Winter 2023

CTAS Newsletter

Small City & Town Accounting System (CTAS)

Office of the State Auditor

CTAS 2023 Released

The Office of the State Auditor (OSA) is pleased to announce that CTAS 2023 is now available through the State Auditor's Form Entry System (SAFES).

CTAS 2023 includes the ability to print 1099-NEC and 1099-MISC forms, 2023 tax tables, an upgraded version of the SQL database and Crystal Reports.

If your entity previously purchased CTAS, there is no additional cost to download and use CTAS 2023.

Before downloading CTAS 2023, please check to make sure your computer has Microsoft Windows 10 or 11 and that all updates have been installed. The minimum computer requirements for CTAS 2023 are located on our CTAS webpage at: https://www.osa.state.mn.us/media/akylfcnp/ctas-computer-requirements-8-2022.pdf.

To download CTAS 2023, log into SAFES at: https://safes.osa.state.mn.us/Default/Login and click on the CTAS tab.

Review and choose the CTAS download most appropriate for your entity (Web or Offline installer) based on the descriptions provided. If you do not have SAFES access, please send an e-mail to: SAFES@osa.state.mn.us.

Written instructions for downloading and installing CTAS 2023 from SAFES can be found at: https://www.osa.state.mn.us/media/sdnpng3n/july-2021-generic-instructions-for-ctas-full-and-update-installations-final.pdf.

1099-MISC and 1099-NEC Forms

With changes to the 1099-MISC form and the reintroduction of the 1099-NEC form, certain account numbers and object codes will be needed to place data in the correct boxes on the forms. If you are going to use CTAS for the 2022 1099's, you may need to change 2022 account numbers and object codes so the correct information flows into the forms. Link to Chart of Accounts: https://www.osa.state.mn.us/media/4phduakg/ctas-coa.pdf.

CTAS Checks

The vendors listed here offer checks that work with CTAS. They also offer window envelopes for mailing checks printed with CTAS. The OSA does not recommend vendors, but offers this resource for your CTAS check printing needs.

Tammy & Shaun Stottler
American Solutions for Business
19562 Halwood Road
Glenwood, MN 56334
Phone: (320) 634-3344
Fax: (320) 634-0287
tstottle@americanbus.com

Amanda Kramer
American Solutions for Business
11963 State Highway 9
Herman, MN 56248
Phone: (320) 763-5535
akramer@americanbus.com

Lonny Duenow
Victor Lundeen Corp.
126 W. Lincoln Avenue
Fergus Falls, MN 56537
Phone: (218) 736-5433
Phone: (800) 346-4870
lonny@victorlundeens.com

Bob Closser
Government Forms & Supplies
390 E. Tyrone Street
Le Center, MN 56057
Phone: (844) 224-3338
bclosser@frontiernet.net

Form 1099-MISC:
Box 1 Rents:
Fund number (range 100-899), account number (range 41900-46999, 49001-49299, 49400-49999), and object code (range 411-419).
Box 2 Royalties:
Fund number (range 100-899), account number 41903, and object code (range 300-319, 430-499, 801-809, 811-899).
Box 3 Other Income:
Fund number (range 100-899), account number 41904, and object code (range 300-319, 430-499, 801-809, 811-899).
Box 10 Gross Proceeds Paid to an Attorney:
Fund number (range 100-899), account number 41615, and object code (range 300-319, 430-499, 801-809, 811-899).

Form 1099-NEC:
Box 1 Nonemployee Compensation:
Fund number (range 100-899), account number (range 41001-41614, 41616-41899, 41901-41902, 41905-41999, 42001-46999, 49001-49299, 49400-49999), and object code (range 300-319).

If you are going to run the 2022 1099-MISC and 1099-NEC forms using CTAS 2023, we recommend you review the CTAS Review Procedures for 2022 1099-NEC and 1099-MISC Forms document available on the CTAS webpage at: https://www.osa.state.mn.us/media/eack2m4y/review-procedure-for-2022-1099-forms.pdf

CTAS 2023 Update Enhancements

This year, CTAS 2023 includes the following enhancements and format updates:

In order to keep the program up to date with current technology, the CTAS database, SQL, and Crystal Reports programs have been updated to new versions. Other updates include the following:

Chart of Accounts:
- Addition of Enterprise Type Field

Reports Module:
- 1099-MISC: edited to current format
- 1099-NEC: edited to current format

You can also review these feature enhancements on our Feature Enhancements page: https://www.osa.state.mn.us/training-guidance/guidance/ctas-sub-pages/ctas-version-2023-feature-enhancements/.

