

CTAS 2025

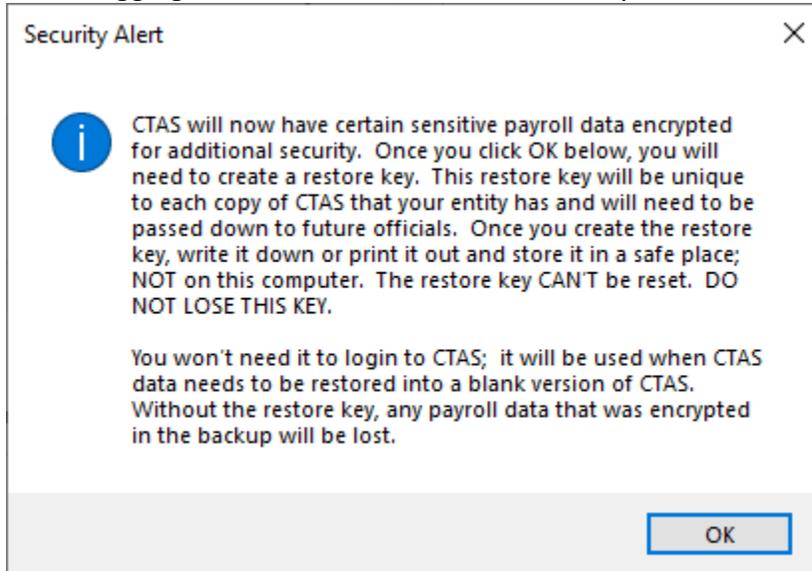
CTAS 2025 enhancements include encryption of sensitive data, toaster notifications to inform users of activation/inactivation of codes in the Chart of Accounts, program code option added to payroll module and related reports (claims and payroll), check number added to paystub, updates to the W3 Report, and clarified column headings in the Proposed Budget Report. In addition to these enhancements, some minor known issues have also been corrected.

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Section 1: Encryption of Sensitive Data

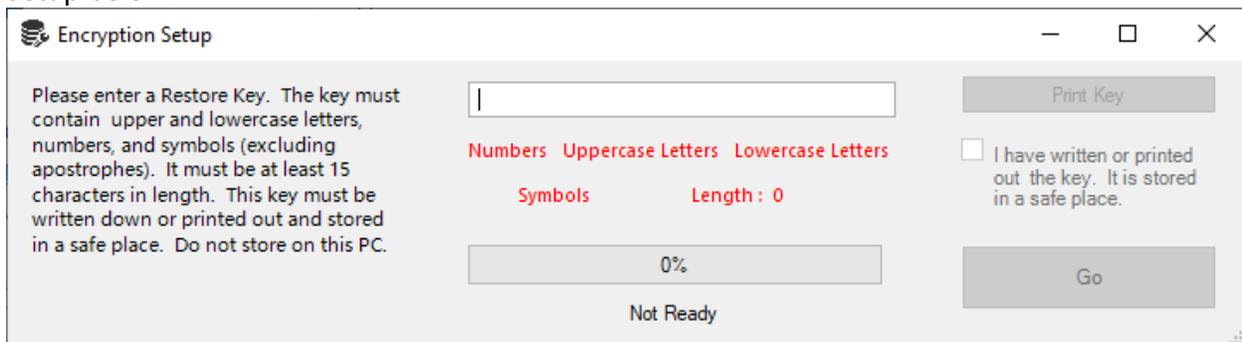
Upon update/installation of CTAS 2025, users will be required to initiate encryption. The data that will be encrypted is employee social security number, date of birth, and address. In order to encrypt the data, users will need to create a Restore Key. This key will be used when encrypted data needs to be restored. As a result, this key must be stored in a secure location (**not on the computer**).

