



# 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](http://www.auditor.state.mn.us) E-mail: [ctas@osa.state.mn.us](mailto:ctas@osa.state.mn.us)

### Training

The Office of the State Auditor offers training sessions on CTAS. This is a basic beginners course designed for those users that have limited or no experience using CTAS.

These sessions are held at the State Auditor's Office in St. Paul.

**A training session is scheduled for July 7, 2005.** The training session begins at 9:00 a.m. and will end at around 1:00 p.m.

Please call Ms. Deb Schultz at (651) 297-3688 to register for the training session. The resources available for training require that we have a maximum of eight people for a session. Due to the time and resource commitment, the Office of the State Auditor reserves the right to cancel a training session if registrations do not exceed four.

Participants should bring their Reference Manual to the training session. A training workbook is provided.

The training session will be held at the State Auditor's Office, Suite 500, 525 Park Street, St. Paul,

MN. Directions to our location may be obtained from the Office of the State Auditor's website. Parking is available across the street in the Bethesda Ramp.

In addition to this training session, the Minnesota Association of Townships (M.A.T.), as part of their Summer Short Courses, is offering training on CTAS. The dates for the training sessions are:

July 11 – St. Cloud  
July 12 – Marshall  
July 13 – Mankato  
July 14 – Rochester  
July 26 – Fergus Falls  
July 27 – Thief River Falls  
July 28 – Grand Rapids

For more information, contact M.A.T. at (763) 497-2330 or (800) 228-0296 or visit their website at [www.mntownships.org](http://www.mntownships.org) and click on training. Cities may also register for the Summer Short Course training.

These training sessions are similar to the training offered in St. Paul at the State Auditor's Office. However, it also offers all interested parties an opportunity to ask specific questions regarding CTAS.

### Information on the CTAS Diamond Edition

#### **An Update is Coming**

Our goal is to mail an update to CTAS Version 6 by the end of June. This update will correct issues with the original release including: The display issues with Windows 95, 98 and ME, the voided checks showing on the Outstanding Checks Report, Check printing issues, Backing up the data and CTAS not installing on older computers.

#### **Error 510 –Backing up Data**

Back up the data using a new or blank diskette. This issue will be resolved with the update.

#### **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 2005 Newsletter.

### **Runtime Error – Cannot Find Database**

Is there a CTAS-VB6 icon on your Desktop? If not, try installing CTAS Version 6 again. Also, the CTAS migration utility is set to use the defaults in versions 5 and 6. If you did not use the default setting for the databases, you will need to change the location of the databases.

### **Change 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.

### **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.

### **How do I delete 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.

### **Computer Requirements**

Pentium II Processor  
64 MB of Memory  
4 GB of Hard Drive Space available

### **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.

### **What type of checks do I need to order for my Inkjet or Laser printer and are window envelopes available?**

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

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

Eugene Default  
Default Business Forms  
25762 185<sup>th</sup> 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.

### **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.

### **Backing up to a CD**

To back up CTAS onto a CD you will need to format the CD. The CD writer program I used was Roxio Easy CD Creator. With a CD inserted into the CD drive, I selected formatting a CD to drag and drop files from Windows Explorer. For Roxio, this selection was titled directCD. Then I selected Format CD and entered the label name for the CD. Then I clicked the Start Format button. With the formatting completed, I selected the CD drive in CTAS for backup and ran the backup. This created the backup file on CD.

# 2005 SUMMER SHORT COURSE

## PRE-REGISTRATION

PLEASE COPY, ONE FORM PER PERSON PLEASE...

To Qualify for the Pre-Registered Price, your form must be postmarked, faxed, or emailed by  
**June 30 for Week 1 or July 14 for Week 2.**

**NO PHONE REGISTRATIONS ACCEPTED**

Mail to: **Minnesota Association of Townships (M.A.T.)**  
P.O. Box 267, St. Michael MN 55376

Fax to: 763-497-3361

Form also on website: [www.mntownships.org](http://www.mntownships.org) (click on Training Events)

**\$35** per person, Pre-Registration Discount (must be received by dates listed above)  
(Registration fee includes program expenses, printed material, refreshments and lunch)

**Please check which sessions you will be attending:** Seating may be limited...

- 5. Elections (Clerks can receive credit hours toward certification) (Hours TBD) 1:00 pm – 4:00 pm
- 2. Local Board of Appeal & Equalization certification (2 hours) 10:00 am – 12:00 pm

↑The above listed sessions are credit certified classes.

↓Sessions listed below are of importance and can be mixed and matched as you choose (with exception of CTAS).

- 1. Records Retention 10:00 am – 12:00 pm
- 3. Procedures to Follow When Issuing a Contract 10:00 am – 12:00 pm
- 4. CTAS computer lab (this class is designed to give new users a full day of hands-on training) 10:00 am – 4:00 pm
- 6. Anatomy of a Contract 1:00 pm – 3:00 pm
- 7. Understanding Township Finances 1:00 pm – 3:00 pm
- 8. Top 10 Reasons Towns Get Sued 3:00 pm – 4:00 pm
- 9. Preparing for Audits 3:00 pm – 4:00 pm

### WEEK 1 (Deadline to Pre-Register is June 30)

- July 11 – St Cloud (Holiday Inn)
- July 12 – Marshall (Best Western Inn)
- July 13 – Mankato (Country Inn & Suites)
- July 14 – Rochester (Holiday Inn South)

### WEEK 2 (Deadline to Pre-Register is July 14)

- July 26 – Fergus Falls (Best Western)
- July 27 – Thief River Falls (Best Western)
- July 28 – Grand Rapids (Sawmill Inn)

**\*\* On-site registration will be \$45\*\***

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

PAYMENT ENCLOSED \_\_\_\_\_ BILL ME \_\_\_\_\_

The BILL ME option allows you to not send payment at this time and we will invoice your township.

**Cancellation Policy:** Refunds will be made only to those that have mailed/faxed/emailed a written request. Fees will be refunded, less a \$10 processing fee.