

Instructions for Importing (migrating) Data from CTAS Version 7 to CTAS Version 8 For Windows 8 and 8.1

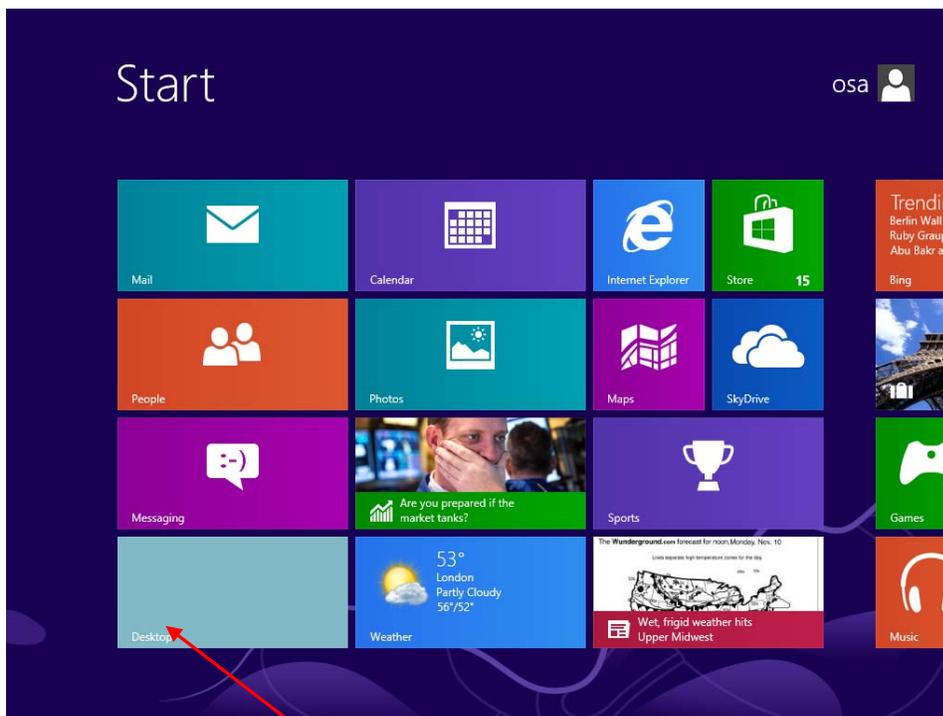
CTAS Version 8 is designed to work with your Version 7 data if you choose to. These instructions will take you through the process of moving your data (also called “migrating” or “importing” the data) from Version 7 to Version 8. This process will NOT affect your data.

NOTE: In CTAS Version 8 there are certain Fund numbers, Account numbers and Object Code numbers that the program will not allow to be used, and other numbers whose descriptions will be changed by the program. Those numbers and descriptions can be found in the **CTAS Chart of Accounts**, which you can download from our website at <http://www.auditor.state.mn.us/default.aspx?page=ctas>. Instructions for preparing those numbers so you can migrate your data without interruption can be found at <http://www.auditor.state.mn.us/default.aspx?page=ctasv8training>. If you import your data without preparing it first, the program will give you an error message and download a file to your desktop with the numbers to be changed (as shown on page 14 of these instructions).

DATA MIGRATION INSTRUCTIONS

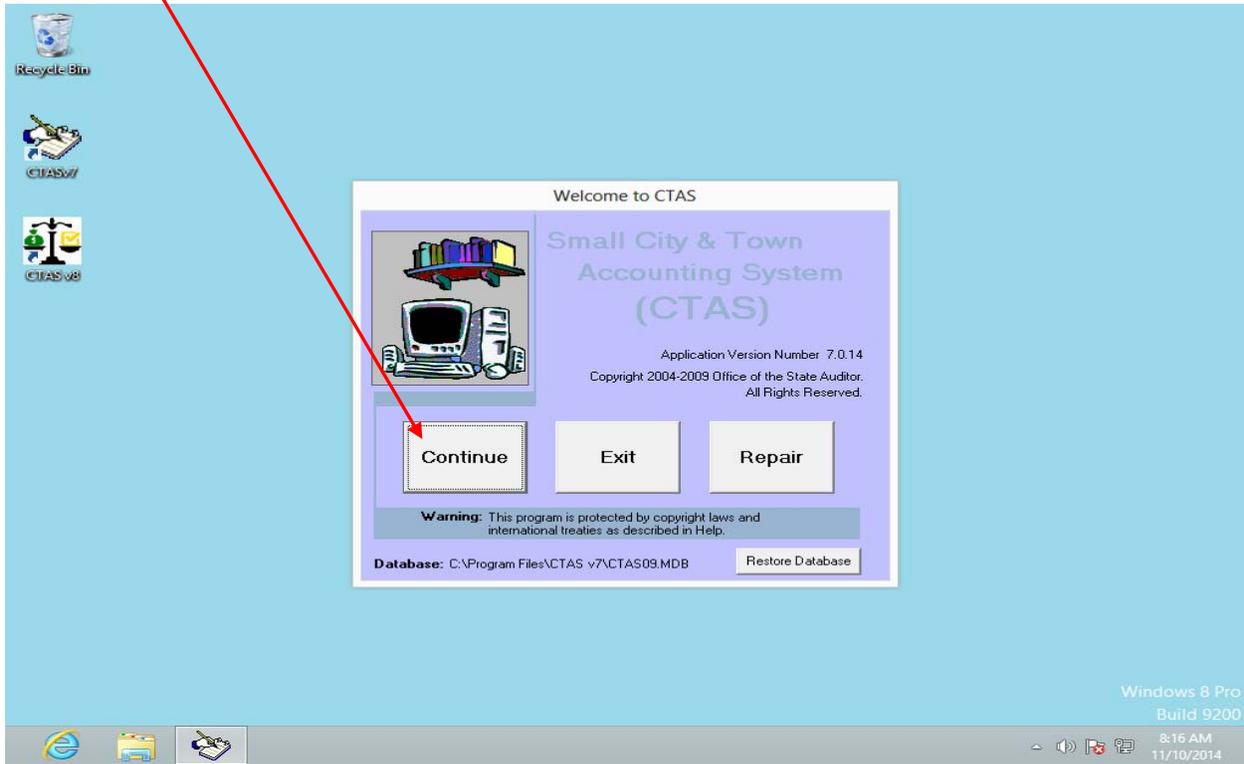
*****CTAS Version 8 must be closed during the import (migration) process*****

STEP ONE: Creating a backup of your Version 7 to use.

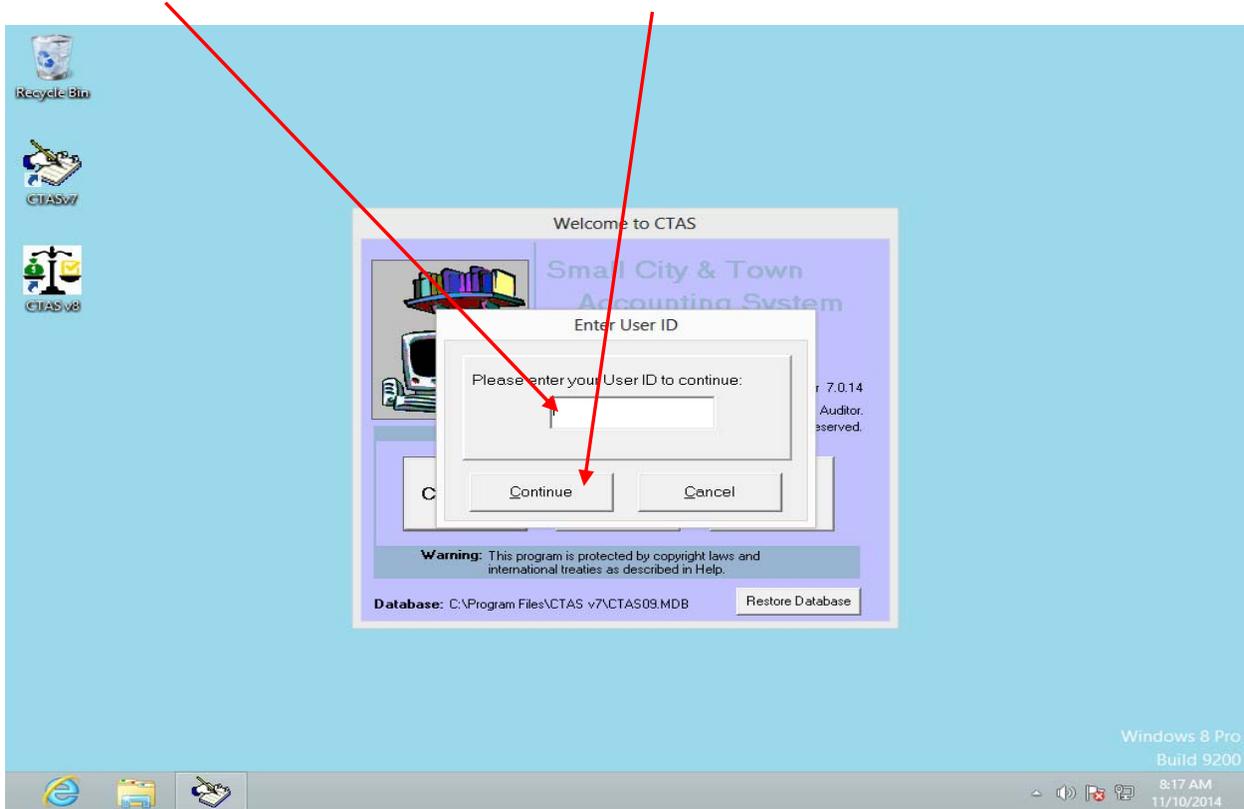


Left click on the Desktop icon.

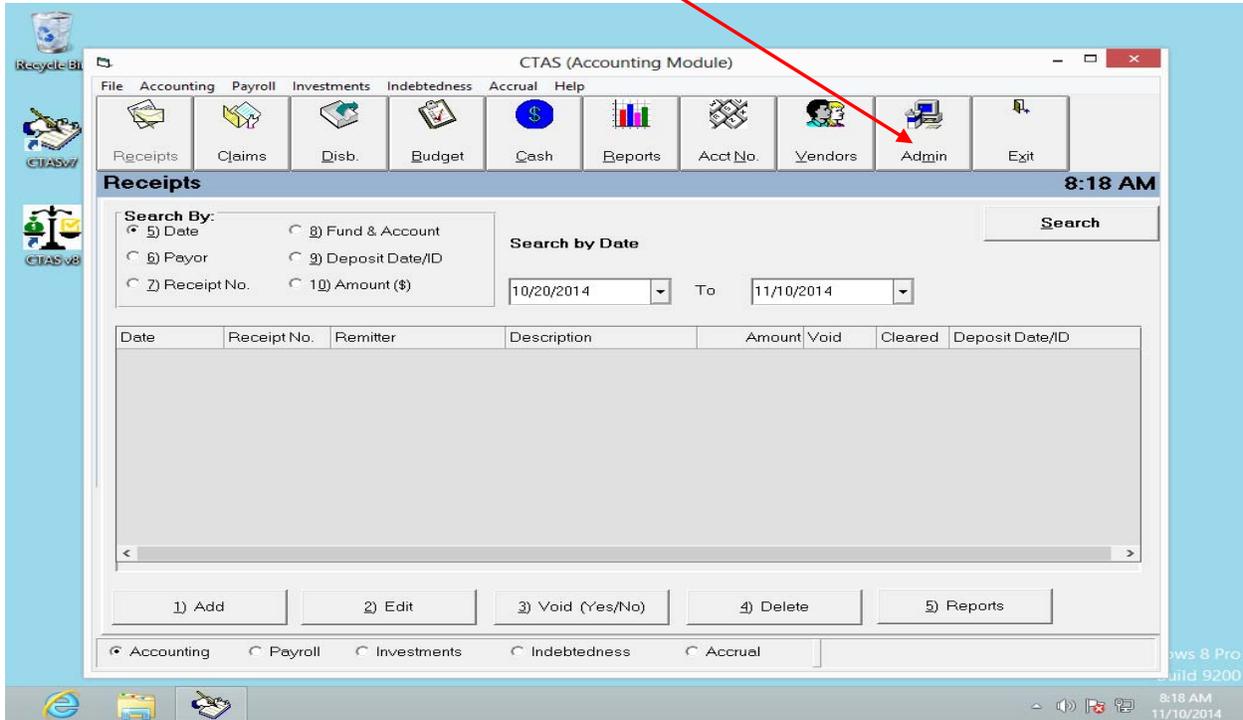
Double-click on the CTAS icon to open the program. When the CTAS Welcome screen appears, click on the "Continue" button.



