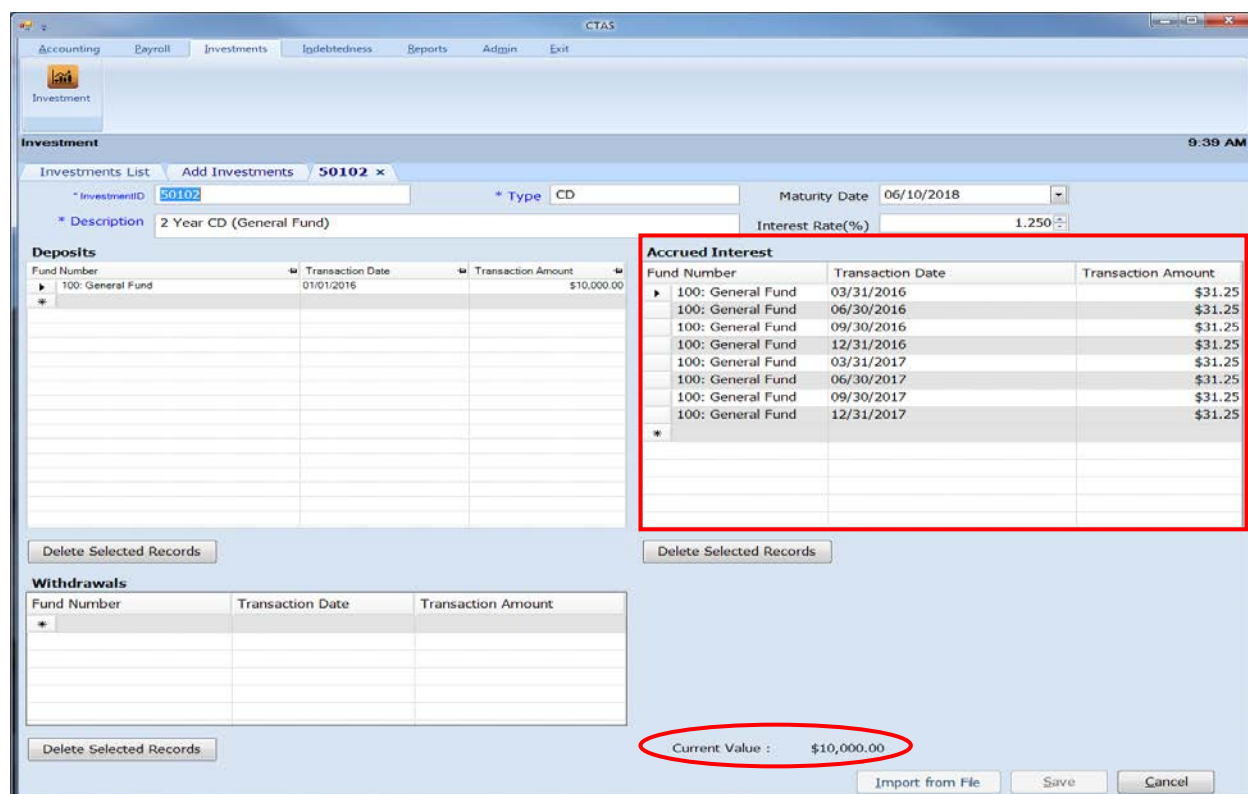
Investments: Accrued Interest

There may be some investments where an entity does not receive (earn) the interest until that investment comes to maturity. This interest is considered accrued interest. The entity will receive statements of the interest amount that has accrued but will not be able to withdrawal the full amount of the investment (principal + interest) until the investment reached its maturity date.

The Accrued Interest section of Investments is an optional feature for those entities that would like to keep track of accrued interest.

The following example will demonstrate how to use the Accrued Interest section (boxed) for a 2 year CD that an entity receives quarterly interest statements.

Highlight the investment on the Investments List tab and click the Edit button. The individual investment detail screen will open in a new tab.

