Chapter 16

Investments

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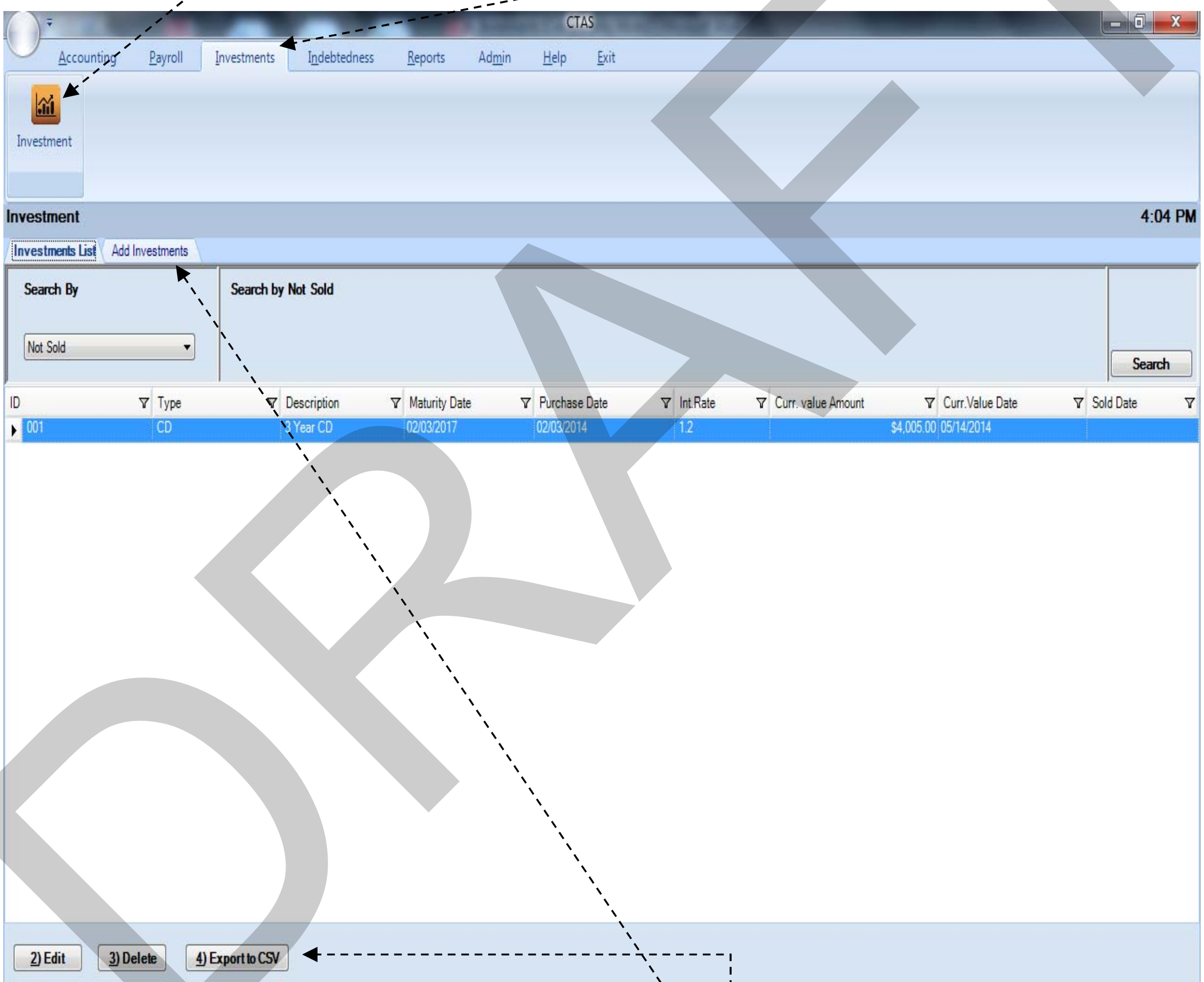
Investments: Introduction

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

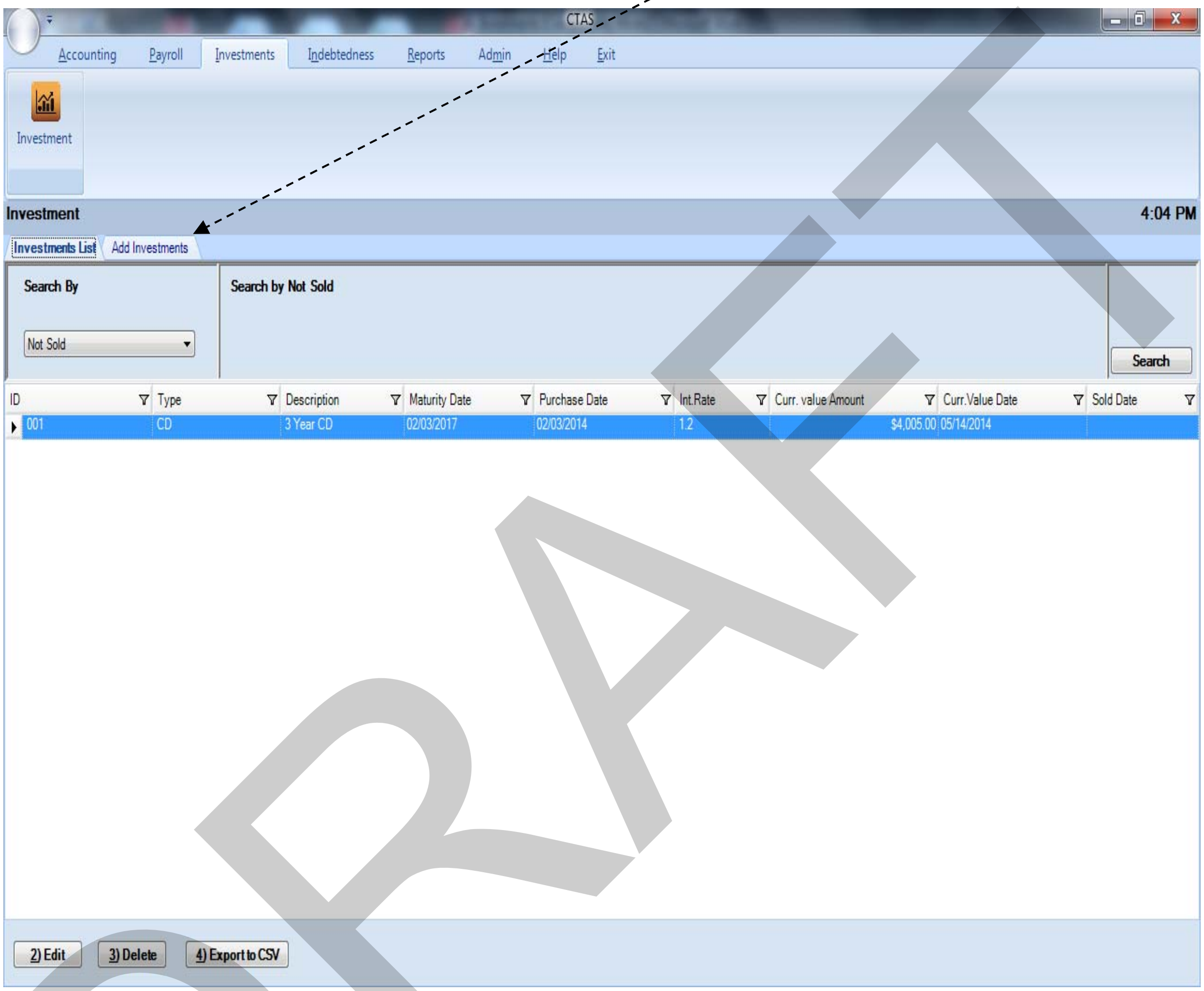
To access the Investments Module, click on the Investments tab in the Task Bar, then the Investment icon. The Investment screen, as shown below, will appear.