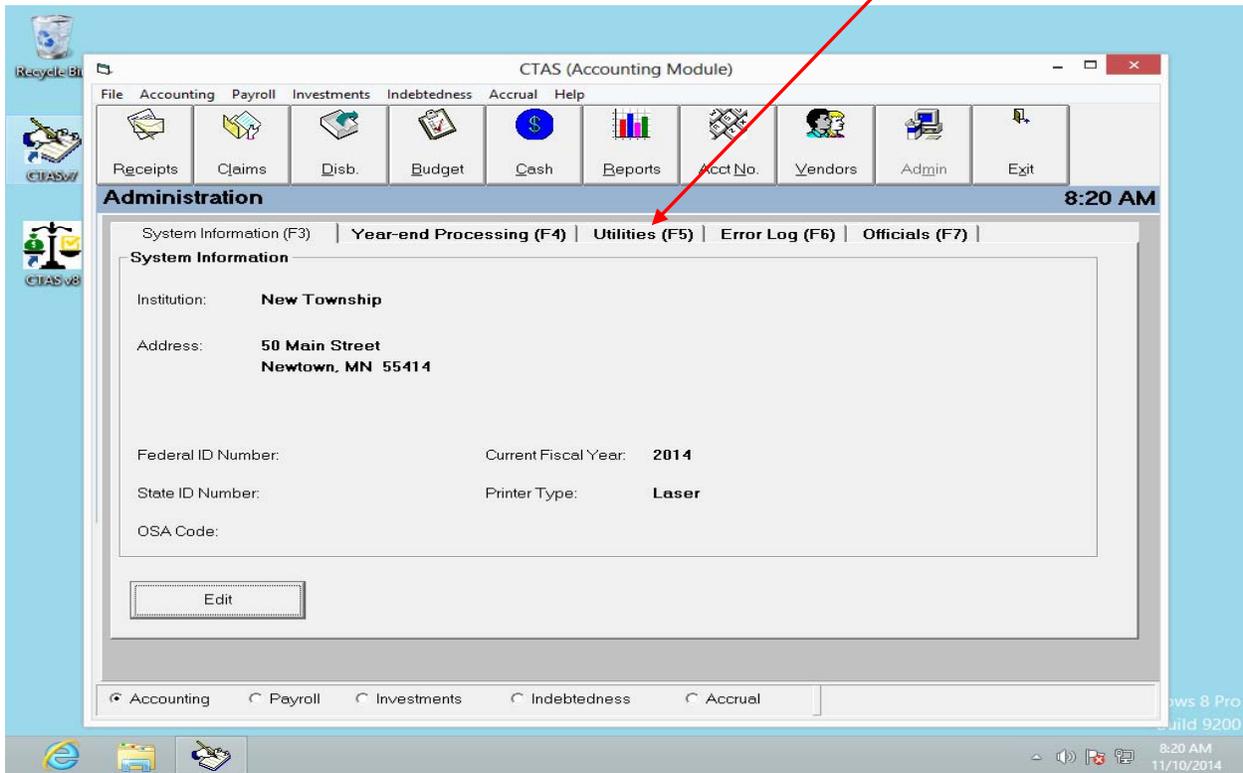
On the next screen, enter your User ID, then left-click once on the "Continue" button.



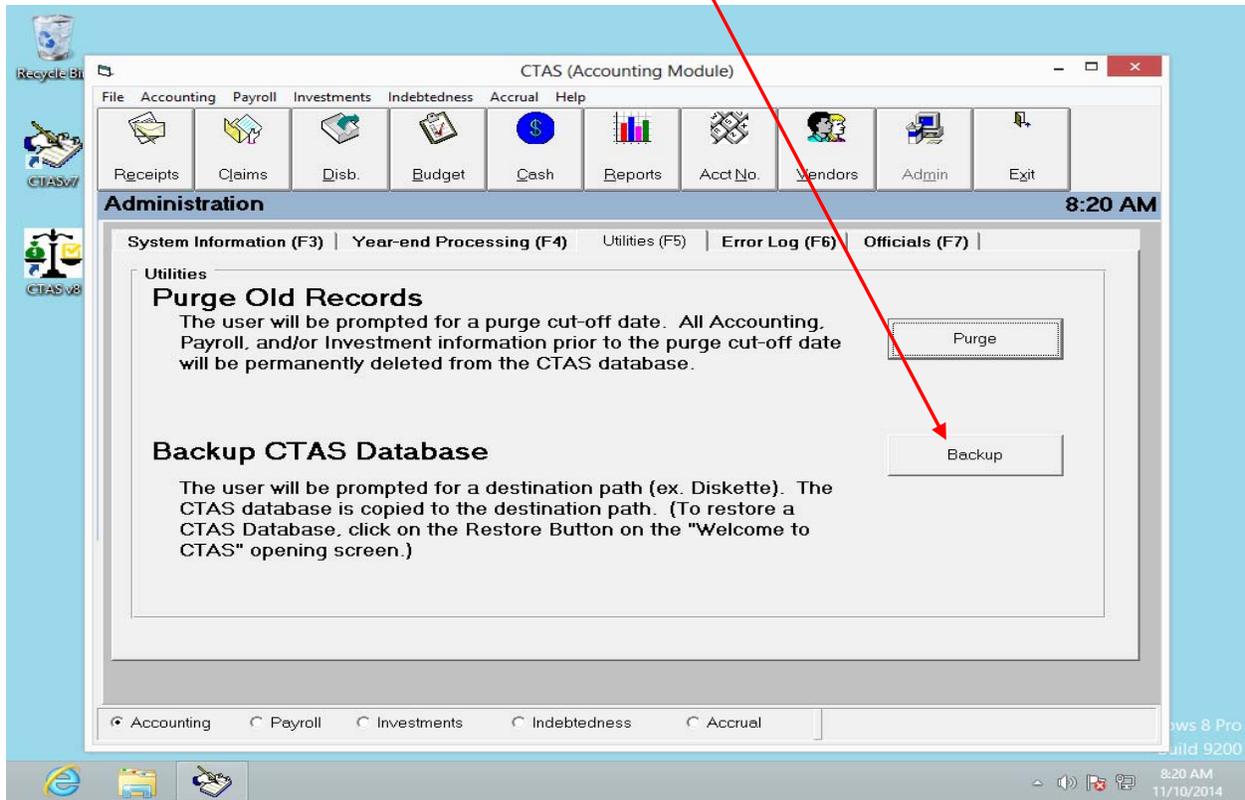
CTAS will open to the Receipts module. Left-click once on the “Admin” button.



You should now be in the “Administration” section of CTASv7. Left-click once on the “Utilities” tab.



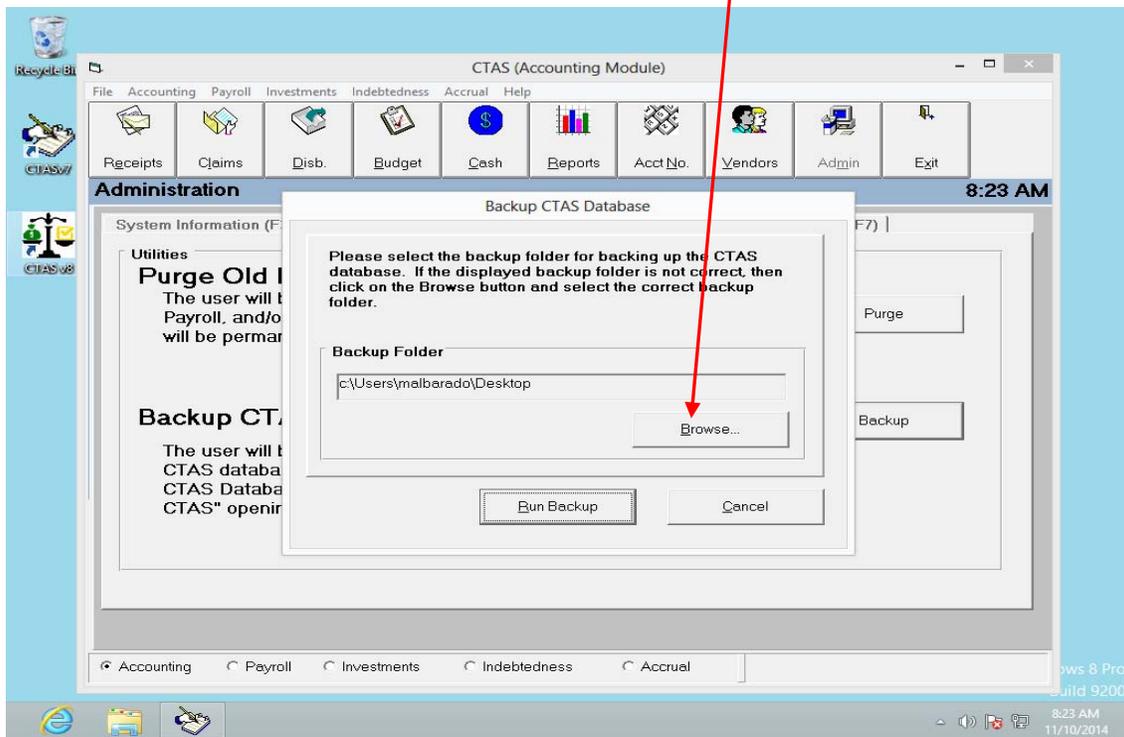
The Utilities screen will appear. Left-click once on the "Backup" button.



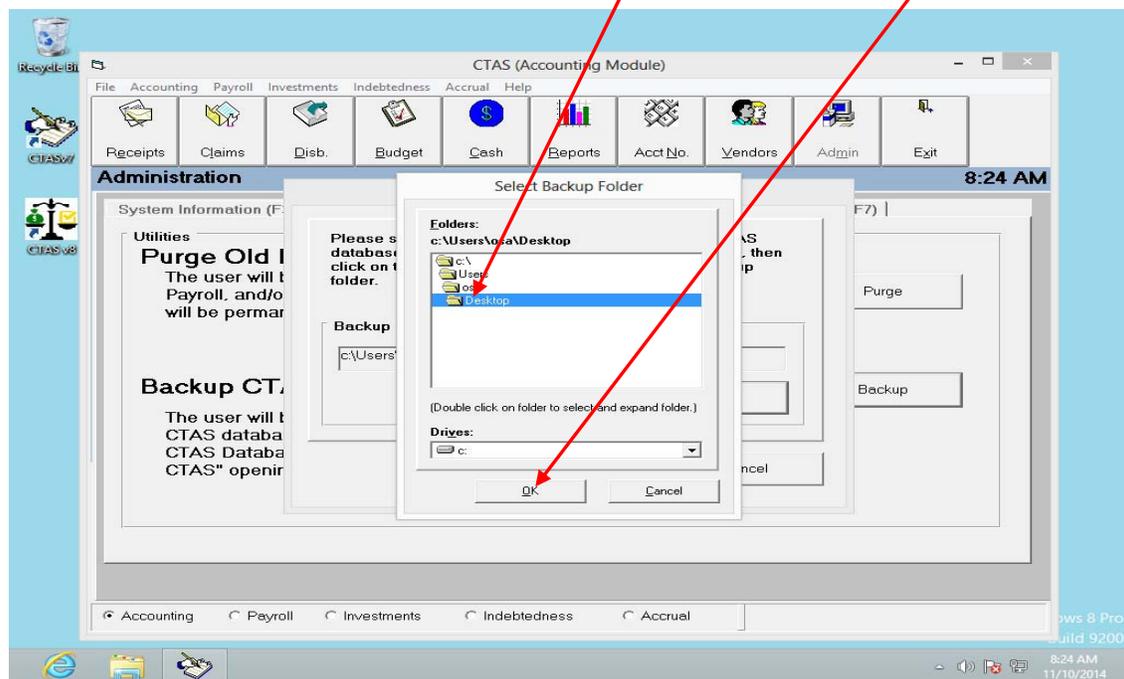
Next, we will save the backup file.

