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 radio button at the bottom of any module's home screen. The Investments screen, as shown below, will appear.

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122	CD		CD#12546	/	03/31/2008	5.500	02/01/2012	03/31/2008
1001 001 Inv001	CD CD Certificate of D	eposit	CD#154685 CD#154684 CD#154687		02/10/2007 03/31/2008 05/31/2007	6.400 5.400 5.250	01/01/2012 01/01/2013 02/26/2014	05/31/2007 03/31/2008 05/31/2007
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From the Investments Main Menu screen, you can Ådd, Edit, or Delete an investment. In addition, by clicking on the Reports button you can print a Current Investments Report, an Investments Activity Report, or an Investments Worksheet. Instructions on these reports can be found later in this chapter.

Investments: Entering an Investment

To begin entering investments, click on the Add button on the bottom of the Investments screen. /'

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	ID	Туре		Description		Purchase Date	Int. Rate	Maturity Date	e Curr. Value Date Cu
	122	CD	,	CD#12546		03/31/2008	5.500	02/01/2012	03/31/2008
	1001	CD	/	CD#154685		02/10/2007	6.400	01/01/2012	05/31/2007
	001	CD	/	CD#154684		03/31/2008	5.400	01/01/2013	03/31/2008
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After the Add option is selected, a New Investment screen will appear, allowing you to enter the information for your investment. An example of the New Investment screen is shown on the next page.

Investments: Entering an Investment (continued)

New Investment	
Investment ID:	
Type:	
Description:	
Interest Rate:	Maturity Date: MM/DD////
Deposits	
Fund Number	Transaction Date Amount
· · · · · · · · · · · · · · · · · · ·	03/30/2011 🔹 \$0.00
	\$0.00
	\$0.00
Withdrawals	
Fund Number	Transaction Date Amount
· · · · · · · · · · · · · · · · · · ·	03/30/2011 🔹 \$0.00
	\$0.00
	\$0.00
NOTE: Set amount to 0 to clear row when say	ved. Current Value: \$0.00
	Save and Add Save and Exit Cancel

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

- Enter an investment number in the Investment ID field. <u>Note</u>: There isn't a predetermined numbering system for the Investment ID: 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 and Add" button to continue to enter investments. When all the investments have been entered, click the "Save and Exit" button. Information on entering withdrawals can be found on the next page.

Investments: Changing a Investment

To change an Investment, highlight the Investment and click the Edit Button.

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Investments				9:11 AM
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ID Type	Description	Purchase Date / Int Bat	te Maturity Da	te Curr Value Date Cu
	12354	03/30/2011	1 000 12/31/2012	03/30/2011
	CD#12546	03/30/2011	5 500 02/01/2012	03/31/2008
	CD#154685	05/31/2000	6.400 01/01/2012	05/31/2007
Invittor CD	CD#154684	03/31/2008	5 400 01/01/2013	03/31/2008
Inv003 CD	CD#154687	05/31/2007	5.950 02/26/2014	05/31/2007
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After the Edit option is selected, the Updating Investment screen will appear (shown below). On the Updating Investment screen, you change any field. After completing your change(s), click "Save and Add" to make changes on another investment: click "Save and Exit" when finished. You can also enter any withdrawals in the Withdrawals section. For information on entering the interest earned, see chapter 23, Sample Transactions.

Jpdating Investment		
Investment ID: Inv005		
Type: CD		
Description: CD #12354		
Interest Rate: 1.000	Maturity Date: 12/31/2012 💌	
Deposits		
Fund Number	Transaction Date	Amount
100: General Fund	03/30/2011	\$10,000.00
·	03/30/2011 🔹	\$0.00
		\$0.00
Withdrawals		
Fund Number	Transaction Date	Amount
	03/30/2011 💌	\$0.00
		\$0.00
		\$0.00
NOTE: Set amount to 0 to clear row when s	aved. Current Va	alue: \$10,000.00
	Save and Add Save and Exit	Cancel

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

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C 6) Purchase Date				-	
C <u>7</u>) Maturity Date					
	Description	Purchase Nate	Int Bate	Maturity Date	Curr Value Date Cu
	CD #12354	03/30/2011	1 000	12/31/2012	03/30/2011
	CD#12546	03/31/2008	5 500	02/01/2012	03/31/2008
	CD#154685	05/31/2007	6 400	01/01/2012	05/31/2007
Inv/03 CD	CD#154684	03/31/2008	5 400	01/01/2013	03/31/2008
Inv002 Certificate of Deposit	CD#154687	05/31/2007	5 250	02/26/2014	05/31/2007
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- To delete an investment, highlight that investment and click the Delete Button.
- After the delete option is selected, the Confirm Investment Delete screen will appear (below, left).
- • Click on the Yes button to delete the investment.
- You will then receive a screen message (below, right) that indicates the investment was deleted. Click the OK button to complete the process.

