Chapter 1

Setting Up Your CTAS System

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Throughout this manual, we will refer the Small City and Town Accounting System as "CTAS".

Before Setting Up Your CTAS System

Downloading and Installing CTAS

The most current update to CTAS can be downloaded from the State Auditor's Form Entry System (SAFES) at <u>https://www.auditor.state.mn.us/safes/</u>.

Videos and documents with step-by-step instructions for downloading and installing CTAS can be found at <u>https://www.auditor.state.mn.us/default.aspx?page=ctas</u>.

Importing (Migrating) Your CTAS Version 7 Data to the New Version

CTAS is designed to work with your Version 7 data if you choose. Videos and documents with step-by-step instructions on how to import (migrate) your Version 7 data into New Version can be found at <u>https://www.auditor.state.mn.us/default.aspx?page=ctas</u>.

Setting Up Your CTAS System: Entering the Program

Once you've installed CTAS onto your computer, a new CTAS icon (below) will be placed on your computer's desktop. To begin, double-click on the icon using the left mouse button.



The Welcome screen will appear.

Welcome to CTAS	
	Small City & Town Accounting System (CTAS) Application Version Number 8.4.3 Copyright 2004-2014 Office of the State Auditor. All Rights Reserved.
Database loaded su	uccessfully
	100 %
\subset	Login Exit
Warning: This prog	gram is protected by copyright laws and international treaties.
	Restore Database

The text box on the Welcome screen (circled) allows you to enter a Login ID.

Note: This is simply an internal reference ID and not a security feature.

You may enter any ID you choose, the recommended Login ID for CTAS is your first initial and last name.

Enter a Login ID and click on the Login button.

At the bottom of the Welcome screen you will see the Restore Database button (see page 1-25 for instructions). This button is used only when you are copying data from a backup file.

CTAS User Manual1-3Setting Up Your CTAS System: Entering the Program (continued)

Receipts List Add Receipt Search By Search by Receipt Date Receipt Date 01/01/2016	
Receipts Claims Disbursements Budget Cash Chart of Vendors 12: Receipts Ist Add Receipt Ist Ist	
Accounts 12: Receipts 12: Receipts List Add Receipt Search By Search by Receipt Date @1/01/2016 To 01/01/2016 To	
Search By Search by Receipt Date 01/01/2016 To 05/12/2016 Search	
Search By Search by Receipt Date Receipt Date 01/01/2016 To 05/12/2016 Search	12:38
Receipt Date 01/01/2016 ▼ To 05/12/2016 ▼ Sear	
Sear	
Date	<u>S</u> earch
	Date 1
+ 01/21/2016 37 County Property Tax \$4,500.00 No No (02/23/2016) -	
■ 01/27/2016 38 State of Minne Fire Aid \$4,200.00 No No (02/23/2016) -	
+ 02/19/2016 39 Bank Interest Earned \$250.00 No No (02/23/2016) -	
▶ a 05/12/2016 40 Bank Interest Earned \$150.00 No No (05/12/2016) -	

After clicking the Login button, the Receipts Menu screen will appear.

The system automatically defaults to the Receipts Menu screen found in the Accounting Module. To change to the Payroll, Investments, Indebtedness, Reports or Admin Modules, select a tab from the Task Bar (top). You can navigate to any other section of CTAS from this screen by clicking on the appropriate icon. Once you are in the appropriate module, you can move to another screen within the module by clicking on the corresponding icon.

CTAS User Manual Setting Up Your CTAS System: Administration Information

Entering the Information for Your Entity

Your entity's administration information is required to begin using CTAS. To enter this information, navigate to the Admin Module. To get there, click on the Admin tab in the Task Bar (circled), then click on the Admin icon. The Administration screen, shown below, will appear.

				and the local	Company, Mark	(10-10-1		СТА	S
	<u>A</u> ccountir	ng	<u>P</u> ayroll	Investments	I <u>n</u> debtedness	<u>R</u> eports	Ad <u>m</u> in	<u>H</u> elp	<u>E</u> xit
*							\smile		
Admin									
Admin		_			_				
System	n Information	(F3)	Edit System	n Information (F4)	Year-end Process	ing (F5) Vtili	ities (F6) 🗸 E	Error Log (F7)	Upgrade (F8)
Insti	itution :	New	Township)					
Add	lress :	50 M	ain Street						
Add									
		Newt	own,MN	55414					
Pho	one: (.)_			F	ax: ()			
Ema	əil :								
Fed	leral ID Nu	mber:			C	urrent Fiscal Y	/ear: 201	4	
01-1									
Stat	te ID Numb	er:							
OS/	A Code :								

To begin entering the information for your local government, click on the Edit System Information (F4) tab on the Administration screen (boxed). The Edit System Information screen will appear.

