Chapter 10

Administration

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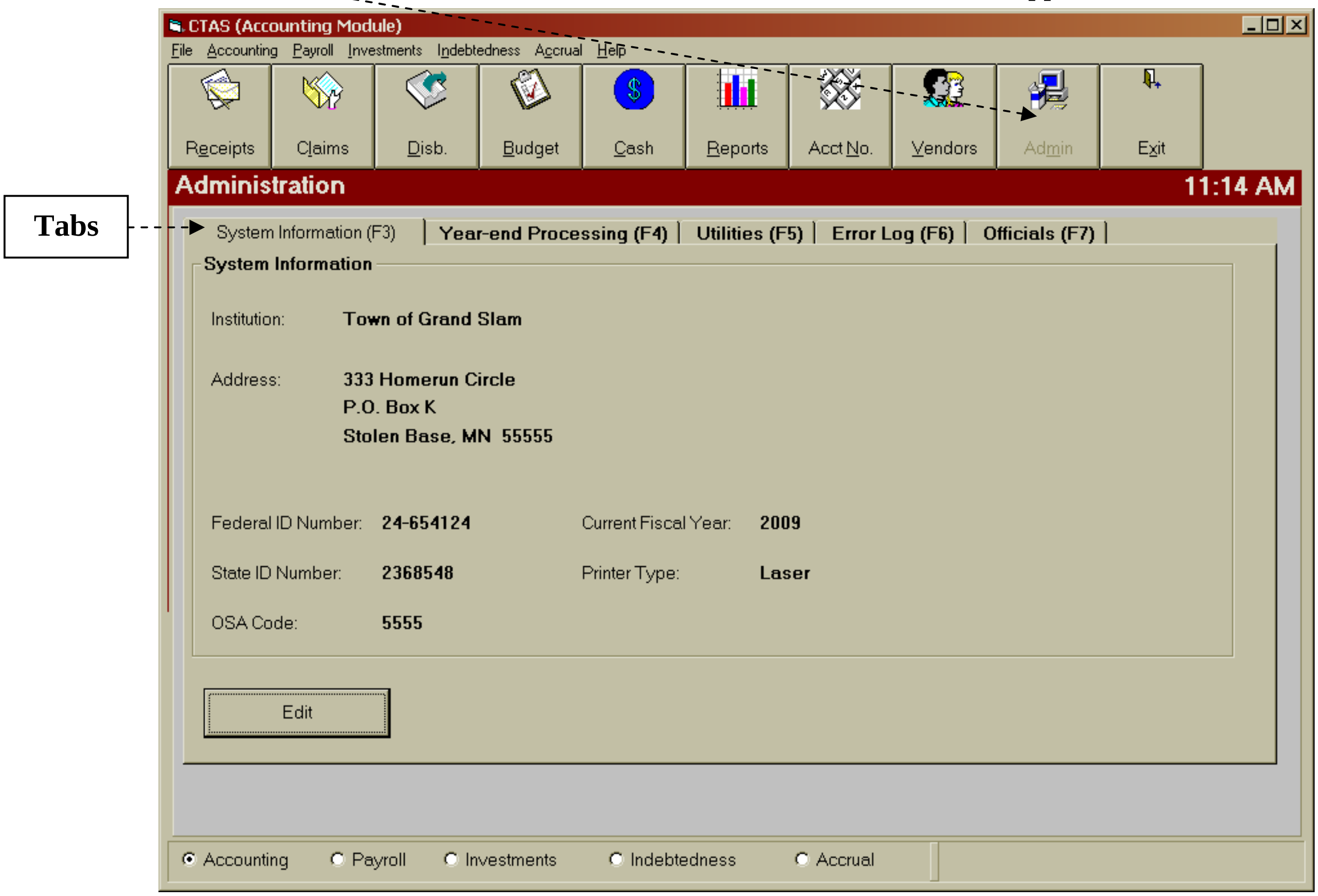
Administration: Introduction

In the Administration section you can enter your local government's system information (name, address, fiscal year, etc.), complete the year-end processing, back up your data, review CTAS error messages and enter the names and addresses of your officials.

Accessing the Administration Section

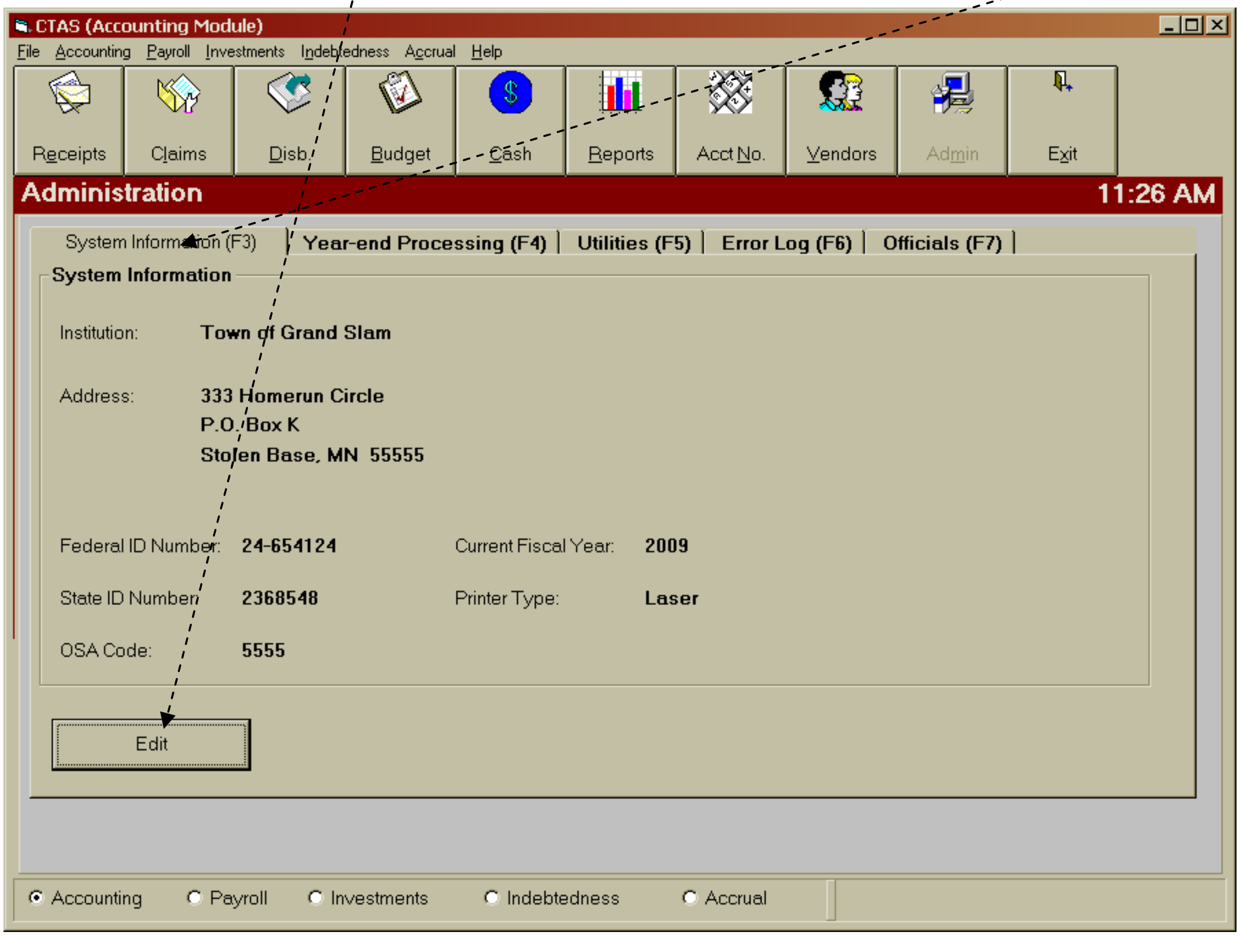
To access the Administration section from within the Accounting Module of CTAS, click on the Admin icon. The Administration screen, as shown below, will appear.



The Administration section contains five tabs which allow you to perform different functions in the section. By selecting the System Information (F3) tab, you can enter or edit the name of your local government, the address, ID numbers, etc. The Year-end Processing (F4) tab does the necessary calculation to complete the previous fiscal year and start the new fiscal year. In the Utilities (F5) section, you can back up or purge (delete) your data. The Error Log (F6) tab provides a list of the CTAS errors you have received. The names and address of your local officials can be added in the Officials (F7) section. Instructions on how to use these tabs can be found later in this chapter.

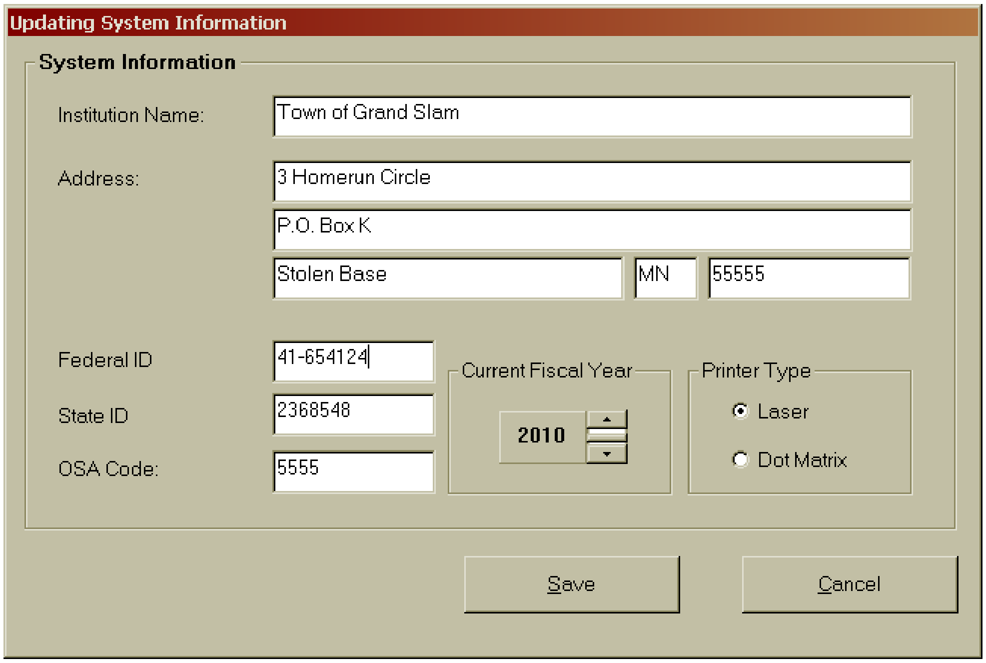
Administration: Entering the System Information

To begin entering the information for your local government, click on the System Information (F3) tab. Next, click on the Edit button at the bottom of the Administration screen.



After the Edit option is selected, the Updating System Information screen will appear, allowing you to enter your information. An example of the Updating System Information screen is shown on the next page.