From the Investment main menu 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 with Accrued Interest, Investment Worksheet Report, or an Investment Worksheet with Accrued Interest Report. Instructions on these reports can be found later in this chapter.

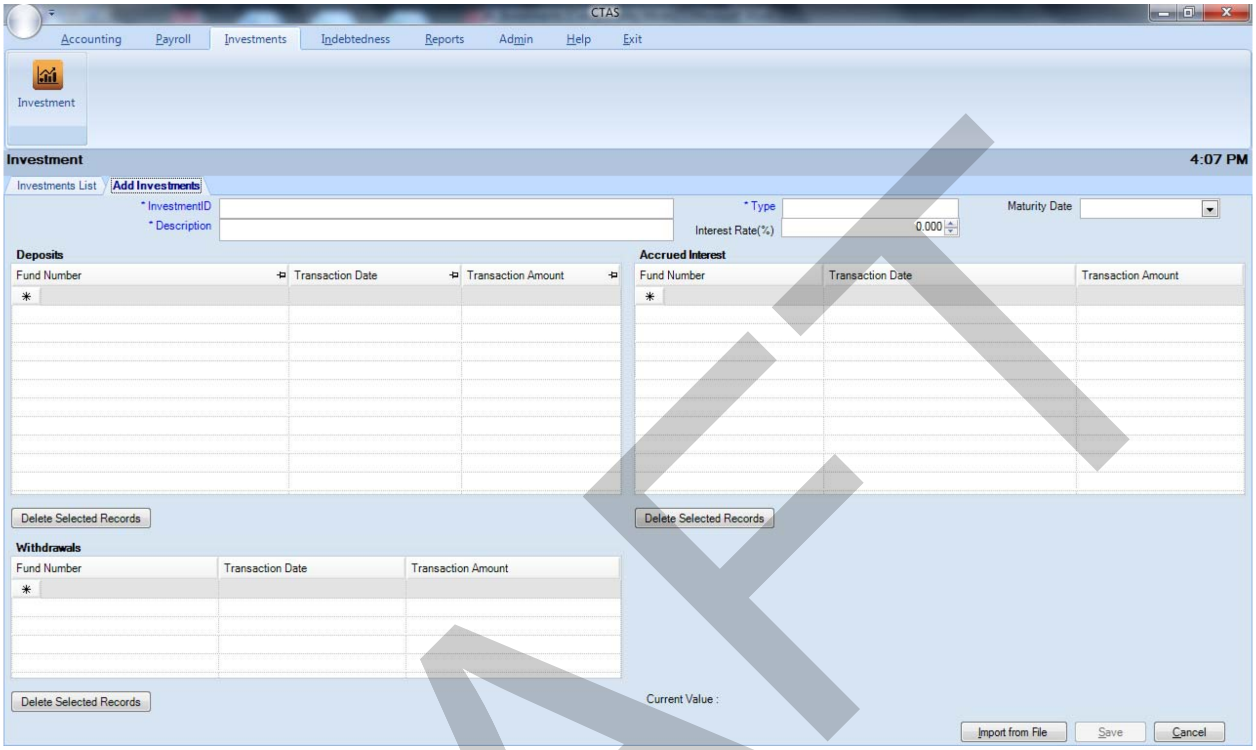
Investments: Entering an Investment

To begin entering investments, click on the Add Investments tab at the top of the Investment screen.



After the Add Investments tab is selected, the Add Investments screen will appear, allowing you to enter the information for your investment. An example of the Add Investments screen is shown on the next page.

Investments: Entering an Investment (continued)

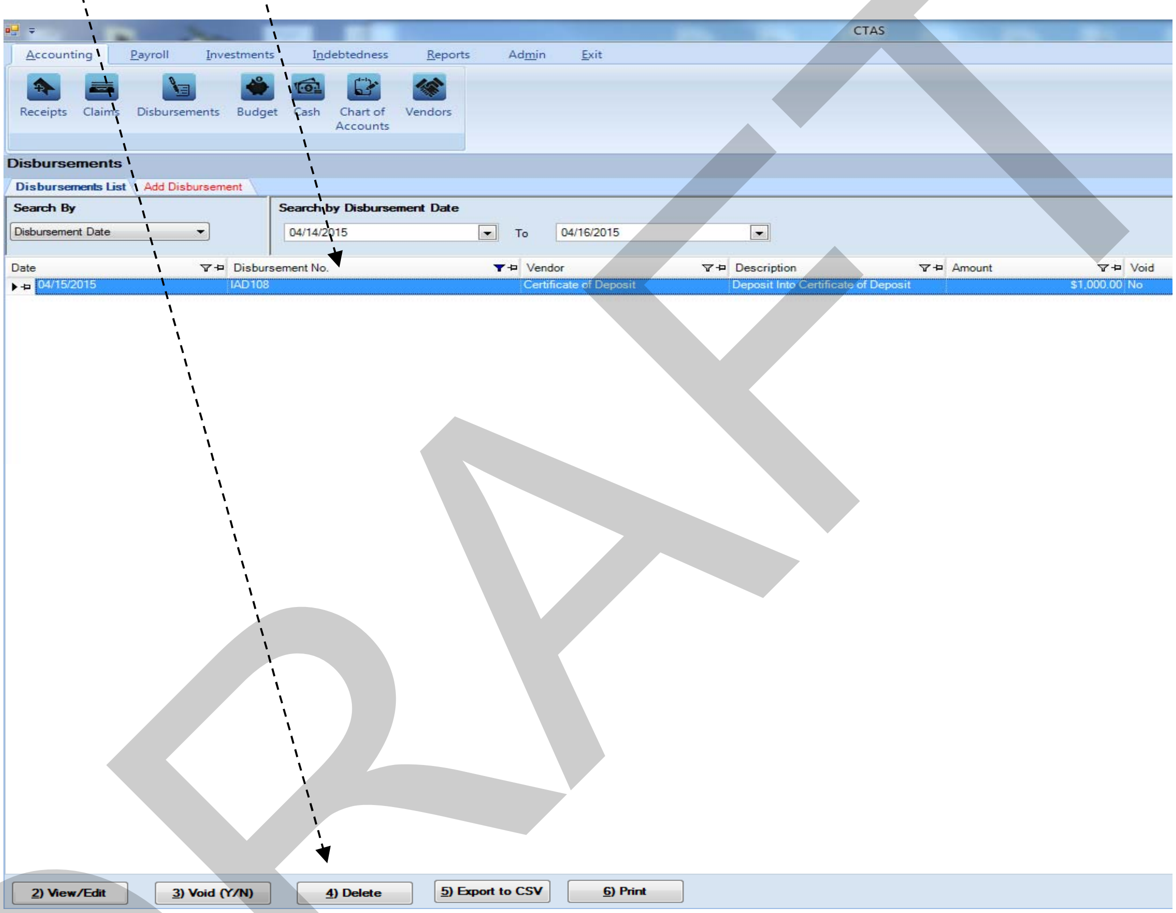


When the Add Investments screen appears, complete the following steps:

- Enter an investment number in the InvestmentID field.
  Note: There is not a pre-determined numbering system for the InvestmentID: 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: CTAS does not calculate the interest earned.
- If the investment has a maturity date, enter the date in the Maturity Date field.
- In the Deposits section, 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 continue to enter investments. Information on entering withdrawals and accruals can be found later in this chapter.