CTAS User Manual

Setting Up Your CTAS System: Administration Information (continued)

₽⊒ ≑	CTAS	
Accounting Payroll	Investments Indebtedness Reports Admin Exit	
Admin		
Admin		1:06 PM
System Infomation (F3)	Edit System Information (F4) Year-end Processing (F5) Utilities (F6) Error Log (F7) Support	rt (F8)
* Institution Name:	New Township	
*Address Line1:	50 Main Street	
Address Line2:		
*City	Newtown *State MN *Zip 00000	
Phone :	(000) 000-0000 Fax: ()	
Email :		
Federal ID Number :	Current Fiscal Year : 2016	
State ID Number:		
*OSA Code :	000	
	<u>Save</u> <u>Cancel</u>	

One new feature of CTAS is the identification of fields which you are required to complete when you are entering information into the program. Any field with an asterisk and blue letters is required and must be completed before moving on to the next screen.

When the Edit System Information screen appears, the following steps are required:

- Enter the name of your town or city in the Institution Name field.
- Enter the mailing address of your entity in the Address fields.
- Enter the OSA Code (received from the Office of the State Auditor).

The other information may be entered at any time. For the optional information:

- Enter the Federal Employer ID number in the Federal ID field; it begins with 41-.
- Type the State ID number, if you have one, in the State ID field.
- Click on the up or down arrow in the Current Fiscal Year box to change the fiscal year to the current one.

When you have completed entering your information, click on the Save button (circled). You will receive the message "System Information updated successfully." Click OK.

CTAS User Manual Setting Up Your CTAS System: Chart of Accounts

To access the Chart of Accounts section, click on the Accounting tab in the Task Bar (circled), then click on the Chart of Accounts icon (boxed). For a more detailed explanation of the Chart of Accounts, see Chapter 8 of this manual.

		CTAS		
Accounting Pa	yroll <u>I</u> nvestments I <u>n</u> d	ebtedness <u>R</u> eports Ad <u>m</u> in <u>E</u> xit		
Receipts Claims D	isbursements Budget Cash	Chart of Accounts		
Chart of Accounts		ct Codes (F5) V Program Codes (F6)	Tabs	1:09 P
Funds New Fund				
Number		マ → Description	∀ ⊅ Active	∀ ₽
→ 100		General Fund		
-⊨ 200		SPECIAL REVENUE FUNDS (201 throug		
a 201		Road and Bridge		
- ⊒ 202		Federal Community Development Block		
- a 203		Other Federal Programs		
⊨ 211		Library		
+ 212		Municipal State Aid Street Maintenance	(Optional)	
₽ 213		Public Housing (Optional)		
- ⊨ 224		Shade Tree Disease Control (Optional)		
+ 225		Fire		
- a 300		DEBT SERVICE FUNDS (301 through 3	99)	
- a 301		General Debt Service (Identify)		
- a 351		Debt Service for Special Issues (e.g. S	State Aid S	
- ⊒ 376		Tax Increment Debt Service (Identify)		
- ₽ 400		CAPITAL PROJECT FUNDS (401 throug	h 499) 📃	
→ 401		General Capital Projects		
- ₽ 402		Municipal State Aid Streets - Constructi	on	
1) View/Edit	2) Delete	3) Export to CSV 4)	Active <u>5</u>) In-Active	Button

To modify the Chart of Accounts, click on the appropriate tab to add or delete Fund Numbers, Account Numbers, Object Codes, and Program Codes as needed. Use the buttons on the bottom of the screen to modify existing numbers. The Program Codes are optional. See Chapter 8 for more information on Program Codes.

Note: Fund Numbers, Account Numbers, and Object Codes should only be added, edited, or deleted after consulting the CTAS Chart of Accounts issued by the Office of the State Auditor. Deviating from the CTAS Chart of Accounts could result in inaccurate results when printing or submitting reports.

CTAS User Manual Setting Up Your CTAS System: Cash Control

The Cash Control section is in the Accounting Module of CTAS. To access this section, navigate to the Accounting Module (circled) and click on the Cash icon (boxed). The Cash Control screen, shown below, will open to the Cash List.