For this demonstration, we will save the backup file to the desktop. **NOTE: While you can save the backup file to any location on your computer, be sure to remember where the file has been saved.**

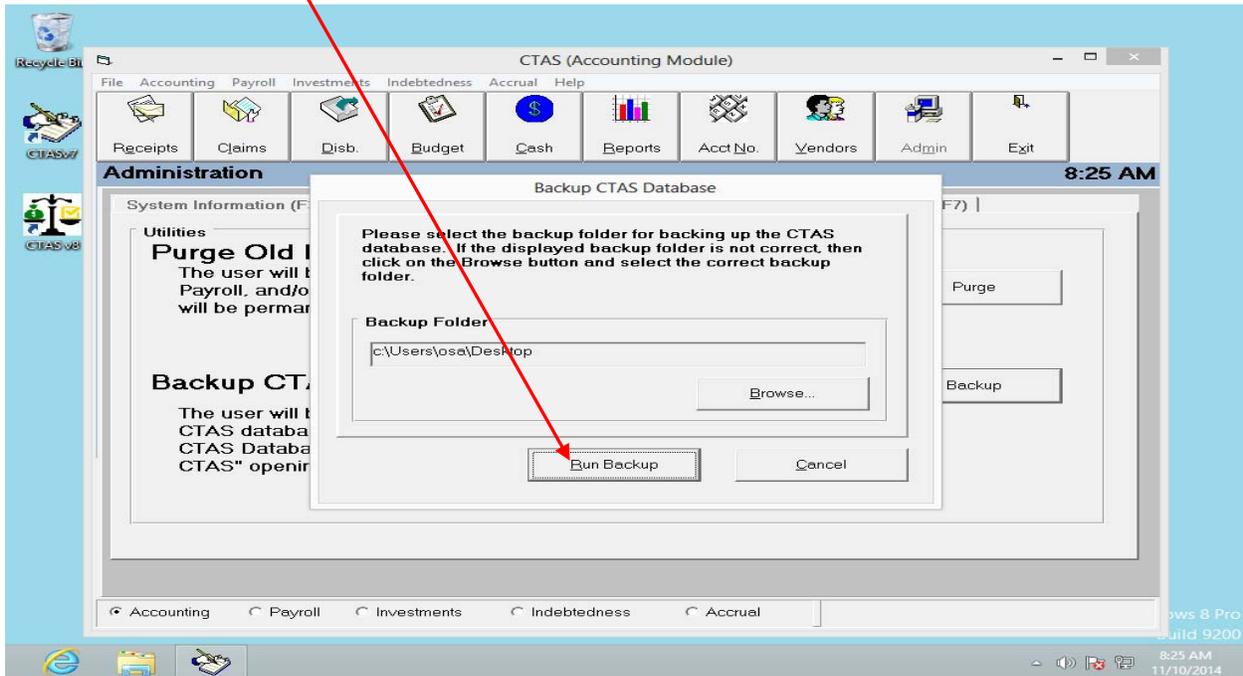
To choose a location for saving the backup, double-left-click the “Browse” button.



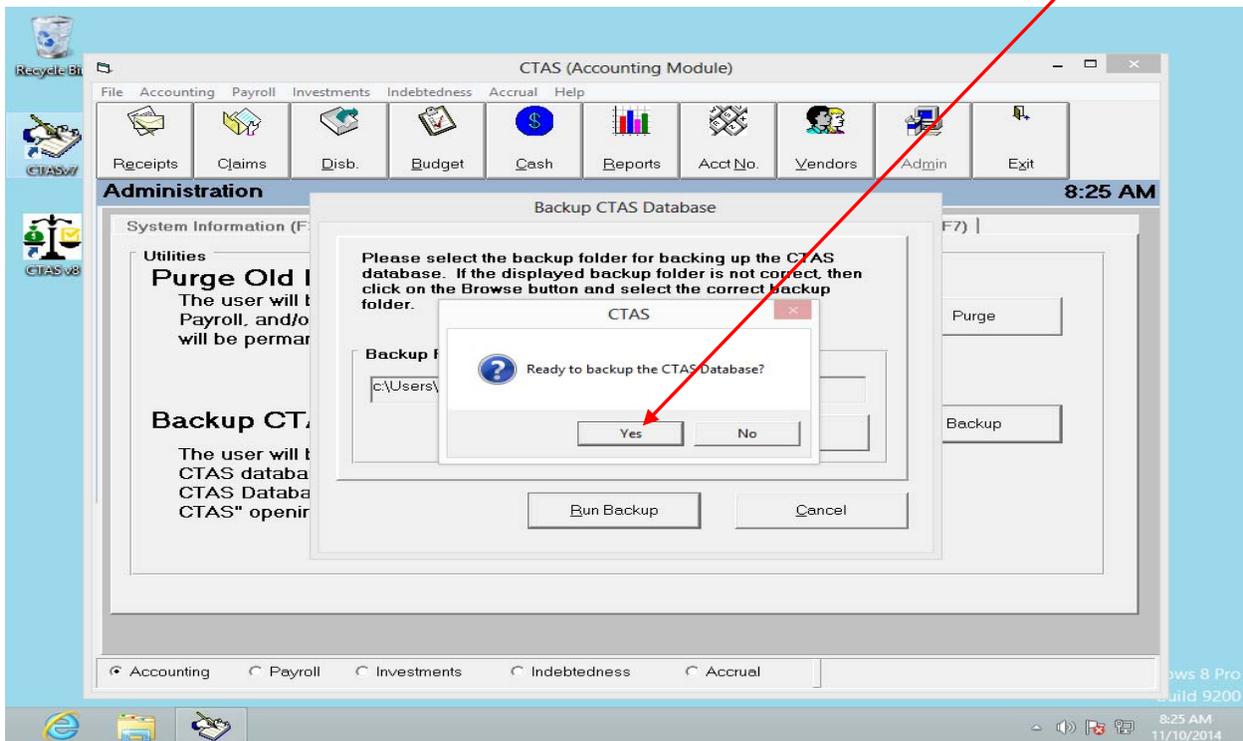
The “Select Backup Folder” window will appear. Double-left-click to open folders until you have a pathway going to the desktop. Double-click the word “Desktop”, then click the “OK” button.



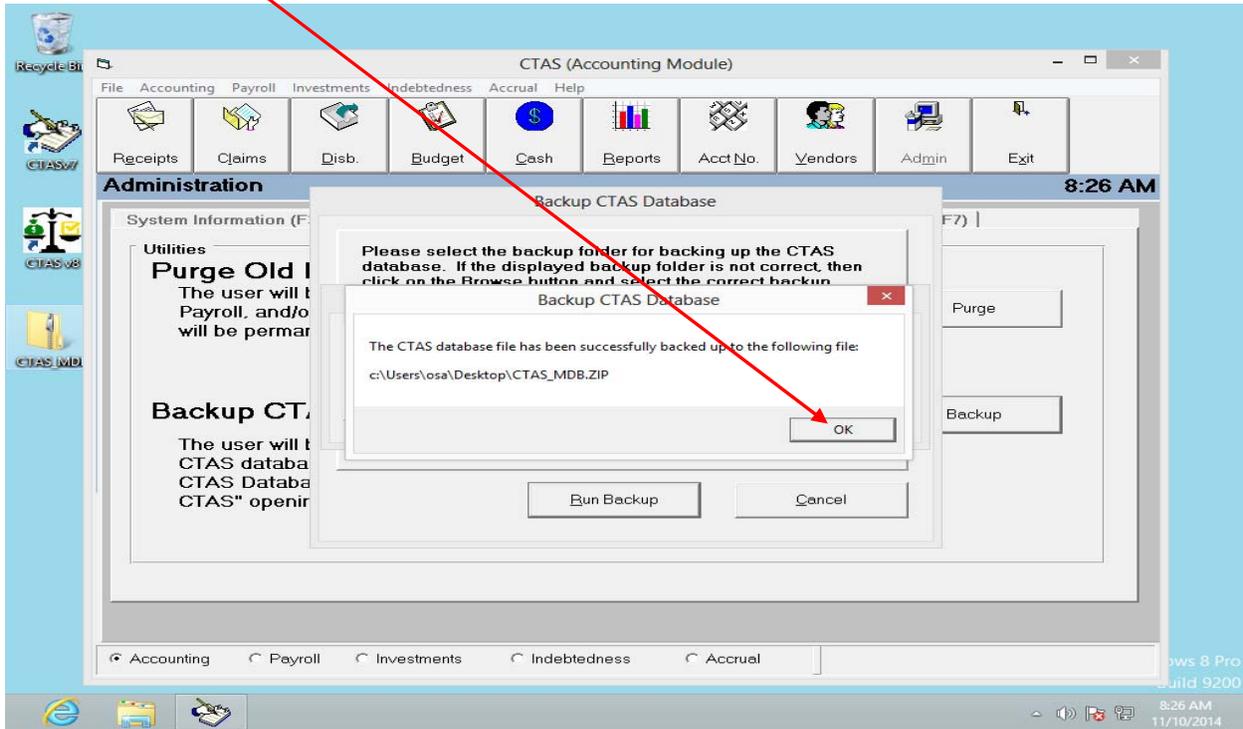
The pathway you select should appear in the “Backup Folder” window. When you see the correct location, click the “Run Backup” button.



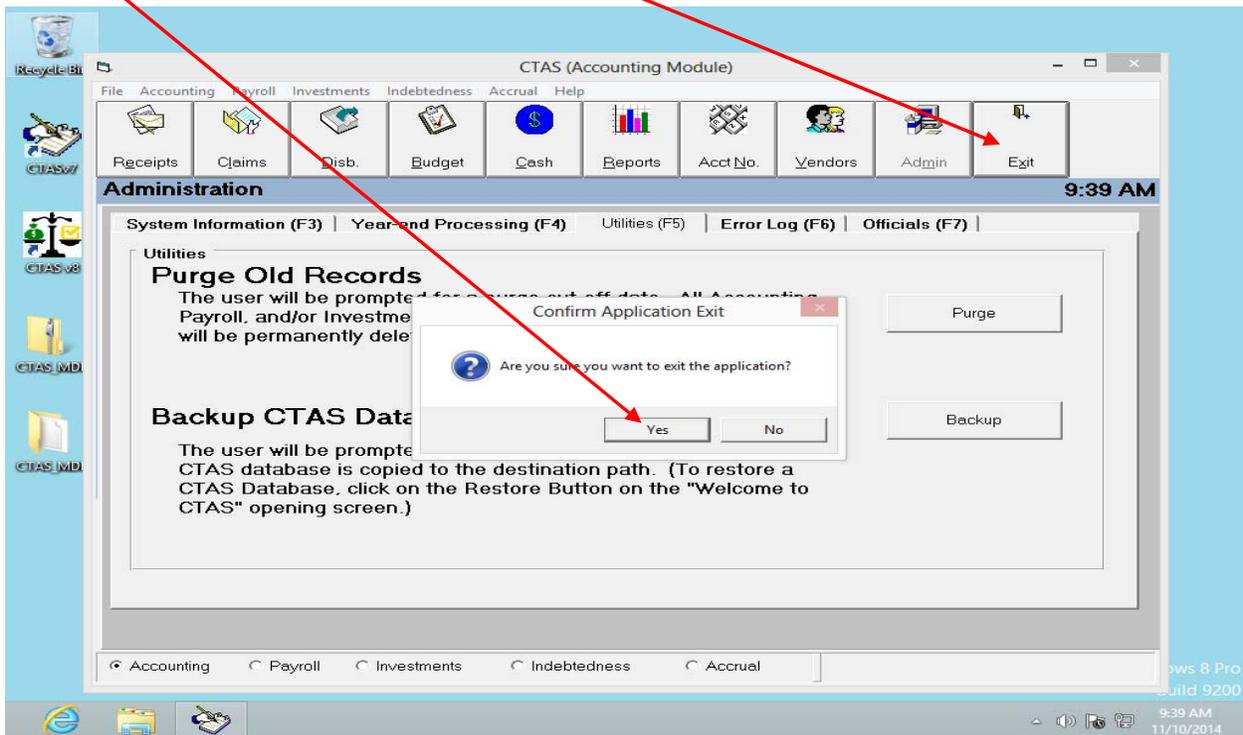
A window will appear with the question, “Ready to backup the CTAS Database?” Click “Yes”.



