

Installing CTAS Version 7

Downloading the CTAS Version 7

- Go to the Office of the State Auditor's website (www.auditor.state.mn.us)
- Click on "For Local Officials" and on the drop-down select the Small city and Town Accounting System option.
- Scroll down the page and click on Version 7
- Click the Save button and Save the file.
- Note the name of the file that you are saving and the location you are saving it to.
- After the file has completed downloading, close or minimize your Internet.

To Install CTAS Version 7

- Locate the file you downloaded and double click on the file.
- Note the location where the files will be extracted to.
- Click the Extract Button
- When the extract is completed, go to the location of the extracted files.
- Double click on the setup.exe file.
- Follow the on-screen instructions to load Version 7.
- The update for CTAS should then be loaded.

Migrating Your Data to Version 7

- Make a backup of your data using CTAS Version 6.
- Note: You will not be able to use the database with Version 6 once the data has been converted to Version 7.
- When finished, open CTAS Version 7.
- At the Welcome screen, press the "Shift" key and the "F1" Key at the same time.
- Click the Browse button and locate the CTAS database.
- The default location of the database is C:\State Auditor\Database
- The name of the files is ctas04.mdb.
- Select this file and click the Open button.
- Then click the Save button.
- You can then click the "Continue" button to migrate your data to Version 7.
- Click the "OK" button when prompted.
- When the migration is complete, CTAS will open.