Administration: Entering the System Information (continued)



When the Updating System Information screen appears, complete the following steps:

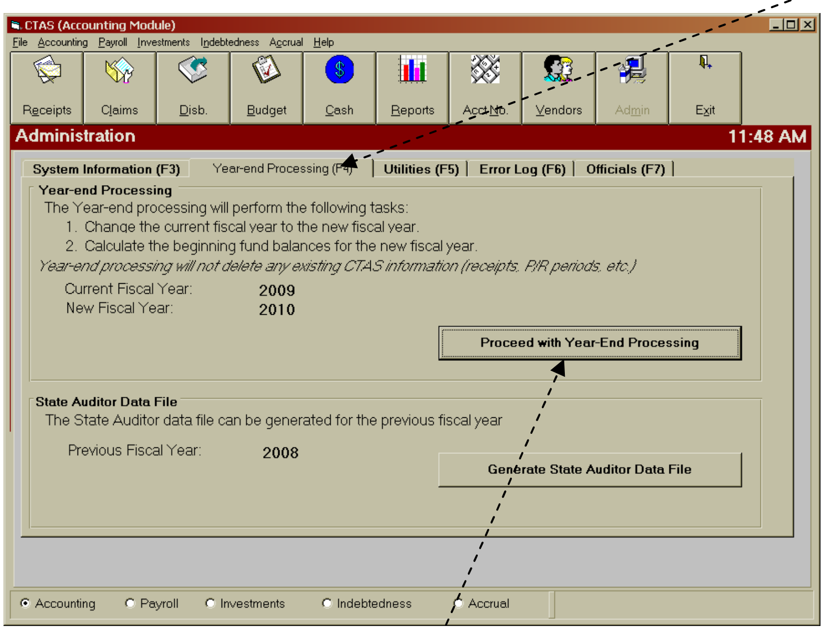
- Enter the name of your township or city in the Institution Name field.
- Enter the mailing address of the township or city in the Address fields.
- Enter the Federal Employer ID number in the Federal ID field; it begins with 41-.
- Enter the State ID number, if you have one, in the State ID field.
- Enter the OSA Code (received from the Office of the State Auditor).
- Click on the up or down arrow in the Current Fiscal Year box to change the fiscal year.
- Click on a radio button to select the appropriate printer type. Select the laser printer for an Inkjet printer.
- Click on the Save button.

Note**:** The Federal ID, State ID and OSA Code are not required when entering the System Information. However, the OSA Code is required in order to file the CTAS-generated data file with the Office of the State Auditor.

Administration: The Year-end Processing Tab

The year-end processing should be completed after the December/January bank reconciliation is completed, all year-end reports have been printed and the financial records are ready for the Town Board of Audit or City Council. Transactions for the current year can be entered without the completion of the year-end processing. When entering transactions for the current year, you will receive a message stating "the transaction falls outside the current fiscal year do you want to change the date?" Select no and the transaction will be saved with the entered date.

There are two options in the Year-end Processing section of CTAS. The first option changes the fiscal year to the new fiscal year and calculates the fund balances for the new fiscal year. The second creates an electronic file that can be used to file the financial reporting form with the Office of the State Auditor. To access the year-end processing section, click on the Year-end Processing (F4) tab.



Operating the Year-end Processing

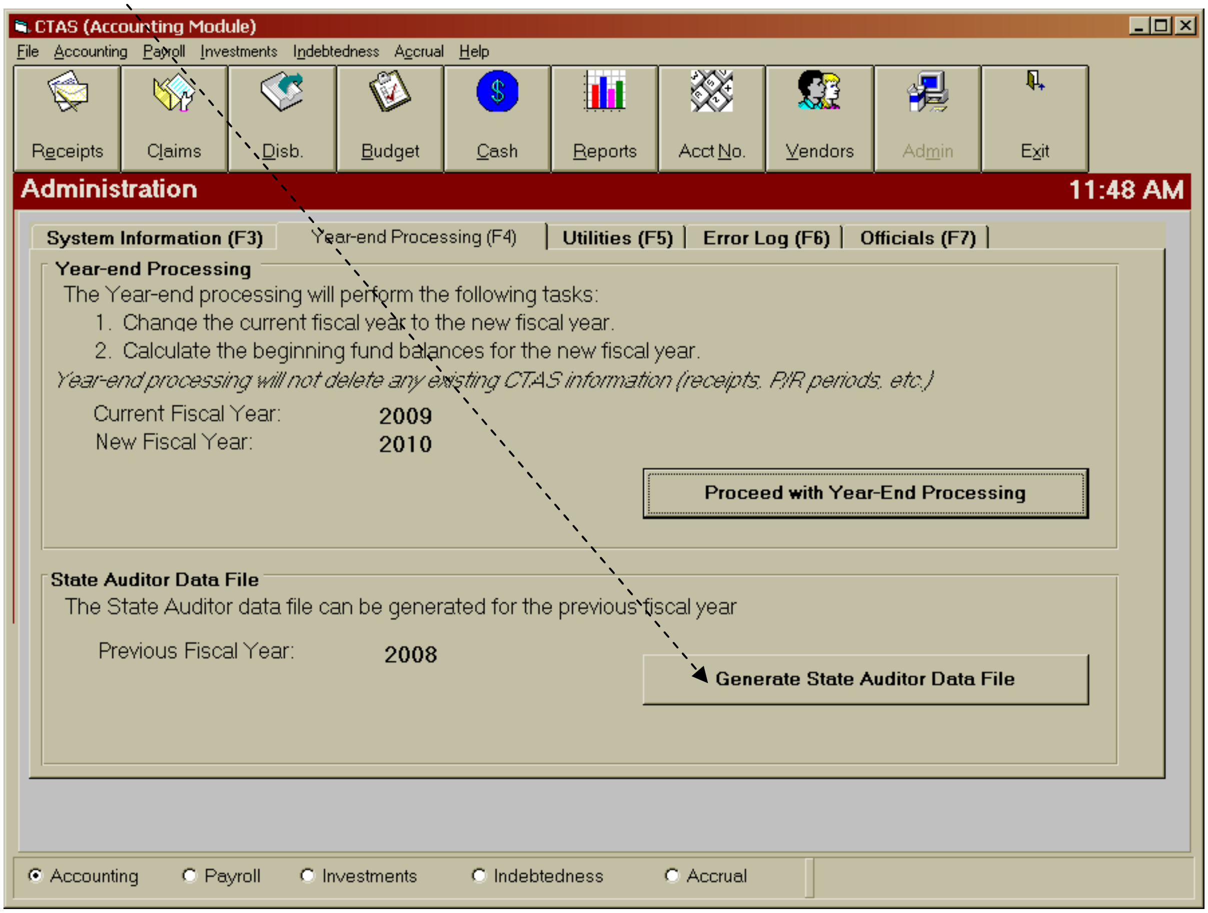
To change the current fiscal year to the new fiscal year and calculate the beginning balances for the new fiscal year, click on the Proceed with Year-End Processing button. A CTAS screen will appear (below, left). Click the Yes button to run the year-end processing. When the year-end processing has been completed, a second CTAS screen will be displayed (below, right) stating it has been completed. Click the OK button to finish the process.

Administration: The Year-end Processing Tab (continued)

Generating the State Auditor Data File

The data file generated by CTAS meets the filing requirements of the Office of the State Auditor for the completion of the annual financial reporting form for cities and towns not required to be audited. Note: Cities are required to file annual financial statements in addition to the CTAS-generated data file.

To create the file to send to the Office of the State Auditor, click on the Year-end Processing tab as shown on the previous page. When the Year-end Processing tab appears, click on the Generate State Auditor Data File button.

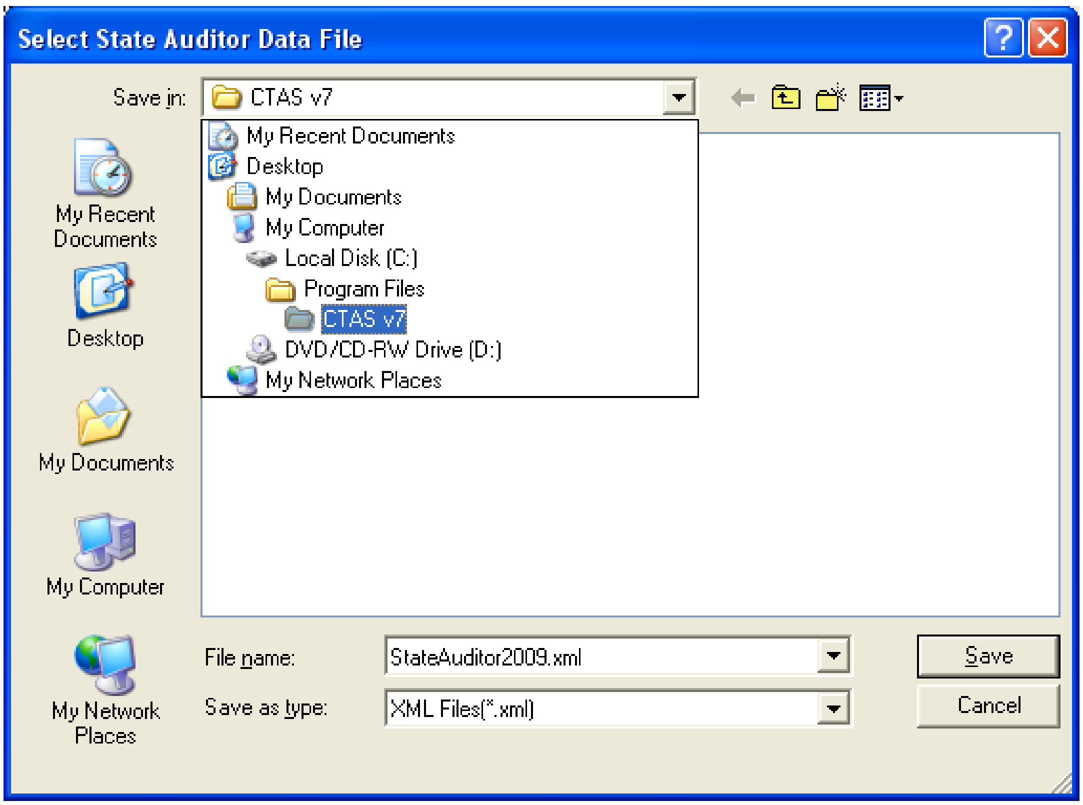


After clicking on the Generate State Auditor Data File button, the Select State Auditor Data file screen appears, as shown on the next page.

Administration: The Year-end Processing Tab (continued)

Generating the State Auditor Data File (continued)

When the Select State Auditor Data File window appears, the screen will show you the default location of the file and the name of the file. Click the Save button to save the file to the default location. You can change the location of the file and the file name, but you should note any changes you made. Do not change the file type.