				СТА	ls	-	Calculation of	
Accounting	<u>P</u> ayroll <u>I</u> n	ivestments	I <u>n</u> debtedness	<u>R</u> eports	Ad <u>m</u> in <u>E</u> xit			
Receipts Claims	Disbursement	s Budget	Cash Chart of Accounts	Vendors				
Cash								1:21 PM
Cash List								
FundNumber	Δħ	Fund Nam	ie ⊽+¤	Beg. Balance (2	016) 🛛 🖓 🖶	Account Number	∆ +	Cash Processing
+□ 100		General Fu	ınd		\$152,942.16	10100		
- a 201		Road and E	Bridge		\$55,527.04	10100	[Deposits in Transit
- a 225		Fire			\$31,050.00	10100	l	
- a 301			ebt Service (I		\$0.00	10100	[Outstanding Checks
-⊨ 401		General Ca	apital Projects		\$0.00	10100	l	j
- a 402		Municipal S	State Aid Str		\$0.00	10100		
- ¤ 601		Water			\$43,403.29	10100		
Edit								

CTAS User Manual Setting Up Your CTAS System: Cash Control (continued)

Entering the Beginning Balances

To enter a fund's beginning balance, click on the fund you wish to work with. Once highlighted, click the Edit button (circled).

	layroll <u>I</u> nvestr	Budget Cash	btedness Chart of Accounts	CTAS <u>Reports</u> Admin Vendors	n <u>E</u> xit			1:22 F
Cash List								
FundNumber	⊽‡ Fur	nd Name	ΥÞ	Beg. Balance (2016)		Account Number	7₽	Cash Processing
- 100	Ger	neral Fund			\$152,942.16	10100		
- 201	Roa	ad and Bridge			\$55,527.04		[Deposits in Transit
⊭ 225	Fire				\$31,050.00			
₽ 301		neral Debt Serv				10100		Outstanding Checks
⊭ 401		neral Capital Pro				10100		
- ₽ 402		nicipal State Aid	d Str			10100		
-= 601	Wal	ter			\$43,403.29	10100		
Edit								

CTAS User Manual Setting Up Your CTAS System: Cash Control (continued)

After you click the Edit button, a new tab will open labeled with that fund's number (circled).

.			СТ	'AS	a land a land	the second second	
<u>A</u> ccounting <u>P</u> ayr	roll <u>I</u> nvestments	I <u>n</u> debtedness	<u>R</u> eports	Ad <u>m</u> in	<u>E</u> xit		
Receipts Claims Dis	bursements Budget	Cash Chart of Accounts	Vendors				
Cash							1:24 PM
Cash List 100 x							
Fund Number	100				Beginning Balance		
Fund Name	General Fund						Fiscal Year
					Fund Amount	\$20,000.0	0 2016 🚔
Account Number	10100						
Current Balance			\$	154212.33		<u>S</u> av	e Cancel

With the fund's tab open, complete the following steps:

- Select the Fiscal Year for the beginning balance in the Beginning Balance area (boxed).
- Enter the Fund's beginning balance in the Fund Amount box in the Beginning Balance area (boxed).
- Click the Save button.

Repeat these steps to enter the beginning balance for each fund.

CTAS User Manual Setting Up Your CTAS System: Vendors

To access the Vendors section from within the Accounting Module of CTAS, navigate to the Accounting Module (circled) and click on the Vendors icon (boxed). The Vendors screen will appear, as shown below.