The program will back up the database to the location you chose. On the "Backup CTAS Database" screen, left-click "OK" to acknowledge that the CTAS database has been successfully backed up.



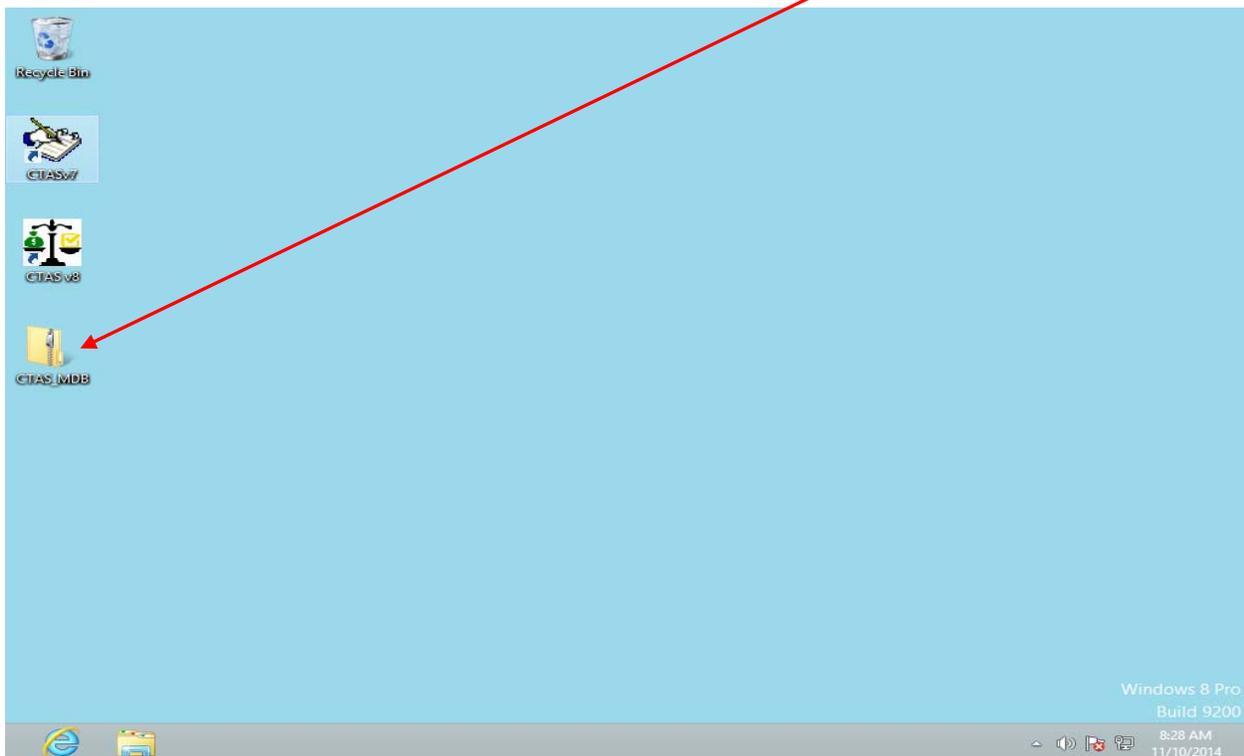
Exit CTAS Version 7 by left-clicking the "Exit" button. A "Confirm Application Exit" window will appear: click "Yes".



A “CTAS_MDB.zip” backup file will be where you saved it: in our example, it is on the desktop of the computer.



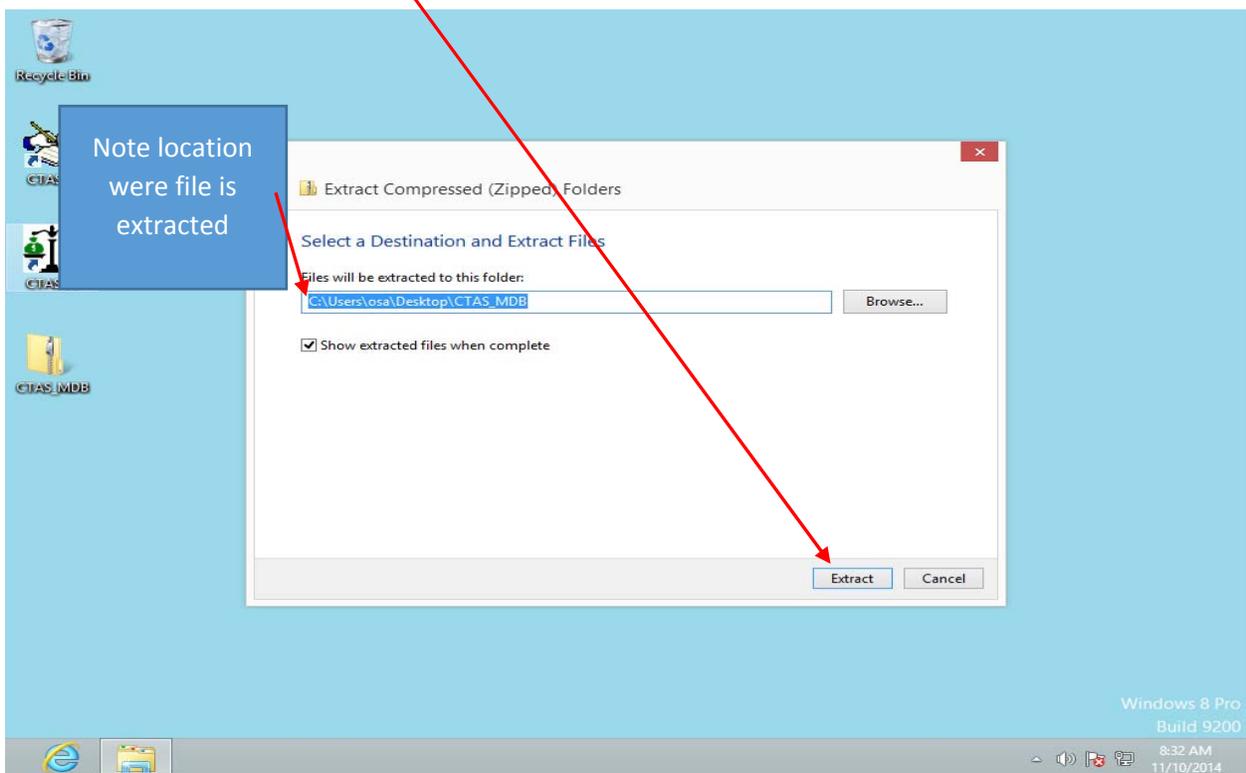
The “CTAS_MDB” folder is a “Zipped” folder, and the data must be extracted before it can be imported (migrated) into Version 8: the migration process cannot be performed using a zipped folder. To begin extracting the data, place your cursor over the folder and right-click once.

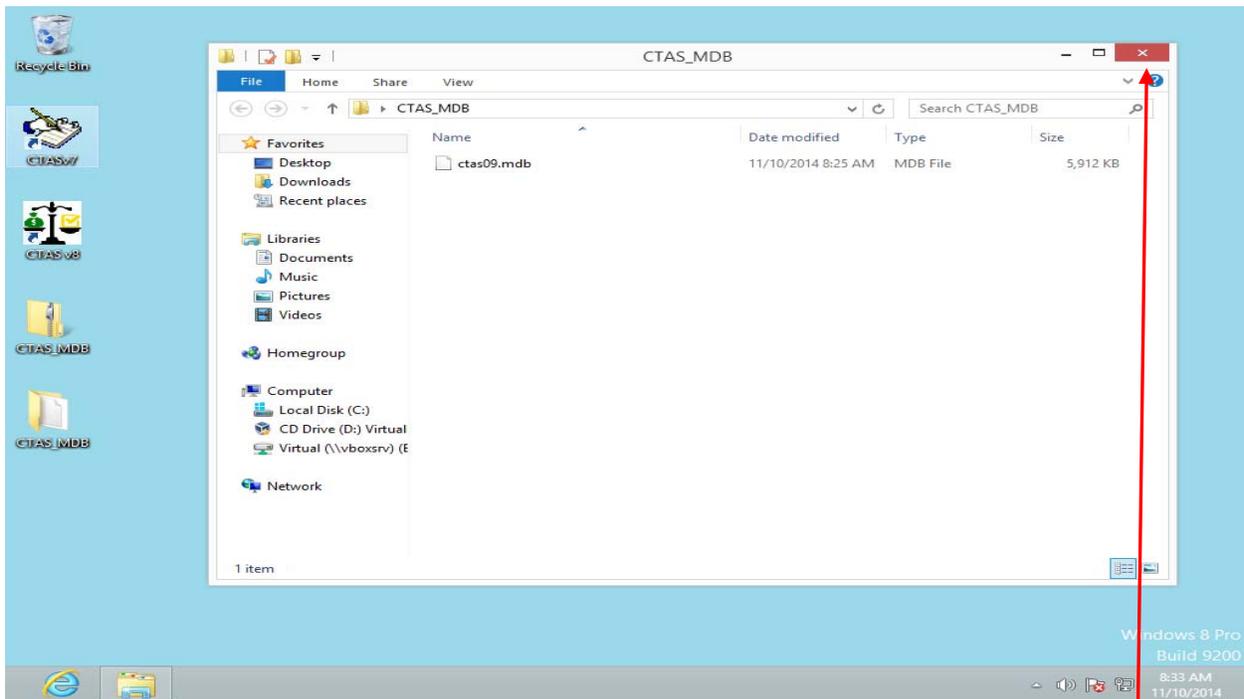


A menu will pop up: left-click the second item from the top, "Extract All..."

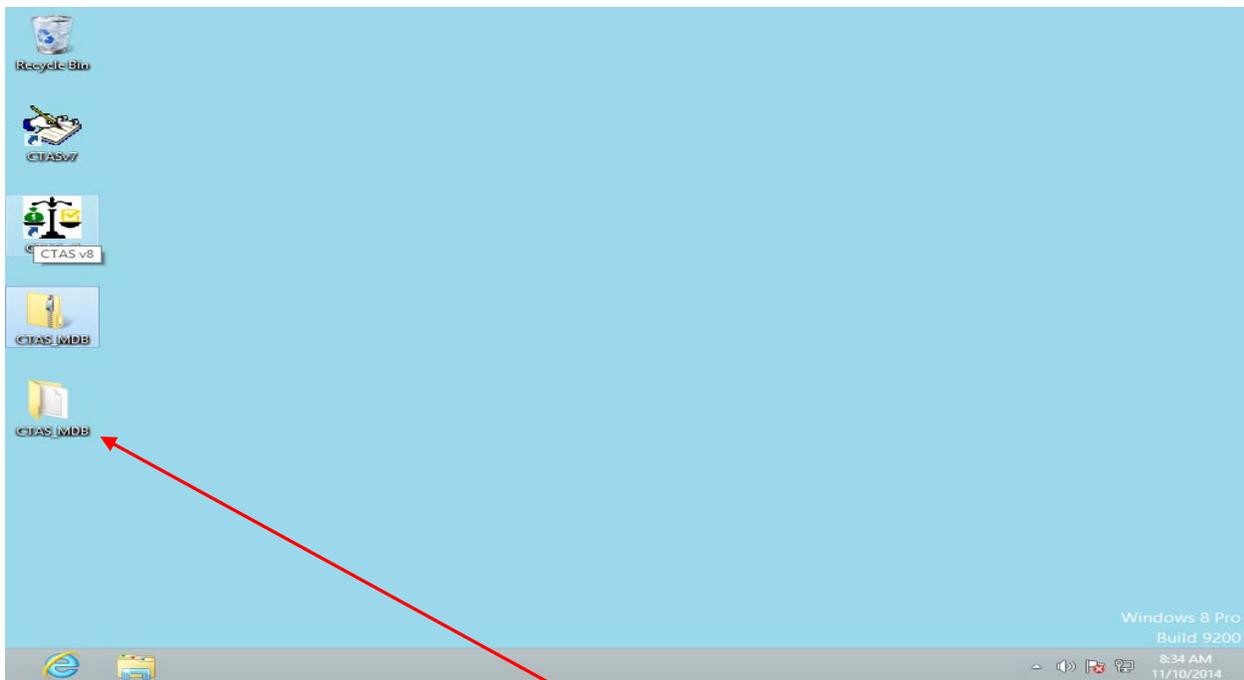


The "Extract Compressed (Zipped) Folders" window will open: note the location to where the file will be extracted, then left-click the "Extract" button.





