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.

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<u>A</u> ccounting	<u>P</u> ayroll <u>I</u> nvestr	ments I <u>n</u> debt	edness <u>R</u> eports Ad <u>r</u>	<u>n</u> in <u>E</u> xit					
Investment									
Investment								7:4	1 AM
Investment	s List Add Inve	estments							
Search By			Search by Not Sold						_
Not Sold		-							
								Search	
ID	⊽ Туре	▼ Descriptio	n ▼ Maturity Date	▼ Purchase Date	▼ Int.Rate	▼ Curr. value Amount		⊽ Sold Date	7
▶ 001	CD	3 Year CD	02/03/2017	02/03/2014	1.2	\$4,0	05.00 05/14/2014		
002	CD	5 Year CD	05/05/2020	05/05/2015	1.65	\$115,32	29.46 05/05/2015		
003	MM	The Bank	Mone 05/05/2017	05/05/2015	1	\$61,93	35.56 05/05/2015		
									_
<u>2)</u> Edit	3) Delete		ort to CSV						
	3) Delete	<u>4) Exp</u>	VCJ 0110						
							_		

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, 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.

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<u>A</u> ccounting	<u>P</u> ayroll <u>I</u> nv	vestments	I <u>n</u> debtedness	<u>R</u> eports A	d <u>m</u> in <u>E</u> xit				
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Not Sold		•							
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ID	⊽ Туре	⊽ Des	scription ∇	Maturity Date		te ⊽ Int.Rate	▼ Curr. value Amount	▼ Curr.Value Date	▼ Sold Date ▼
▶ 001	CD		ear CD	02/03/2017	02/03/2014	1.2		005.00 05/14/2014	
002	CD			05/05/2020	05/05/2015	1.65		329.46 05/05/2015	
003	MM	The	Bank Mone	05/05/2017	05/05/2015	1	\$61,	935.56 05/05/2015	
<u>2</u>) Edit	<u>3</u>) Delet	e	4) Export to CS	/					

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)

÷		CTAS					
Accounting <u>P</u> ayroll	Investments Indebtedness	<u>R</u> eports Ad <u>m</u> in <u>E</u> xit					
lái l							
vestment							
estment							7:51
Investments List Add	Investments				05/11/2010		
* InvestmentID 00001		* Type CD		Maturity Date	06/14/2019		
* Description 3 Year	CD R&B Fund			Interest Rate(%)		1.250	
eposits und Number	→ Transaction Date	P Transaction Amount +	Accrued Inte	((-	
201: Road and Bridge	06/10/2016	*P Transaction Amount *P \$3.500	Fund Number	Transa	action Date	Transaction Ar	nount
f (*				
Delete Selected Records			Delete Select	ed Records			
/ithdrawals							
und Number	Transaction Date	Transaction Amount					
¥ (
Delete Selected Records			Current Va	lue :			
					Import from File	Save Cano	el

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)

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Accounting Payr	oll <u>I</u> nvestments	I <u>n</u> debtedness	<u>R</u> eports	Ad <u>m</u> in	<u>E</u> xit					
Investment										
Investment										7:51 AM
Investments List	Add Investme	nts								
* InvestmentID	00001			* Тур	e CD		Maturity Da	ate 06/14/2019	•	
* Description	3 Year CD R&B Fu	ind					Interest Rate(%)	1.250 🚔	
Deposits						Accrued Inte	erest			
Fund Number		Transaction Date 06/10/2016	+	Transaction	Amount + \$3,500	Fund Number	Tra	ansaction Date		Transaction Amount
* 201: Road and Bridg	je	06/10/2016			s3,500	*				
						······				
		i								:]
Delete Selected R	ecords					Delete Select	ted Records			
Withdrawals										
Fund Number	Transa	action Date	Transa	ction Amo	unt					
*										
Delete Celestert D						Current Va	duo i			
Delete Selected R	lecords					Current Va	ilue :			
								Import from File	e <u>S</u> ave	<u>C</u> ancel

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.

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).

÷		CTAS				— — X
Accounting Payroll Investments Indeb	otedness <u>R</u> eports Ad <u>n</u>	<u>n</u> in <u>E</u> xit				
	Chart of Vendors					
isbursements						7:53 A
Disbursements List Add Disbursement						
earch By	Search by Disbursement Da	ate				
Disbursement Date	05/10/2016	▼ To	06/10/2016		_	
						<u>S</u> earch
ate 🛛 🖙 Disbursement No.	⊽≁ Vendor ⊽≁	Description 🛛 🖙	Amount ⊽ P Void	⊽⇔ Cleared	v a Occurrence Da	ite v
□ 05/18/2016 030	Payroll Period E		\$931.51 No	No		
□ 05/18/2016 032	Payroll Period E		\$1,423.19 No	No		
→ 05/18/2016 031	Payroll Period E		\$1,249.24 No	No		
□ 06/02/2016 034	Payroll Period E		\$1,249.24 No	No		
106/02/2016 033	Payroll Period E		\$931.51 No	No		
₽ 06/02/2016 035	Payroll Period E		\$1,423.19 No	No		
₽ 06/07/2016 088	Payroll Period E		\$1,466.34 No	No		
₽ 06/10/2016 IAD2	CD	Deposit Into CD	\$3,500.00 No	No		
2) View/Edit 3) Void (Y/N)	4) Delete	5) Export to CSV	/ <u>6)</u> Print			