Investments: Adding an Existing Investment

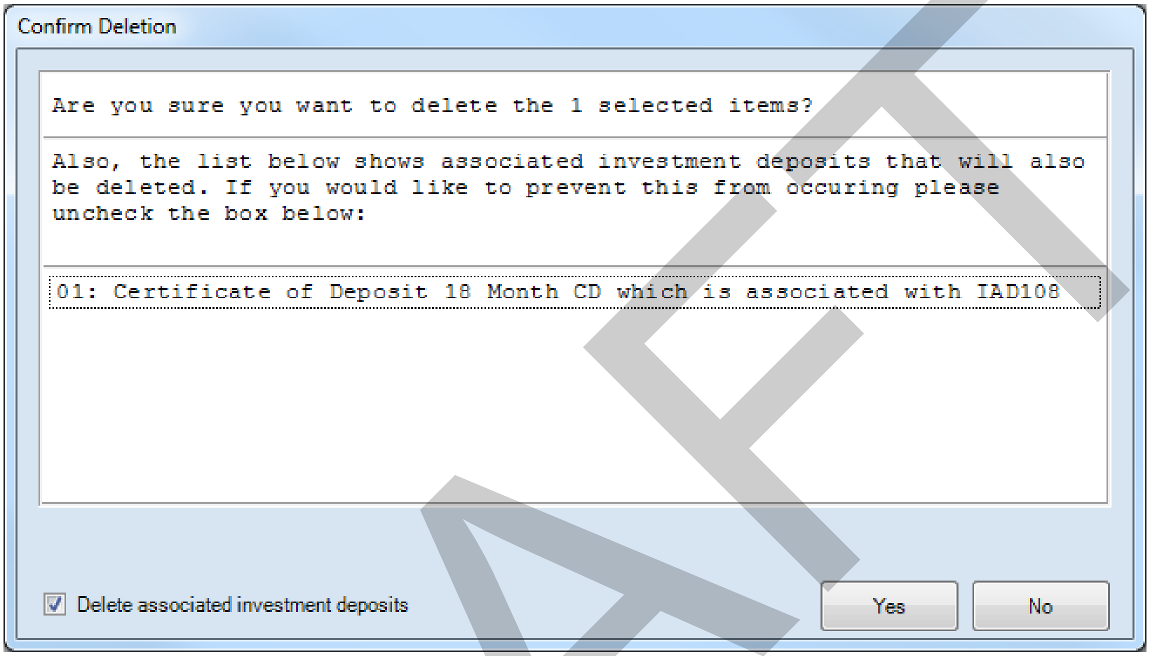
This section refers to adding an Investment that was previously purchased and has not been entered in CTAS. Follow the above steps to create an investment (pages 16-2 through 16-3). Once the investment is saved, you will need to delete the corresponding disbursement that CTAS creates (IAD). Highlight the investment disbursement in question, then select the Delete button.



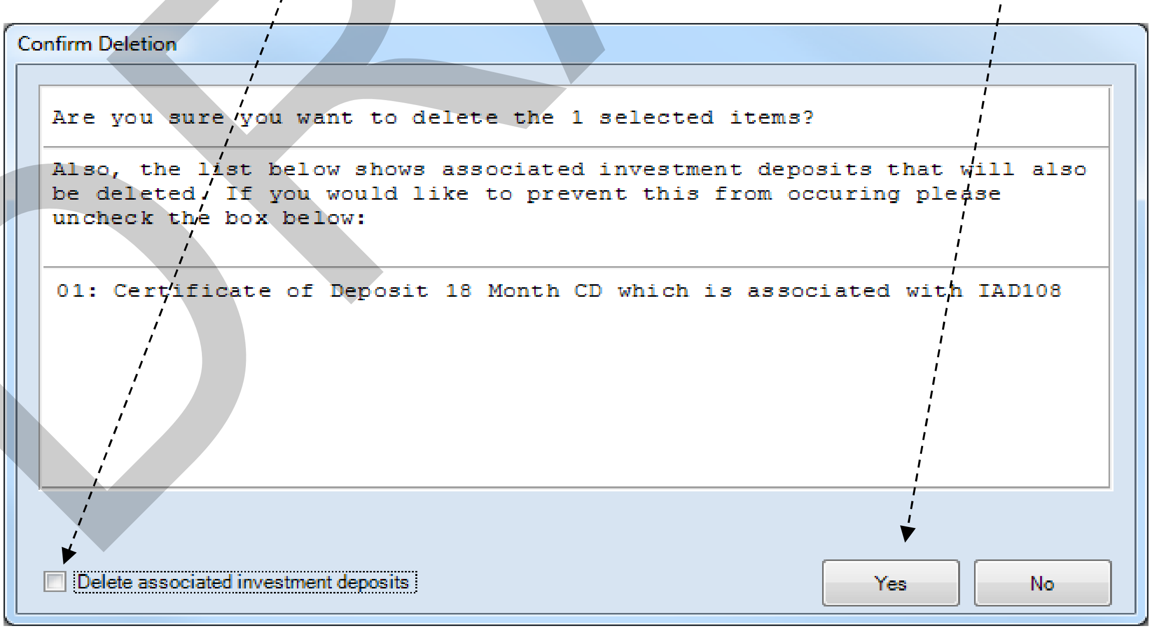
The Confirm Deletion box will appear, as seen on the next page.

Investments: Adding an Existing Investment (continued)

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, the entry made in the Investment section will remain.