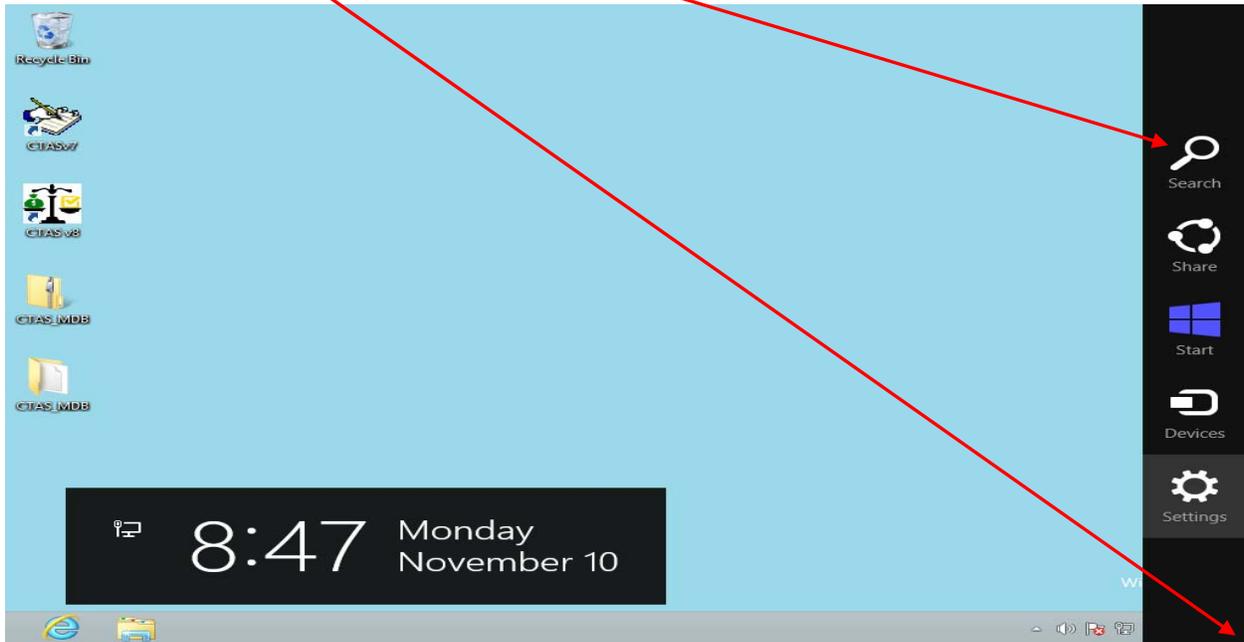
After extracting the zipped file, the new “CTAS_MDB folder will automatically open. Close the “CTAS_MDB” folder so you are only viewing the desktop. To close the folder, left-click the red X in the upper right-hand corner of the folder.



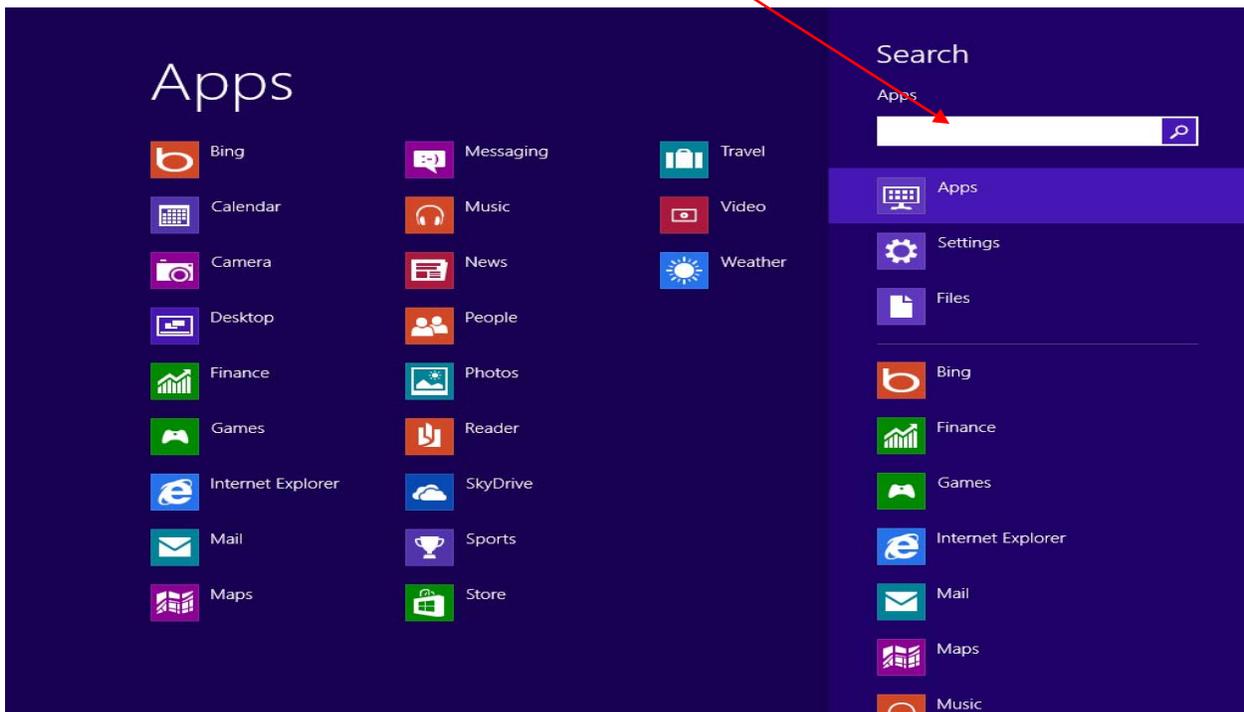
You should now have an unzipped “CTAS_MDB” folder on the desktop.

STEP TWO: Transferring the backed-up data into CTAS Version 8.

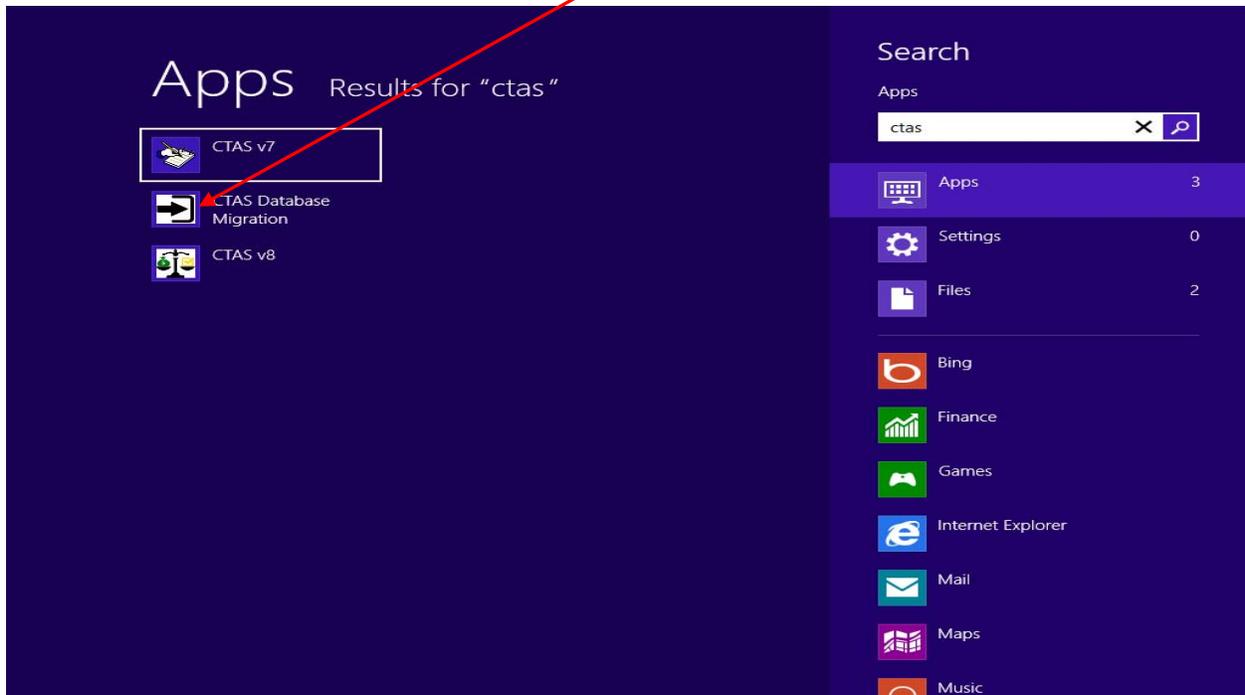
In the lower right-hand corner of the desktop, hover the cursor in the corner until the sidebar pop-up shows, then click on the search magnifying glass.



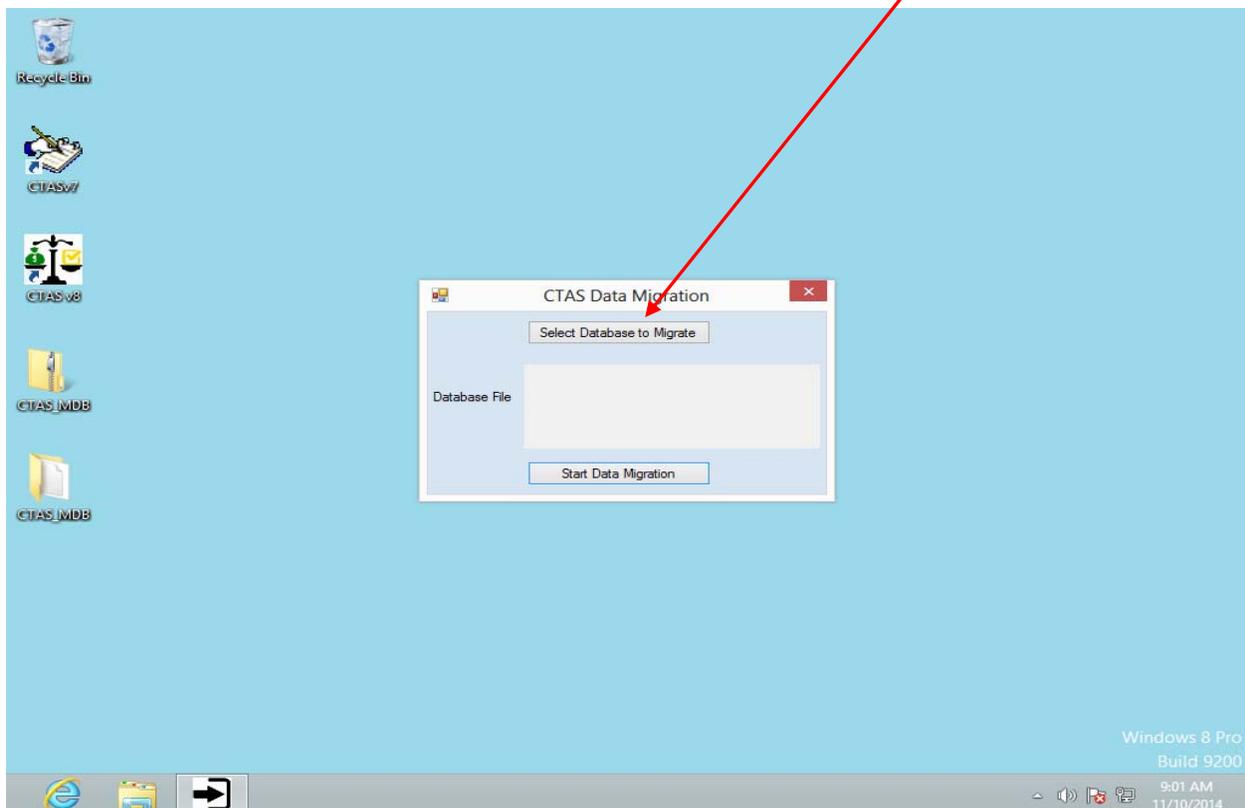
In the box to the left of the magnifying glass type "CTAS".