The CTAS Helpline is Available to Help You

Call, fax, or e-mail your CTAS questions. If no one is available immediately, we will respond the next business day.

Call:

(651) 296-6262

Fax:

(651) 296-4755

E-mail:

CTAS@osa.state.mn.us

CTAS 2023 Tax Tables

The 2023 tax tables are already included in CTAS 2023. If you are using another version of CTAS and need to import the 2023 tax tables, they can be imported into the CTAS program by two methods:

1) Import from the OSA website*
2) Import from file

* The 2023 payroll tax tables are available on the CTAS webpage, under the "2023 Tax Tables" heading at: https://www.osa.state.mn.us/training-guidance/guidance/ctas/ .

See Chapter 15, Tax Tables in the CTAS User Manual for detailed instructions at: https://www.osa.state.mn.us/media/yfhbpnd3/ctasv8usermanualchapter15.pdf.

CTAS File Submissions

Only submissions from CTAS Versions 2022 and 2023 will be accepted. The OSA does not provide support for CTAS Version 7 or older versions prior to CTAS 2022 and will not accept year-end financial reporting forms prepared with these versions. If you are still using Version 7 or a version prior to CTAS 2022 you will need to either upgrade to the most current version of CTAS or download the Local Government Reporting Form for 2022 from SAFES.

CTAS Version 7 users who have not purchased CTAS Version 8 or higher versions and want to submit the year-end financial reporting forms via CTAS, must purchase an upgrade. CTAS Version 8 or higher version users do not need to purchase the upgrade. They can log into SAFES and install CTAS 2023. Order forms for CTAS are available on our website at:
https://www.osa.state.mn.us/media/jvsjxyv5/ctas_order_form.pdf.

Documents with instructions for downloading and installing CTAS can be found at: https://www.osa.state.mn.us/training-guidance/guidance/ctas-sub-pages/ctas-getting-started/.

IMPORTANT: Remember to back up your data using an external storage device such as a USB thumb drive or CD before upgrading your CTAS system. Step-by-step instructions for backing up CTAS data can be found in Chapter 10 (pages 10-14 and 10-15) of the CTAS User Manual on the OSA's website at:
https://www.osa.state.mn.us/media/a4fdlzoo/ctasv8usermanualchapter10.pdf.

Important Reporting Dates:

Due March 31st:

Township Financial Reporting Form – Cash Basis of Accounting or CTAS State Auditor Data File

City Financial Reporting Form – Cash Basis of Accounting or CTAS State Auditor Data File

City Financial Statements Audited or Unaudited – Cash Basis of Accounting

CTAS Known Issues

The Known Issues webpage is a current list of known CTAS issues identified by CTAS users. After each issue, you'll find a suggested temporary solution to the issue. At least once a year, we work toward fixing the known issues.

We encourage you to visit this page on our website regularly as you continue to use CTAS to see if any new issues have been added. The link to the CTAS Known Issues webpage is: https://www.osa.state.mn.us/training-guidance/guidance/ctas-sub-pages/ctas-2023-known-issues/.

If you discover any issues that are not currently listed, please submit them to ctas@osa.state.mn.us. We will work to correct these issues in the next CTAS update.

Using CTAS Chart of Accounts and the Wizard Tool

The OSA recommends that all CTAS users follow the CTAS Chart of Accounts. The Chart of Accounts can be located under the "CTAS Documents" heading on the CTAS page of the OSA website at: https://www.osa.state.mn.us/training-guidance/guidance/ctas/. Using the CTAS Chart of Accounts ensures that the correct fund, account, and object codes will flow correctly into the State Auditor Data File when submitted to the OSA. The CTAS Chart of Account numbers are mapped into the State Auditor Data File. Ultimately, this means that the OSA will receive the correct numbers from each entity.

CTAS makes it easy to add a Fund, Account Number, and/or Object Code by using the program's "Wizard". The Wizard is a tool in the program that asks a series of questions, then generates a Fund Number, Account Number, or Object Code. Be sure to refer to the CTAS Chart of Accounts before creating new Funds, Accounts, or Object Codes.

