



CTAS News & Notes

Small City & Town Accounting System (CTAS)

Helpline: (651) 296-6262 Fax: (651) 282-2391

Website: www.auditor.state.mn.us Email: ctas@auditor.state.mn.us

CTAS Version 7.0.14

CTAS Version 7.0.14 has been released. This update corrects the FICA calculation error in the Federal Taxes Account Distribution report. The FICA is calculated correctly in all other areas of the payroll.

In addition, we continue to write the CTAS User Manual with a timeframe of having the first draft of the manual completed by the Summer Short Courses. The goal of this manual is to explain how to use CTAS in an easy-to-understand format. If you are interested in reviewing the user manual, please send an email to ctas@auditor.state.mn.us.

Tax Rates for 2011

The Tax Tables must be updated for 2011. This is done in the payroll section. Click on the Tax Table icon and then click the Add button on the bottom of the screen. The tax table information for completing the Tax Tables is available on our website at http://www.auditor.state.mn.us/other/ctas/docs/ctas_11_taxtables.pdf.

Training

The Office of the State Auditor offers training sessions on the CTAS system. **The next training session is scheduled for May 12, 2011.** The session will be held at the Office of the State Auditor's St. Paul Office from 9:00 a.m. until approximately 1:00 p.m.

This is a basic beginners' course designed for those users who have limited or no experience using CTAS. A training workbook will be provided.

To register for the training session, please call Mr. Curt Koester at (651) 297-3684 or email him at Curt.Koester@state.mn.us. The resources available for training limit the session to a maximum of eight people.

Directions to our St. Paul Office may be obtained from the Office of the State Auditor's website (www.auditor.state.mn.us).

Parking is available in the parking lot behind the building. Please ask the receptionist for a temporary parking permit.

2010 Cash Township Financial Reporting

The instructions for reporting your 2010 financial information were mailed to all towns in February. This information was due in our office **March 1, 2011.**

CTAS users should not send a copy of the backup file. Please attach the CTAS-generated State Auditor file to an email and send it to ctastown@auditor.state.mn.us.

Towns that are being audited should not submit the information using CTAS. The Office of the State Auditor has an Excel spreadsheet that towns should use to report their financial information. Also, the audit report must be submitted electronically using the Adobe Acrobat format (PDF).

For additional information or assistance, please call or email the Helpline.

Cash City Financial Reporting

The instructions for reporting your 2010 financial information were mailed to all cities in January. Your OSA code can be found on the letter you received with the instructions. The deadline for cities reporting on a cash basis was **March 31, 2011**.

Users should not send a copy of the backup file. Please attach the CTAS-generated State Auditor file to an email and send it to ctascity@auditor.state.mn.us. Cities that are being audited should not submit the information using CTAS. The Office of the State Auditor has an Excel spreadsheet that cities should use to report their financial information. Also, the audit report must be submitted electronically using the Adobe Acrobat format (PDF).

For additional information or assistance, please call the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us.

Submitting the CTAS Reporting Form

To submit the data in the proper format, you will need Version 6.0.8, 6.2.0, 7.0.13 or 7.0.14. The 2010 reporting year may be the last year you will be able to submit your CTAS file using CTAS Version 6. Version 7.0.14 can be downloaded from our website at www.auditor.state.mn.us.

Also, you will need the OSA code. Your OSA code is the same as last year.

Users have the option of copying the file to a CD and mailing it or emailing the file to our office. For towns, the email address is ctastown@auditor.state.mn.us. For cities, the email address is ctascity@auditor.state.mn.us.

CTAS Tips

Error 94 – Invalid Use of Null.

This error has occurred when Posting Claims. The error indicates there is a claim without an explanation in the Description field. Enter an explanation in the Description field and the claims should post.

Error Number 3464. If you received this error when trying to search by check number, this indicates at least one disbursement transaction does not have a check number. In order to find the transaction(s) without a check number, you will need to search all of your disbursements and find those without a check number.

In the Disbursements section, enter the starting date of 01/01/2000 and ending date of the current date in the Search by Date fields. Then click the Search button. Scroll through the list box until you find a transaction without a check number. Edit the transaction and add the correct check number. When all transactions have a check number, you will be able to use the Search by Check Number option.

Screen too Large. Users are unable to see the buttons on the bottom. Your screen resolution is set too low.

To change your screen resolution using the Category view:

- Click the Start button.
- Select the Control Panel.
- Click on Appearance and Themes.
- Click on the Settings tab.
- Move the screen resolution slide to a higher amount.
- Click Apply.
- Click Yes to set the new screen resolution.
- Click OK to close the screen.

To change your screen resolution using the Classic view:

- Click the Start button.
- Select the Control Panel.
- Double click on the Display icon.
- Click on the Settings tab.
- Move the screen resolution slide to a higher amount.
- Click Apply.
- Click Yes to set the new screen resolution.
- Click OK to close the screen.

Error 3380 – Alter Table Tblclaims. This error indicates that the database was opened using Version 6 after using Version 7. You will need to restore your data from a backup. Also, delete the CTAS VB6 icon from your Desktop.