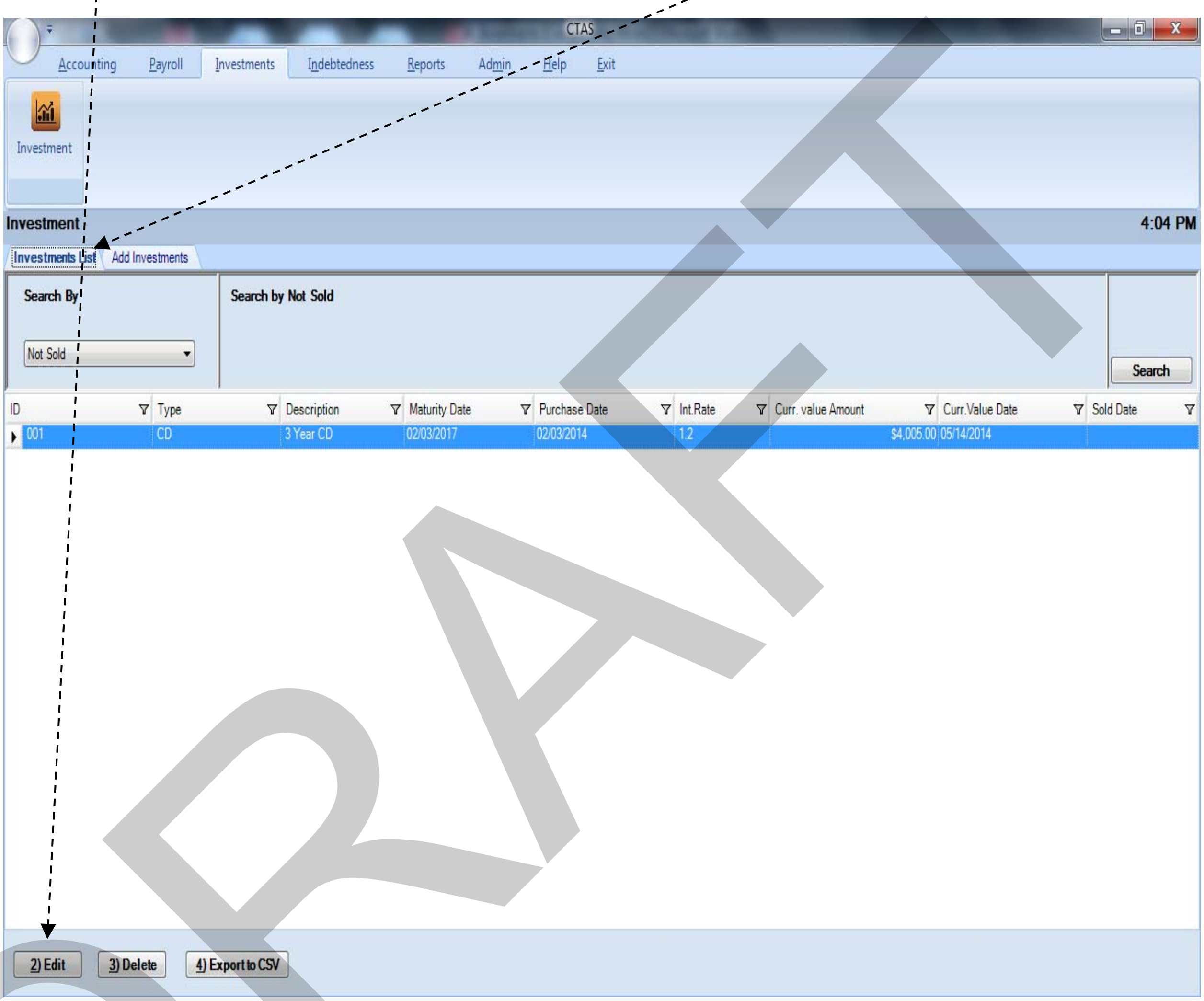
With the Delete associated investment deposits box unchecked, select the Yes button.



The IAD disbursement should now be deleted and the investment created should have its balance intact.

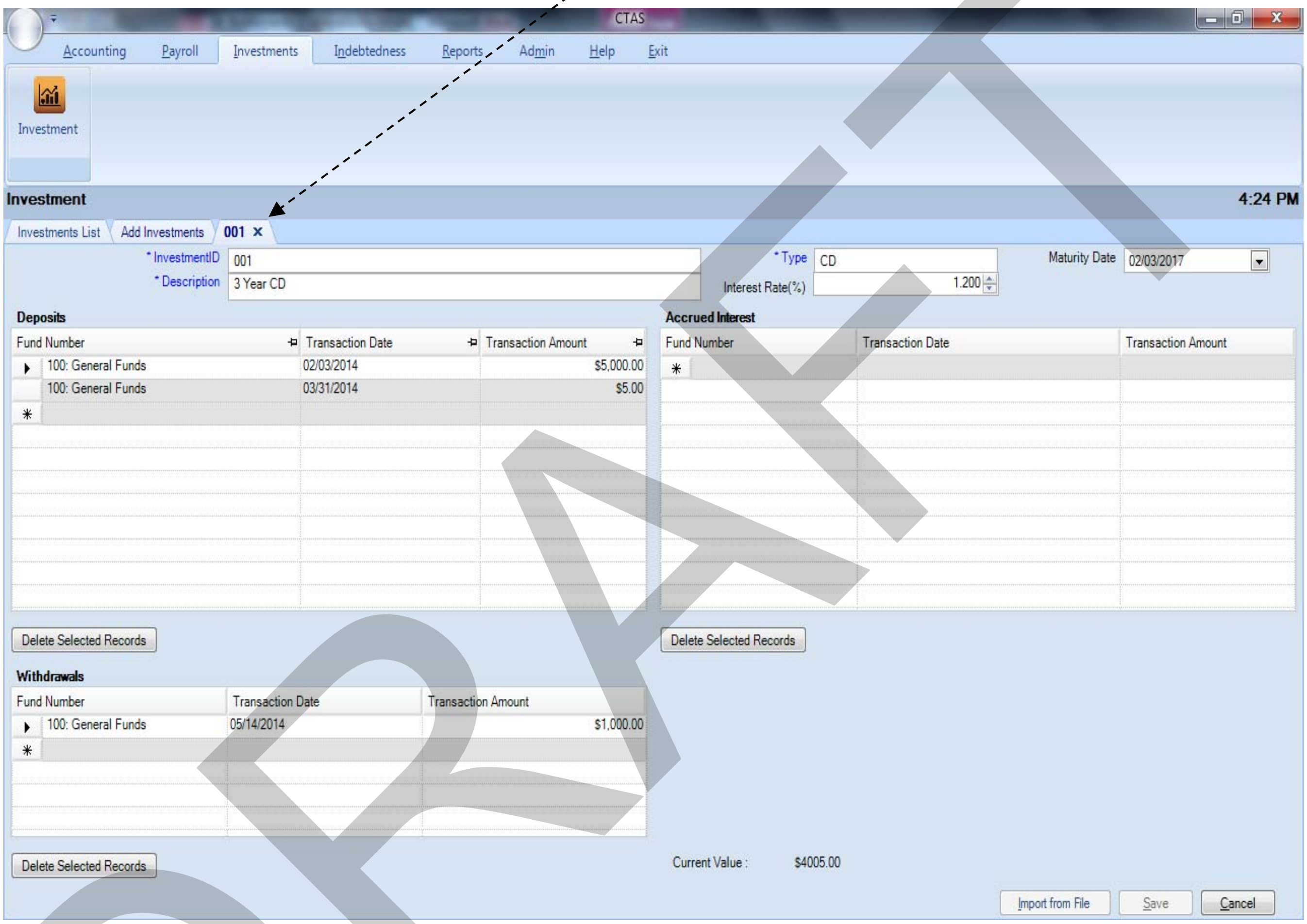
Investments: Changing an Investment

To change an investment, highlight the investment while in the Investments List tab and click the Edit button.