When logging into CTAS 2025 for the first time, you will receive the following message:

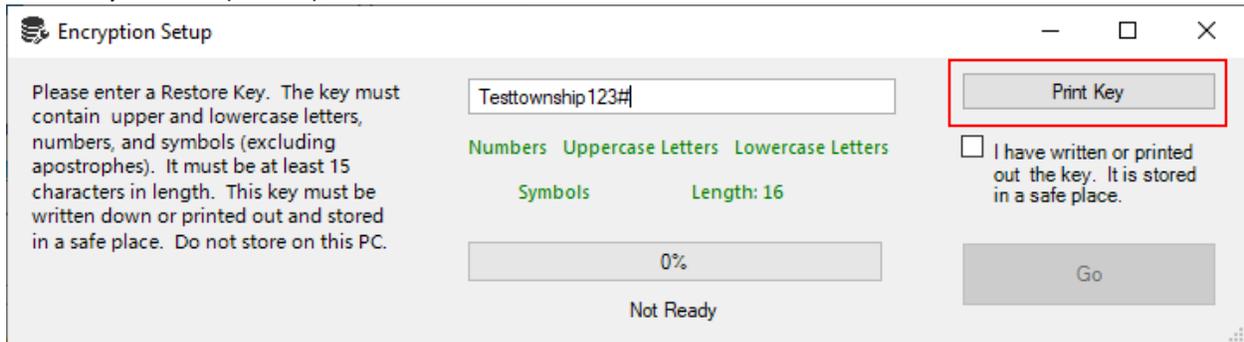


You must select OK to continue.

You will then create the entity's Restore Key, following the guidelines specified in the Encryption Setup below:

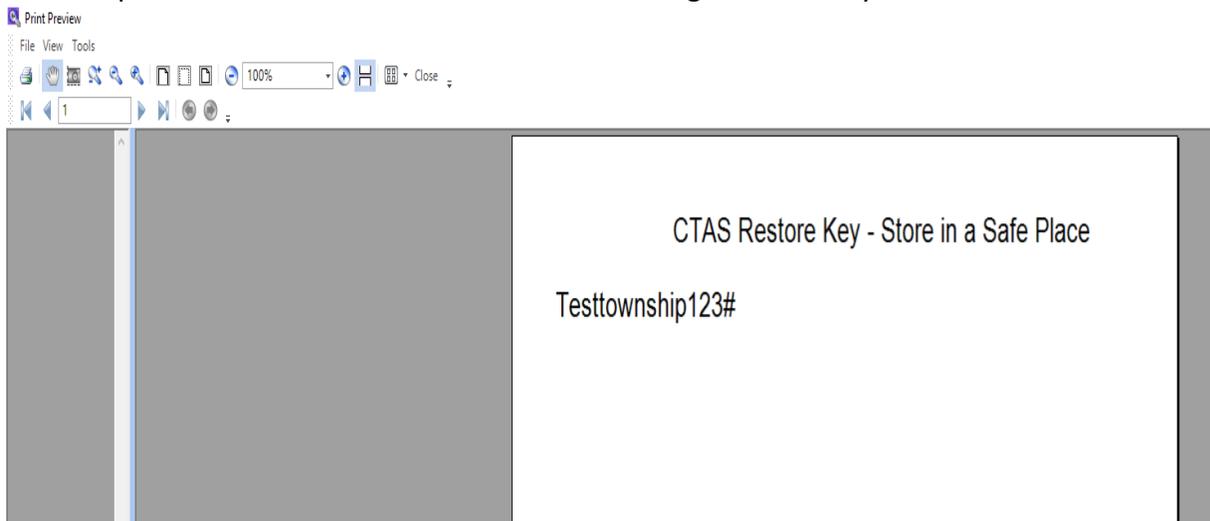


Once the Restore Key meets the criteria set above, the criteria items will turn green, and the Print Key button (Boxed) will become active.

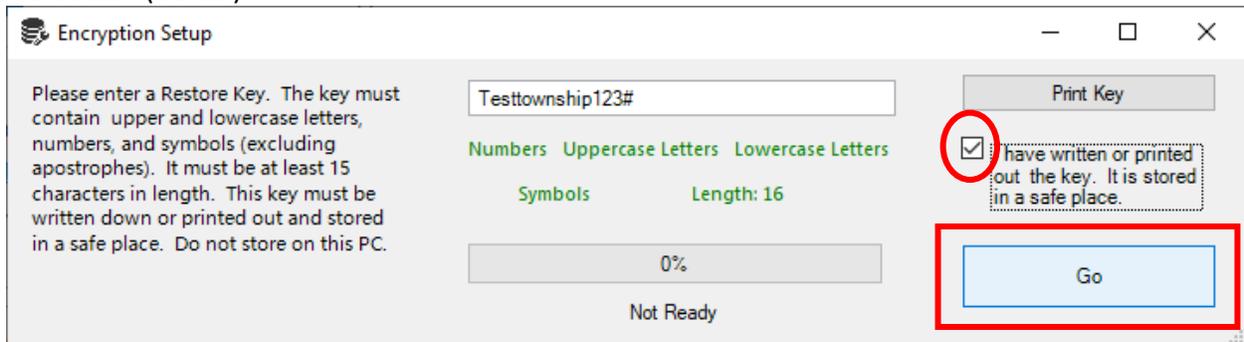


You will then need to write down or use the Print Key button to print out the Restore Key. The key needs to be kept in a safe place (do not save on the computer).