In this example, quarterly statements were received and the accrued interest amounts were entered in the Accrued Interest section.

When an amount is entered in the Accrued Interest section CTAS does not create an IAD number because the interest has not been earned.   Interest is only accrued and will not be earned until the maturity of the CD. Also, it does not update the current value (circled).

To see the investment value with accrued interest, see Chapter 17.

Investments: Accrued Interest (continued)

According to the given example, the investment matures after 2 years. Now the full amount of the interest has been earned, which in the example, is $250. Next, follow the instructions for adding the interest earned (see).

Reminder: For interest earned that will remain with the investment, two entries are required (see instructions starting on).

Once complete with entering the interest earned, the accrued interest entries (boxed) should be deleted. Highlight all entries and select the Delete Selected Records button (circled).

Investments: Deleting an Investment

The need to delete an investment could result if an error was made when the investment was entered.
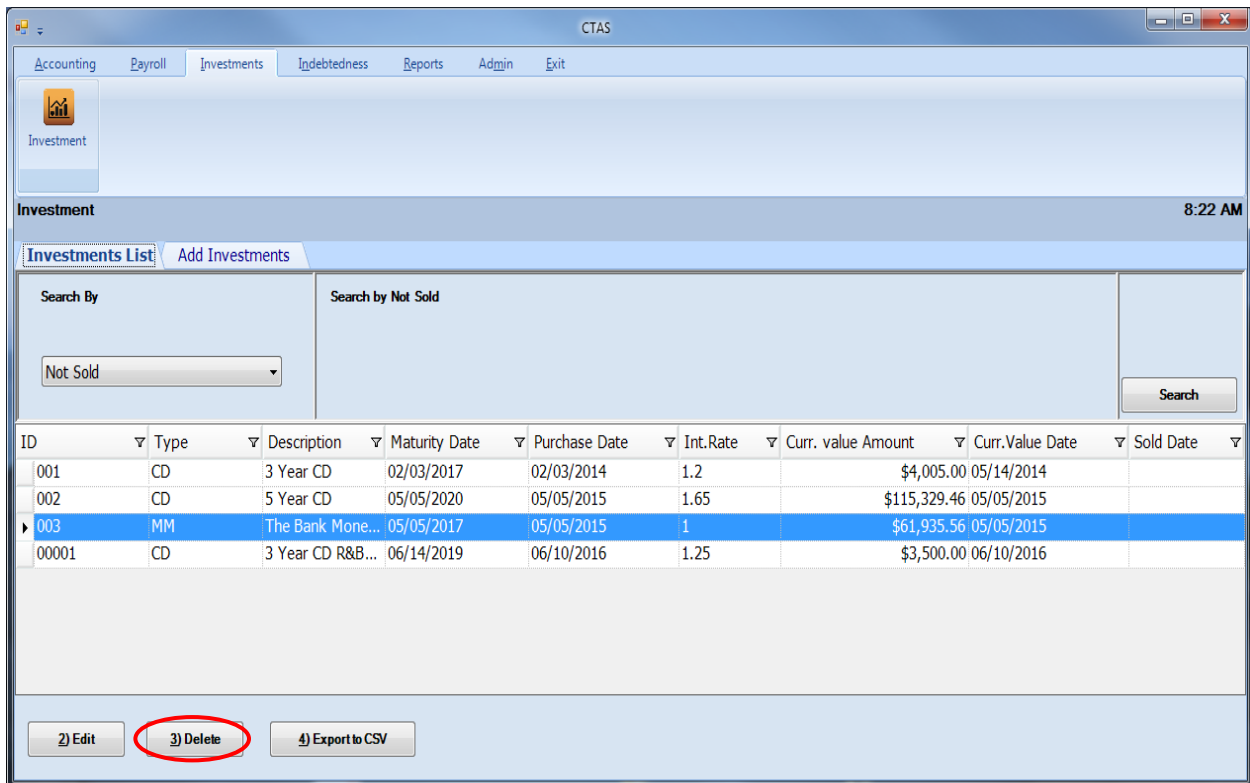

To delete an investment:

- Highlight that investment while in the Investments List tab and click the Delete button (circled).