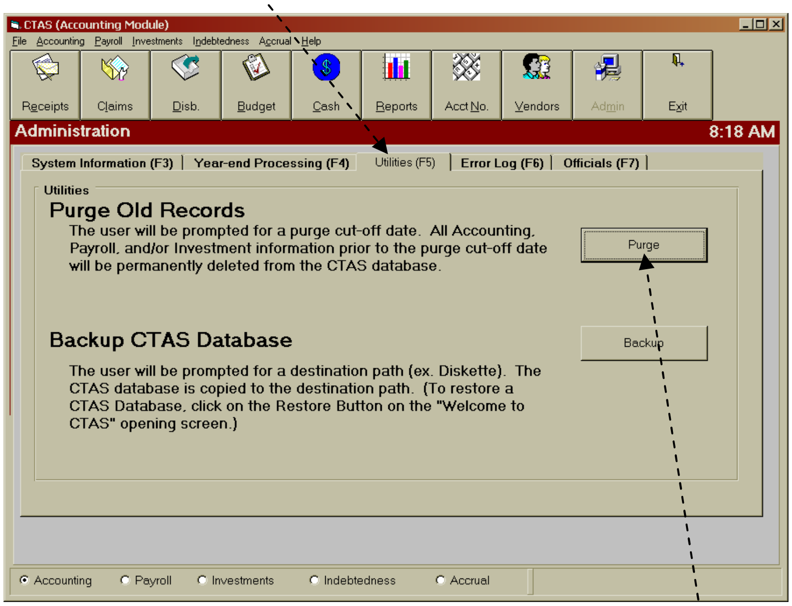
This file then can be submitted to the Office of the State Auditor to complete the reporting requirements for filing the financial reporting form. Cities must also file annual financial statements.

Administration: The Utilities Tab

There are two options in the Utilities (F5) tab. The first option is Purge Old Records. Purging records will delete information from CTAS. Data might be purged if your CTAS system is running slow because of the amount of data or if you have more than ten years of data and there isn't a need to access the old data. After purging old records, you will only be able to access the purged records by restoring the database from a backup.

The second option provides you with the ability to create a backup of your data. A backup will allow you to restore your CTAS data to the point in time the backup was made.

To access these utilities, click on the Utilities (F5) tab.



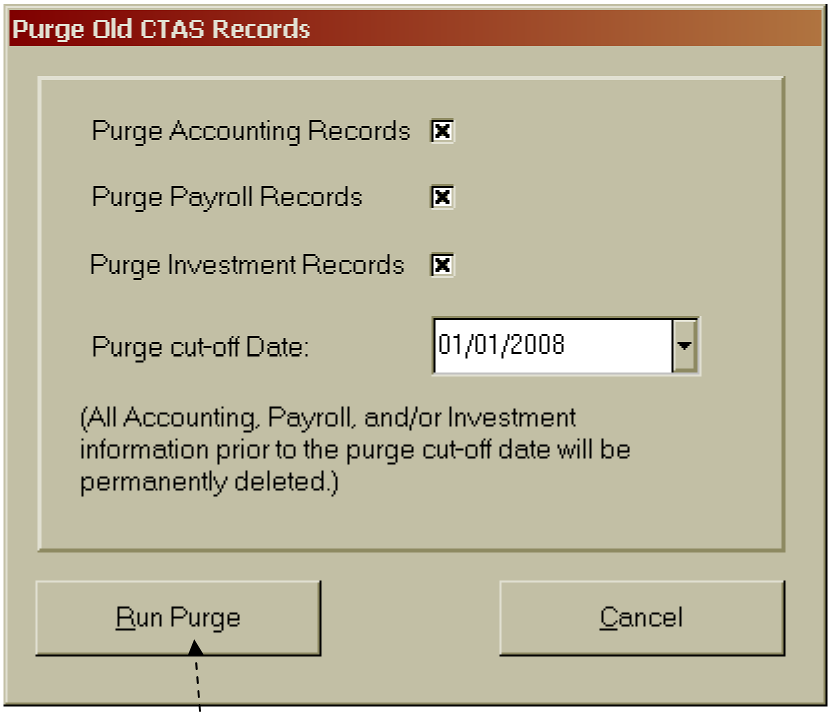
Purging (Deleting) Old Records

You can permanently delete records from the CTAS database using the Purge button on the Utilities tab. The chart of accounts data will not be purged.

Once you have clicked on the purge button, the Purge Old CTAS Records screen will appear, as shown on the next page.

Administration: The Utilities Tab (continued)

Purging (Deleting) Old Records (continued)



To purge old records, complete the following steps:

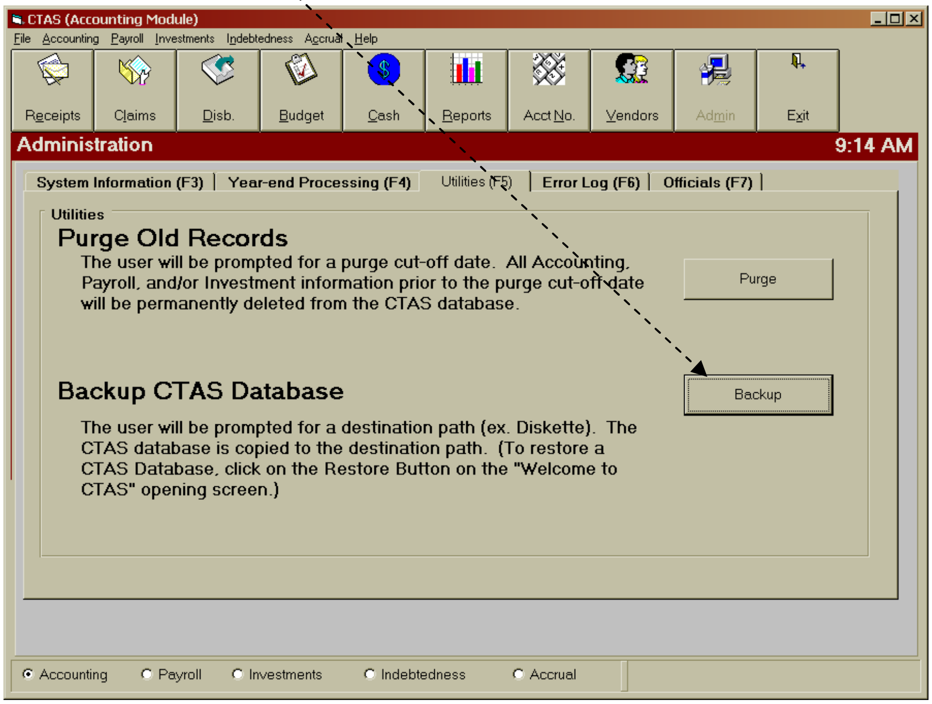
- Check the Purge Accounting Records box to delete the records in the Accounting Module.
- Check the Purge Payroll Records box to delete the records in the Payroll Module. The employee information records will not be purged if this box is selected.
- Check the Purge Investment Records to delete the records in the Investment module.
- Enter the ending date for purging the records in the Purge cut-off Date field. All transaction before this date will be deleted. You will not have access to these records unless you have a backup copy of the data.
- Click the Run Purge button to permanently delete these records.

Administration: The Utilities Tab (continued)

Backing Up the CTAS Database

CTAS has a built-in backup feature to allow you to back up your data onto a CD, USB flash drive, external hard drive, or other external storage device. This is a complete backup which copies all of the CTAS data. For this example, the drive being backed up to is a USB Flash Drive. A USB Flash Drive is the recommended choice for backing up your data because of its ease of use and the amount of storage space available.

To back up your data, click the Backup button on the Utilities (F5) tab.



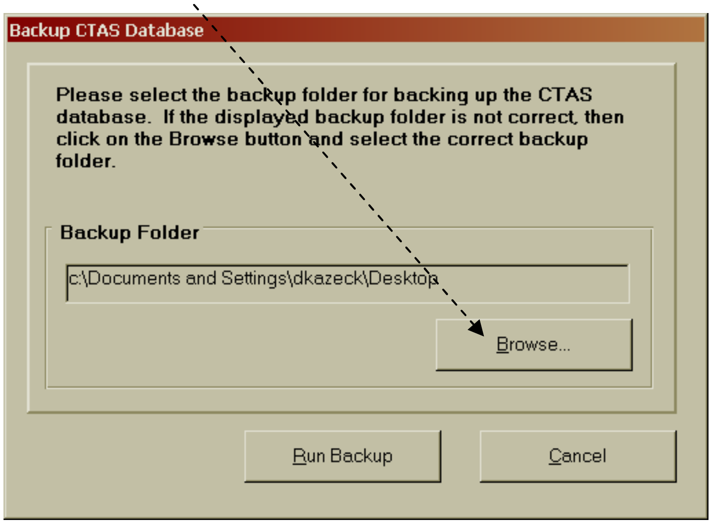
After clicking on the Backup button, the Backup CTAS Database screen will appear, as shown on the next page.

Administration: The Utilities Tab (continued)

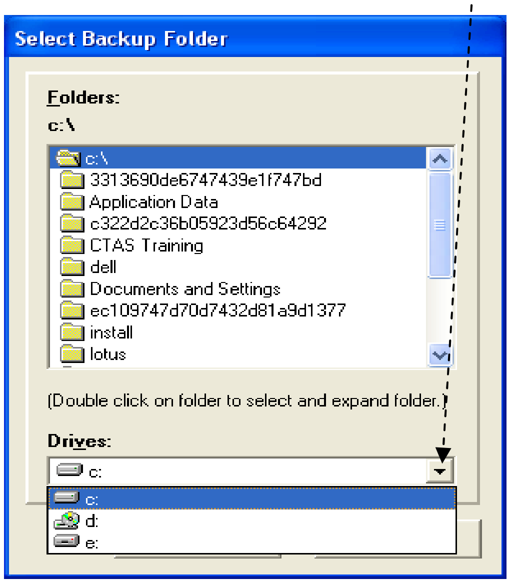
Backing Up the CTAS Database (continued)

To complete your backup of the CTAS Database, complete the following steps:

- Click on the Browse button to select the location for the backup file. The Select Backup Folder screen appears, as shown below.



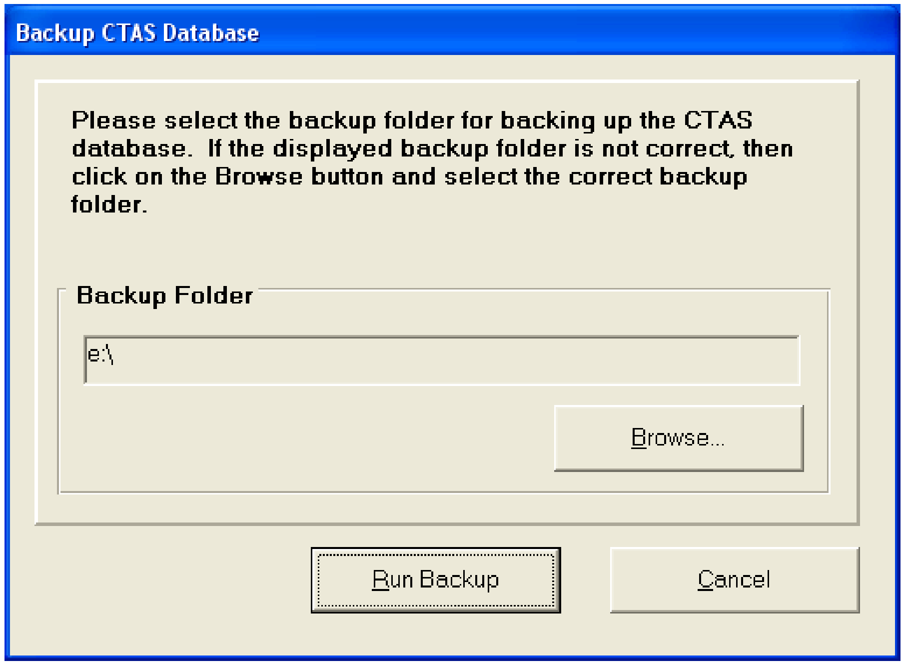
- On the Select Backup Folder, click on the down arrow at the end for a list of the available drives. In this example, the window opens on the C drive.
- Click on a drive letter to select the drive on which you'll store your backed-up CTAS files. In this example the E drive is the USB Flash Drive. If needed, double-click on the desired folder on that drive.
- Click the Save button to select the backup location (the Save button is obscured by the drive drop-down menu in this illustration). The drive you've chosen will appear in the Backup CTAS Database window (see next page).