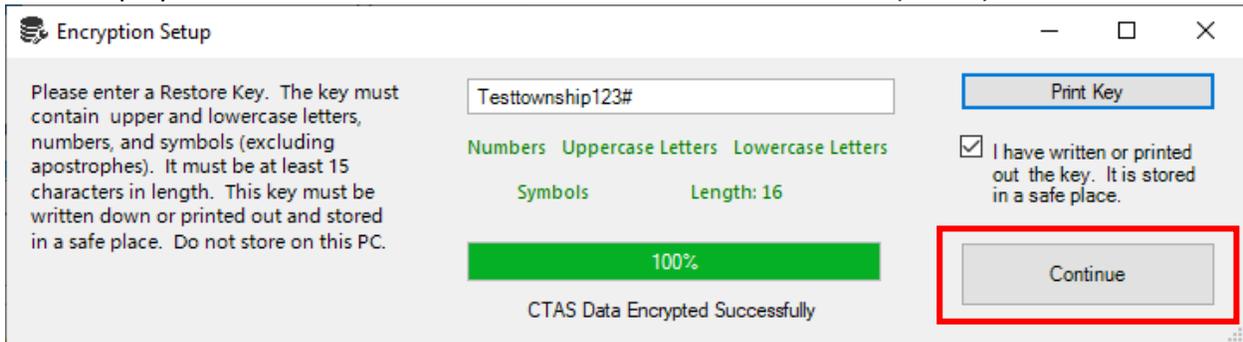
An example of the Print Preview window after clicking the Print Key button is shown below.



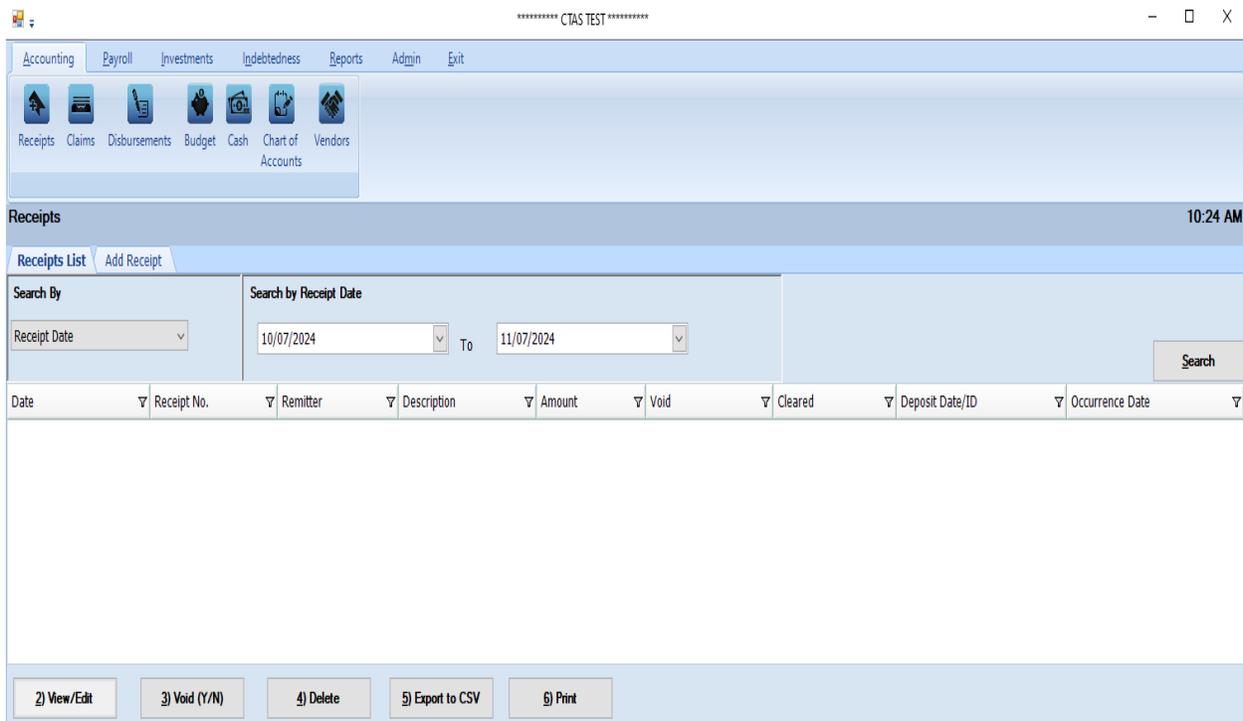
Once the restore key is written down or printed and saved in a safe location, you will check the "I have written or printed out the key. It is stored in a safe place." box (circled). Then Select the Go button (boxed).