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 th	e 1 selected items?
Also, the list below shows associa be deleted. If you would like to p uncheck the box below:	ted investment deposits that will also revent this from occuring please
01: Certificate of Deposit 18 Mont	ch 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).

- -				CTAS					×
<u>A</u> ccounting	<u>P</u> ayroll <u>I</u> nvest	tments I <u>n</u> debtedness	<u>R</u> eports Ac	l <u>m</u> in <u>E</u> xit					
1									
Investment									
nvestment								8:1	7 AN
Investmen	ts List Add Inve	estments							
Search By		Search	by Not Sold						
Not Sold		-							
								Search	
ID	∀ Туре	▼ Description	▼ Maturity Date	▼ Purchase Date	▼ Int.Rate	▼ Curr. value Amount	▼ Curr.Value Date	Search	5
ID 001	マ Type CD	 ✓ Description 3 Year CD 	 Maturity Date 02/03/2017 	♥ Purchase Date 02/03/2014	▼ Int.Rate 1.2		♥ Curr.Value Date 05.00 05/14/2014		7
						\$4,0			-
001	CD	3 Year CD	02/03/2017 05/05/2020	02/03/2014	1.2	\$4,0 \$115,3	05.00 05/14/2014		2

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.

9 .			CTAS				_ D _ X
Accounting Payroll I	nvestments I <u>n</u> debtedness	<u>R</u> eports Ad <u>m</u> in <u>E</u> xit					
Investment							
Investment	\sim						8:20 AM
Investments List Add	Investments 003 ×						
* InvestmentID 003		* Type MM	1		Maturity Date	05/05/2017 🔹	
* Description The Bar	nk Money Market				Interest Rate(%)	1.000	
Deposits				Accrued Inter	rest		
Fund Number	+ Transaction Date	+ Transaction Amount		Fund Number	Transa	action Date	Transaction Amount
100: General Fund *	05/05/2015	SI	61,935.56	*			
Delete Selected Records				Delete Selecte	ed Records		
Withdrawals							
Fund Number	Transaction Date	Transaction Amount					
*							
Delete Selected Records	<u></u>			Current Val	ue: \$61,935.5	6	
Delete Selected Records				Current Val	ue. p01,935.3		
						Import from File Save	<u>C</u> ancel

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.

 ÷						CTAS			_ = X
Accounting	<u>P</u> ayroll <u>I</u> r	nvestments	I <u>n</u> debtedness	<u>R</u> eports	Ad <u>m</u> in <u>E</u> xit				
Investment									
Investment									7:14 AM
Investment	s List Add	Investments							
Search By			Search I	y Not Sold					
Not Sold		•							
									Search
ID	▼ Type	▼ Desc	ription 🛛	Maturity Date	▼ Purchas	e Date 🛛 🔻 Int.Rat	e 🔻 Curr. value Amou	nt 🛛 🔻 Curr.Value Date	▼ Sold Date ▼
001	CD	3 Yea	ar CD	02/03/2017	02/03/2	014 1.2		4,005.00 05/14/2014	ĺ
002	CD	5 Yea		05/05/2020	05/05/2			5,329.46 05/05/2015	
▶ 003	MM	The E	Bank Mone	05/05/2017	05/05/2	015 1	\$6	1,935.56 05/05/2015	
<u>2</u>) Edit	3) Dela	ete	4) Export to CS	.v					
	j Del		TEXPOL IO C:						

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).

H =		CTA	S		_ = X
<u>A</u> ccounting <u>P</u> ayroll	Investments Indebtedness	<u>R</u> eports Ad <u>m</u> in <u>E</u> xit			
Investment					
Investment					7:26 AM
/ Investments List / Add	Investment	`			
* InvestmentID 001		* Type CD		Maturity Date 02/03/2017	•
* Description Saving:	-				1.200
				Interest Rate(%)	1.200
Deposits			Accrued Intere		
Fund Number 100: General Fund	Transaction Date 02/03/2014	+ Transaction Amount + \$5,000.00	Fund Number	Transaction Date	Transaction Amount
100: General Fund	03/31/2014	\$5.00	*		
*					
Delete Selected Records			Delete Selected	Records	
Withdrawals					
Fund Number	Transaction Date	Transaction Amount			
100: General Fund	05/14/2014	\$1,000.00			
₩ 100: General Fund	04/21/2016	\$1,000.00			
*					
Delete Celested Descrite			Current Value	e: \$3,005.00	
Delete Selected Records			Current Value	; \$5,000.00	
				Import from File	Save Cancel

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.