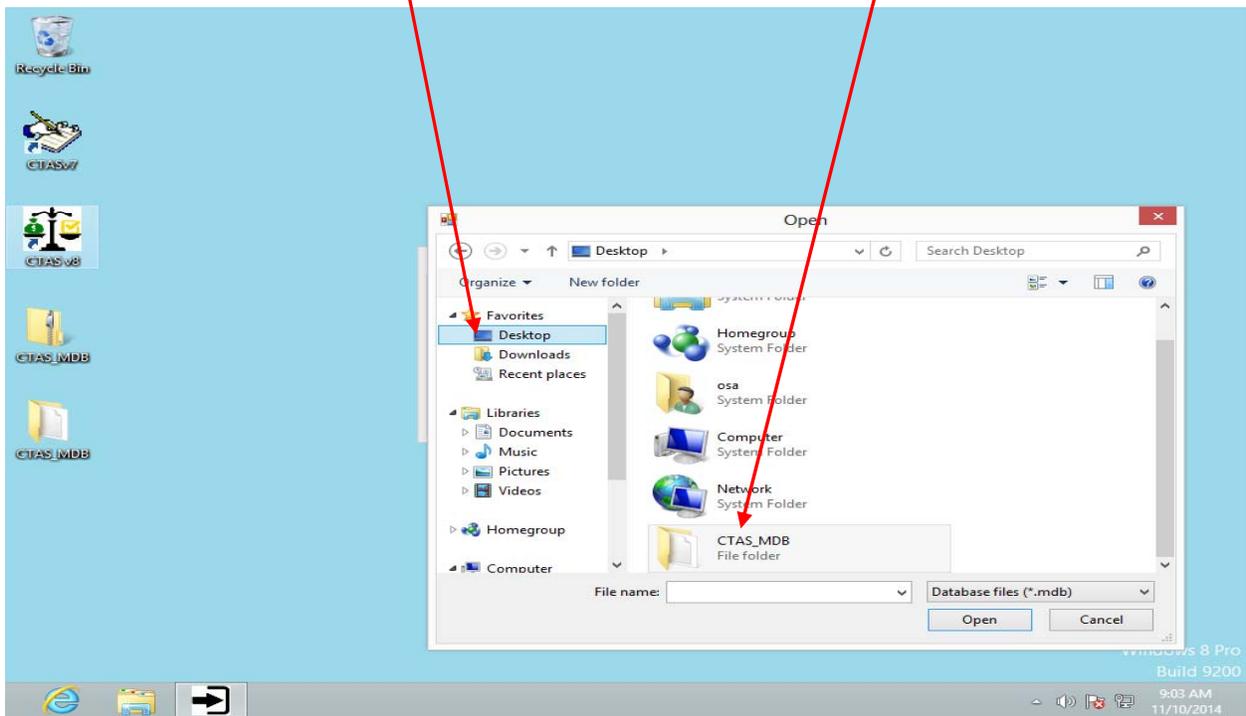
Left-click once on the CTAS Database Migration file.



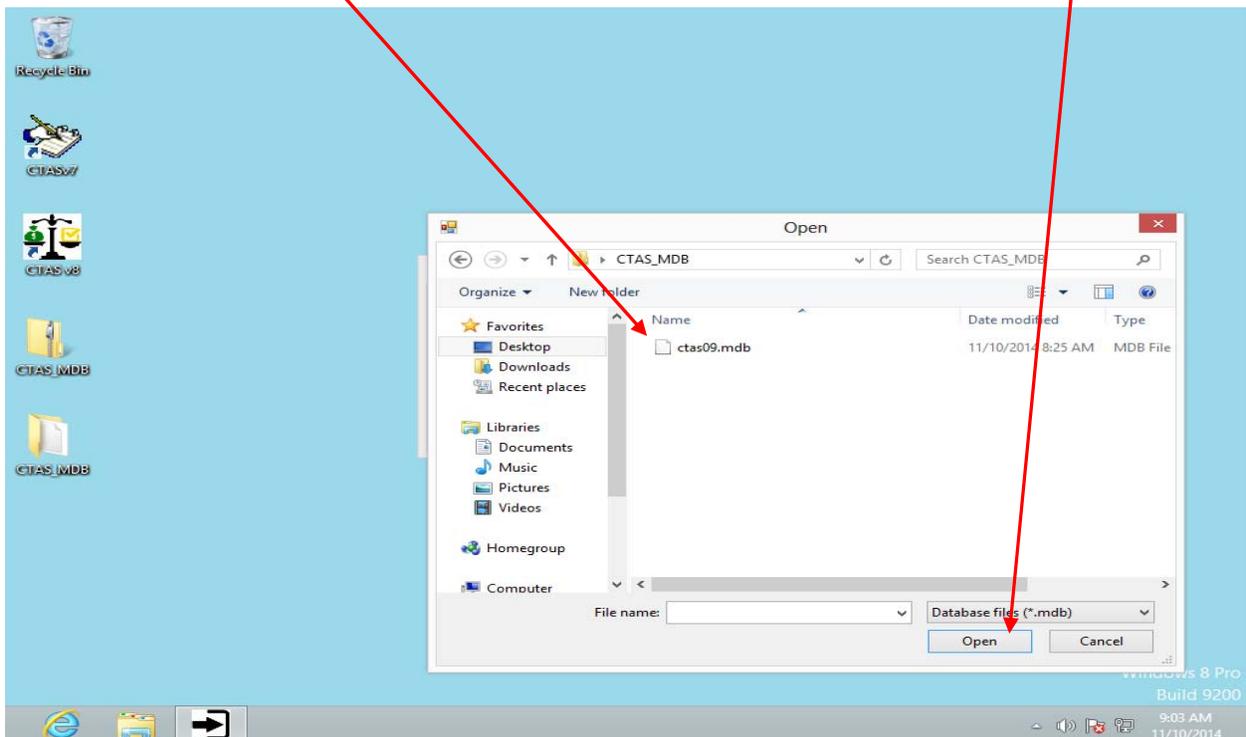
A "CTAS Data Migration" window will open on the desktop. Left-click "Select Database to Migrate".



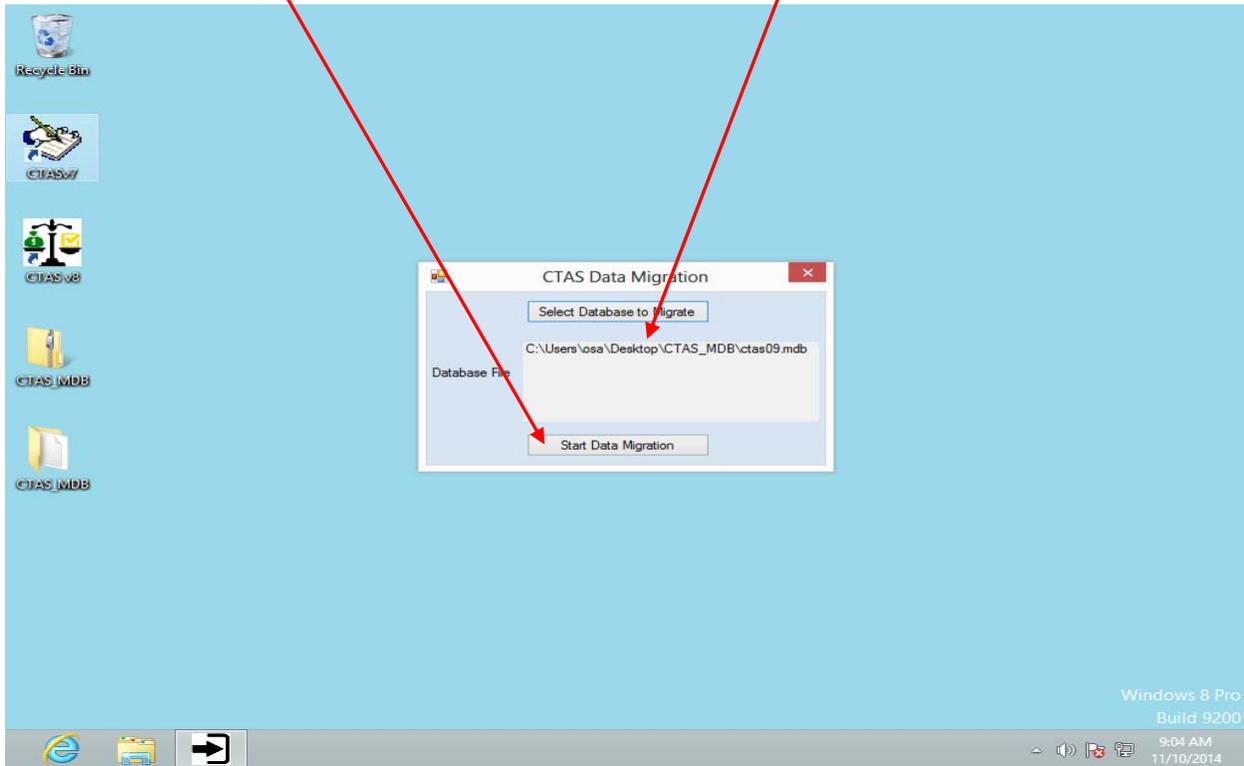
An “Open” window will appear. We will use it to browse to the “ctas09.mdb” file that is located in the “CTAS_MDB” folder, which we earlier extracted from the zipped file we put on the Desktop. First, double-left-click the word “Desktop” in the left side list of the “Open” window. A window opens which contains the folders on the Desktop. Next, double-left-click the “CTAS_MDB” folder.



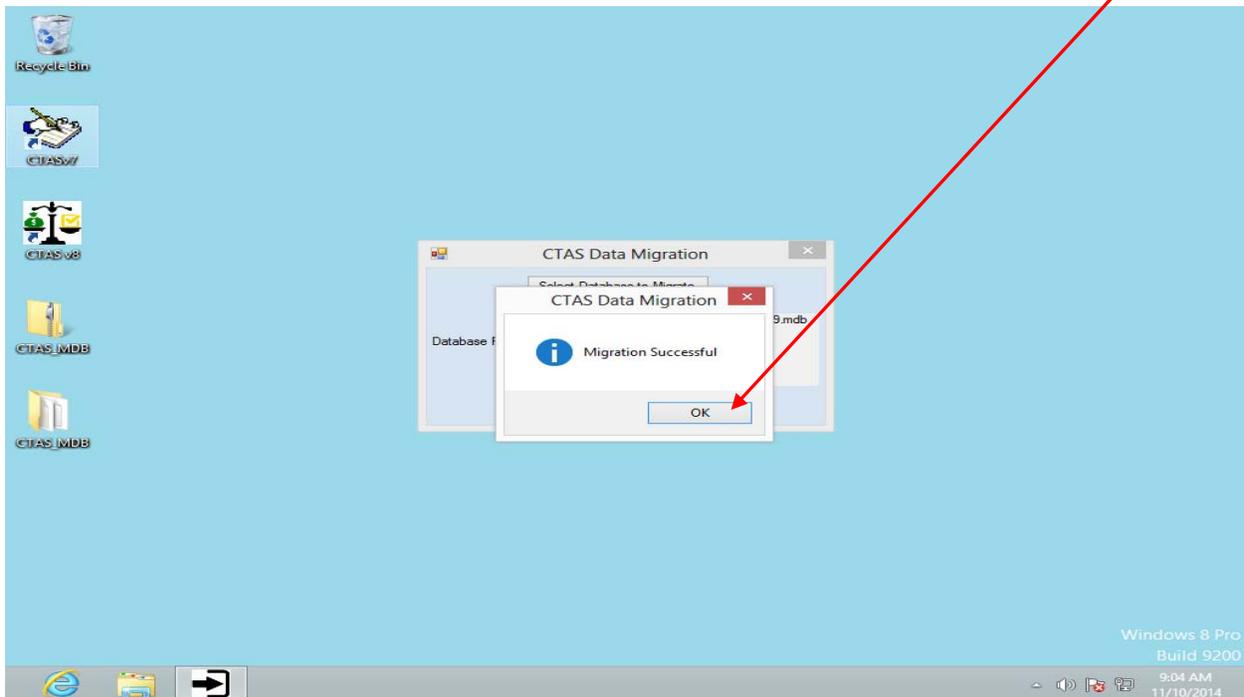
Double-left-click the “ctas09.mdb” file or highlight the “ctas09.mdb” file and click the “Open” button.