CTAS will go through the encryption process to secure the sensitive data and once it is finished, it will display that it was successful. Now select the Continue button (boxed).

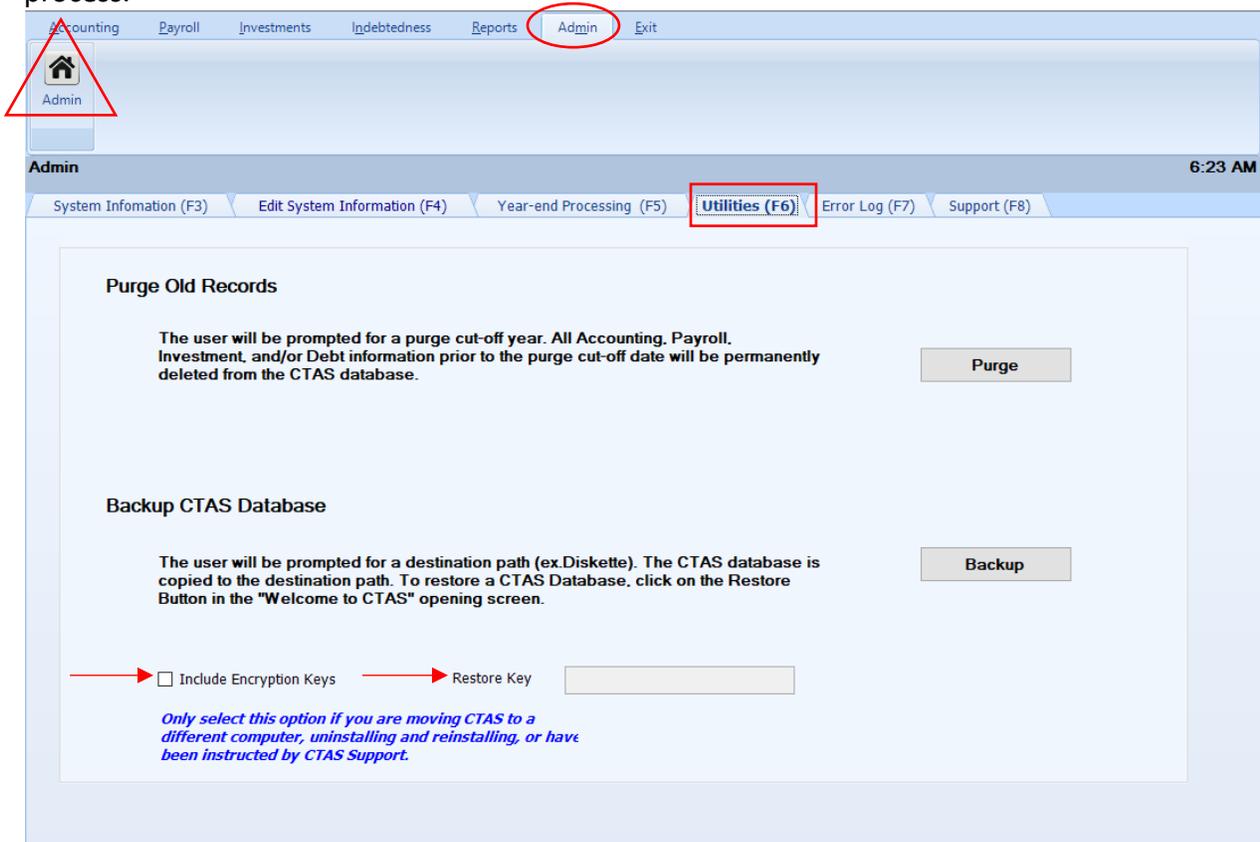


This opens the CTAS program to the accounting module, receipts section, as it normally would upon log in. CTAS will look and function in very similar ways to past versions.