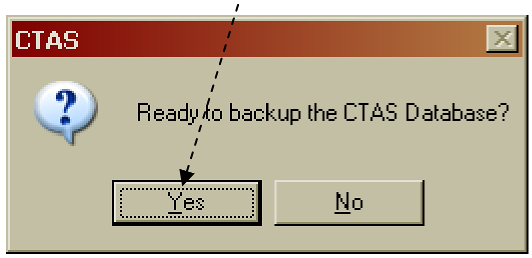
Administration: The Utilities Tab (continued)

Backing Up the CTAS Database (continued)

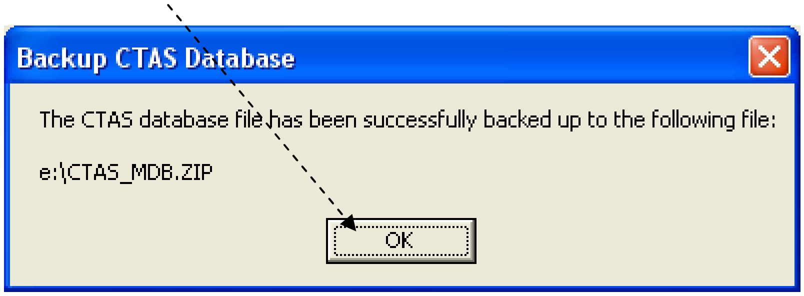
- When the backup folder is displayed in the Backup Folder box, click the Run Backup button to begin the backup process



- After clicking the Run Backup button, a CTAS screen will appear, shown below. Click on the Yes button to back up your CTAS data.



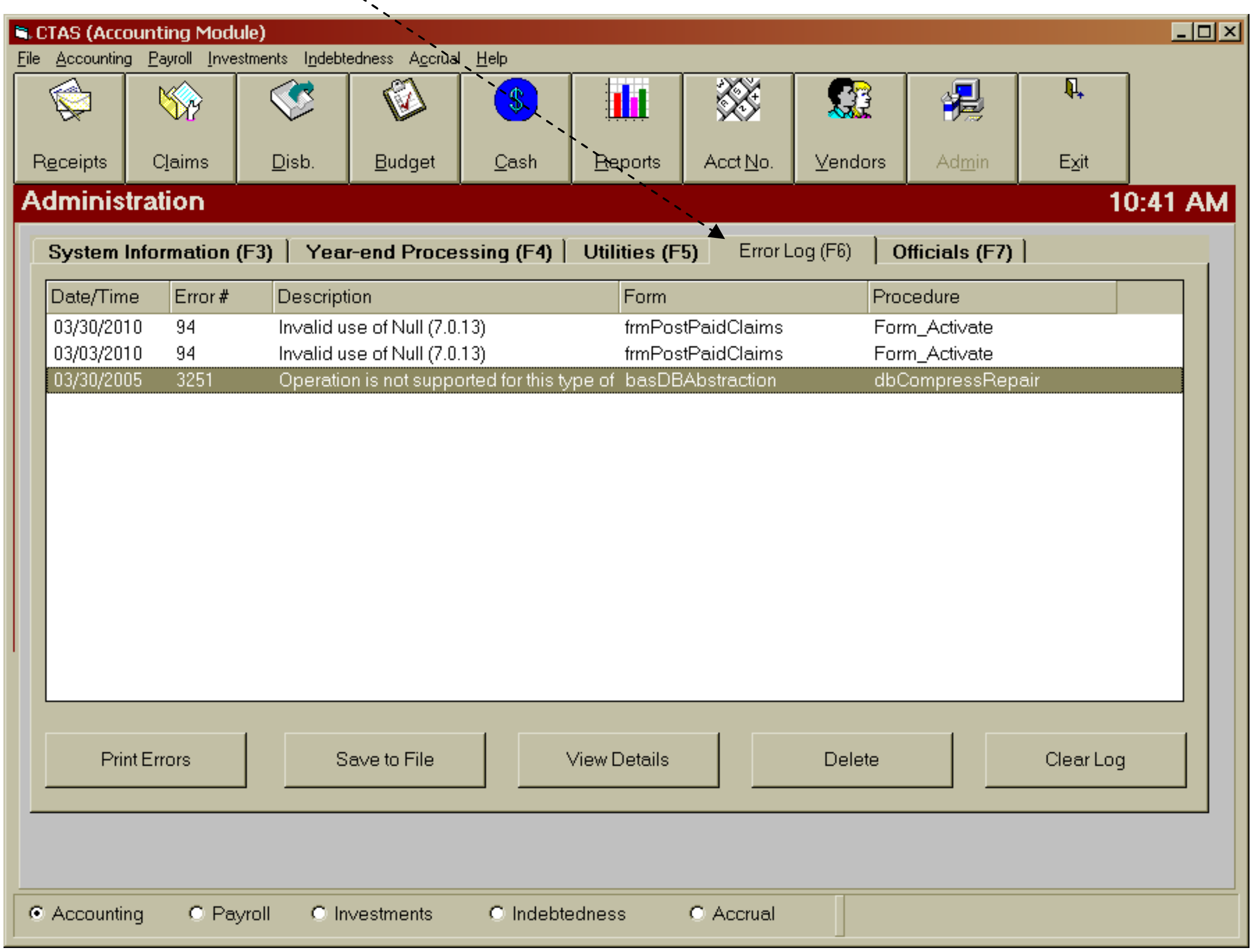
- When the file has been backed up, the following screen will appear. Click on the OK button to complete the process.



Administration: The Error Log

Introduction

CTAS stores all of the error messages you receive when using CTAS. This allows you to review the errors and have them available when you call for support. To review the error log, click on the Error Log (F6) tab.

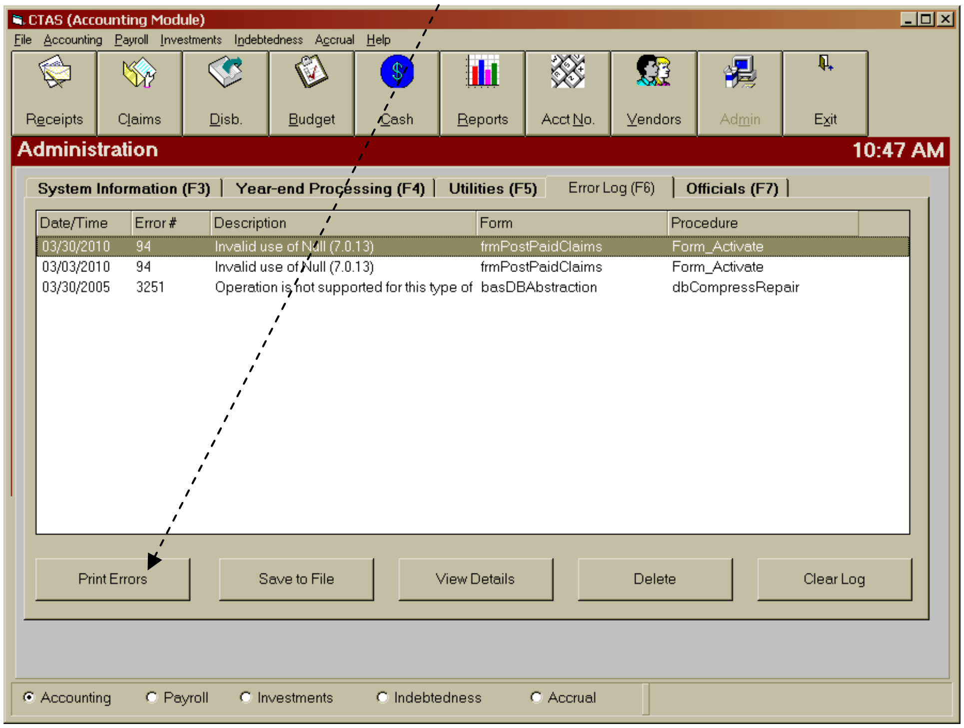


On the error log screen, you can print a list of the errors, save the list of errors to a file, view the details of an individual error, delete an individual error or delete a select set of errors. The following pages will describe how to complete each task.

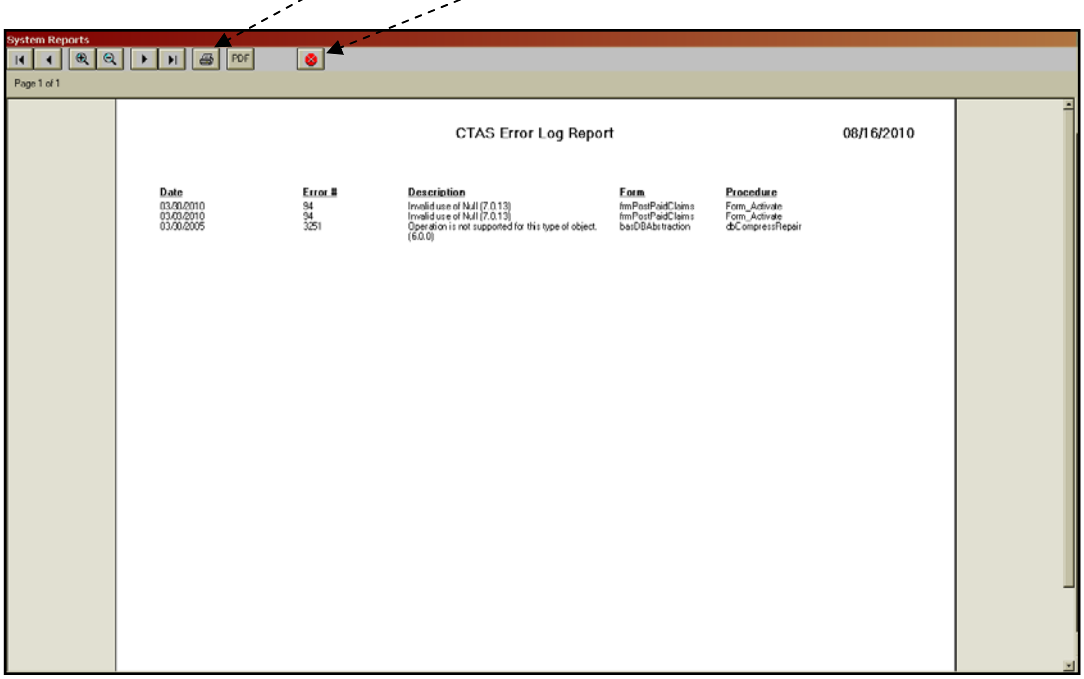
Administration: The Error Log (continued)

Printing the Error Log

To print a list of the errors, click on the Print Errors button on the bottom of the screen.