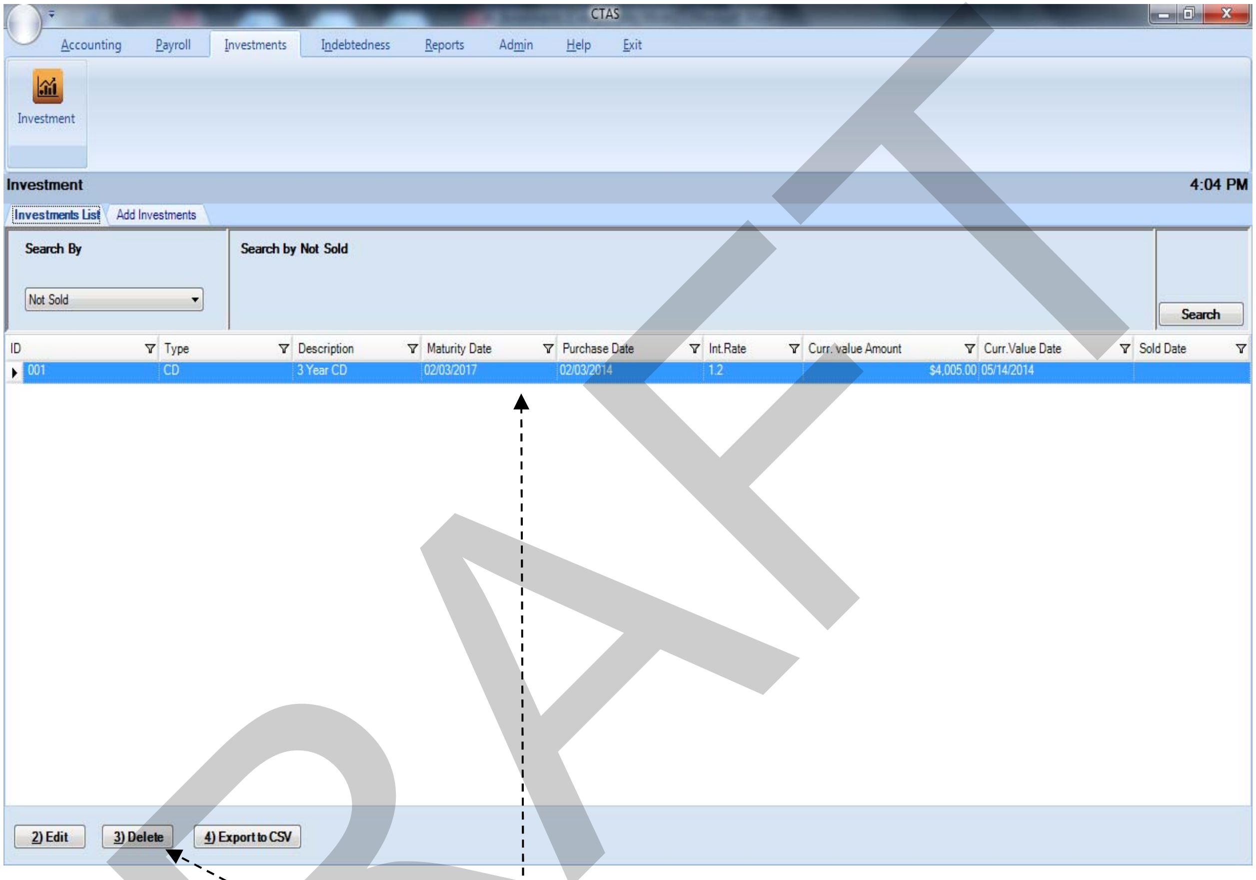
Investments: Changing an Investment (continued)

After the Edit button is selected, an individual investment tab will appear (shown below). On the individual investment screen, you change any field. After completing your change(s), click Save when finished. You can also enter any deposits, withdrawals, or accrued interest while in an individual investment tab.

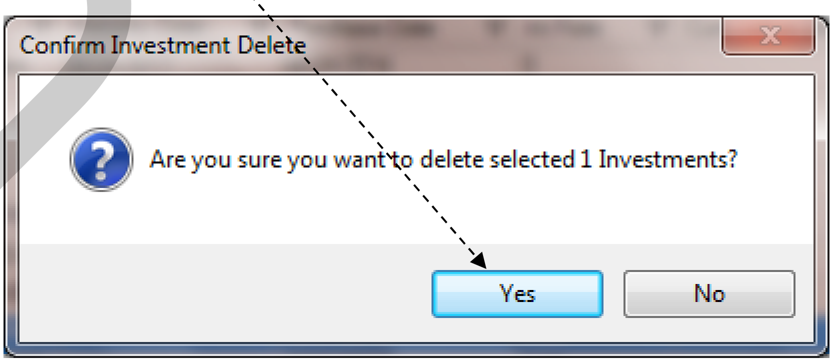


Investments: Deleting an Investment

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

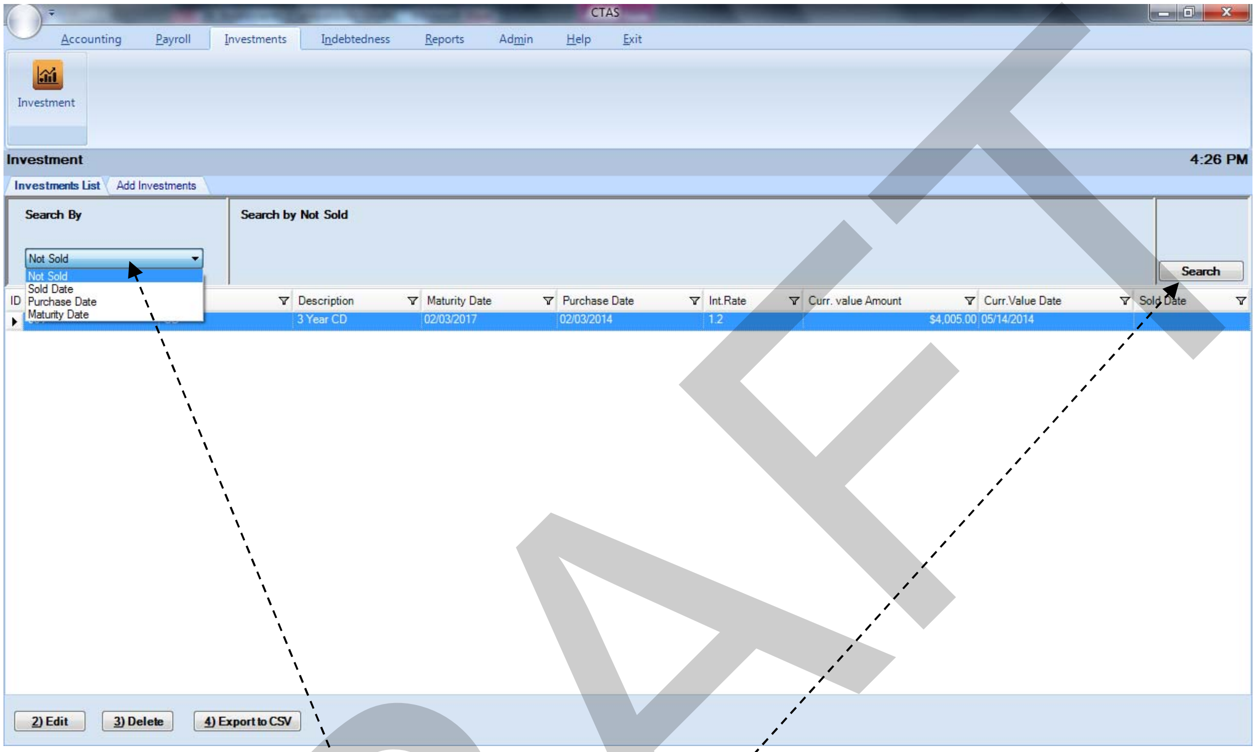


- To delete an investment, highlight that investment while in the Investments List tab and click the Delete button.
- After the Delete option is selected, the Confirm Investment Delete screen will appear, as shown below.
- Click on the Yes button to delete the investment.