- After the Delete option is selected, the Confirm Investment Delete screen will appear.

- Click on the Yes button to delete the investment.
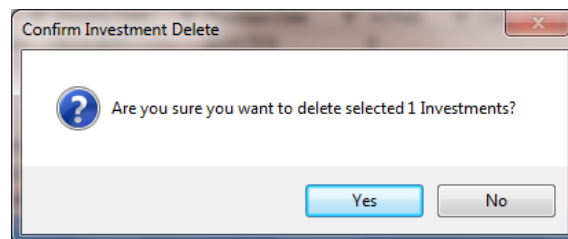
Investments: Using the Search Feature

In the Investment section, you can choose from a number of options to search for investments. The first and default option is to search by Investments Not Sold.
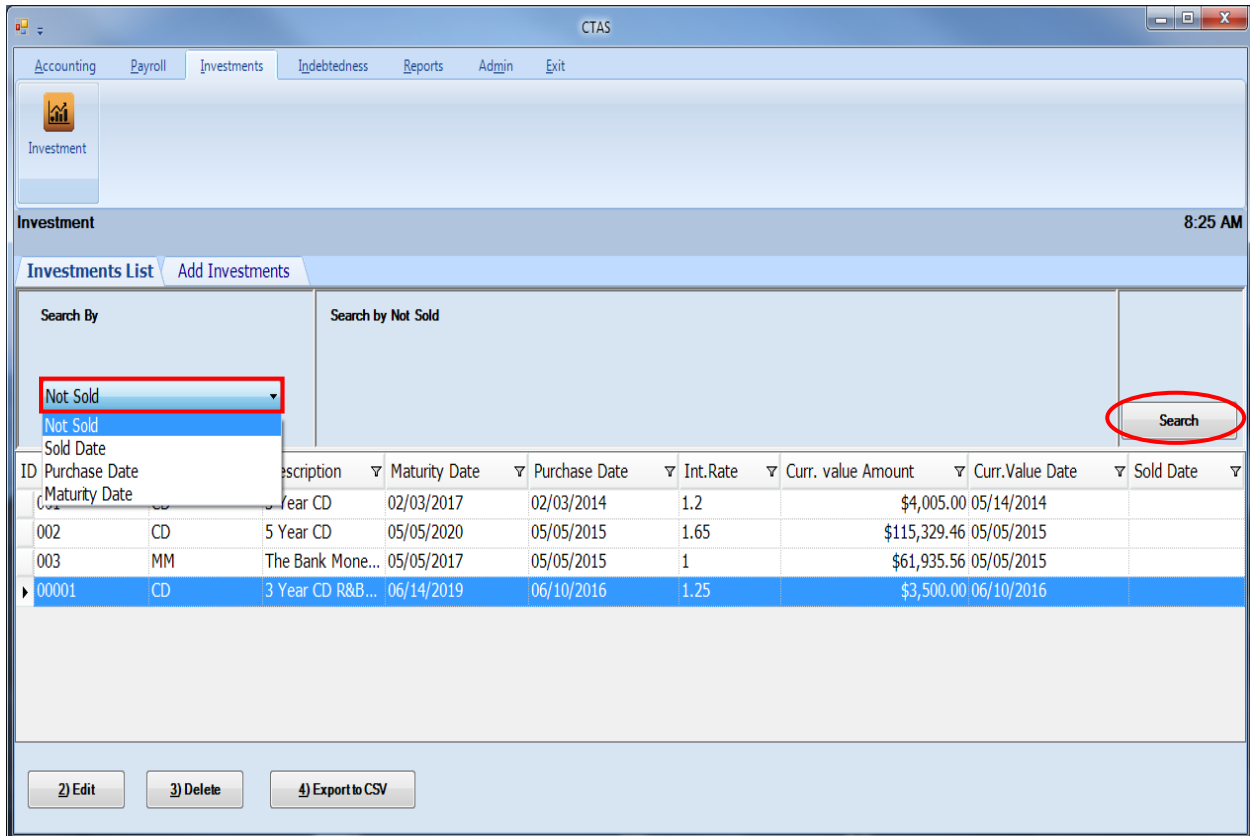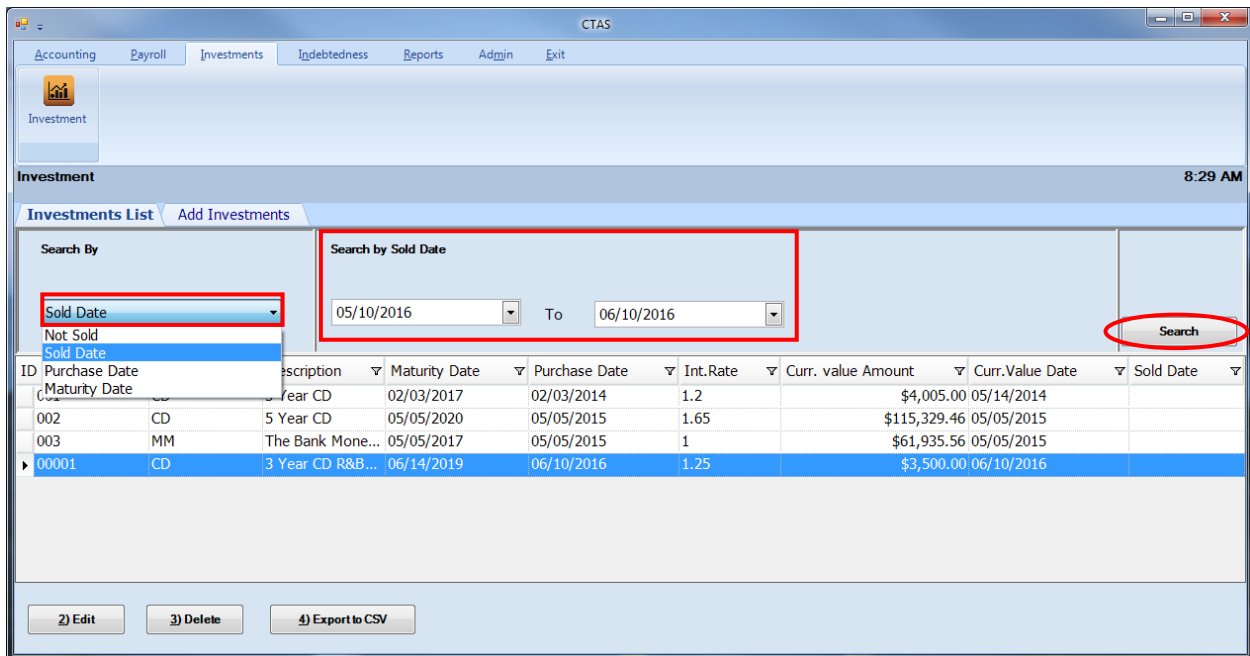

To select Investments Not Sold:

- Select Not Sold from the drop-down list (boxed).

- Click the Search button (circled). Investments that match the search criteria will be displayed.

