OFFICE OF THE STATE AUDITOR

Instructions for Year-End Reporting Using CTAS

For the Year Ended December 31, 2024

Submissions from CTAS Versions 2024, 2024 Update 1, and 2025 will be the only versions accepted.

STEP I. PREPARE YOUR DATA

Verify OSA Code in Admin Module

1. In the System Information Tab (Admin tab, Admin icon, first tab), verify that your OSA Code is entered and correct. The OSA code is the same as last year. *You must have an OSA code entered before submitting your report.* If you do not know your OSA code, please contact us at GID@osa.state.mn.us.

Run Financial Reports

1. Review ledger reports for proper amounts and classification:
   a) Run a Receipts Ledger (Reports tab, Receipts icon, first report listed) for the year (if one has not been run already).
   b) Run a Disbursement Ledger (Reports tab, Disbursement icon, first report listed) for the year (if one has not been run already).
   c) Run the Financial Statement Report (Reports tab, Financial Reports icon, third report listed). This report combines Schedules 1, 2, 4, 5, 6 and the Investment Activity Report (Schedule 8) into one report.
   d) Make any required corrections and re-run the reports.

Review Cash Basis Reporting Form

1. Create the 2024 Cash Basis Reporting Form Report (Reports tab, Financial Reports icon, second report listed).
   a.) Review the 2024 Cash Basis Reporting Form Report for accuracy. The information in the Reporting form is used as a basis for the State Auditor Data File that is submitted to the OSA so it is important that the Reporting Form be accurate. ***(This Report Form is for user review only, not for OSA submission.)***

Run the Year-End Process

1. Click on the Admin tab.
2. Click on the Admin icon.
3. Click on the Year-end Processing (F5) tab.
4. Click the Proceed with Year-end Processing button.
5. Run the Year-end Processing by clicking Yes.

The instructions that follow are for submitting your Year-End Reporting (State Auditor Data File) to the OSA over the Internet. If you are using CTAS and do not have an Internet connection on any computer, please print and submit your form(s) by U.S. Mail to: Government Information Division/Office of the State Auditor, 525 Park Street, Suite 500, St. Paul, MN 55103.

STEP II. SUBMIT FINANCIAL REPORTING FORM (also called "State Auditor Data File")

NOTE: You must be using CTAS Versions 2024, 2024 Update 1, or 2025 to submit the State Auditor Data File. If your entity has purchased CTAS but is running an earlier version, you can update to the current version at no additional charge by logging into the State Auditor's Form Entry System (SAFES) at https://safes.osa.state.mn.us/Default/Login.

Users have two options: 1) to generate and submit their file(s) directly from CTAS, or 2) to generate the file(s) in CTAS and submit through SAFES. Either option will require a SAFES username and password. If you do not have a SAFES username or password or you forgot your password, send an email to safes@osa.state.mn.us. CTAS users whose computer is not connected to the Internet can use Option 2 to save their file on a removable drive and upload it from an Internet-enabled computer.

OPTION 1: Generate File and Submit Directly from CTAS (computer must be connected to the Internet)

1. In the Admin Module (Admin tab, Admin icon), click on the Year-end Processing (F5) tab. Make sure that in the State Auditor Data File section the Previous Fiscal Year is listed as 2024.
2. In the Generate and Submit section, click on the State Auditor Data File button.
3. In the State Auditor's Form Entry System (SAFES) pop up box, enter your SAFES username and password.
4. Click on Submit.
5. Once the file is received, a CTAS box will appear stating the "State Auditor Data File submitted successfully" with a confirmation ID number.
6. Click the OK button to finish.

OPTION 2: Generate File from CTAS and Submit through SAFES

1. In the Admin Module (Admin tab, Admin icon), click on the Year-end Processing (F5) tab. Make sure that in the State Auditor Data File section the Previous Fiscal Year is listed as 2024.
2. Generate State Auditor File (Admin tab, Admin icon, Year-end Processing (F5) tab).
   a) In the Generate Only section, click on the State Auditor Data File button.
   b) Save the file (StateAuditor2024.xml) to your computer (desktop or other folder you create) or to a removable drive.
   c) Note where the file will be saved.
3. Submit File to the Office of the State Auditor via SAFES.
   a) Go to the State Auditor's Form Entry System (SAFES) on the Office of the State Auditor's website at https://safes.osa.state.mn.us/Default/Login.
   b) Enter your username and password. If you do not have a SAFES username or password or you forgot your password send an email to safes@osa.state.mn.us.
   c) Verify your contact information and then click the Save/Verify button.
   d) Click the Submit Documents tab.
   e) Click the Browse button and locate the StateAuditor2024.xml file stored on your computer or the removable drive.
   f) Highlight the file and click the Open button.
   g) Click the Next button. You will receive a confirmation number when the file has been accepted.
   h) Click Log Out to finish.

III. SUBMIT FINANCIAL STATEMENTS (Recommended for all entities; Required for Cash Cities)

As in the previous step, users have two options: 1) to generate and submit their file(s) directly from CTAS, or 2) to generate the file(s) in CTAS and submit through SAFES.

OPTION 1: Generate Financial Statements and Submit Electronically from CTAS (computer must be connected to the internet)

1. In the Admin Module (Admin tab, Admin icon), click on the Year-end Processing (F5) tab, make sure that in the State Auditor Data File section the Previous Fiscal Year is 2024.
2. In the Generate and Submit section, click on the Financial Statement PDF button.
3. In the State Auditor's Form Entry System (SAFES) pop up box, enter your SAFES username and password.
4. Click on Submit.
5. Once the file is received, a CTAS box will appear stating the "Financial Statement submitted successfully" with a confirmation ID number.
6. Click the OK button to finish.

OPTION 2: Generate Financial Statements from CTAS and Submit through SAFES

1. Generate Financial Statements
   a) In the Admin Module (Admin tab, Admin icon), click on the Year-end Processing (F5) tab. Make sure that in the State Auditor Data File section the Previous Fiscal Year is 2024.
   b) In the Generate Only section, click on the Financial Statement PDF button.
   c) Save the file to your computer (desktop or other folder you created) or to a removable drive.
   d) Note where the file will be saved.

2. Submit File to the Office of the State Auditor via SAFES.
   a) Go to the State Auditor's Form Entry System (SAFES) on the Office of the State Auditor's website at https://safes.osa.state.mn.us/Default/Login.   Enter your username and password.
   b) Verify your contact information and then click the Save/Verify button.
   c) Click the Submit Documents tab.
   d) Click the Browse button and locate the PDF stored on your computer or the removable drive.
   e) Highlight the file and click the Open button.
   f) Click the Next button. You will receive a confirmation number when the file has been accepted.
   g) Click Log Out to finish.