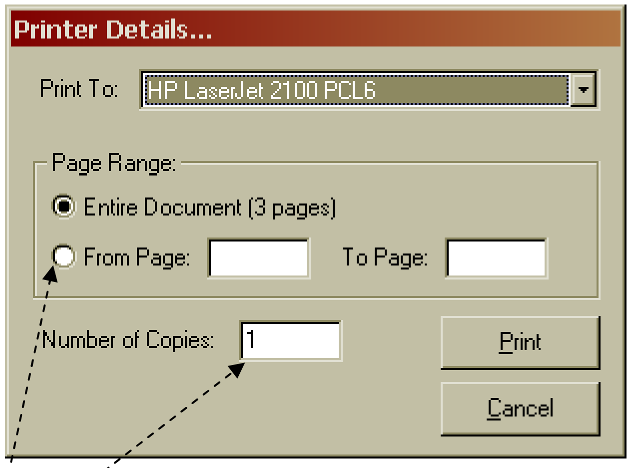
After clicking the Print Errors button, the System Reports screen will appear. After reviewing the report, click on the Printer icon to begin the printing of the report. To close the System Reports screen, click on the red "X".



Administration: The Error Log (continued)

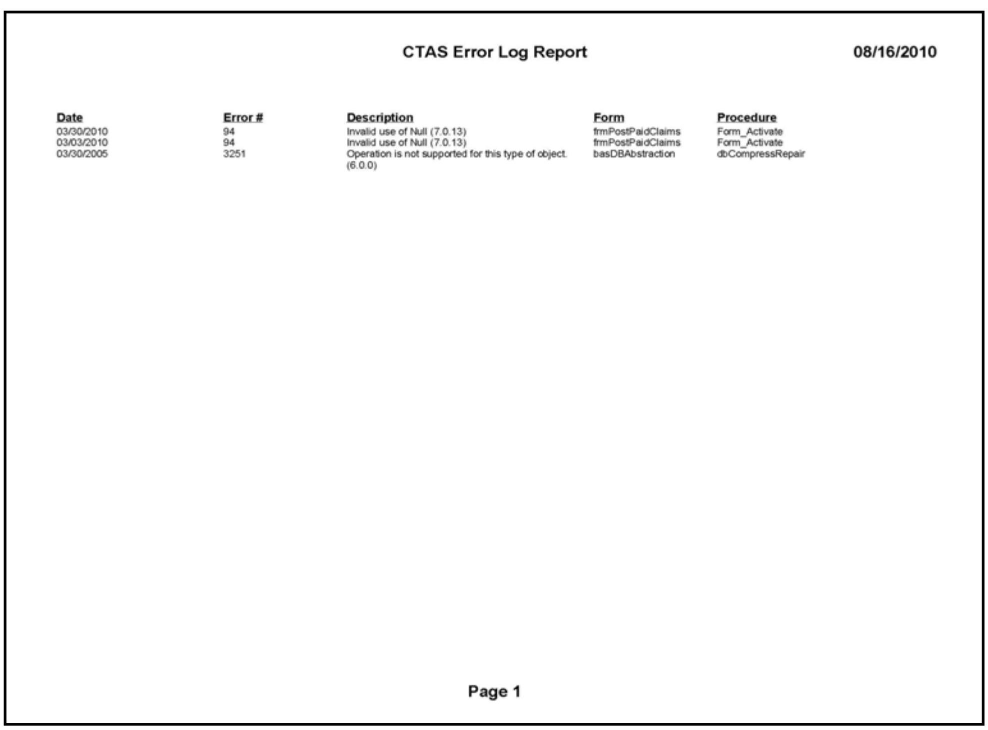
Printing the Error Log (continued)

After clicking on the Printer icon, the Printer Details screen appears:



By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. A sample of the report is below. To close the printing of the error log, click the Red "X" icon on the System Reports screen.

Sample CTAS Error Log Report



CTAS Error Log Report 08/16/2010

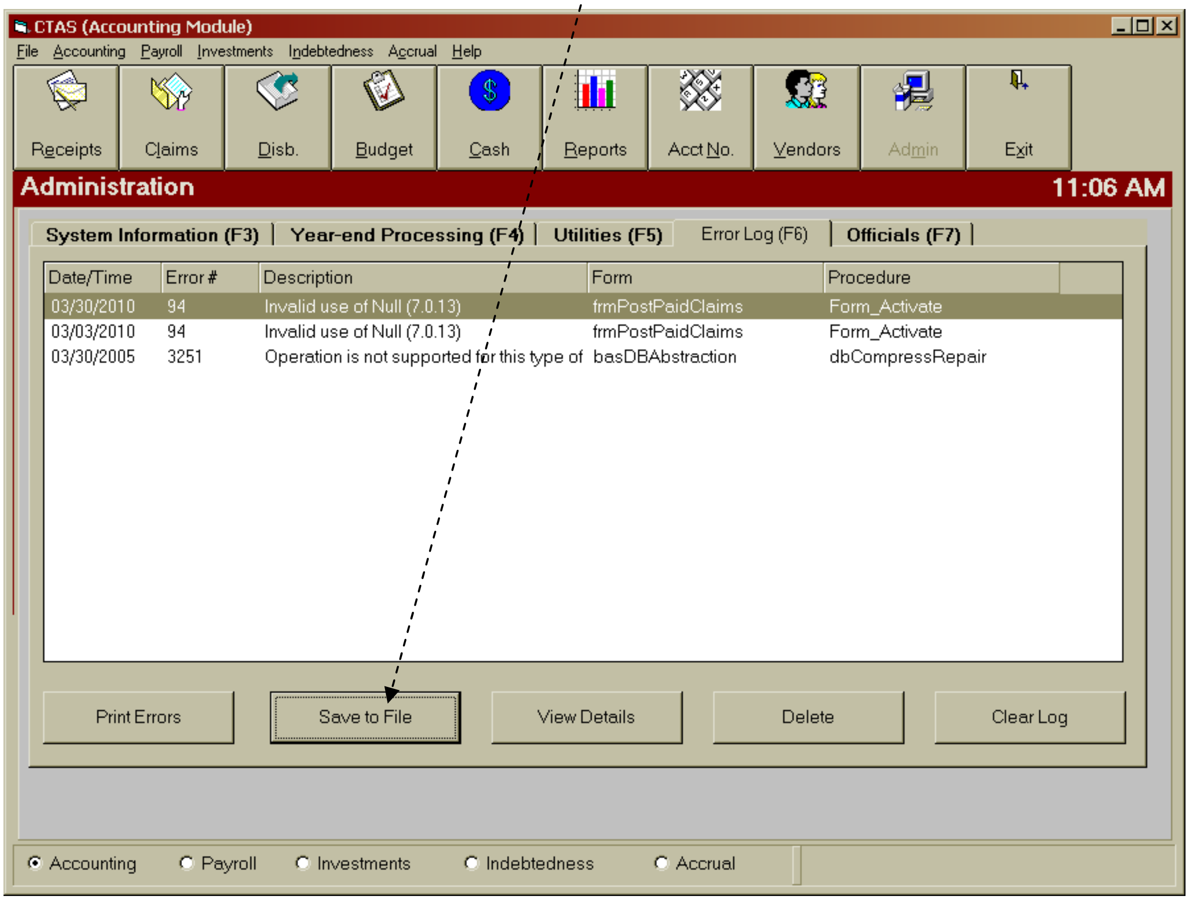
Date	Error #	Description	Form	Procedure
03/30/2010	94	Invalid use of Null (7.0.13)	frmPostPaidClaims	Form_Activate
03/03/2010	94	Invalid use of Null (7.0.13)	frmPostPaidClaims	Form_Activate
03/30/2005	3251	Operation is not supported for this type of object. (6.0.0)	basDBAbstraction	dbCompressRepair

Page 1

Administration: The Error Log (continued)

Saving the Error Log to a File

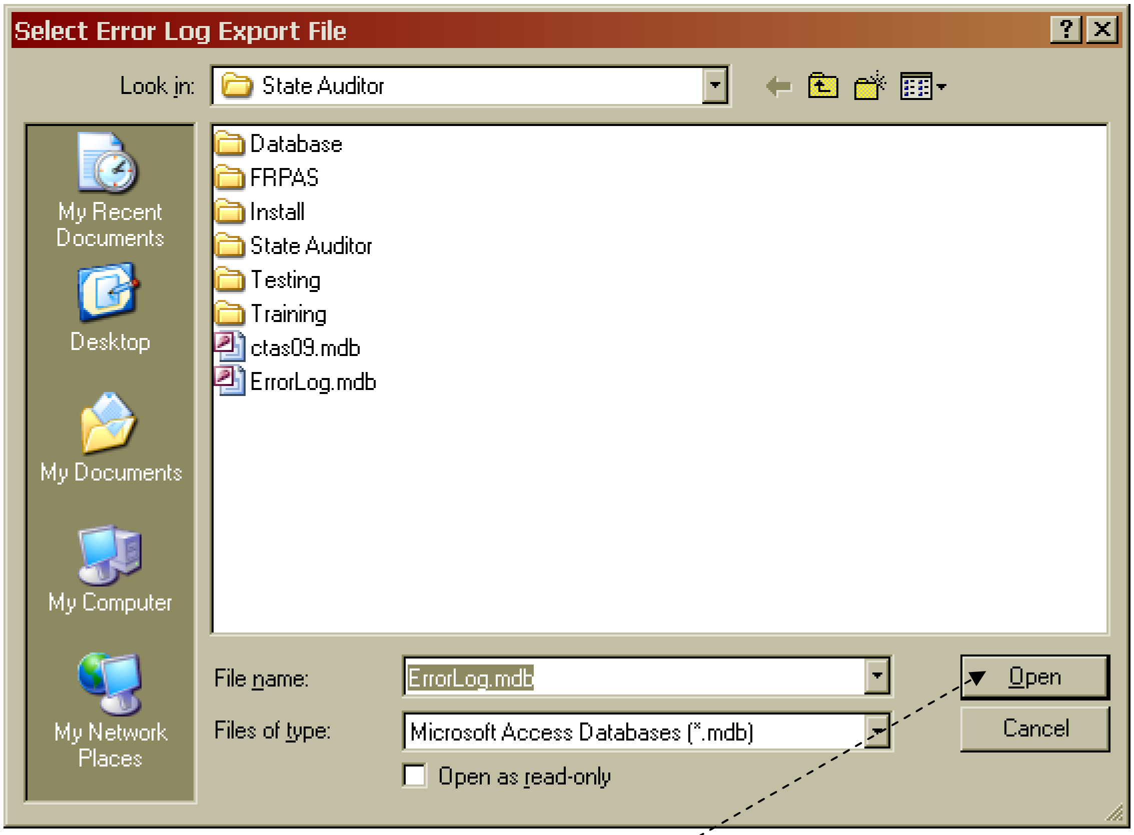
To save the list of errors to a file, click on the Save to File button in the Error Log tab in the Administration module.