With the addition of encryption to the CTAS program, the Utilities tab (F6) and backup process will change slightly. The Office of the State Auditor (OSA) recommends following the instructions below for all backups.

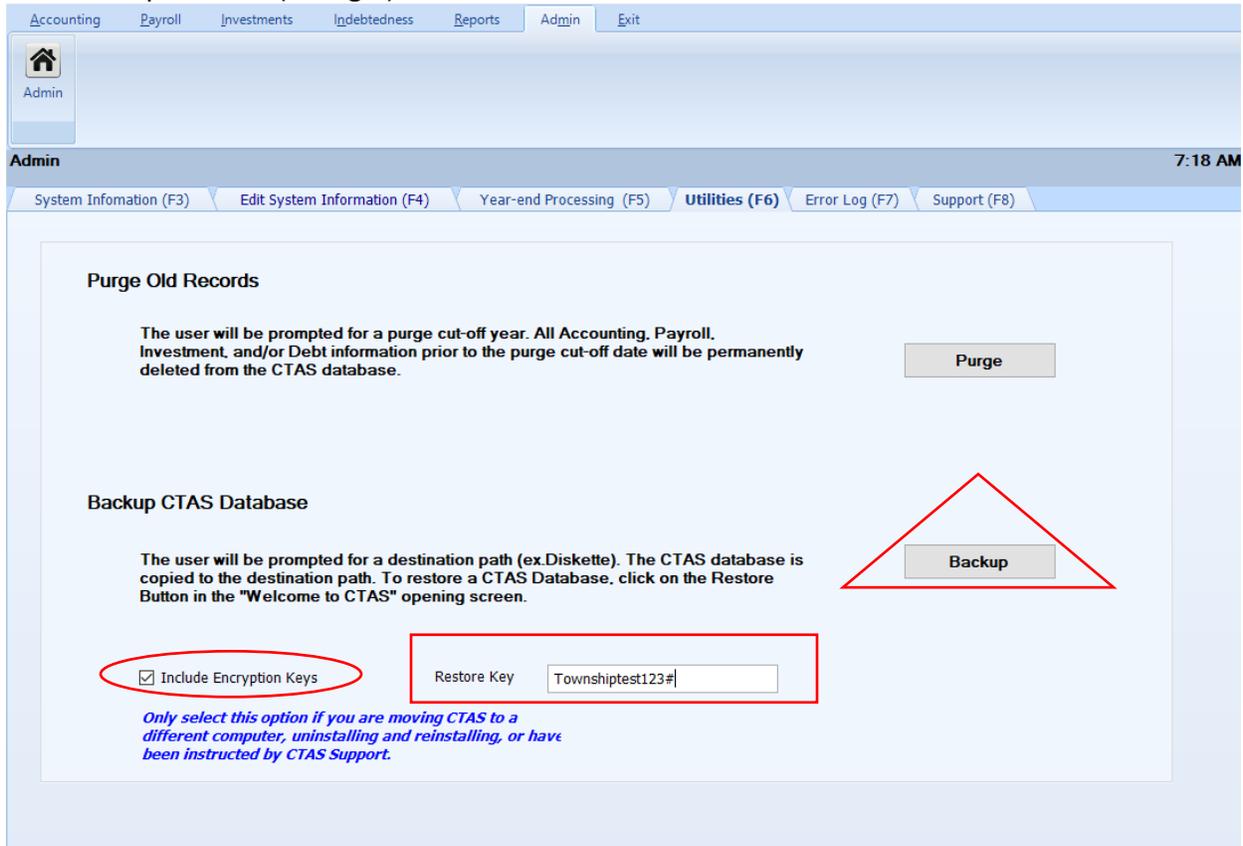
With the CTAS program open, select the Admin Tab (Circled), then the Admin icon (Triangle), and finally the Utilities tab (F6) (Boxed). The Utilities tab is where you will complete the backup process.