🖳 👳			CTAS				_ = X
Accounting Payroll	Investments Indebtedness	<u>R</u> eports Ad <u>m</u> in	<u>E</u> xit				
Receipts Jaims Disburser	ments Budget Cash Chart of Accounts	Vendors					
Receipts							7:28 AM
Receipts List 🔨 Add R	eceipt IAW4 ×						
* Receipt Number	ĮAW4			Notes			
* Receipt Date	04/21/2016		Cleared 📃				
* Deposit Date/ID	(04/21/2016)			Occurrence Date			•
* Received From	CD	▼ <u>N</u> e			Summary		
	Deposit from CD				* Total	\$	_1,000.00
* Description	Deposit from CD				Distributed		\$1,000.00
					Difference		\$0.00
Account Distribution							
Fund Number	🕈 Account Number	🕈 Program Code	+ Amount		+ Investment	+ Debt	+
🕨 🕫 100: General Fund	39990: Sale of Investmer	t		\$1,000).00 Savings [001]		
*							
Delete Selected Record	S						
					Import from F	le Save	Cancel

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).

9 .						CTAS					- • ×
Accounting	<u>P</u> ayroll <u>I</u> nvestments	I <u>n</u> debtedness	: <u>R</u> eports	a Ad <u>m</u> in	<u>E</u> xit						
Receipts Claims	Disbursements Budget	Cash Chart of Accounts									
											10:19 AM
Receipts List	Add Receipt										
Search By		Sea	arch by Recei	pt Date							
Receipt Date	•		01/01/2016			🔹 То	07/05/2	2016			
									1		<u>S</u> earch
		⊽‡ Remitter	⊽⊅ De	scription	⊽≄ Amo		Void	⊽‡ Cleared	⊽‡ Deposit Date/ID	マ P Occurrence	Date ⊽⊅
▶ = 01/21/2016	37	Above Co		perty Tax		\$4,500.00	:	No	(02/23/2016) -		
	38		innes Fire			\$4,200.00		No	(02/23/2016) -		
+ 02/19/2016	39	The Bank	Int	erest Earned		\$250.00	No	No	(02/23/2016) -		
2) View/Edit	t <u>3) Void</u>	d (Y/N)	<u>4</u>) D	elete	<u>5</u>) Exp	ort to CSV		<u>6)</u> Print			

To begin entering the receipt for the interest earned on the investment, click on the Add Receipt tab.

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

!!! +					CTAS	3				-		Х
Accounting Payro	ll <u>I</u> nves	stments l <u>n</u> debt	edness	<u>R</u> eports	Ad <u>m</u> in	<u>E</u> xit						
Receipts Claims Disb	ursements			dors								
Receipts											3:4	13 PM
Receipts List Add	Receipt											
* Receipt Number	123456789	9				Notes	;					
* Receipt Date	03/31/201	16		~	Cleared]						
* Deposit Date/ID	(03/31/20	16) -				Occurrence Date				~		
* Received From	The Bank	(New		Summary					
* Description	Interest Ea	arned on CD#1546	35				* Total			\$ 45.32		
							Distributed Difference			\$45.32 \$0.00		
							Difference			\$0.00		
Account Distribution								1				
Fund Number		count Number		Progran	n Code	Amount		Investm	ent	Debt		
🕨 ቱ 100: General Fu	nd 362	210: Interest Earni	ng				\$45.32	2				
*												
Delete Selected Record	Is											
							Sav	e	<u>C</u> ancel			
							241	- L				

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).