After clicking the Save to File button, the Export Complete Error Log screen appears. Click on the Yes button and the Select Error Log Export File screen will appear, as shown on the next page.

Administration: The Error Log (continued)

Saving the Error Log to a File (continued)



Complete the following steps to save the export file:

- Select the folder you wish to save to by clicking on the down arrow in the "Look in" field.
- In the "File name" field, enter the desired name of the file.
- Click the Open button to complete the export. The following screen will be displayed to indicate the export is finished:

- Click OK.

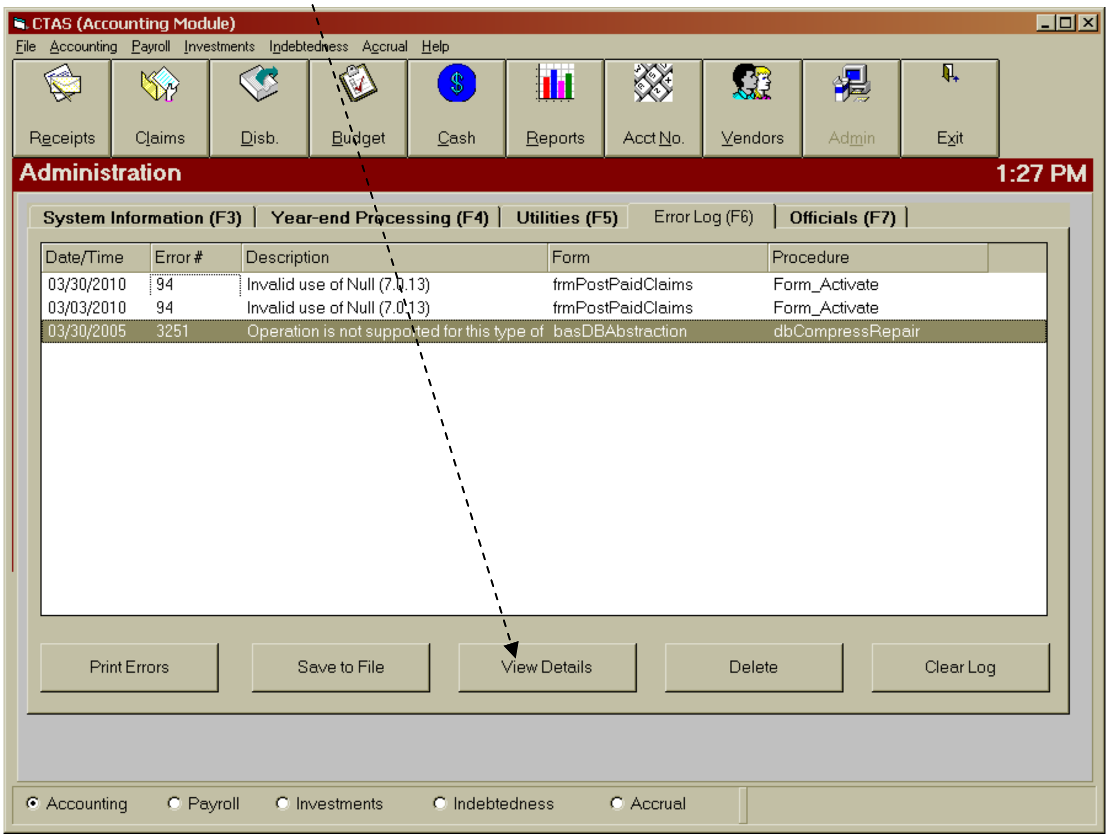
Note: The file created will be a Microsoft Access file. The file can be opened using a spreadsheet software program.

Administration: The Error Log (continued)

Viewing the Details of an Error Message

This option provides the information on an error, including the date and time the error was received, the error number and the error message. To view the detail of an individual error:

- Click on the Error Log (F6) tab of the Administration module.
- Highlight the error you want to see the details of.
- Click the View Details button.

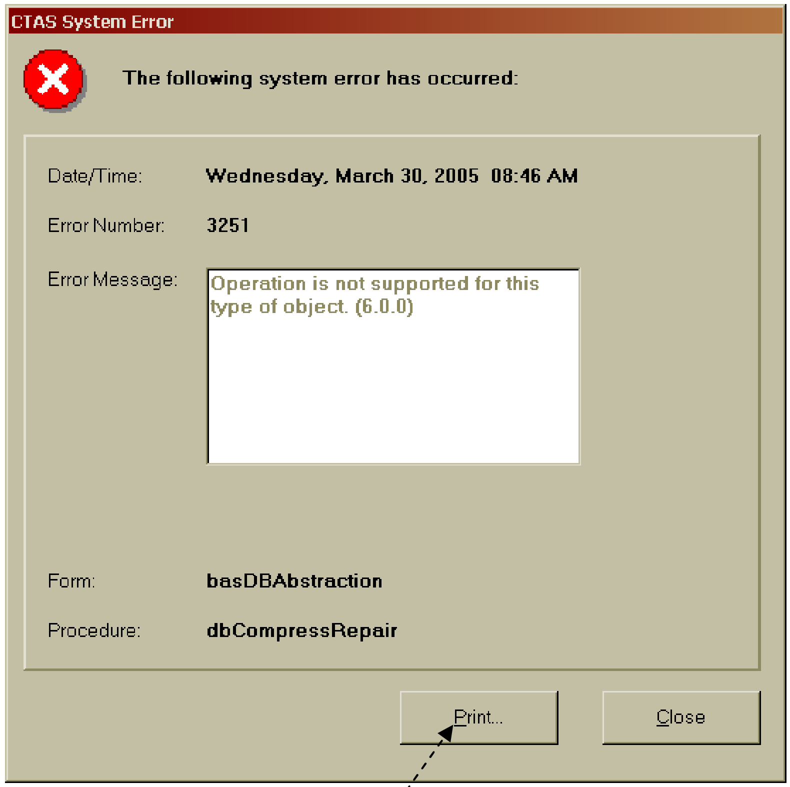


After clicking on the View Details button, the CTAS System Error screen will appear, as shown on the next page.

Administration: The Error Log (continued)

Viewing the Details of an Error (continued)

When the CTAS System Error screen appears, you can either print a copy of the error or close the screen.

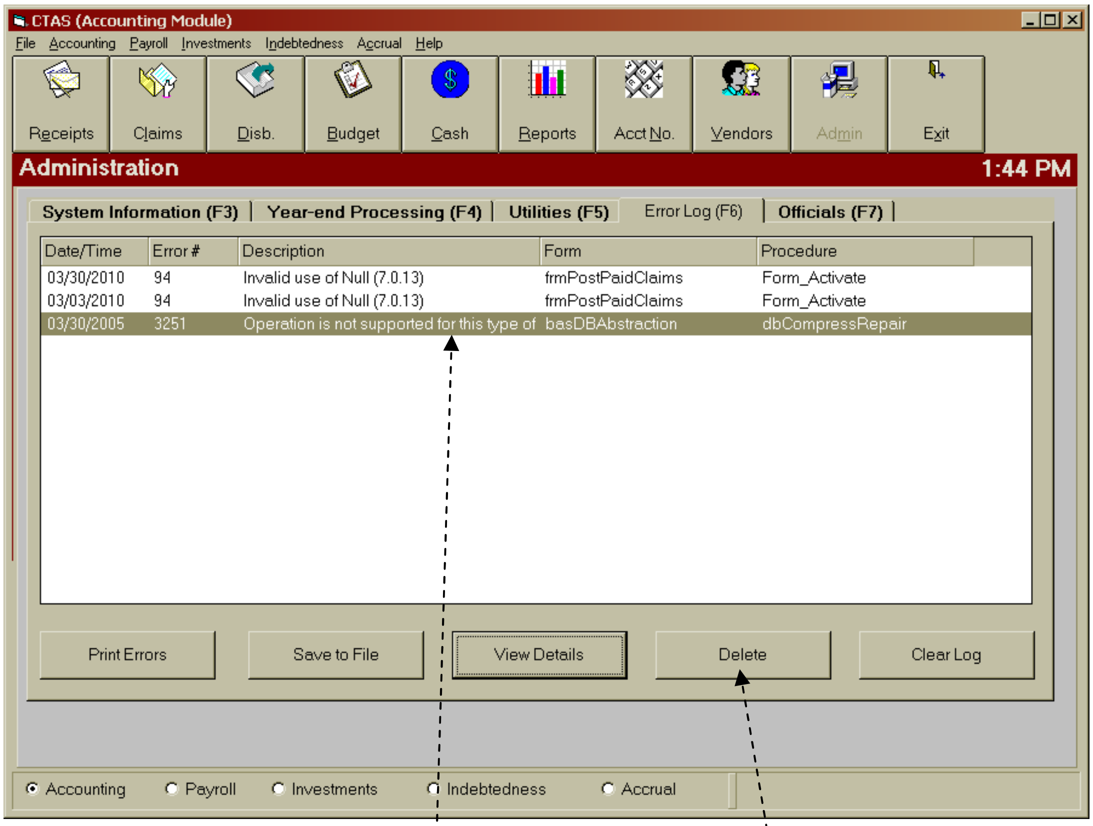


To print a copy of the error, click on the Print button and the error will be printed by your Windows default printer.

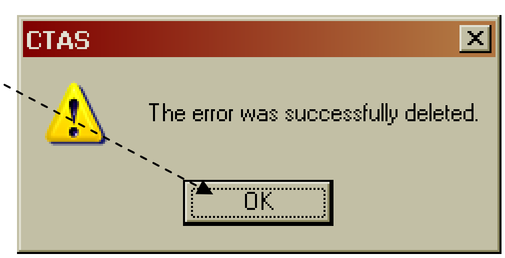
Administration: The Error Log (continued)

Deleting an Individual Error Message

You can delete an individual error message that you no longer wish to have displayed in the error log.