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.

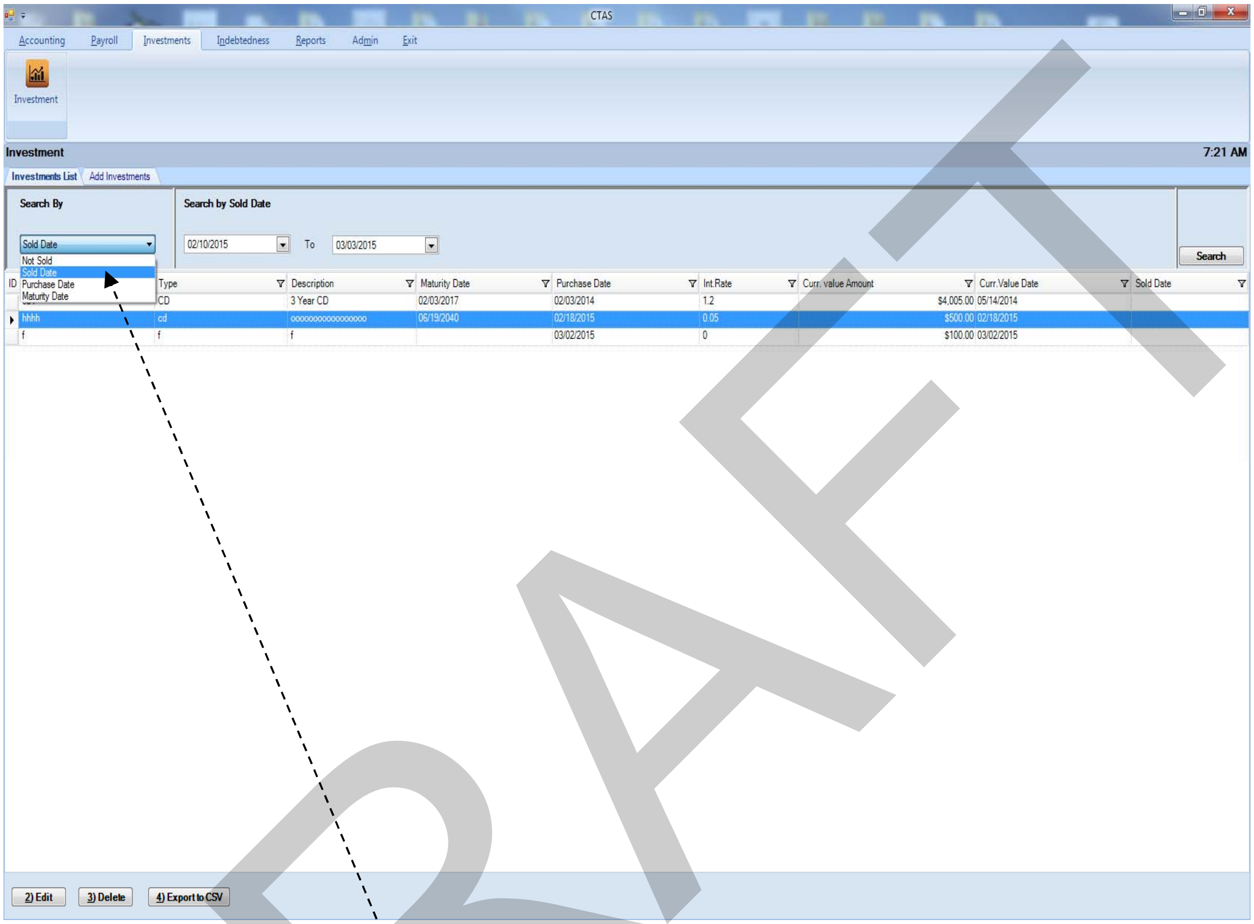


To select Investments Not Sold:

- Click on Not Sold radio button.
- Click the Search button.
- Investments that match the search criteria will be displayed.

Investments: Using the Search Feature (continued)

You can also search by Sold Date.