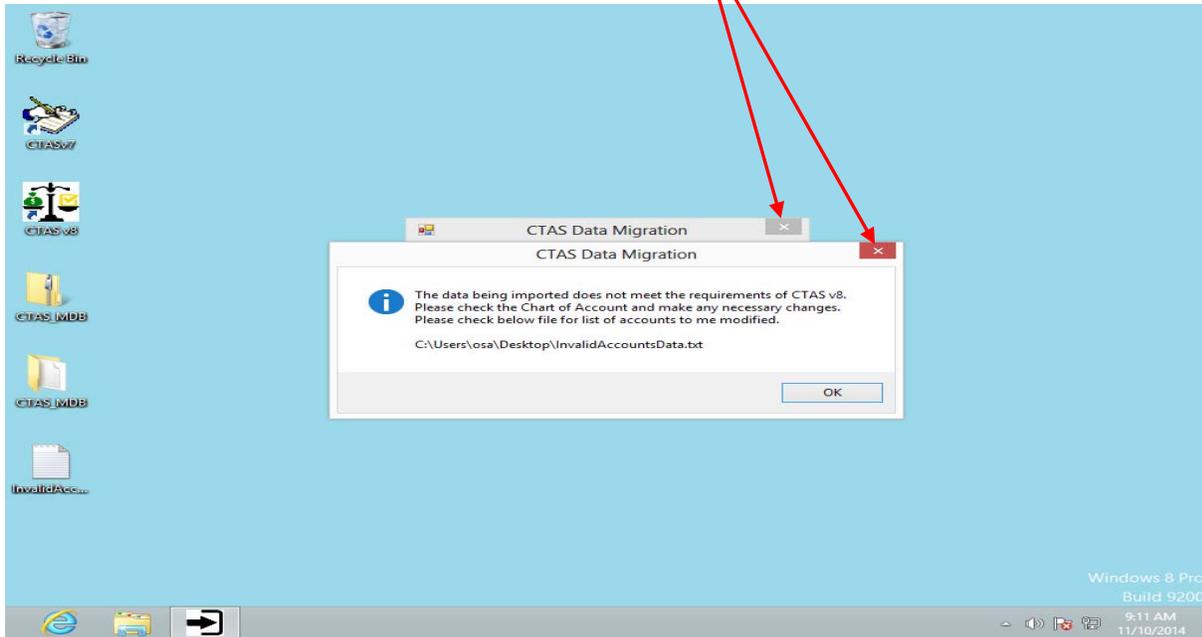
The "CTAS Data Migration" window will open. You should see the pathway (location) of the "ctas09.mdb" file in the box to the right of the label "Database File" in the "CTAS Data Migration" window. Click the "Start Data Migration" button to start the import (migration).



This will begin the migration (import) of your data into Version 8. The process should not take long. If the migration is successful you will see a window with a "Migration Successful" message. Click "OK" to continue. The "CTASv8" program is now ready to use with your data from CTAS Version 7.

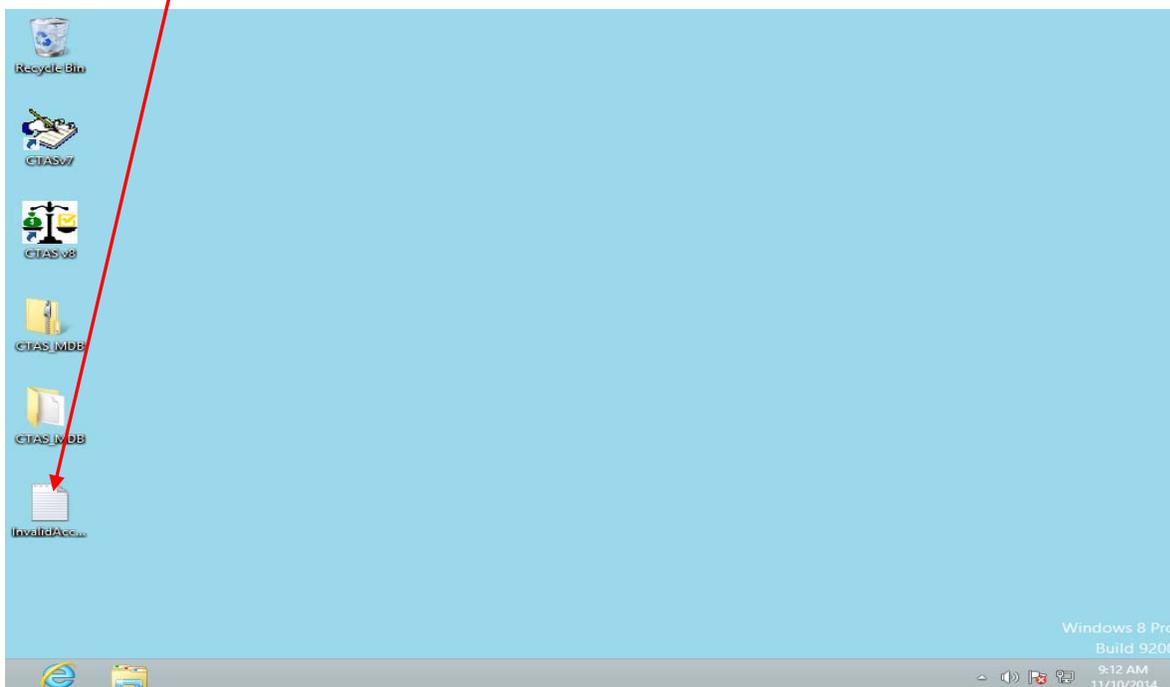


If you receive a data migration error message (below), the program will create a file with a list of Account changes that need to be corrected before CTASv7 data will import (migrate) into CTASv8. The program will save the file to the Desktop of your computer. To proceed, close the “CTAS Data Migration” program by left-clicking on the two close buttons, the red Xs in the upper right-hand corner of the two open windows.

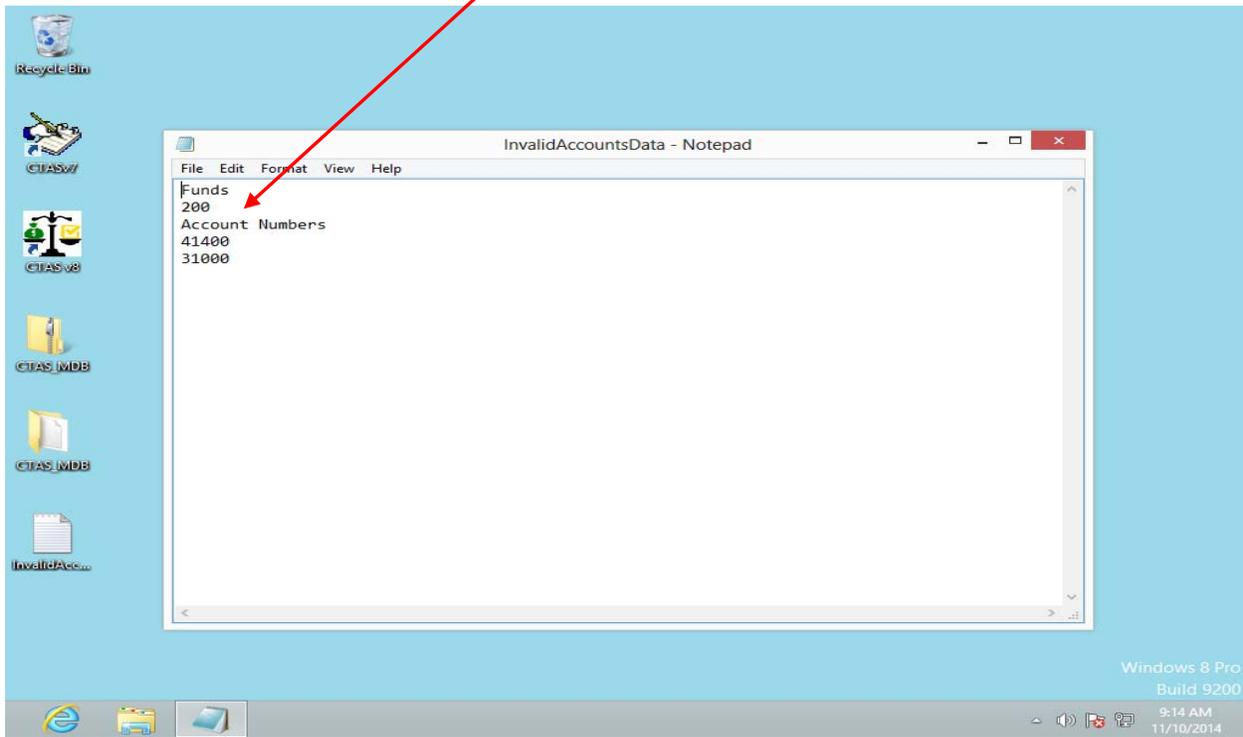


STEP THREE: Making sure your data is ready to migrate.

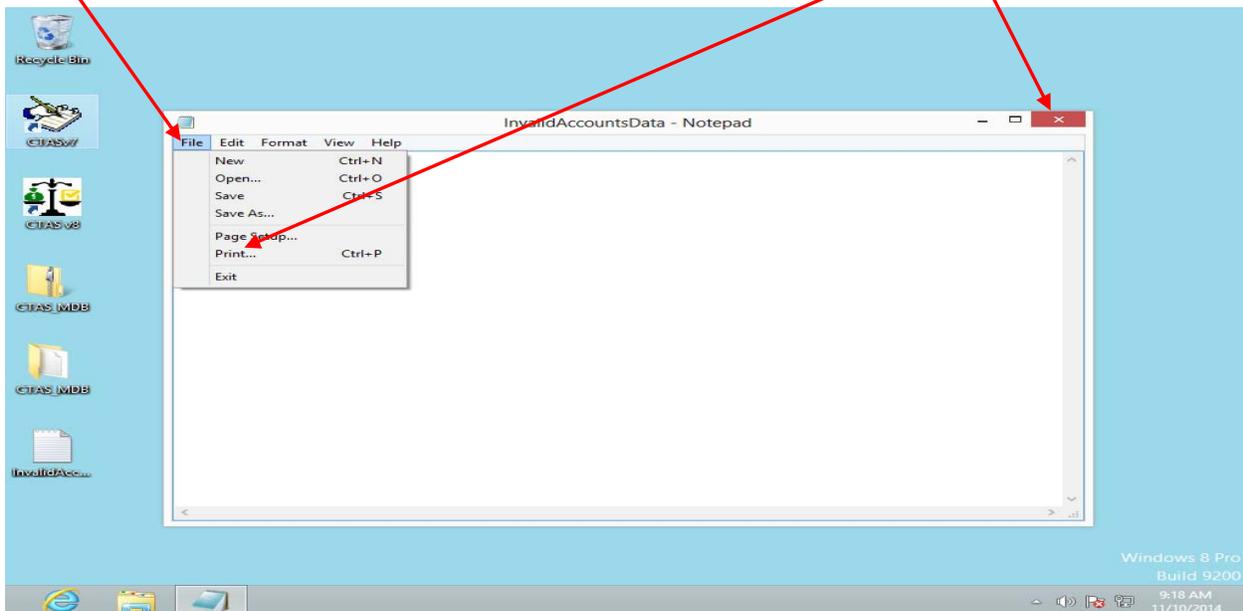
If you receive the window with the message that your data does not meet Version 8 requirements, you can update your Version 7 data to prepare it for migration. First, double-left-click on the “InvalidAccountsData.txt” file that the program saved to your desktop.