Ŧ							CTAS											X
<u>A</u> cc	ounting <u>P</u> ay	roll <u>I</u> nvest	ments	(<u>n</u> debtedness	<u>R</u> epor	ts A	d <u>m</u> in	<u>E</u> xit										
Recei	ipts Claims Dis	sbursements	Budget Cas	h Chart of Accounts	Vendors													
/end	ors					,											7	:50 A
Vend	dors List Add	d Vendors																
Va	ndor						_											
V C								V Ac	ive Vendors	;							Sea	rch
/endor		Ŷ	Fed ⊽‡	Addre ⊽‡	Addre ⊽≁	City マ+¤	Stat ⊽≁	Zip ⊽‡	Conta ⊽+¤	Phone 5	7÷	Phone ⊽‡	Phone	7 ₽	Contact_E	γÞ	Requi ⊽ +¤	Acti 🏹
-p Ve	endor 2 and Associa	ites		2563 Tho		Below	MN	54204					_				N	Y
-p Ve	endor and Associate	\$		111 North		Above	MN	59545									N	Y
-p Ve	endor Asphalt and P	lowing	5698741	56 Here A		Up North	MN	55287	Harvy Harr	(555) 555-	8 4	45			harvy.harri	son	Y	Y
	endor Bank	-		8 Tower St		Building	MN	59562									N	Y
-⊨ Ve	endor Credit Union			65 There S		Yonder	MN	99999									N	Y
-⊨ Ve	endor Electric			652 7th A		St. Paul	MN	55103									N	Y
-⊨ Ve	endor Garbage and	Pest Control	25	78 There S		Down S	MN	23659	Rick James	(555) 555-	9				rick.james	@yah	Y	Y
-⊨ Ve	endor Post Office			25 Main		Here	MN	55554									N	Y
-⊨ Ve	endor Rubbish			520 Smith		Over	MN	55555									N	Y
	endor Telephone Co	mpany		45 Main St.		Upton	MN	55526									N	Y
-p Ve	endor Tools & Equip).		65 Dare D		Closeby	MN	45874									N	Y

To enter a vendor's information, click on the Add Vendors tab of the Vendors screen. The Add Vendors screen will appear.

<u>CTAS User Manual</u> Setting Up Your CTAS System: Vendors (continued)

Ţ	F					Same and the other	CT/	45
Accountin	g <u>P</u> ayroll	<u>I</u> nvestments	I <u>n</u> debte	dness	<u>R</u> eports	Ad <u>m</u> in	<u>H</u> elp	<u>E</u> xit
		-		4				
Receipts Claims	Disbursements	Budget Cash	Chart of Accounts	Vendors				
Vendors								
Vendors List Add	Vendors							
Federal ID Number]				
* Vendor Name]				
Address]				
]				
]				
Contact Name]				
Phone #		Ext]				
Fax #]				
Email Address]				
	V Form	1099 Required	Active					
2	Save	Cancel						

The only required information on the Add Vendors tab (circled) is the Vendor Name. Other optional information that can be entered:

- For vendors that require a 1099, enter their Federal ID Number.
- There are three address lines. The first two are for the vendor's street address: the third line is for the city, state, and zip code.
- "Contact Name", "Phone #" "Fax #" and "Email Address" are for the information of your vendor contact.
- There are two optional check-boxes at the bottom of the screen (boxed). If the vendor will need a 1099 printed at the end of the year, check the Form 1099 Required box. By checking the Active box, this vendor's information will appear on the Vendors List tab.

When you have completed entering the vendor's information, click the Save button. You will be returned to the Vendor List. To enter information for another vendor, click on the Add Vendor tab again.

CTAS User Manual Setting Up Your CTAS System: Payroll System

To begin using the Payroll Module, you must enter employee information and enter tax and insurance information for the tax tables. To enter and edit employee information, click on the Payroll tab on the Task Bar (circled), then click on the Employee icon (boxed). The Employee list will open, as shown below.

To add employee information, click on the Add Employees tab.

Emp	ployee	Payro s List	Tables										7:54 AM
				\						Active I	Employees On	ly	<u>S</u> earch
Last	t Name	γ₽	First & Middle N ⊽‡	Emp. # ⊽‡	SSN ⊽+¤	PERA ⊽+¤	Birth Da ⊽‡	Active ⊽+	Address Lin ⊽‡	Address Lin ⊽+	City ⊽+¤	State ⊽⊀	¤ Zip Cod ⊽‡
÷	Doe		John	1	000-00-0		08/14/1990	Y	240th Ave.		Newtown	MN	00000
Þ	Doe 2		John	2	000-00-0	2	03/23/1993	Y	589 Birch Street		Overhere	MN	000000000
₽	Doe 3		Jon	3	000-00-0	3	03/19/1974	Y	659th Avenue		Lake City	MN	000000000
4	Doe		Jane	4	000-00-0		06/22/1999	Y	458 - 3rd Street		Here	MN	000000000
	Doe 2		Jane		000-00-0		04/13/1994		580th Street		There	MN	000000000
	Doe 4		John		000-55-4		09/19/1995		654 Highspeed			MN	000000000
• +	Doe 5		John	7	000-00-0	22	12/24/1991	Y	99 1/2 Avenue		Around	MN	000000000

Entering Employee Information in the Demographics and Job Tab (F3)

To add an employee's information, click the Add Employees tab (boxed) in the Payroll Module. The Add Employees screen with six tabs will appear. The screen opens to the Employee's Demographics and Job (F3) tab (circled).