Investments: Using the Search Feature (continued)
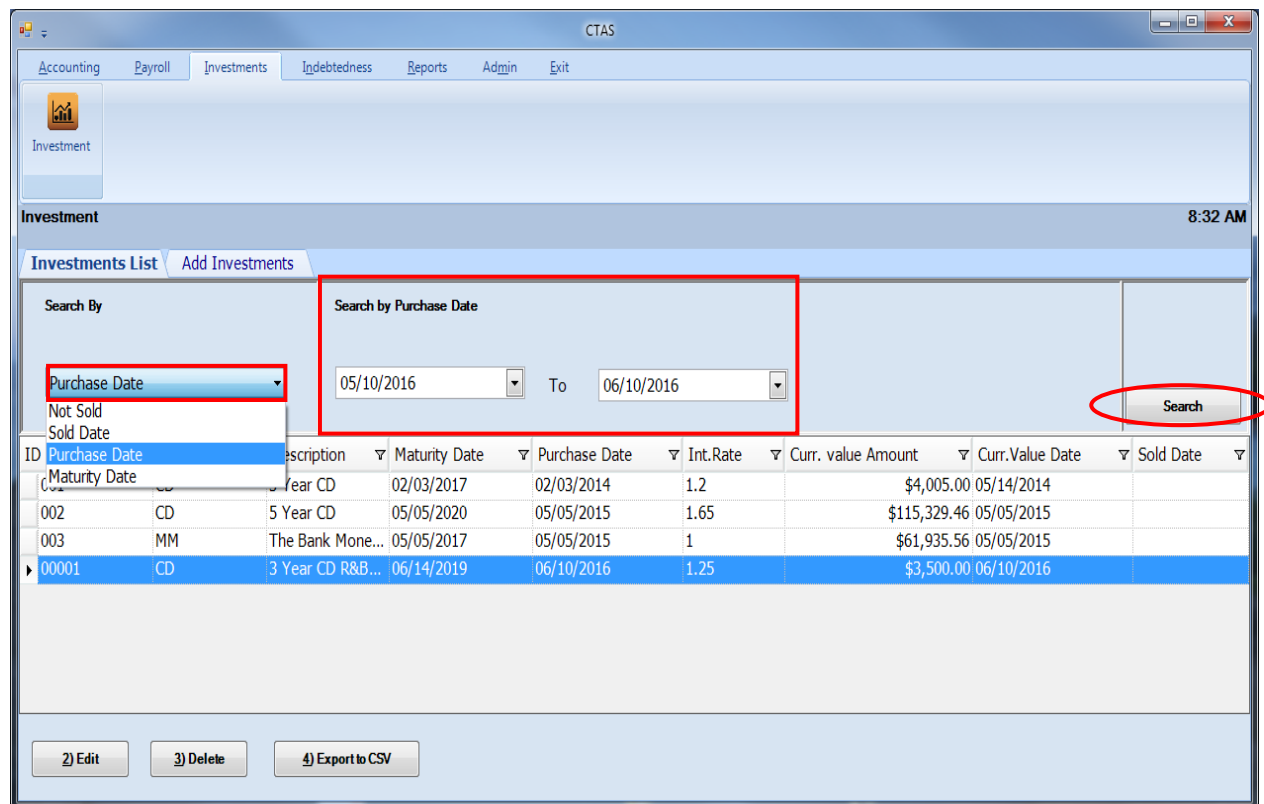
The second option is to search by Sold Date.

To search by Sold Date:

- Select the Sold Date option (boxed, left), from the drop-down list. The screen will then display the Search by Sold Date fields (boxed, center).

- Click on the first date field and enter a beginning date, or use the calendar by clicking on the down arrow at the end of the field.

- Click on the second date field and enter an ending date, or use the calendar by clicking on the down arrow at the end of the field.

- Click the Search button (circled). Investments matching the criteria will then be displayed.

Investments: Using the Search Feature (continued)

The third option it to search by Purchase Date.

To search by Purchase Date:

- Choose the Purchase Date option (boxed, left), from the drop-down list. The screen will then display the Search by Purchase Date fields (boxed, center).

- Click on the first date field and enter a beginning date, or use the calendar by clicking on the down arrow at the end of the field.

- Click on the second date field and enter an ending date, or click on the down arrow at the end of the field to use the calendar.