Confirm Investment Delete 🛛 🔀	·	CTAS 🔀
Are you sure you want to delete this investment?		The investment was successfully deleted.

Investments: Using the Search Feature

In the Investments 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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In∨004	CD	CD#12546		03/31/2008	5.500	02/01/2012	03/31/2008
In∨001 In∨003 In∨002	CD CD Certificate of Deposit	CD#154685 CD#154684 CD#154687		05/31/2007 03/31/2008 05/31/2007	6.400 5.400 5.250	01/01/2012 01/01/2013 ,02/26/2014	05/31/2007 03/31/2008 05/31/2007
1)	Add	<u>2</u>) Ed	it	3) 3) 55 C.Accru	Delete		⊻) Reports

To select investments not sold:

- Click on Not Sold radio button.
- Click the Search button.
- The investments meeting the search criteria will be displayed.

Investments: Using the Search Feature (continued)

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The second option is to search by Purchase Date.

To search by Purchase Date:

- Click on the Purchase Date radio button. The screen will then display the "Search by Purchase Date" fields.
- Click on the first date field and enter a new 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 a new 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.

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Investments: Using the Search Feature (continued)

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ID	Туре		Description		Purchase D)ate	Int. Rate	Maturity	Date (Curr. Value Date Cu
Inv001	CD		CD#154685		05/31/2007		6.400	01/01/2012	05/	/31/2007
Inv004	CD		CD#12546		03/31/2008		5.500	02/01/2012	03/	/31/2008
Inv003	CD		CD#154684		03/31/2008		5.400	01/01/2013	03/	/31/2008
Inv002	Certificate of	Deposit	CD#154687		05/31/2007		5.250	02/26/2014	05/	31/2007
•										<u>•</u>
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Another option is to search by Maturity Date.

To search by Maturity Date:

- Click the Maturity Date radio button. The screen will then display the "Search by Maturity Date" fields.
- Click on the first date field and enter a new 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 a new 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.

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Investments: Using the Search Feature (continued)

You can also search by Sold Date.

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 b) Purchase Date C Z) Maturity Date 	01/01/200	б то 12/31/2014	
ID Type	Description	Purchase Date Int. Rate	Maturity Date Curr. Value Date Cu
1003 Certificate of Deposit	CD #521645	12/31/2005 2.500	12/31/2006 12/31/2006
1			
<u>1</u>) Add	<u>2</u>) Edit	<u>3</u>) Delete	<u>4</u>) Reports
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To search by Sold Date:

- Click the Sold Date radio button. The screen will then display the "Search by Sold Date" fields.
- Click on the first date field and enter a new 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 a new 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: Printing Reports

There are three reports that you can create and print from the Investments section. They are the Current Investments Report, the Investments Activity Report, and the Investments Worksheet.

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Inv004	СП	CD#12546	03/31/2008	Int. Hate	02/01/2012	03/31/2008
Inv001 Inv003 Inv002	CD CD Certificate of Depos	CD#154685 CD# 154684 sit CD#154687	05/31/2007 03/31/2008 05/31/2007	6.400 5.400 5.250	01/01/2012 01/01/2013 02/26/2014	05/31/2007 03/31/2008 05/31/2007
1) Add	2) Edit	3	3) Delete		<u>4)</u> Report

To select a report you want to create, click on the Reports icon at the top of the Investments screen or click on the button at the bottom of the screen. A Reports screen will appear, as shown on the next page.

CTAS User Manual

Investments: Printing Reports (continued)

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

Reports	
Report Categor	es
Report Name Current Investments Investment Activity Investment Worksh	eet
	<u>R</u> un <u>Exit</u>

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