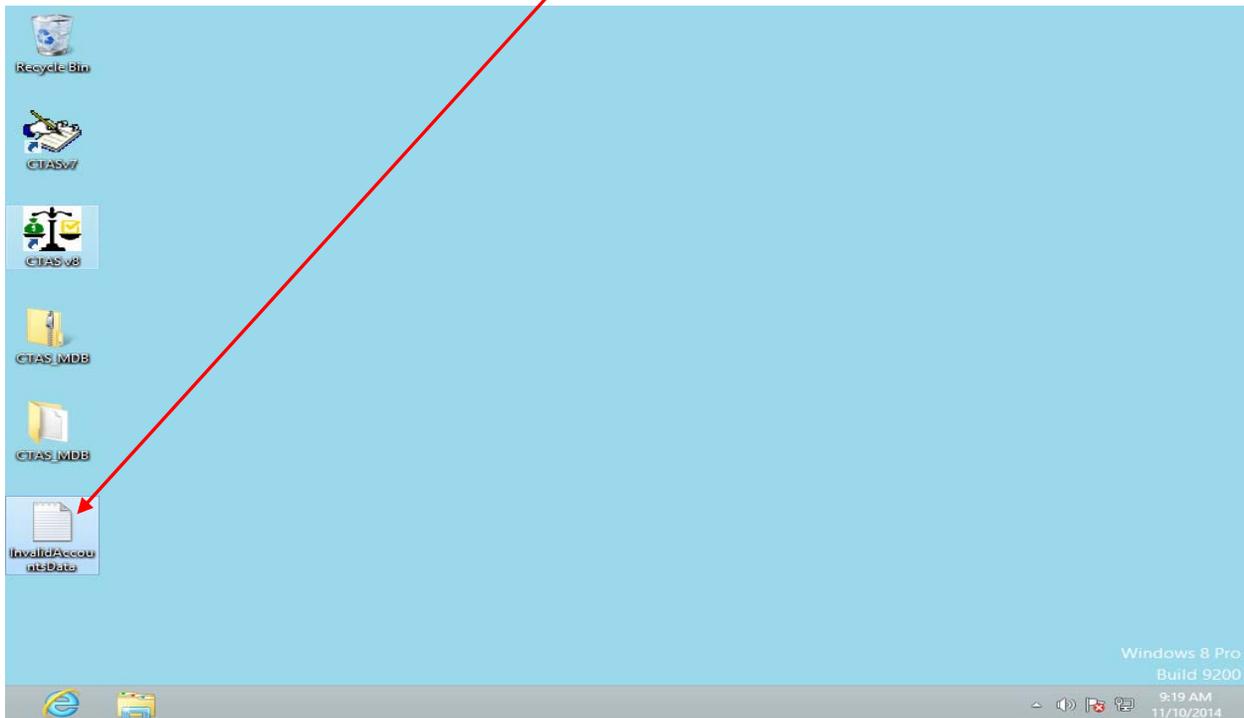
The file will open in the Notepad program. The Chart of Accounts Fund, Account, and/or Object Code number(s) that need to be corrected are listed in the file.



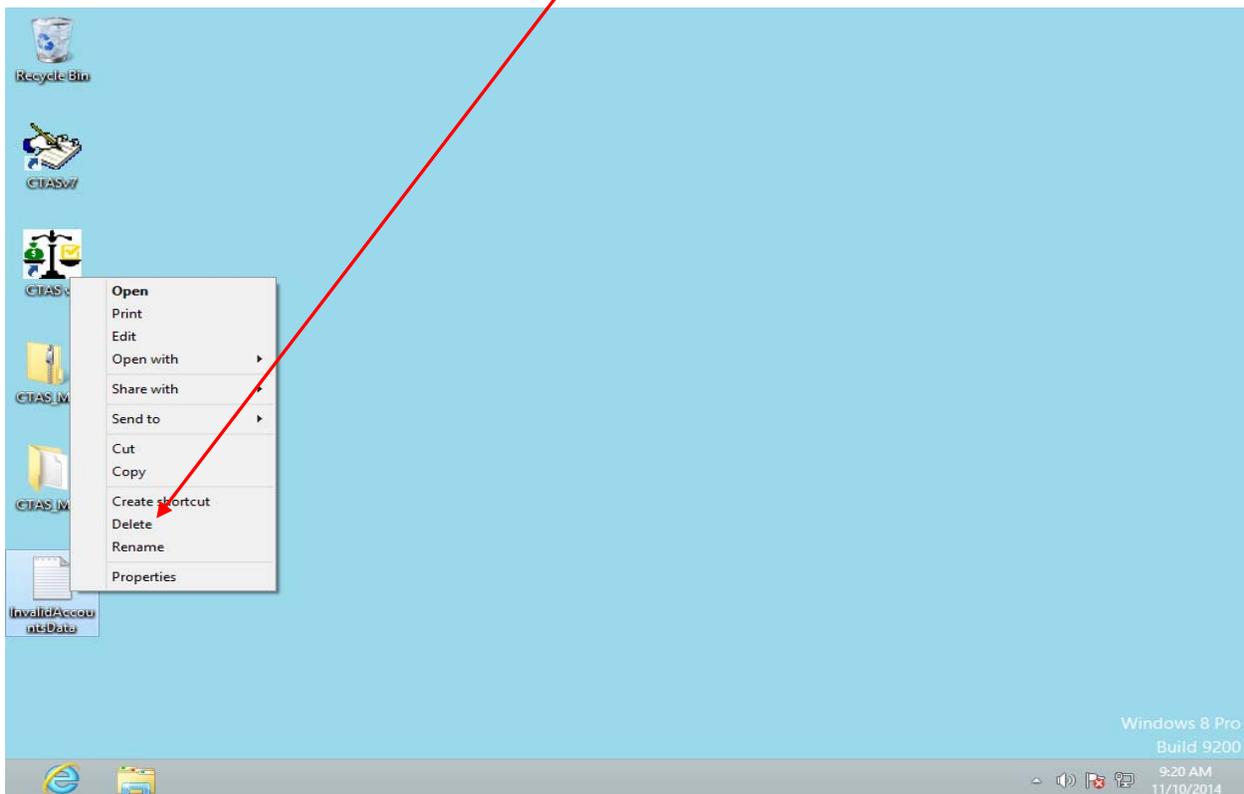
Printing this file can help you as you correct these numbers in Version 7. To print, left-click on the “File” menu in the upper-left hand corner of the InvalidAccountData.txt screen, then left-click on “Print...”. After printing, close the file by left-clicking once on the X in the upper right hand corner.



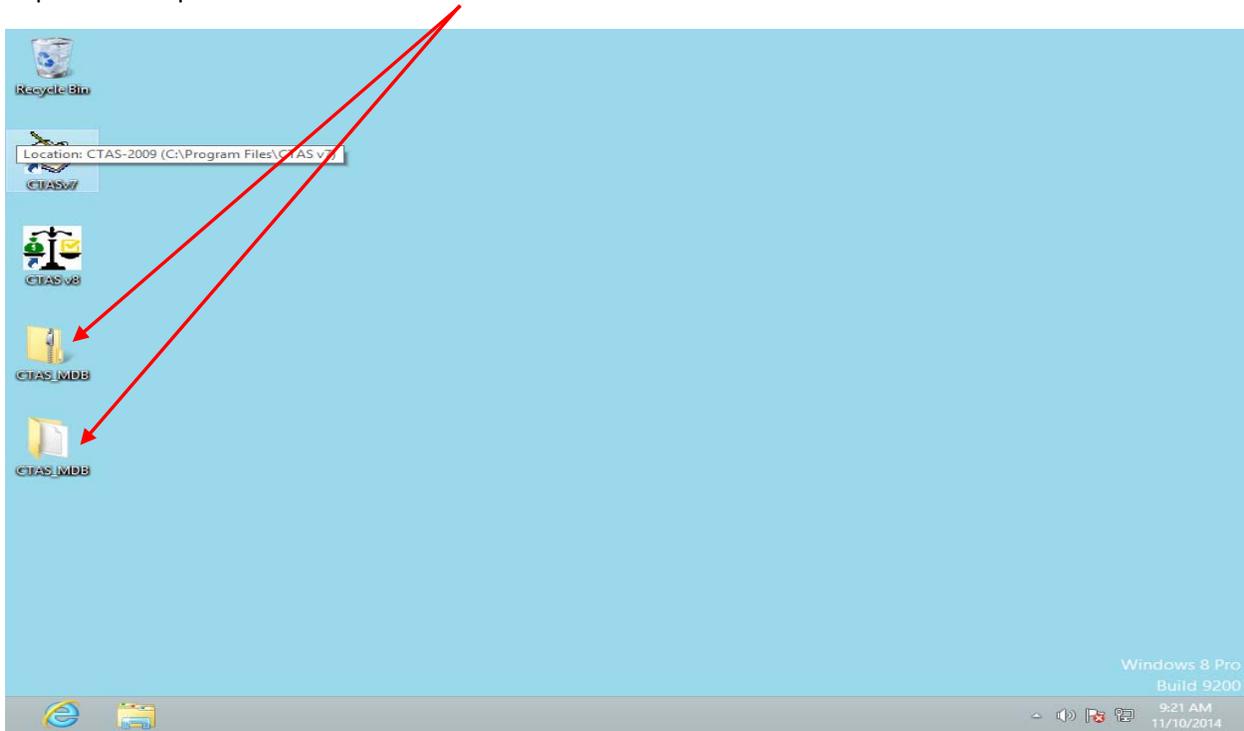
You can now delete the three files created on the Desktop. Start with the InvalidAccountData file. Place the cursor over the file so it is highlighted and right-click the mouse.



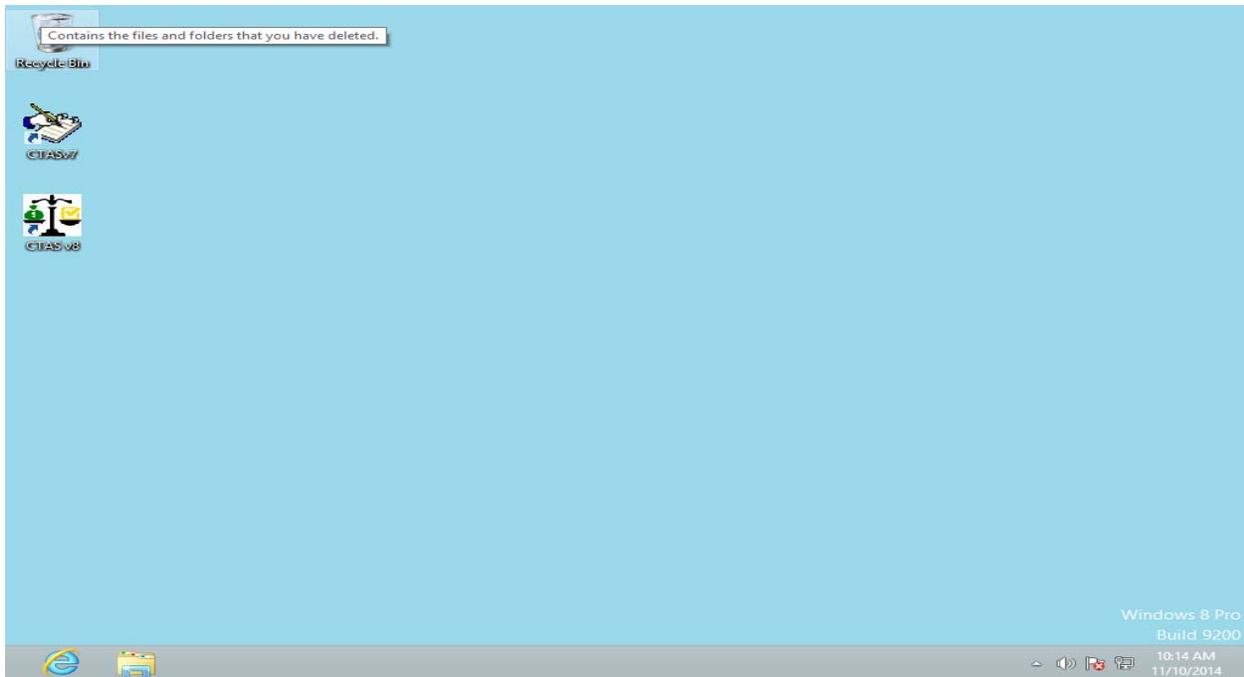
A drop-down menu will appear. Left-click on the "Delete" option.



Repeat the steps to delete the other two folders.



After deleting your files, the screen will look like this:



With the InvalidAccountsData.txt file printed, make the necessary adjustments in your CTASv7 data as indicated by the list. Then, return to Step One (above) and create a new backup of CTASv7. Repeat the steps in the import (migration) process.