- Click the Search button (circled). Investments matching the criteria will then be displayed.

Investments: Using the Search Feature (continued)

The fourth option is to search by Maturity Date.
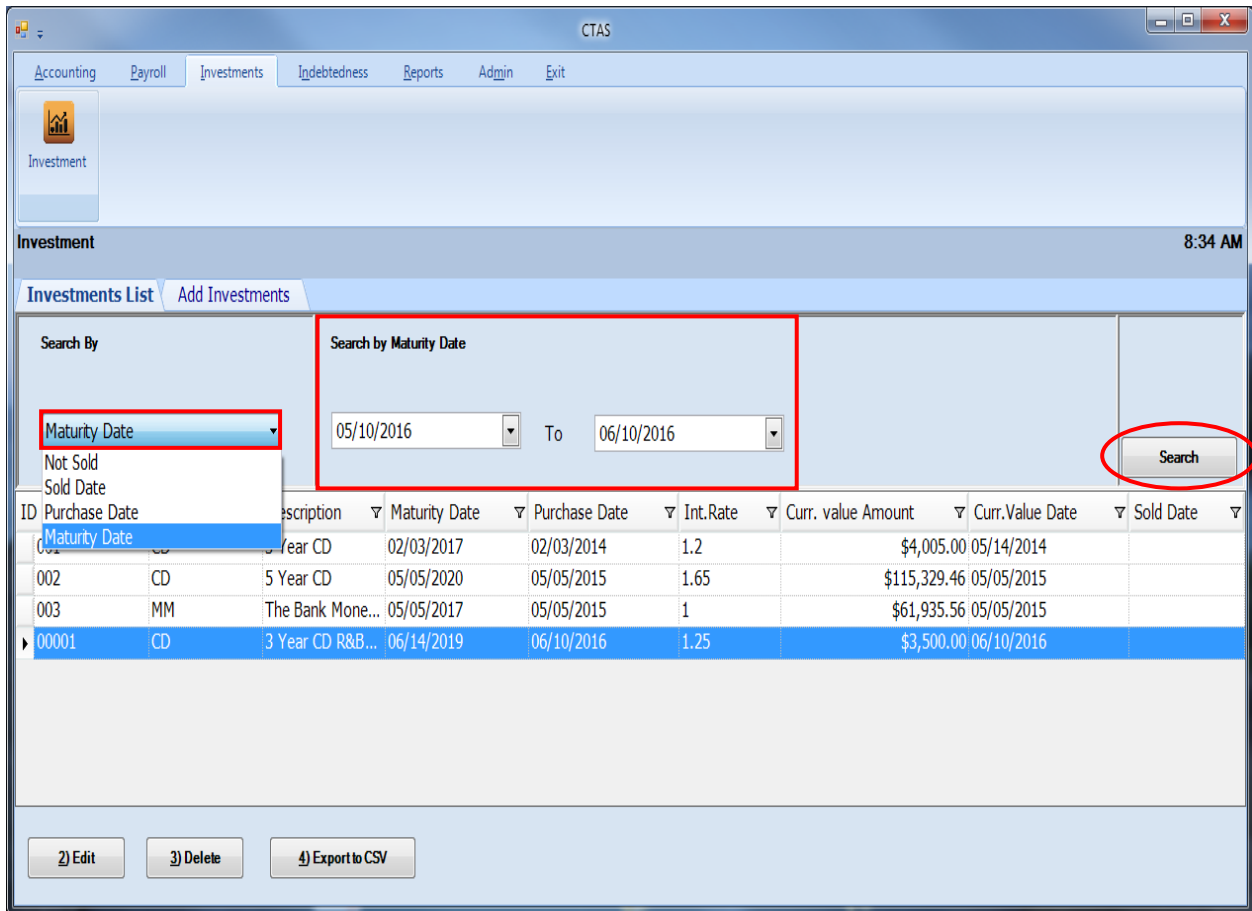
To search by Maturity Date:

- Select the option to search by Maturity Date (boxed, left), from the drop-down list. The screen will then display the Search by Maturity Date fields (boxed, center).