Note: The required fields must be completed on four tabs before CTAS will allow you to save an employee's information: Demographics and Job (F3), Tax and Insurance (F4), Acct. Dist (F6), and Official Role (F8).

The Other and Employer (F5) and Sick and Vacation (F7) tabs may or may not be necessary for you to complete, depending on your entity's benefits.

.		a	· · · · ·	CTAS	in the second		0.00.00	
<u>A</u> ccounting	<u>P</u> ayroll	Investments	I <u>n</u> debtedness <u>R</u> ep	orts Ad <u>m</u> ir	n <u>E</u> xit			
Employee Payr								
Employee								1:28 PM
Employees List	Add Emp	loyees						
Employee Numb			Name				Activ	e
Demographics a	ind Job (F3)	Tax and Insur		Employer (F5)	Acct. Dist (F6)	Sick and Vacation ((F7) Official Role (F	-8)
*First Name			Middle Name			*Last Name		
Address Line1			Address Line2			City		
State		ZIP -	Email			*Phone	() - ^{Ti}	
Employee			*SSN			PERA #		
BirthDate		•	Gender	Male	🗇 Female	Effective Date		
-Job Information								
Date Employed		•]	Pay Type		Rate	Overtime	
Separation Date		•		*				
Department								
Employee Type	Full Time	e 🔘 Part Time	2					
*Pay Frequency			•					
	O Hourly	Salary		Delete]			
								Save Cancel

Entering the Employee Record information:

- First Name, Last Name, SSN, Phone number and Pay Frequency are required fields.
- The employee's name (required) must be entered as it reads on the employee's Social Security card. This information will be printed on the W-2.
- You can enter the Employee Number using a method of your choosing.
- The Effective Date is the date the pay rates became effective.
- The Department box in the Job Information section can be Supervisor, Council Member, Clerk, Treasurer, Street Department, etc.

Entering Employee Information in the Demographics and Job Tab (F3) (continued)

- In choosing an Employee Type, Town Board members are part-time employees.
- In the Rate column, a board member/councilperson could have Regular Rate 1 as the meeting rate, Regular Rate 2 as an hourly rate, and Regular Rate 3 as a salary rate.
- The overtime rate needs to be calculated and then entered. Overtime rates are not calculated at time and a half in CTAS.
- Select the pay frequency by clicking on the down arrow and then highlighting your choice.

When this tab is completed, click on the Tax and Insurance (F4) tab (not the Save button) as shown on the next page.

Entering Information in Tax and Insurance Tab (F4)

After clicking on the Tax and Insurance (F4) tab (circled) in the Add Employees tab, the screen below opens.

Accounting Payroll Investments Indebtedness Reports Admin Exit		
Employee Payroll Tax		
Tables		
Employee		1:31 PM
Employees List Add Employees		
Employee Number Name	Active	
Demographics and Job (F3) Tax and Insurance (F4) Other and Employer (F5) Acct. Dist (F6) Sick and Vacation (F7)	Official Role (F8)	
Tax and Pretax Benefit Information (After Tax)		
Calculate Tax Health Plan		
Withhold FICA Payroll Period	•	
withhold Medicare Employee Amount	\$0.00	
*Tax Status O Single Married Dependent Amount	\$	
Federal Deductions	ş0.00	
Tax Withheld \$0.00 Dental Plan		
*Tax State Payroll Period	•	
State Deductions Employee Amount	\$0.00	
Additional State Tax \$0.00 Dependent Amount	\$0.00	
Pretax Deduct For A Life Insurance Plan		
Deduction Name Payroll Peri Amount Income FICA Medicare Payroll Period		
▶ Deferred Inc 0: All Pay \$0.00 🔽 🔲	\$ 0.00	
Cafeteria 0: All Pay \$0.00 V V Employee Amount	ş0.00	
* V V Dependent Amount	\$0.00	
Delete		
	Save	Cancel

The only required information on this tab is Tax Status and Tax State (for Minnesota, enter MN).

To complete the other steps:

- Click the Calculate Tax box to calculate the Federal and State Income Tax Withholding amount.
- Click the Withhold FICA and/or Withhold Medicare boxes, if applicable.
- Enter the number of federal exemptions claimed on the W-4 in the Federal Deduction field.
- Enter the number of state exemptions claimed on the W-4 in the State Deductions field.

