CTAS News & Notes

Small City & Town Accounting System (CTAS)
Helpline Numbers: (651) 297-3682, (651) 297-3162 or (651) 282-6114
Website: www.auditor.state.mn.us   E-mail: ctas@auditor.state.mn.us

Training

The next training sessions will be held as one of the workshops in the Summer Shorts Courses offered by the Minnesota Association of Townships (M.A.T). The dates for the training sessions are:

July 10 – St. Cloud
      Location: Holiday Inn

July 11 – Marshall
      Location: Best Western

July 12 – Mankato
      Location: Country Inn &
            Suites

July 13 – Rochester
      Location: Holiday Inn
            South

July 25 – Fergus Falls
      Location: Best Western

July 26 – Thief River Falls
      Location: Best Western

July 27 – Bemidji
      Location: Northern Inn

July 28 – Grand Rapids
      Location: Wendigo
            Conference Center

The cost for the workshops is $35 for pre-registrations. Early registration is recommended. Last year all CTAS session were filled, and late registrants did not have an opportunity to take the CTAS training.

For more information, contact M.A.T. at (763) 497-2330 or (800) 228-0296 or visit their website at www.mntownships.org and click on training. All CTAS users may register for the Summer Short Course training.

The afternoon session offers all interested parties an opportunity to ask specific questions regarding CTAS.

The Current Version

Please check your CTAS system for the version you are using. Version 6.0.8 is the current version of CTAS.

Version 6.0.8 corrects the issues with the year-end financial reporting calculations. In addition, it includes all of the updates from the original 6.0.0 version.

CTAS Tips

Amount Exceeds Step 4 of the Tax Tables

Version 6 has added an additional step and rate. In the Tax Tables section of CTAS Payroll module you will need to enter the additional information. This information is provided on the State Auditor's website or in the Spring 2006 Newsletter.

Changing Beginning Balances

Begin by clicking on the Cash Icon in CTAS. Then highlight the fund and click the Edit button. Enter the correct balance and click the Save button. The Current Balance and the Fund Amount should be the same amount for the current fiscal year.

Sample Check

The sample check in CTAS is designed to assist users in lining up the checks on a dot-matrix printer. For CTAS users with a Laser or Inkjet printer, you can print the checks on plain paper. Checks can be printed until a check number is entered.

Deleting an Employee in a Posted Payroll

1. Edit the Payroll Period
2. Click on the Create/Update Payroll Roster.
3. Highlight the employee to be deleted.
4. Click the Remove Button
5. Click the Save Button.

This should delete the employee from the payroll. Remember to delete or void the associated disbursement.

Enterprise Funds

In the CTAS Diamond Edition all Enterprise Funds must use a 600 number. These are funds such as Water and Sewer utilities. Using the 600 fund numbers for enterprise funds will create the correct electronic file for submission to the Office of the State Auditor.

To change the fund number, click on the Acct_no icon. Highlight the Enterprise Fund and click the Edit button. Change the number and then click the Save button. CTAS will change all transactions with this fund number.

Payroll Distribution Reports

The check date is used when printing the payroll distribution reports. Generally if you do not receive a payroll distribution report it is due to the check date. To review the check date, click on the Payroll icon. In the list box find the payroll period in question and review the check date.

CTAS Checks

The type of check needed is Deluxe LaserJet Check form; Product Number 81064; Laser Multi-purpose Check 8 1/2 X 11. Three check printers provide this format. They are:

Rose Virnig
American Business Forms
320-763-5535
(800) 862-3690

Paul Schmidt
Victor Lundeen Corp.
218-736-5433
(800) 346-4870

Eugene Dufault
Dufault Business Forms
25762 185th Avenue SW
Crookston, MN 56716
(218) 281-3903
(800) 950-4649

Also, these printers have window envelopes available for the checks printed with the CTAS system.

Disbursement Account Numbers

The Chart of Accounts does not define the 46200 and 46400 series account numbers. Therefore, CTAS does not recognize these account numbers when printing year-end financial reports. If you have used these account numbers, please change them to account numbers currently assigned.

OSA Code

CTAS users using CTAS in 2005 received their OSA code in the letter requesting the year-end financial information. This code can be entered in the system Information section of CTAS.

To enter the OSA code:

1. Click on the Admin icon.
2. Click on the System Information tab.
3. Click the Edit button at the bottom of the screen
4. Enter the OSA code.
5. Click the Save button to complete the entry.

The OSA code is needed by the Office of the State Auditor to import the data into the statewide database.

Error When Searching by Check Number

If you received an error when trying to search by check number, the cause may be a transaction without a check number. To correct the error you will need to search all of your transaction for ones without a check number.

In the Disbursements section, enter the earliest date with a transaction. Then click the search button. Scroll through the list box until you find a transaction without a check number. Edit the transaction and add a check number. When all transactions have a check number the search by check number option will work.