Grid 32.ocx file not registered properly. To correct this error, go to the CTAS web page, <http://www.auditor.state.mn.us/default.aspx?page=ctas>, and download the New Installation or Update from Version 6. Install this version (7.0.14) of CTAS. This should register the file and correct the error. CTAS is designed not to overwrite the data.

Fatal Error when print Schedule

1. Download and install the CTAS Version 7.0.14 update. This will correct the issue with the printing of Schedule 1.

To download the update:

1. Go to the CTAS web page: <http://www.auditor.state.mn.us/default.aspx?page=ctas>
2. Click on Update for CTAS Version 7 (exe, 894k).
3. Save the file to your Desktop.
4. Double-click on the file.
5. Enter C:\Program Files\CTAS v7 in the “Extract” to box.
6. Click on the Extract button.
7. Click the Yes button to replace the CTAS-2009.exe file.

When this is complete, your CTAS system should be updated.

Enterprise Funds

In CTAS, all Enterprise Funds must use a 600 number. These are funds such as water and sewer utilities. Do not use the 600 fund series for funds other than Enterprise Funds.

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. All transactions with this fund number will be updated.

How do I delete an employee in a posted payroll?

1. Click on the Edit Button to update 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 void the associated check. Checks should be voided and not deleted so that all check numbers are accounted for.

Transferring the Data from Computer 1 to Computer 2

First, make a Backup copy of the CTAS Data from Computer 1

1. Start CTAS.
2. Click on the Admin icon.
3. Click on the Utilities tab.
4. Click on the Backup button.
5. If necessary, click on the Browse button to change destination of the backup file.

6. Click the Run Backup button.
7. CTAS creates the file “CTAS_MDB.Zip.”*

*Note: * This file should be saved on an external storage device.*

Transferring your Data to Computer 2

1. Install CTAS.
2. Start CTAS.
3. On the Welcome Screen, click on the Restore Database button in the lower right-hand corner.
4. Click on the top Browse button and select the location of the backup file.
5. Click the Run Restore button to transfer the data from the backup.
6. When the restore function is complete, click the Continue button to begin using CTAS.

Note: If you did not change the default settings when installing CTAS, the location of the database as shown on the screen is correct.

Bottom of the Ninth

By David Kazeck

This column is designed to give you my perspective on CTAS and related accounting issues.

Check and Envelope Vendors

Below is a list of vendors that will

provide checks and envelopes for CTAS. The Office of the State Auditor does not recommend a particular vendor for printing checks, but only offers this list as a resource for your check-printing needs.

Tammy & Shaun Stottler
American Solutions for Business
19562 Halwood Road
Glenwood, MN 56334
Phone: (320) 634-3344
Fax: (320) 634-0287
tstottle@americanbus.com

Rose Shorma
Proforma Rose Shorma
826 East Lake Geneva Road
Alexandria, MN 56308
Phone: (320) 763-5535
Fax: (320) 762-1555
Cell: (320) 760-8212
rose.shorma@proforma.com

Paul Schmidt
Victor Lundeen Corp.
126 West Lincoln Avenue
P.O. Box 486
Fergus Falls, MN 56538
Phone: (218) 736-5433
Phone: (800) 346-4870
pauls@victorlundeens.com

 **REMEMBER TO
BACK UP YOUR DATA!**

Because of the many options in setting up the Windows operating system, CTAS will not always be able to write directly to a CD. Therefore, my suggestion is to use USB flash drives. CTAS will write directly to the flash drive.

The procedure I recommend is to use a rotation of three backups. The first time you back up, use

Backup 1. The second time, use Backup 2. The third time, use Backup 3. Then the fourth time you can use Backup 1 again.

To back up the CTAS Database, complete the following steps:

- Click on the Admin icon
- Click on the Utilities tab
- Click on the Backup button
- Click on the Browse button to select the location for the backup file.
- When the Select Backup Folder appears, click on the down arrow at the end for a list of the available drives.
- Click on a drive letter to select the drive.
- If needed, double-click on the clicked-on desired folder.
- Click the Save button to select the backup location.
- When the backup folder is displayed in the Backup Folder box, click the Run Backup button to begin the backup process.
- Click on the Yes button to back up your CTAS data.
- When the file has been backed up, click on the OK button to complete the process.

 **Additional Training
Opportunities**

The Office of the State Auditor is planning to offer a CTAS training session as one of the workshops in the Summer Short Courses presented by the Minnesota Association of Townships

(M.A.T.).

The dates and locations for the training sessions are:

June 20 – St. Cloud

Location: Holiday Inn

June 21 – Morton

Location: Jackpot Junction

June 22 – Mankato

Location: Country Inn & Suites

June 23 – Rochester

Location: Ramada Inn

June 27 – Fergus Falls

Location: Best Western – Bigwood Event Center

June 28 – Thief River Falls

Location: Engelstad Arena

June 29 – Walker

Location: Northern Lights Event Center

June 30 – Carlton

Location: Black Bear Casino Event Center

The cost for the workshop is \$45 with pre-registration. On-site registration is \$55. Early registration is recommended. In past years, all CTAS sessions were filled and late registrants did not have an opportunity to participate in 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.