Entering Information in Tax and Insurance Tab (F4) (continued)

- Enter the appropriate information in the Deferred Income, Cafeteria Plan, and Insurance Information areas. These are the amounts to be withheld from the employee's pay. The Deferred Income and Cafeteria Plan amounts are deducted before Federal and State income taxes are calculated.
 - The Payroll Period fields indicate from which paychecks the deduction should be withheld. The 1st of the month through the 14th of the month is the first pay period; the 15th through the 28th is the second pay period; and the 29th through the 31st is the third pay period.

When this tab is completed, click on the Other and Employer Tab (F5).

Entering Information in Other and Employer Tab (F5)

🖳 👳				CTA	4S				
Accounting Page	yroll <u>I</u> nvestr	nents I <u>n</u> debtedness	<u>R</u> eports	Ad <u>m</u> in	<u>E</u> xit				
Employee Payroll	Tax Tables								
Employee									7:57 AM
Employees List	Add Employee	5							
Employee Number		Name					Active		
/ Demographics and J	ob (F3) 📉 Tax i	and Insurance (F4)	ther and Employe	r (F5)	Acct. D	st (F6) 📉 Sick and Vacation (F	F7) V Official Role (F8)		
Other Deductions						Employer's Share			
Retirement Type						Health Insurance		\$0.00	
Percentage		0.0000			_	Payroll Period		•	
Union Dues Amount		\$	0.00			Dental Insurance		\$0.00	
Payroll Per	iod		•			Payroll Period		•	
Other Deductions 1)	Type Amount		\$	_0.00		Life Insurance Amount Payroll Period		\$0.00 •	
	Payroll Period	1		-		Retirement Regular %	0.000 Additional %	0.000(- TOT/	AL 0.0
2)	Туре					Filed W5 for Earned Income	Credit 📄 Employee	Spouse	
	Amount Payroll Period		\$	_0.00 ▼		Deduction Name Cafeteria	Payroll Perio	od Amour Payroll Periods	nt \$0.00
3)	Туре					Deferred Income		ayroll Periods	\$0.00
-,	Amount		\$	_0.00		*			
	Payroll Period			•					
						Delete			
								<u>S</u> ave	Cancel

There is no required information to be completed in this tab: CTAS does not need this tab to be completed to save an employee's information. Your entity's benefits will determine if this information is applicable for your employees.

If you are completing this tab:

- Enter the Type of Plan in the Retirement Type field <u>if</u> an employee is paying in PERA. Indicate which PERA plan the employee participates in (DCP, Coordinated, etc.).
- Enter the percentage to be withheld as a decimal. For example, to withhold 5%, enter 0.05 in the Percentage field.
- Enter the Union Dues or any Other Deductions required to be withheld from an employee's pay.
- Enter the employer's share of any benefits. If the employee is paying into PERA, enter the percentage for the employer's share of the retirement.

When this tab is completed, click on the Acct. Dist tab (F6).

Entering Information in Acct. Dist Tab (F6)

.					CTAS				
<u>A</u> ccounting	<u>P</u> ayroll <u>I</u>	nvestments	I <u>n</u> debtedness	<u>R</u> eports	Ad <u>m</u> in	<u>E</u> xit			
Employee Payroll	Tax Tables								
Employee									8:00 AM
Employees List	Add Emple	oyees							
Employee Number	r		Name			\frown	Active		
Demographics and	d Job (F3)	Tax and Insura	ance (F4) 📉 Ot	her and Employe	r (F5) 🗸 Ac	cct. Dist (F6) Sick and Vacation (F7)	Official Role (F8)		
							Remaining Pe Distrib		0.000
*Account Distribution	on								
Funds		⊽‡ Account	Numbers			⊽‡ Object Codes		Percent	\ 고 부
): General Fu	nd 👻		41110:	Council/Tov	vn Board 100: WAGES AND SALARI	ES (101 through 109)	1	1
*									
Delete									
								Save	Cancel

The fourth tab in the Add Employees tab is the Acct. Dist (F6) (account distribution) screen. On this screen you will enter where your employee pay is being disbursed from.