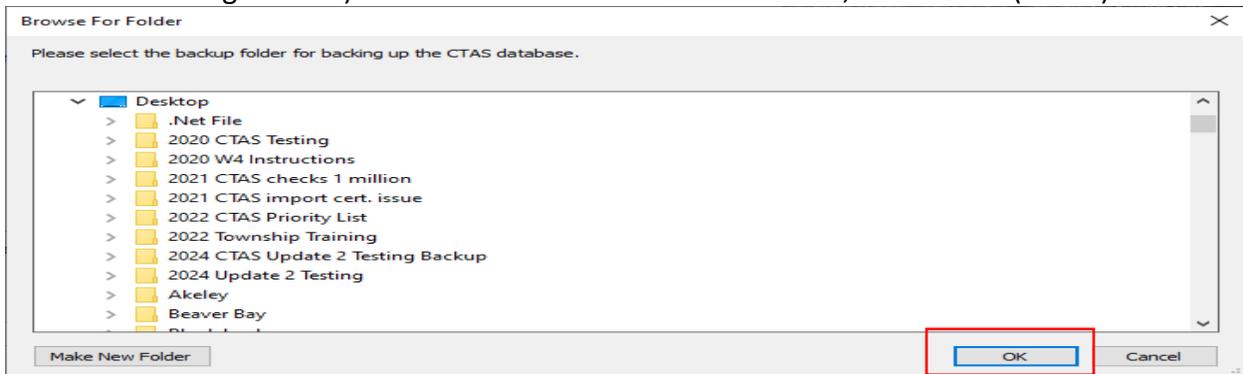
Notice the addition of two fields, "Include Encryption Keys" and "Restore Key" (Arrows).

The backup process is very similar to previous versions of CTAS, with the only additions being that users check the “Include Encryption Keys” box (Circled) and will add the “Restore Key” (Boxed), that the user created.

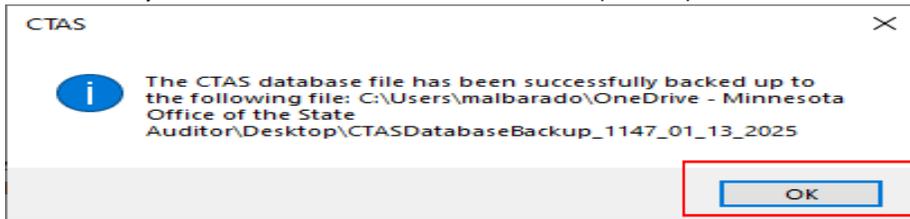
With the “Include Encryption Keys” box checked and the “Restore Key” field completed, select the “Backup” button (triangle).



CTAS allows the user to select where the backup will be saved (the OSA recommends saving to an external storage device). Once the location has been selected, select “OK” (boxed).



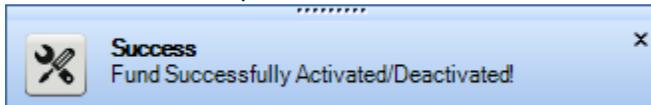
CTAS will create the backup folder and display a confirmation box that the backup was successfully created. Select "OK" to continue (Boxed).



Section 2: Toaster Notifications of Activated/Inactivated Account Codes

Currently, codes in the chart of the accounts (fund, account, object, and program codes) can be activated/inactivated by checking or unchecking the box in the Active column.

You will now receive a toaster pop up notification to confirm that the code is activated or inactivated. Example of notification:



This notification will display in the bottom right corner (boxed) when an account code is activated or deactivated using the checkbox. (See next page).

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Chart of Accounts 8:05 AM

Funds (F3) Account Numbers (F4) Object Codes (F5) Program Codes (F6)