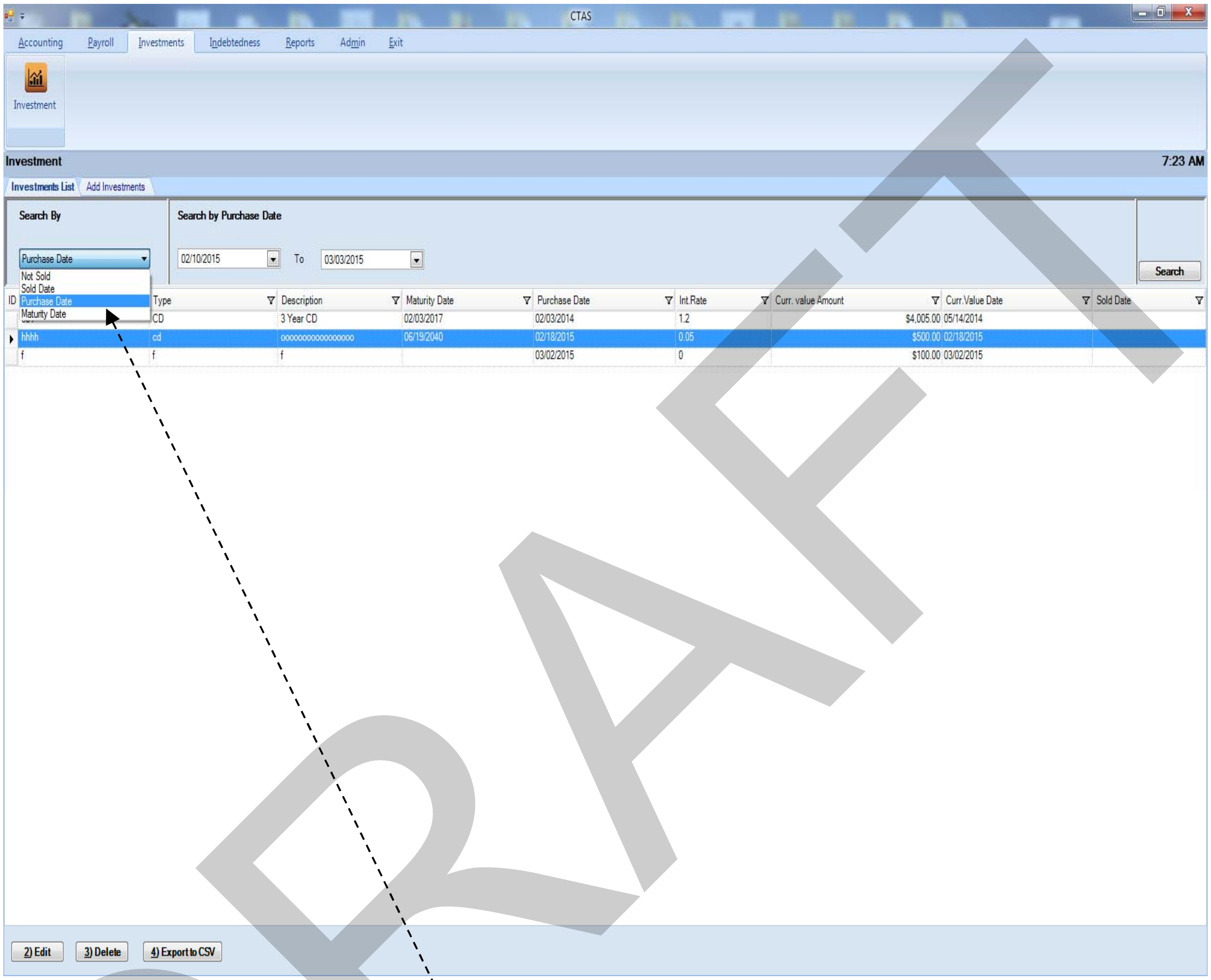


To search by Sold Date:

- Select the Sold Date option. The screen will then display the Search by Sold Date fields.
- 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.
- Investments matching the criteria will then be displayed.

Investments: Using the Search Feature (continued)

Another option is to search by Purchase Date.

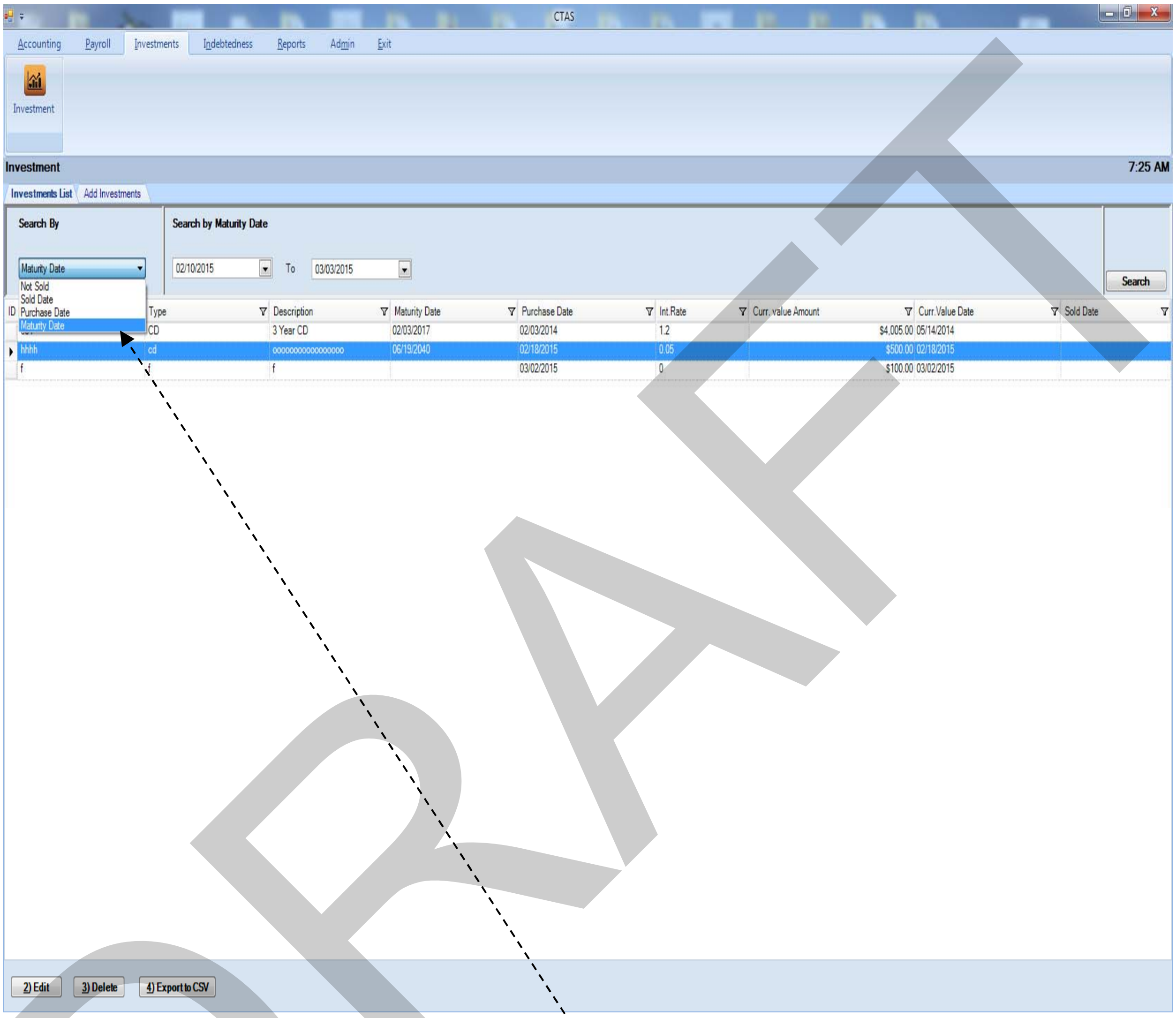


To search by Purchase Date:

- Choose the Purchase Date option. The screen will then display the Search by Purchase Date fields.
- 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.
- Investments matching the criteria will then be displayed.

Investments: Using the Search Feature (continued)

Another option is to search by Maturity Date.

