

# CTAS News & Notes

Small City & Town Accounting System

Helpline: Phone: (651) 297-3682 Fax: (651) 282-2391 E-mail: ctas@osa.state.mn.us

## **CTAS Version 5 for Windows Update**

The update for Version 5 of CTAS has been completed. For those with access to the Internet the update can be downloaded from the Office of the State Auditor's web site at [www.osa.state.mn.us](http://www.osa.state.mn.us).

The list of changes made to CTAS in the update include:

1. The monthly and semi-monthly payroll calculations have been corrected. Therefore, employees with a monthly pay period should have monthly selected. The employees with a semi-monthly period should have the semi-monthly selected. Users should review each employee's information and select the correct pay frequency.
2. Only approved claims will be displayed when entering check numbers.
3. Inkjet/laser labels will now print correctly. The required

labels are Avery forms 8x62 and 5x62.

4. PERA reports print only those employees with PERA withholdings.
5. Posted payrolls can be deleted.
6. The inkjet/laser check printing has been moved down.
7. Object codes are printed on the disbursement registers.
8. The skipping of checks using dot-matrix printers has been corrected.
9. The account distribution error when posting the payroll to disbursements has been corrected.
10. Receipt and disbursement registers will print correctly when a specific fund is selected.
11. The receipt and disbursement ledgers have been updated so all accounts will

print.

12. The cumulative wages and withholdings shown on the bottom of the payroll check will now be correct.

The update includes only those changes that fit with in the original scope of the re-formatting project.

The Office of the State Auditor has made the update available on the CTAS website. Users with email addresses have been notified of the availability of the update. Any user with Internet access can download the update from the website. If the Office of the State Auditor has not received an email address, the update will be mailed within a few weeks.

Additional improvements or enhancements will be made as time and resources permit. Suggested changes can be e-mailed or mailed to the Office of the State Auditor, CTAS, Suite 400 525 Park Street, St. Paul, MN 55103.

# CTAS News & Notes

Small City & Town Accounting System

Helpline: Phone: (651) 297-3682 Fax: (651) 282-2391 E-mail: ctas@osa.state.mn.us

## CTAS Bulletin Board

The CTAS Bulletin Board is up and running. CTAS users will be assigned a username and password to access the bulletin board. This allows users to post questions they may have regarding the CTAS. In addition, users can comment on questions that have been posted.

The Office of the State Auditor will review the bulletin board periodically and post answers to questions as the need arises. Users should feel free to post their answers to the questions. The bulletin board is available to allow users to assist one another in using the CTAS system.

Users that have notified the Office of the State Auditor of an email address should have received their username and password. Other CTAS users will receive their username and password with the update.

## List of Users

Included with this newsletter is a list of CTAS V5 users. I encourage you to get to know one another. This list is issued to help you find other users in your area.

CTAS users are a great source of knowledge. They are working with the system on a daily basis and may have solutions to recording many of the difficult transactions.

Please check the name and address on the users list. All future correspondence, regarding CTAS, will be sent to this address. Users can notify the Office of the State Auditor of changes to the users list by writing to the Office, ATTN: CTAS, calling the Helpline, or using the CTAS email address.

## Training

The Office of the State Auditor offers training sessions on the Windows version of the CTAS system. These sessions are held at the State Auditor's Office in St. Paul. Training sessions are scheduled for April 13 and April 20, 2000.

Please call Ms. Billi Sanders at (651) 297-3684 to register for a training session. The resources available for training require that we have a maximum of six people for a session. Participants should bring their Reference Manual to the training session. A workbook is provided.

The training session will be held at the State Auditor's Office, Suite 400, 525 Park Street, St. Paul, MN. Parking is available across the street in the Bethesda Ramp.

# CTAS News & Notes

Small City & Town Accounting System

Helpline: Phone: (651) 297-3682 Fax: (651) 282-2391 E-mail: ctas@osa.state.mn.us

## Frequently Asked Questions

**I tried to print a report and received the message: Error Number 32006. Why doesn't my report print?**

For Windows 95/98/NT

1. Double click on My Computer
2. Double click on Control Panel
3. Double click on Regional Settings
4. Click on Date Tab
5. Change the Short Date Style to MM/dd/yyyy
6. Click Apply
7. Click OK
8. Close All Screens

For Windows 3.1

1. Double click on the Main Group
2. Double click on Control Panel
3. Double click on International
4. Click the Change button in the Date Format Box.
5. Click the Century Box (1990 vs 99)
6. Click OK
7. Close All Screens

**I need to order checks for the CTAS system. What checks do I need for my Inkjet or Laser printer?**

The check needed for a Laser or Inkjet printer is Deluxe LaserJet Check form; Product Number 81064: Laser Multi-purpose Check 8 1/2 X 11.

## Accounting

Notes for townships submitting reporting forms using the CTAS system:

Remember to complete page two of the CTAS system printed reporting form.

Notes for cities: The following statements must be prepared manually

1) An Operating Statement for every enterprise fund is needed.

2) A Statement of Indebtedness

3) A Statement of Accounts Receivable and Payable.

4) A Balance Sheet for a city-owned liquor store.

5) If your city or town will be audited, contact your auditor for any special instructions.

# CTAS News & Notes

Small City & Town Accounting System

Helpline: Phone: (651) 297-3682 Fax: (651) 282-2391 E-mail: ctas@osa.state.mn.us

## The Clipboard

, The Helpline now has two additional numbers available. Users with accounting issues can call 651-297-3684. Those with computer issues can call 651-297-7104.

, Caution is the key when installing new software. The new software may overwrite Windows system files needed by CTAS.

, The sample checks in the payroll system are for the dot-matrix printers. This is used to help align the checks.

, Back up your data.

, City and town reporting forms have been mailed, except town GAAP forms. If you did not receive your copies, please call Ms. Debra Schultz at (651) 297-3688.

, The Frequently Asked Questions (FAQs) are now listed on the CTAS website.

, CTAS Version 5 for windows is a stand-alone system. A network version of the system is not available. The Helpline does not have the expertise to troubleshoot getting CTAS to run on a network.

, Posting of Claims: When a claim has been posted it cannot be changed. All changes must be made in disbursements. Changes made in disbursements should also be recorded on the printed claim form.

, The CTAS Bulletin Board is up and running. Users without an email address on file will receive their username and password with the update of CTAS Version 5.