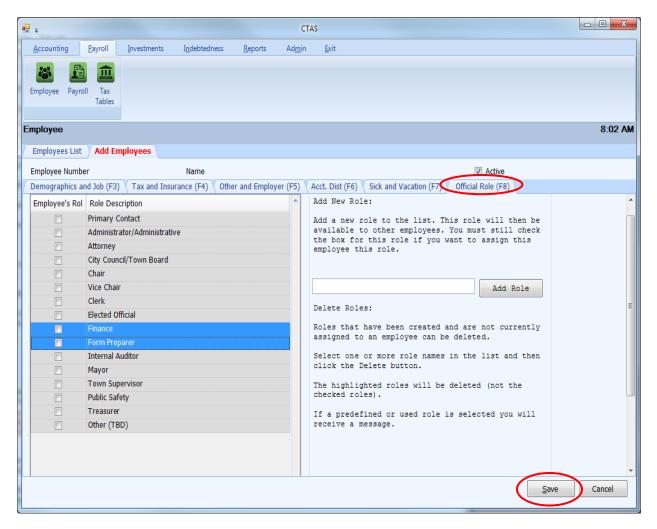
At least one Fund Number, Account Number, Object Code, and percentage must be entered for each employee. All employee distribution records must equal 100%. This allows an employee's wages to be split among several categories. The account distribution breakdown that is likely to occur the most often should be entered. The breakdown can be adjusted when entering the employee hours for the payroll period.

On this screen, 1.00 is equivalent to 100%: the percentages should be entered as a decimal.

When this tab is completed, users can enter Sick and Vacation benefits information by clicking on the Sick and Vacation Tab (F7). This tab is provided as an option for the cities or towns that provide these benefits. Users are not required to complete the Sick and Vacation tab.

After completing this tab (and the Sick and Vacation tab, if desired), click on the Official Role Tab (F8).

Entering Information in the Official Role Tab (F8)



The sixth tab in the Add Employees tab is the Official Roles (F8) screen. Select the role or roles that pertains to the employee: multiple roles can be selected. At least one role must be selected for each employee. If a role for an employee is not listed on the screen, select the Other box.

Each entity <u>must</u> have one primary contact and at least one City Council/Town Board or Town Supervisor selected.

This is the last tab that must be completed when entering a new employee. When the required information has been entered on all these tabs, select the Save button.

Adding Payroll Tax Tables

Once employee records have been entered, the next step required is setting up the payroll tax tables. In the Payroll module (circled), click on the Tax Tables icon (boxed) to open the Tax Tables section.

There are three options for adding tax tables. Two will be explained in the following pages; the third can be found in Chapter 15, Tax Tables.

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Adding Payroll Tax Tables (continued)

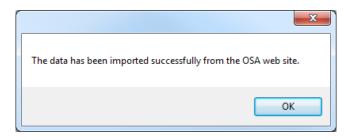
Option 1: Importing from the OSA Website via the Internet

If your computer is connected to the Internet, you can import the Tax Table directly into CTAS from the CTAS webpage at the OSA website at <u>www.auditor.state.mn.us/default.aspx?page=ctas</u>.

The Tax Tables screen opens to the Tax Table tab. Enter the year of the tax table you wish to import in the Tax Year to Import box (boxed), then click the "Import from OSA Website" button (boxed).

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Edit		Delete						

A pop-up box will appear (below) to indicate the data has been imported. Click on OK. Return to the Tax Table screen and confirm the Tax Table for the year imported has been added to the list on the screen.



Adding Payroll Tax Tables (continued)

Option Two: Manually Entering Tax Table Information

To manually enter Tax Table information, you will need to download the information from the OSA website. Go to http://www.auditor.state.mn.us/default.aspx?page=ctas and look under the "CTAS Documents" heading. Choose the Tax Tables for the year you are working with and click on the link. A pdf document will download to your computer. A sample Tax Table is shown at the end of this chapter.

Next, go to the Tax Table screen and click on the Add Tax Table tab (circled).

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Adding Payroll Tax Tables (continued)

In the Add Tax Table tab, enter the tax year for the Tax Tables being entered (boxed). Next, using the Tax Table you've downloaded, enter the information into the appropriate fields. Click Save (circled) when finished.