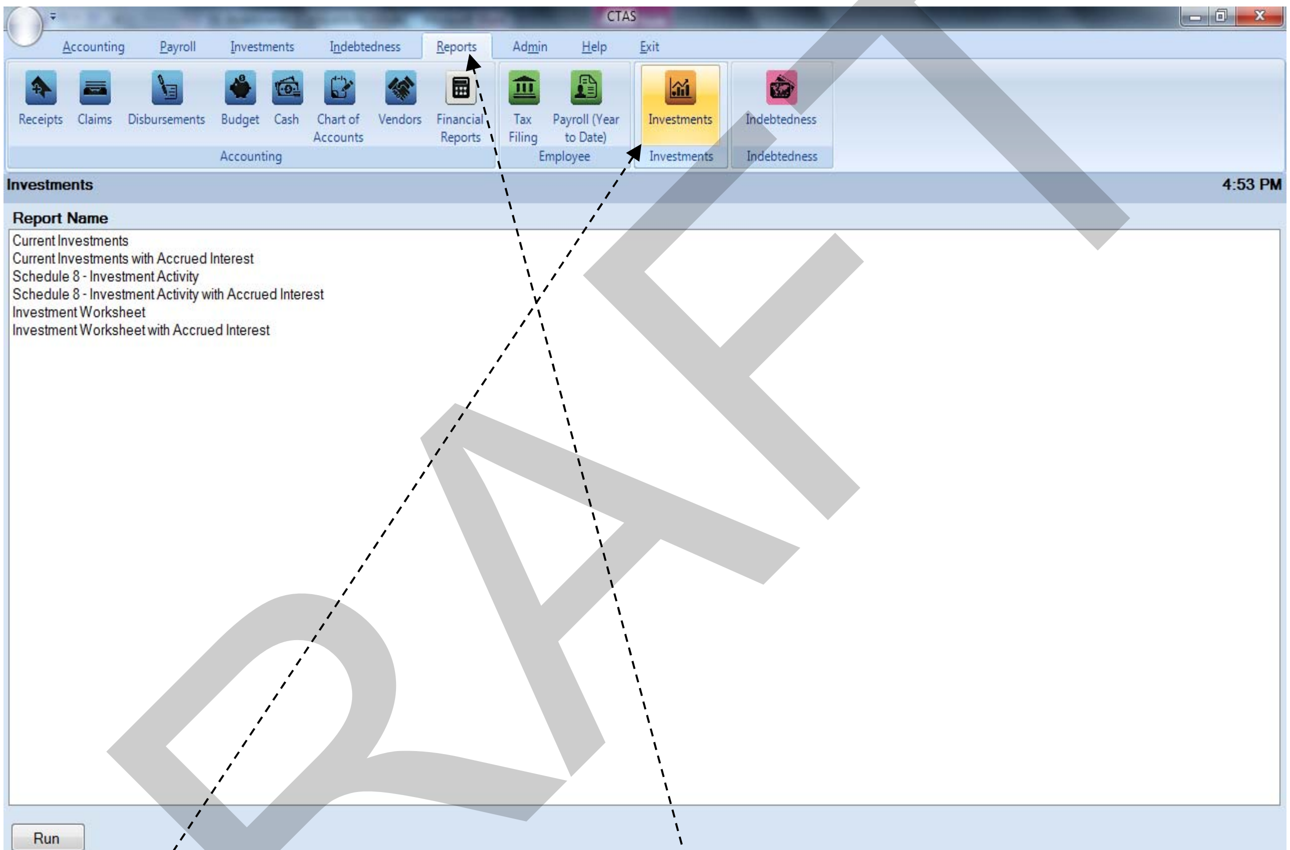


To search by Maturity Date:

- Select the option to search by Maturity Date. The screen will then display the Search by Maturity Date fields.
- 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.
- Investments matching the criteria will then be displayed.

Investments: Printing Reports

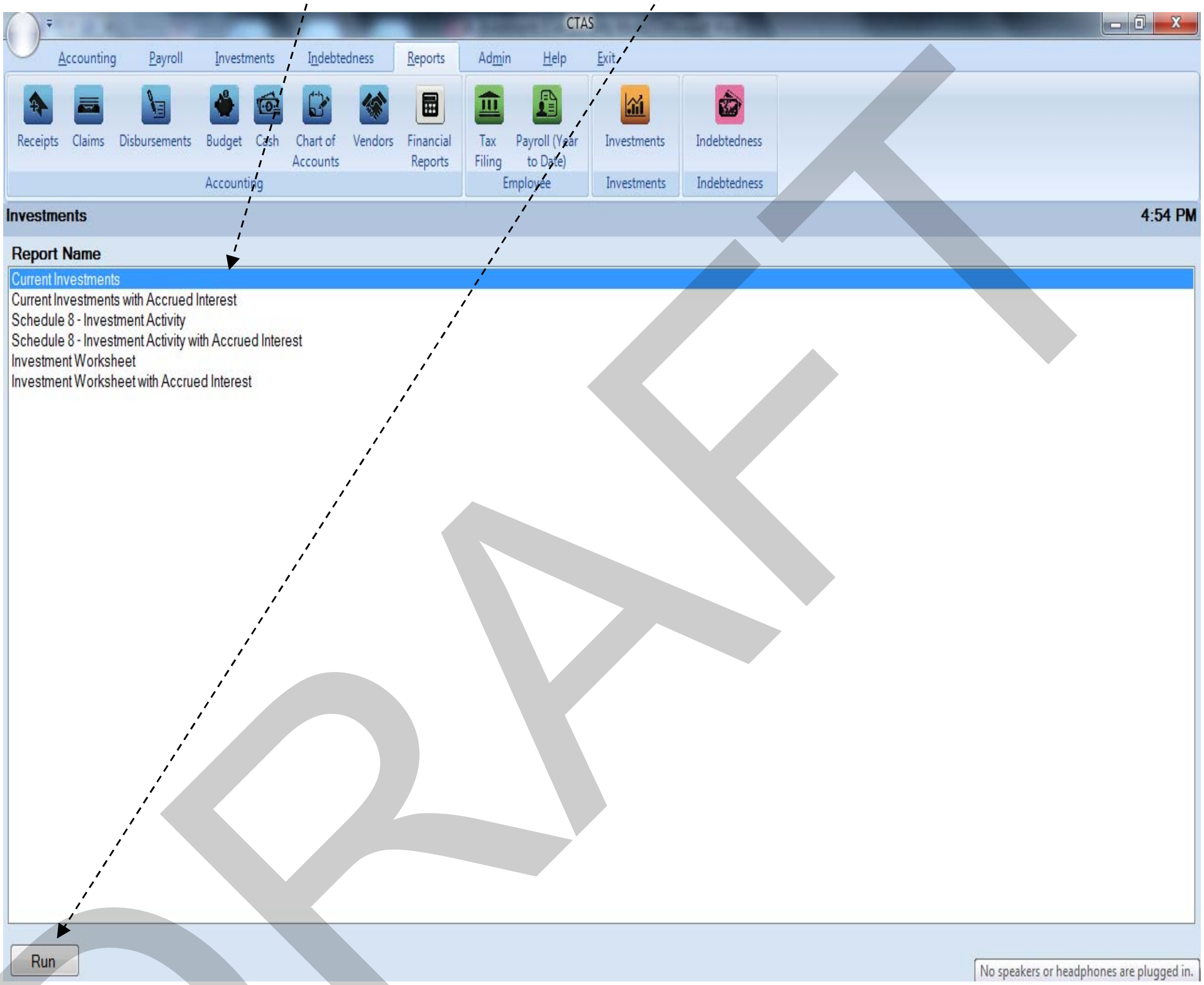
There are six reports that you can create and print from the Investments section. They are the Current Investments Report, Current Investments with Accrued Interest Report, Schedule 8 - Investment Activity Report, Schedule 8 - Investment Activity with Accrued Interest Report, Investment Worksheet Report, and the Investment Worksheet with Accrued Interest Report.



To select a report you want to create, click on the Reports tab from the Task Bar, then the Investments icon. A Report Name screen will appear, as shown above.

Investments: Printing Reports (continued)

To run a report, highlight the report and click the Run button.



Chapter 17 of this manual, entitled Investment Reports, describes each report and illustrates how to create and print each one.