Funds New Fund

Number	Description	Enterprise Type	Active
100	General Fund		<input checked="" type="checkbox"/>
200	SPECIAL REVENUE FUNDS (201 through 299)		<input type="checkbox"/>
201	Road and Bridge		<input checked="" type="checkbox"/>
202	Federal Community Development Block Grants		<input type="checkbox"/>
203	Other Federal Programs		<input type="checkbox"/>
211	Library		<input type="checkbox"/>
212	Municipal State Aid Street Maintenance (Optional)		<input type="checkbox"/>
213	Public Housing (Optional)		<input type="checkbox"/>
224	Shade Tree Disease Control (Optional)		<input type="checkbox"/>
225	Fire		<input checked="" type="checkbox"/>
300	DEBT SERVICE FUNDS (301 through 399)		<input type="checkbox"/>
301	General Debt Service (Identify)		<input type="checkbox"/>
351	Debt Service for Special Issues (e.g. State Aid Streets)		<input type="checkbox"/>
376	Tax Increment Debt Service (Identify)		<input type="checkbox"/>
400	CAPITAL PROJECT FUNDS (401 through 499)		<input type="checkbox"/>
401	General Capital Projects		<input type="checkbox"/>
402	Municipal State Aid Streets - Construction		<input type="checkbox"/>
403	Open Spaces Acquisition (Optional)		<input type="checkbox"/>
404	Park Acquisition and Development (Optional)		<input type="checkbox"/>
405	Tax Increment Financing Projects		<input checked="" type="checkbox"/>
500	PERMANENT FUNDS (501 through 599)		<input type="checkbox"/>
501	Perpetual Care		<input type="checkbox"/>
600	ENTERPRISE FUNDS (601 through 699)		<input type="checkbox"/>
601	Water	Water	<input checked="" type="checkbox"/>
602	Sewage Collection and Disposal	Sewer	<input checked="" type="checkbox"/>
603	Refuse or Garbage Collection	Sanitation	<input type="checkbox"/>
604	Electric	Electric	<input type="checkbox"/>
605	Gas	Gas	<input checked="" type="checkbox"/>
606	Heat	Other	<input type="checkbox"/>
607	Hospital	Hospital & Clinic	<input type="checkbox"/>
608	Nursing Home	Hospital & Nursing Home	<input type="checkbox"/>
609	Municipal Liquor Store	Liquor Store	<input type="checkbox"/>
610	Transit System	Other	<input type="checkbox"/>
611	Parking Lots	Other	<input type="checkbox"/>
612	Airport	Other	<input type="checkbox"/>

1) View/Edit 2) Delete 3) Export to CSV 4) Active 5) In-Active

Success Fund Successfully Activated/Deactivated

Section 3: Addition of Program Code in Payroll and Reports

The program code option has been added to the account distribution in the Employee and Payroll sections. This allows users to track wages related to grants/aids/projects, if desired. The program codes have also been added to the claims and payroll reports.

Program codes are still optional.

In the Payroll Module under the Employee icon, the Acct. Dist. (F6) tab (circled) of a created employee or new employee will now have the option to add a program code. Example of the tab (for current employee) is shown below. (Program Code column boxed.) (See next page).

The screenshot displays the 'Employee' management interface. At the top, there are navigation tabs: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below these are icons for Employee, Payroll, and Tax Tables. The main header shows 'Employee' and the time '8:20 AM'. A sub-header includes 'Employees List', 'Add Employees', and 'Doe 2, John x'. The employee details section shows 'Employee Number 2', 'Name John Doe 2', and an 'Active' checkbox. Below this are several tabs: 'Demographics and Job (F3)', 'Tax and Insurance (F4)', 'Other and Employer (F5)', 'Acct. Dist (F6)', 'Sick, Vacation, Comp, ESST (F7)', and 'Official Role (F8)'. The 'Acct. Dist (F6)' tab is circled in red. Below the tabs, it indicates 'Remaining Percentage to Distribute: 0.000'. A section titled '*Account Distribution' contains a table with columns: Funds, Account Numbers, Object Codes, Program Codes, and Percent. The 'Program Codes' column is highlighted with a red box. The table has one row with the following data: Funds: 100: General Fund, Account Numbers: 41110: Council/Town Board, Object Codes: 101: Wages and Salaries: Full-t..., Percent: 1.000. Below the table is a 'Delete' button. At the bottom right, there are 'Save' and 'Cancel' buttons.