- Click on the first date field and enter a beginning date, or use the calendar by clicking on the down arrow at the end of the field.

- Click on the second date field and enter an ending date, or click on the down arrow at the end of the field to use the calendar.

- Click the Search button (circled). Investments matching the criteria will then be displayed.

Investments: Export to CSV

CTAS allows you to export your data to a CSV file. The **CSV** ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Click the Export to CSV button (circled), from the Investments List tab.
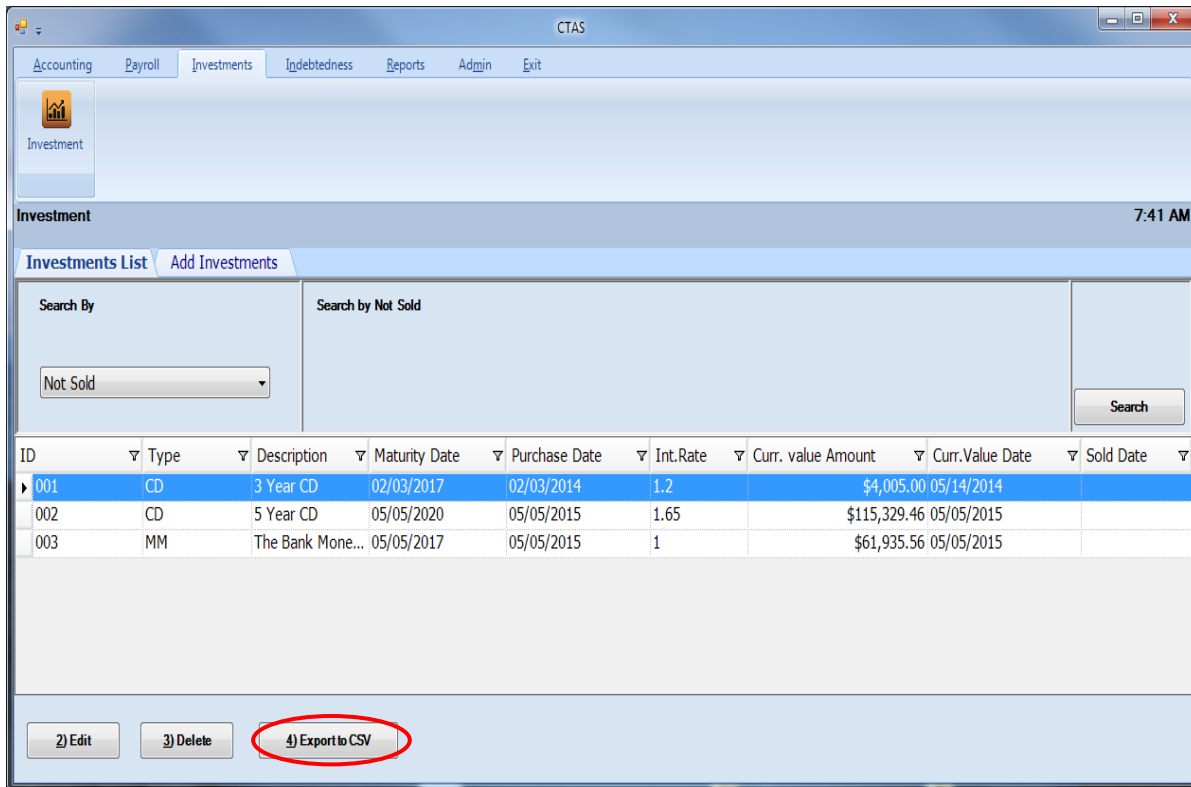
When the Save As window opens, select the location on your computer where you would like the file saved and click Save. CTAS will save the data as a CSV file in the location selected.