.		~		CTAS				
Accounting	g <u>P</u> ayroll <u>I</u> nvestr	ments I <u>n</u> debtedness	<u>R</u> eports Ad <u>m</u> ir	<u>E</u> xit				
Investment								
Investment	t							10:29 AM
Investme	e nts List Add Inve	estments						
Search B	-	Search by	Not Sold					
Not Sol	d	•						Search
ID	⊽ Туре			▼ Purchase Date	▼ Int.Rate	▼ Curr. value Amount	▼ Curr.Value Date	▼ Sold Date ▼
▶ 001	CD	CD #154685	02/03/2017	02/03/2014	1.2		005.00 07/05/2016	
002	CD	5 Year CD	05/05/2020	05/05/2015	1.65		329.46 05/05/2015	
003	MM	The Bank Money	05/05/2017	05/05/2015	1	\$61,	935.56 05/05/2015	
<u>2) Edi</u>	<u>3) Delete</u>	4) Export to CSV						

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)

••• =		CTAS		
Accounting Payroll Inv	restments I <u>n</u> debtedness	<u>R</u> eports Ad <u>m</u> in <u>E</u> xit		
Investment				
Investment				
Investment				10:32 AM
Investments List V Add I	nvestments 001 ×			
* InvestmentID 001		* Type CD	Maturity Date 02/03/2017	
* Description CD #154	685		Interest Rate(%) 1.200	
Deposits			Accrued Interest	
Fund Number	+ Transaction Date	+ Transaction Amount +	Fund Number Transaction Date	Transaction Amount
100: General Fund	02/03/2014	\$5,000.00		Transaction Amount
100: General Fund	03/31/2014	\$5.00	*	
₩ 100: General Fund	03/31/2016	\$45.32		
*				
	1		(m	
Delete Selected Records			Delete Selected Records	
Withdrawals				
Fund Number	Transaction Date	Transaction Amount		
▶ 100: General Fund	05/14/2014	\$1,000.00		
*				
			Consert Males a the OOE OO	
Delete Selected Records			Current Value : \$4,005.00	
			Import from File	Save Cancel
			import nom File	

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.

.			CTAS			
Accounting Payroll	<u>I</u> nvestments I <u>n</u> debtedness <u>R</u> eports	Ad <u>m</u> in <u>E</u> xit				
Receipts Claims Disbursemen	nts Budget Cash Chart of Vendors Accounts					
Disbursements						10:35 AM
Disbursements List	Add Disbursement (IAD2 ×)					
* Check Number	IAD2		Notes			_
* Check Date	03/31/2016	•	Cleared			
*Pay to the order of	CD	▼ <u>N</u> ew	Occurrence Date			
*Description	Deposit Into CD			Summary * Total	\$45.2	22
				Distributed	\$\$\$45	-
				Difference		.00
Account Distribution				Difference		2
	+ Account Number	+ Object Code	+ Program Code	Amount	+ Investment ID +	Debt ID 🕒
▶ + 100: General Fund	49350: Purchase of Investments	800: Investments P		Amount	\$45.32 CD #154685 [001]	
*						
Delete Selected Records						
					Import from Save	Cancel

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.

f #		CTAS					
Accounting Payro	Investments Indebtedness	Beports Admin Exit					
Investment							
rvestment							9:39 A
Investments List	Add Investments / 50102 ×						
* InvestmentID	50102	* Type CD		Maturity Date	06/10/2018	¥	
* Description	2 Year CD (General Fund)		1	Interest Rate(%)		1.250 🕆	
Deposits			Accrued Inter	est			
Fund Number	 Transaction Date 	H Transaction Amount H	Fund Number	Trans	action Date		Transaction Amount
100: General Fund	01/01/2016	\$10,000.00	 100: Generation 				\$31.2
*			100: Gener				\$31.2
			100: Gener	al Fund 09/30/	2016		\$31.2
			100: Gener	al Fund 12/31/	2016		\$31.2
			100: Gener	al Fund 03/31/	2017		\$31.2
			100: Gener		2017		\$31.2
			100: Gener		2017		\$31.2
			100: Gener	al Fund 12/31/	2017		\$31.2
Delete Selected Re Withdrawals	ecords		Delete Selecte	d Records			
Fund Number	Transaction Date	Transaction Amount					
+							
Delete Selected Re	ecords		Current Valu	ie : \$10,000.0			
					Import from File	Save	e <u>C</u> ancel

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 page 16-11).

<u>Reminder:</u> For interest earned that will remain with the investment, two entries are required (see instructions starting on page 16-11).

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).

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

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003	MM	Th	e Bank Mone	. 05/05/2017	05/05/2015	1	\$61,935.5	6 05/05/2015		
00001	CD	2 V	ear CD R&B	06/14/2019	06/10/2016	1.25	¢3 500 0	0 06/10/2016		

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.

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002	CD	5 Y	ear CD	05/05/2020		05/05/2015	1.65		\$115,329.46	05/05/2015		
003	MM	The	e Bank Mone.	05/05/2017		05/05/2015	1		\$61,935.56	05/05/2015		
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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.

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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.

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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.

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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.

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002	CD	5 Year (05/05/2020	05/05/2015	1.65	\$115,32	29.46 05/05/2015		
003	MM	The Bar	nk Mone	05/05/2017	05/05/2015	1	\$61,93	35.56 05/05/2015		
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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.