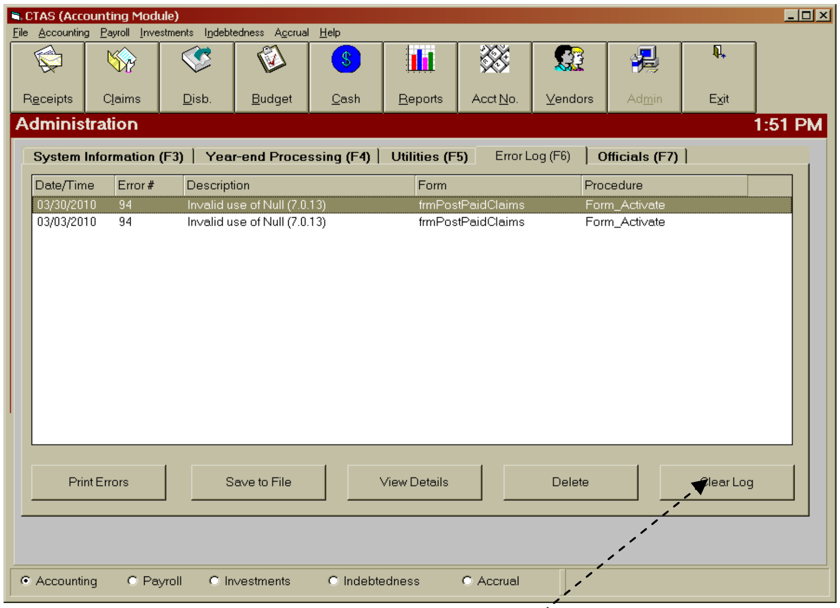
- To delete an error, highlight the error and click the Delete button.
- After the delete option is selected, the Confirm Error Delete screen appears (below, left).
- Click on the Yes button to delete the claim.
- You will then receive a screen message (below, right) that indicates the error was deleted. Click the OK button to complete the process.



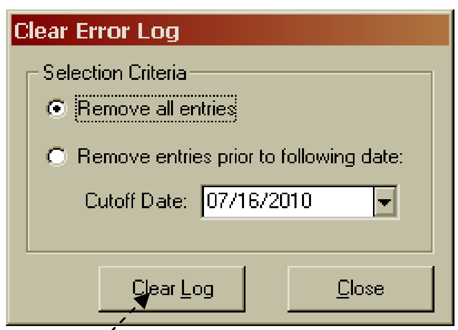
Administration: The Error Log (continued)

Deleting Selected Error Messages

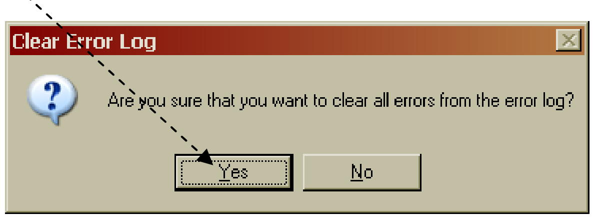
You can delete all errors, or select a set of errors to be deleted before a specified date.



- To delete a set of errors, click the Clear Log button. The Clear Error Log screen will appear:



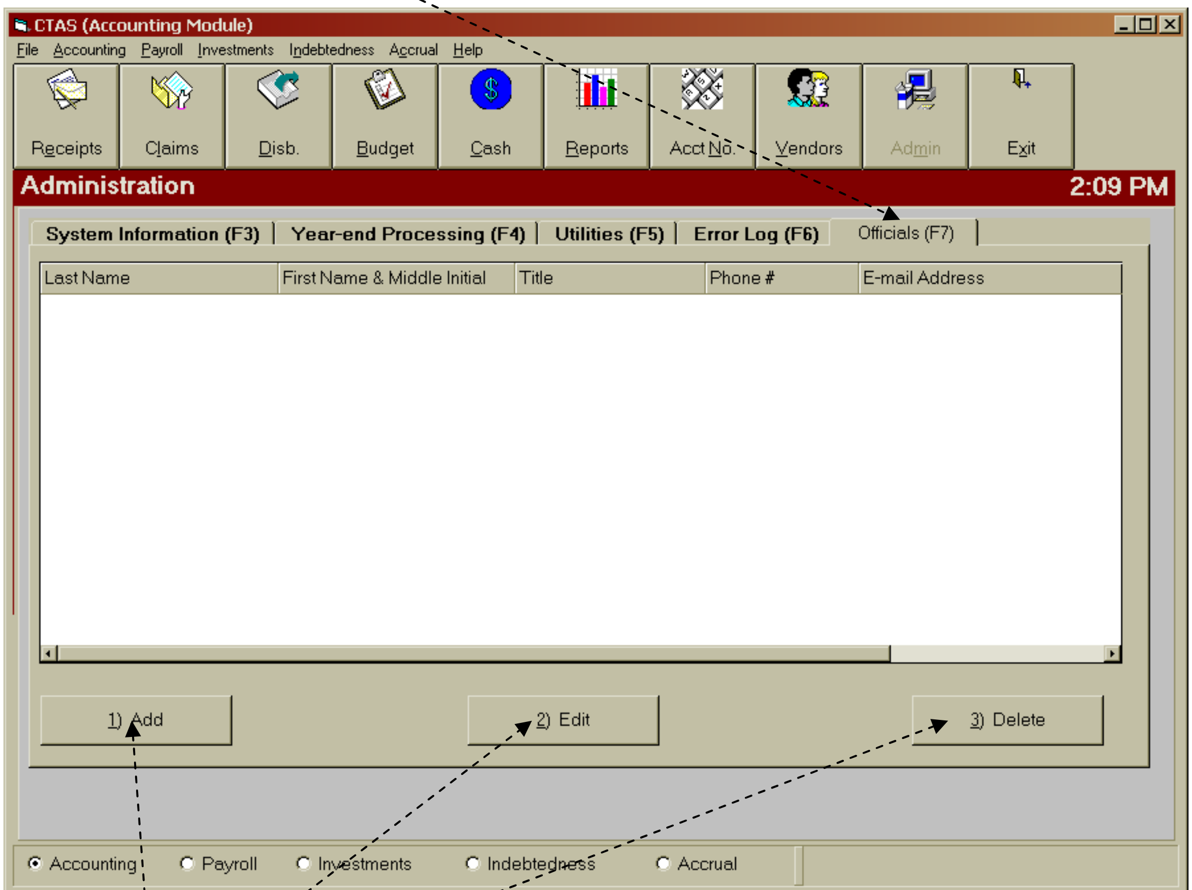
- To delete all the errors in the error log, click on the “Remove all entries” button .
- To remove only selected errors, click on the “Remove entries prior to following date” button. Enter an ending date for the selected errors in the Cutoff Date field.
- Click the Clear Log button to enter your choice. The Clear Error Log screen appears, as shown below.
- Click on the Yes button to delete the selected error(s).



Administration: List of Officials

Introduction

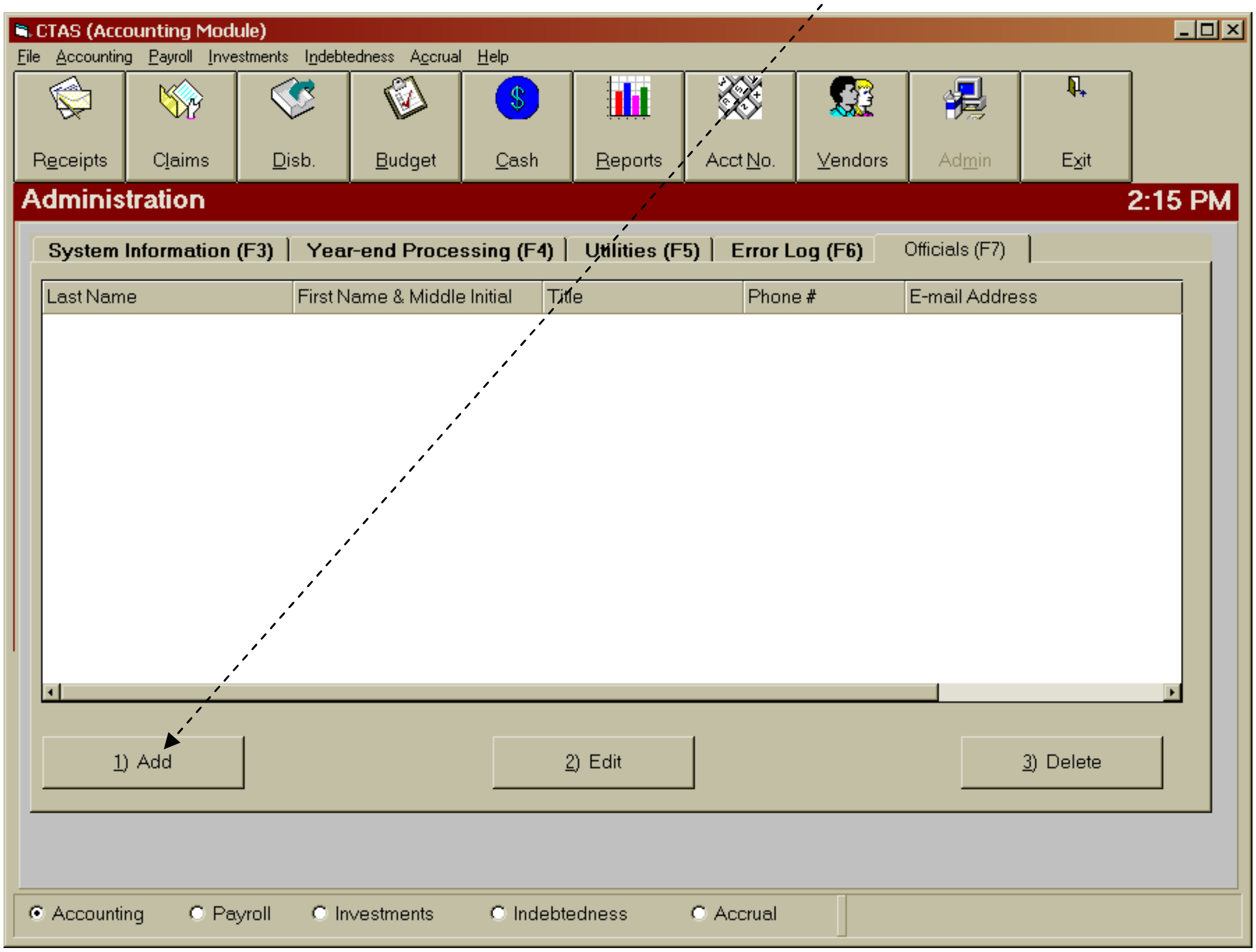
The Officials tab in the Administration section provides you a place to enter information about your local officials, whether elected or appointed. To begin entering the officials' information click on the Officials (F7) tab in the Administration section.



You can add, edit or delete officials from the Officials tab, using the buttons at the bottom of the screen. Instructions on using these buttons can be found later in this chapter.