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						Employer		0.0000	Employer		0.0000
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CTAS User Manual

Setting Up Your CTAS System: Payroll System (continued)

Adding Payroll Tax Tables (continued)

C	TAS Ver	sion 8		
	2015 Tax T	ables		
Annual Federal Tax				
Annual Federal Tax	Single	Married	Rate	
Range	2,300.00	8,600.00	0.100	
Kalige	11,525.00	27,050.00	0.150	
	39,750.00	83,500.00	0.250	
	93,050.00	159,800.00	0.280	
	191,600.00	239,050.00	0.330	
	413,800.00	420,100.00	0.350	
	415,500.00	473,450.00	0.396	
	415,500.00	473,450.00	0.000	
Withholding	922.50	1,845.00		
	522.50	2,010.00		
Allowance	4,000.00			
	.,			
Annual State Tax				
	Single	Married	Rate	
Range	2,300.00	8,600.00	0.0535	
Nonge	27,370.00	45,250.00	0.0705	
	84,660.00	154,220.00	0.0785	
	157,250.00	266,860.00	0.0985	
	157,250.00	200,000.00	0.0505	
Withholding	1,341.25	1,960.78		
and the second se	1,041.20	1,000.70		
	FICA	Medicare		
Employee	0.062	0.0145		
Employer	0.062	0.0145		
Rate				
P.E.R.A. Rates				
	C	C	C	5 - 1
Plan	Employee	Employer	Employer	Employer
Pian Coordinated	Rate 6.50%	Rate 6.50%	Additional 1.00%	Total 7.50%
Basic				
Basic Police & Fire	9.10% 10.80%	9.10% 16.20%	2.68% n/a	11.78% 16.20%
Defined Contribution Plan Elected	10.80%	10.20%	11/d	10.20%
Officials	5.00%	5.00%	n/a	5.00%
Defined Contribution Plan City			,	
Managers/Administrators	6.50%	6.50%	n/a	6.50%

CTAS User Manual Setting Up Your CTAS System: Restoring Database

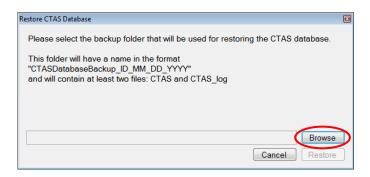
The Restore Database button copies the data from a backup file made by the CTAS system.

Note: Restoring the database from a backup will erase all of the information currently in the CTAS system.

To restore your data from a backup, open CTAS. At the CTAS Welcome screen, click the Restore Database button (circled) in the lower right-hand corner of the screen.

Welcome to CTAS
Small City & Town Accounting System (CTAS) Application Version Number 8.4.3 Copyright 2004-2014 Office of the State Auditor. All Rights Reserved.
100 %
Clerk Login Bot
Warning: This program is protected by copyright laws and international treaties.
Restore Database

The Restore CTAS Database screen will appear. Click the Browse button (circled, below) and locate the CTAS restore folder on your backup media (flash drive, disk, etc).

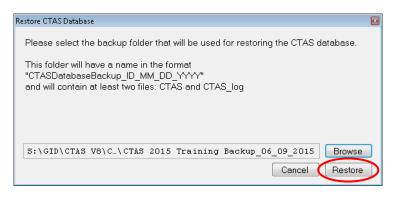


CTAS User Manual1-26Setting Up Your CTAS System: Restoring Database (continued)

Highlight the folder (boxed), and click the OK button.

Browse For Folder
🌗 Advanced CTASv8 Training 🔷
🌗 CTAS Migrate Backups
🐌 CTAS V8 2014 Training 📃 🗌
🐌 CTASv8 2015 Training
> 🍌 2015052616
🖻 🎍 Backup
🖟 CTAS 2015 Training Backup_06_09_2015
📕 CTAS 2016 Training Backup_02_23_2016
🖻 🏭 Test 🗸 🚽
Make New Folder OK Cancel

Click the Restore button (circled, below) on the Restore CTAS Database screen.



Once the database loads successfully on the CTAS Welcome screen, you can then select the Login button.

Note: Restoring the database from a backup will erase all of the information currently in the CTAS system and restore it to the date of the backup.

CTAS User Manual

Setting Up Your CTAS System: Transferring Data from one Computer to Another

The first step is to make a backup copy of the CTAS data you want to move:

- Start CTAS.
- Click on the Admin tab, then the Admin icon.
- Click on the Utilities tab.
- Click on the Backup button.
- Click on the Browse button to select where to save the backup file.
- Click the OK button.
- CTAS creates the Backup folder.

Note: This file should be saved on an external storage device.

The second step is to transfer your data to the other computer:

- Make sure to have CTAS downloaded and installed on the computer.
- Start CTAS.
- On the Welcome Screen, click on the Restore Database button.
- Click the Browse button to select the location of the backup file.
- Click the Restore button to transfer the data from the backup.
- When the restore function is complete, click the OK button, then close the Restore CTAS Database box. You can then click the Login button to begin using CTAS.