Funds	Account Numbers	Object Codes	Program Codes	Percent
100: General Fund	41110: Council/Town Board	101: Wages and Salaries: Full-t...		1.000
*				

New Township

Check Number 0000000001

John Doe
240th Ave.
Newtown, MN 00000

John Doe		Payroll End Date: 01/07/2025		Check Date: 01/07/2025		PayType: Hourly		
	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Total Deductions	Reimbursements	Net Pay
Current	\$1,440.00	\$89.28	\$20.88	\$70.83	\$31.11	\$560.70	\$0.00	\$879.30
Year To Date	\$3,040.00	\$188.48	\$44.08	\$156.62	\$70.22	\$1,167.00	\$0.00	\$1,873.00

Description	PayRate	Regular Hrs	Sick Hrs	Vacation Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	OT	Amount
Meeting	\$18.00	80.00	0.00	0.00	0.00	0.00	0.00		\$1,440.00

Employee Before-Tax Deductions		Employee After-Tax Deductions		Employer Contributions	
Deferred Income	\$15.00	Health Insurance	\$5.00	Health Insurance	\$20.00
Cafeteria Plan	\$0.00	Dental Insurance	\$100.00	Dental Insurance	\$10.00
PERA	\$93.60	Life Insurance	\$10.00	Life Insurance	\$5.00
Other Pretax	\$0.00	Union Dues	\$0.00	PERA	\$93.60
		Other After Tax	\$125.00		

Employer NewTownship 50 Main Street Newtown, MN 00000 (000)000-0000

John Doe		Payroll End Date: 01/07/2025		Check Date: 01/07/2025		PayType: Hourly	
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Sick	Vacation	Comp	ESST
Beginning 0.00	Beginning 0.00	Beginning 0.00	Beginning 0.00
Accrued 0.00	Accrued 0.00	Accrued 0.00	Accrued 0.00
Used 0.00	Used 0.00	Used 0.00	Used 0.00
Ending 0.00	Ending 0.00	Ending 0.00	Ending 0.00

Employer NewTownship 50 Main Street Newtown, MN 00000 (000)000-0000

Section 5: Update to Reports

W3 Report

The federal and state ID's, State abbreviation, and total number of W2's being reported were added to this report. (Additions are highlighted in the report.) (See next page.)

33	\$154,212.71	\$13,380.41
000000001	\$144,895.13	\$8,983.59
Test Township	\$153,240.13	\$2,222.00
1 Main St.	\$0.00	
Here MN 0000-0000		\$0.00
MN 000000002	\$154,212.71	\$7,411.54

Proposed Budget Report

The word "Actual" was removed from the 2nd and 4th budget columns.

Town of Lakewood		Proposed Budget Report				12/18/2024	
Receipts							
	2022	2022	2023	2023	2024	Per cent	
	Actual	Budget	as of	Budget	Proposed	Change	
			12/18/2024		Budget		
100: General Fund							
Taxes							
General Property Taxes							
General Property Taxes (31001 through 31299)	\$74,815.80	\$75,000.00	\$42,843.13	\$0.00	\$75,000.00	N/A	
Total General Property Taxes	\$74,815.80	\$75,000.00	\$42,843.13	\$0.00	\$75,000.00	N/A	
Licenses And Permits							
Business Licenses And Permits							
Business licenses and Permits	\$0.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	N/A	
Township Sign Permits	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	N/A	
Total Business Licenses And Permits	\$0.00	\$1,600.00	\$100.00	\$0.00	\$1,600.00	N/A	
Non-Business Licenses And Permits							
Building Permits (Excludes surcharge)	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	
Land Use Permits	\$4,505.00	\$0.00	\$5,610.00	\$0.00	\$0.00	N/A	
Variance, Cond.Use, Other	\$3,180.00	\$0.00	\$3,745.00	\$0.00	\$0.00	N/A	
Total Non-Business Licenses And Permits	\$7,835.00	\$0.00	\$9,355.00	\$0.00	\$0.00	N/A	

Section 6: Other Fixes

1099s no longer include voided disbursements.

Restricted account codes can no longer be activated.

Multiple claims can be selected and deleted at once.

When trying to delete a debt that is tied to a disbursement, the error message has been updated to inform user of the issue.

Schedule 2/2A/Financial Statement Reports have section/column headings that have been updated for Conservation of Natural Resources, Urban Redevelopment and Housing, Economic Development and Assistance, and Economic Opportunity.

Phone numbers in the Vendor List have been reformatted to a 10-digit format for consistency.

The retirement plan in the Employee Earnings Record Report now populates.

When adding employees, the tabbing sequence has been updated to go in order of the boxes that are displayed and to no longer skip boxes.

For more information on these items and other fixes go to the CTAS webpage on the OSA website www.osa.state.mn.us and look for the CTAS 2025 Enhancements or use the following link: [CTAS 2025 Enhancements](#).