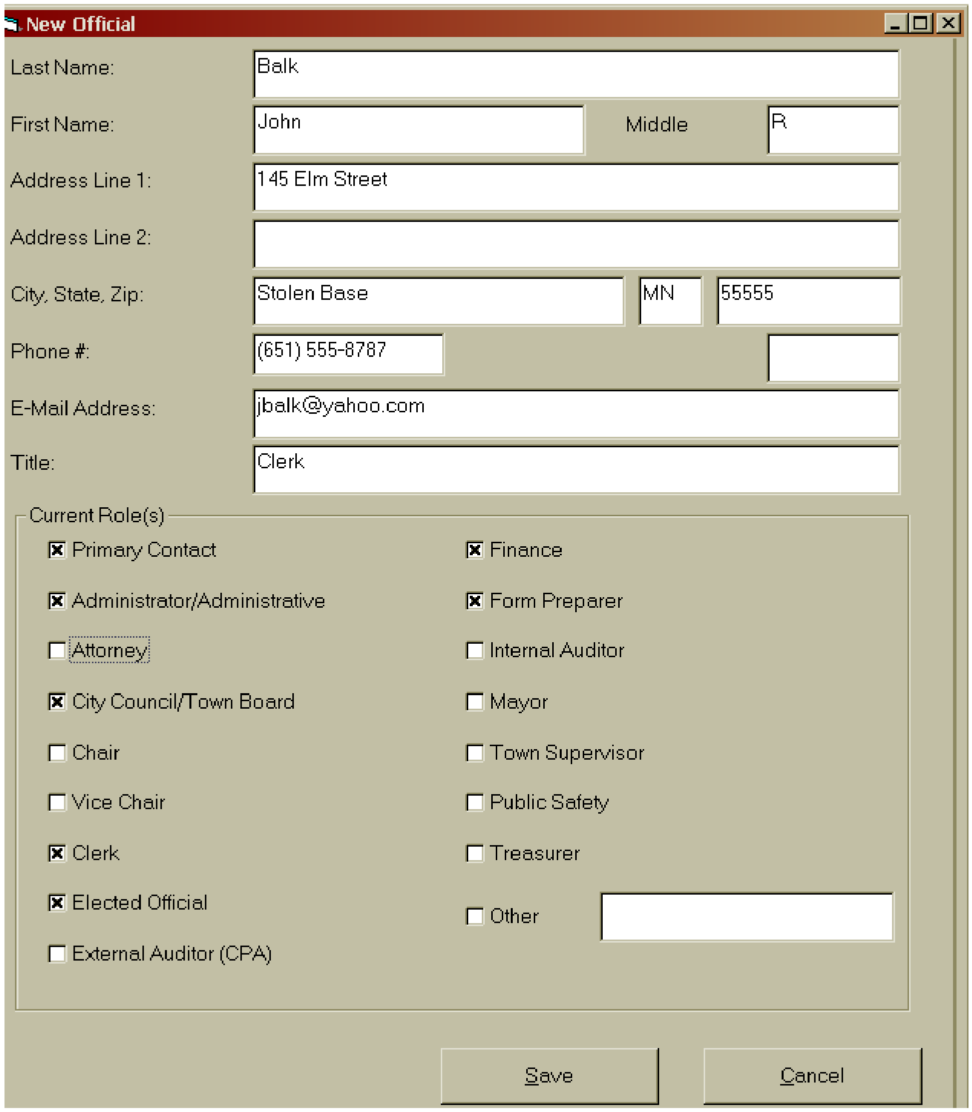
Administration: Entering the List of Officials

To begin entering the information for your local officials, click the Add button on the bottom of the Officials tab in the Administration section.



After the Add option is selected, a New Official screen will appear, as shown on the next page.

Administration: Entering the List of Officials (continued)

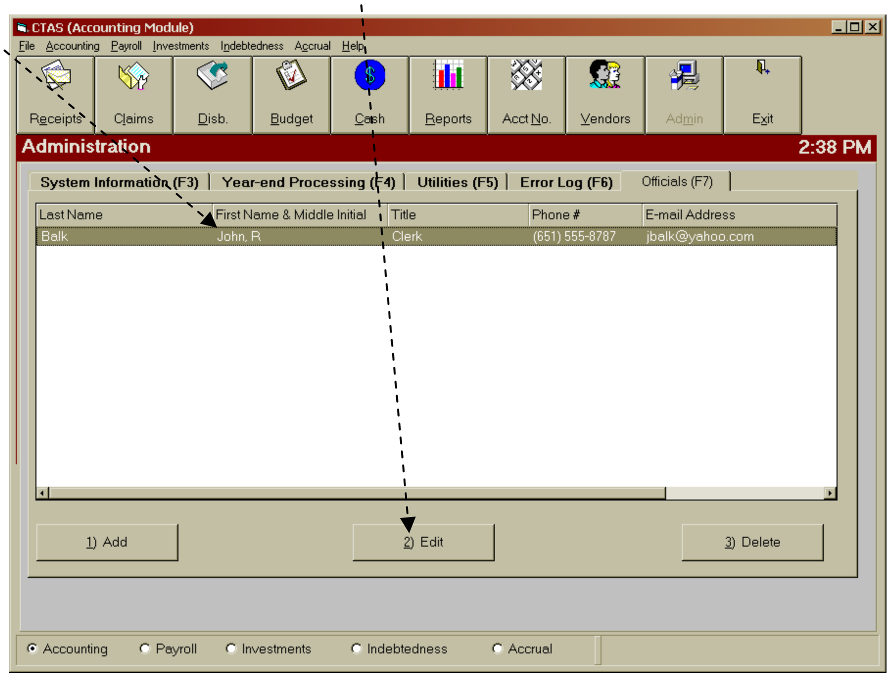


When the New Official screen appears, complete the following steps:

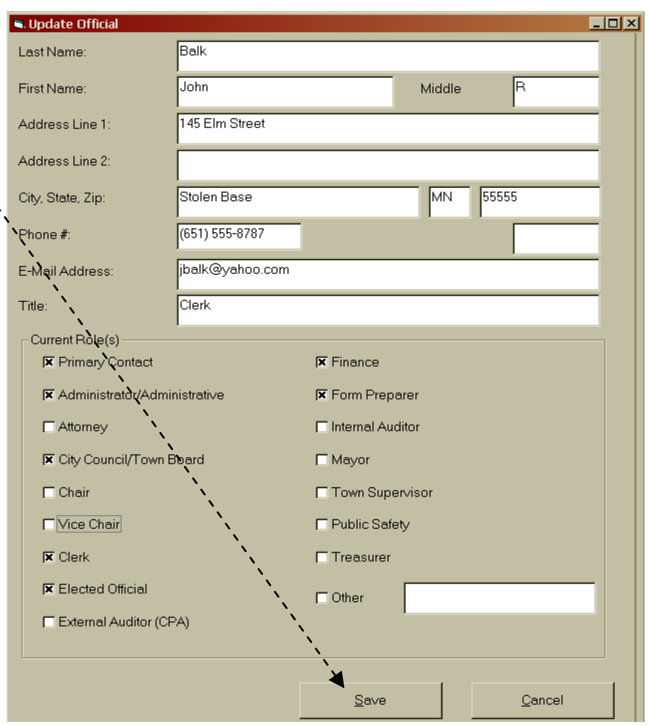
- Enter their last name in the Last Name field.
- Enter their first name in the First Name field.
- Enter their middle name or initial in the Middle field.
- Enter their address in the address line fields.
- Enter their city, state and zip code in the City, State, Zip field.
- Enter their telephone number in the Phone # field.
- Enter their e-mail address in the E-mail Address field.
- Enter their title in the Title field.
- Check the boxes for all of the roles the official performs in the Current Role(s) box.
- Click the Save button to save the information on this official.

Administration: Changing the Information for an Official

Once an official's information has been entered into CTAS, it will appear on the Administration screen. To change the information for an official, highlight the official's information in the list and click the Edit button.

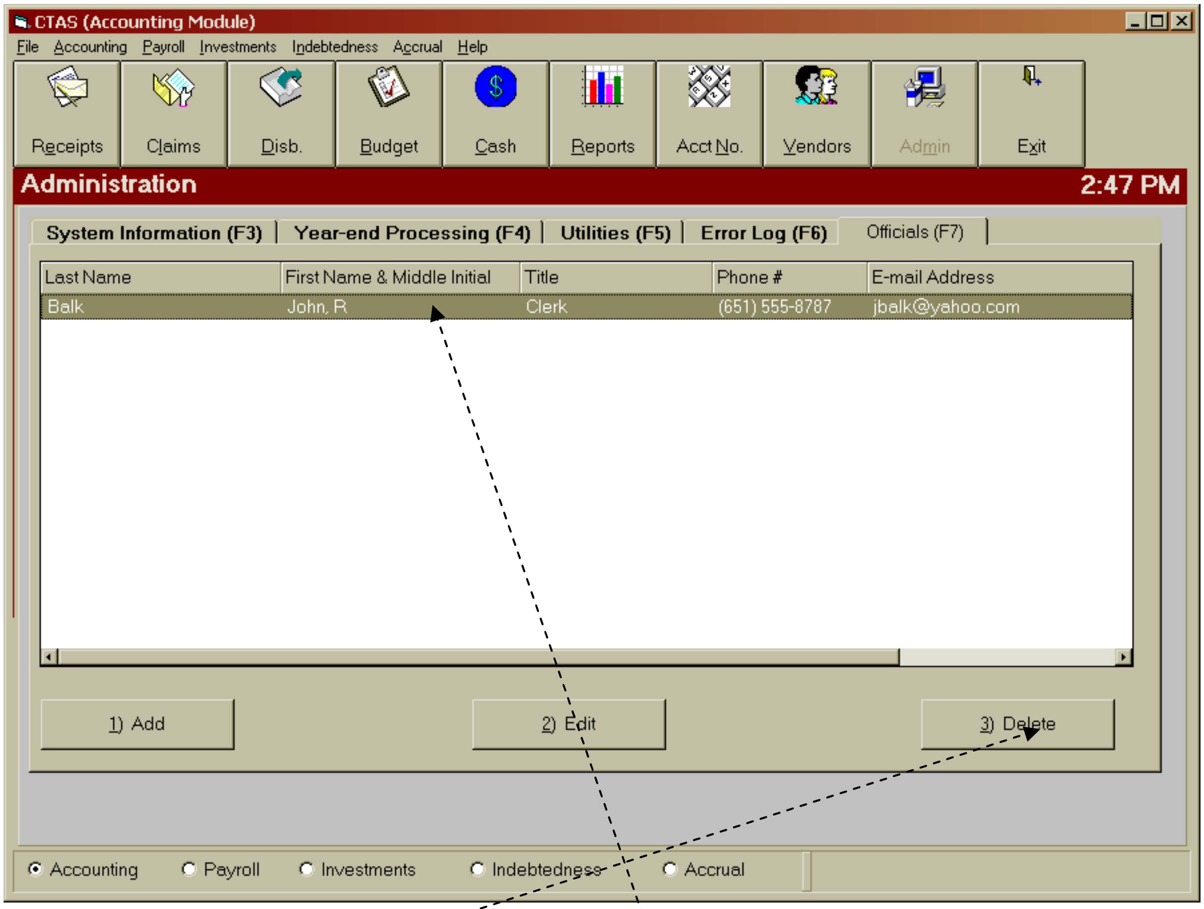


After the Edit option is selected, the Update Official screen will appear. On the Update Official screen you have the ability to change any field. After making your change(s), click the Save button.



Administration: Deleting an Official's Information

The need to delete an official's information happens when that person is no longer an official with the local government.



- To delete an official's information, highlight that official's information and click the Delete button.
- After the delete option is selected, the Confirm Official Delete screen appears (below, left).
- Click on the Yes button to delete the official's information.
- You will then receive a screen message (below, right) that indicates the official's information was deleted. Click the OK button to complete the process.