Step-by-step instructions and screenshots for using the Wizard to set up new Funds, Accounts, and Object Codes are located in Chapter 8 of the CTAS Manual (see pages 8-7, 8-21, and 8-34), which can be found at: https://www.osa.state.mn.us/media/soeduyzs/ctasv8usermanualchapter08.pdf.

Important Reporting Dates:

Due June 30ᵗʰ:

Township Financial Reporting Form – in Accordance with Generally Accepted Accounting Principles (GAAP)

Township Audited Financial Statements – GAAP Basis of Accounting

City Financial Reporting Form – GAAP Basis of Accounting

City Audited Financial Statements – GAAP Basis of Accounting

CTAS User Manual

Most questions we receive from users can be quickly answered in the CTAS User Manual. The Manual includes step-by-step instructions and screenshots. The CTAS User Manual is available on our website at: https://www.osa.state.mn.us/training-guidance/guidance/ctas-sub-pages/ctas-user-manual/.
The Manual includes chapters on setting up CTAS, the Accounting Modules (Receipts, Claims, Disbursements, Budget, Financial Reports, Chart of Accounts, Administration, etc.), Payroll, Investments, Indebtedness, and Program Support.

SAFES Usernames and Passwords

We want to thank all of the entities who use the State Auditor's Form Entry System (SAFES) to download and submit their forms and documents to the OSA. If you are a SAFES user, here are helpful hints when using SAFES:

● Each SAFES user must have a username and password. Others should not know or use your password. If you need a SAFES username, please send an e-mail to SAFES@osa.state.mn.us with your entity name, your name, position, public mailing address, phone number, and e-mail address. We will e-mail you your username so you can setup a password.

● Your SAFES e-mail address or username can be used to reset passwords. For security, you should use an e-mail address that only you have access to. You should not use a shared e-mail address such as an entity's e-mail address as your SAFES e-mail.

The contact information you provide to us is considered public. The OSA will be required to provide your contact information if a data request is made for it. Please keep this in mind when choosing the contact information you provide to us.

Electronic Fund Transfer Payments

Often local governments will receive money from the State of Minnesota for things such as local government aid/township aid, market value credits, police aid/fire aid, etc. The payment for this money is generated by Minnesota Management & Budget (MMB). Some local governments still receive these state payments via physical checks. However, another option is available – local governments can sign up to receive the payments directly into the entity's bank account through Electronic Fund Transfer (EFT).

State Auditor's E-Update

The State Auditor's E-Update provides information and highlights events related to local government financial activities, including CTAS and reporting.

The E-Update is emailed each week.

To view past E-Updates or to sign up as a subscriber, go to:

https://www.osa.state.mn.us/news/updates/e-updates/

Once you are there, use the "Sign-up for the State Auditor's E-Update" link to sign-up.

There are many benefits to receiving electronic fund payments from the State, including ensuring that checks do not get lost or that you will not have to go out in a snowstorm to pick up or deposit a check. Also, having the money directly deposited into the bank account can facilitate a smooth transition between changes in officers because the money will continue to be deposited in the bank without having to wait for a change in the physical mailing address to take effect or to have to chase down a check that went to the outgoing officer. EFT's also eliminate the confusion over which year a deposit should be recorded. Because of the many benefits, we encourage local governments to sign up for Electronic Fund Transfer (EFT) payments from the State.

To sign up to receive State payments electronically, a local government needs to first fill out a direct deposit authorization form, which can be obtained by emailing efthelpine.mmb@state.mn.us. Once that form has been returned to MMB and processed, then the local government may sign up to gain access to the State's system, which is called SWIFT. Having access to SWIFT allows a local government to log in and view information about the EFT payments that have been sent by MMB and to update contact information and addresses directly in the system. Note: Other changes (such as changing the bank that EFTs are deposited in) may require a form to be filled out, which can be obtained by emailing efthelpline.mmb@state.mn.us. Information on setting up SWIFT access can be found on MMB's website (https://mn.gov/mmb/accounting/swift/vendor-resources/) or by contacting the EFT helpline. Contact information for the EFT Helpline is as follows: by email at efthelpline.mmb@state.mn.us (quickest response) or by phone at 651-201-8106. MMB's website also contains a section to assist users in navigating and using the system. That information can be found in the reference guides (https://mn.gov/mmb/accounting/swift/vendor-resources/vendor-reference-guides/).

Audit Requirements for Cities and Townships

Not all cities and townships have the same audit requirements. Audit requirements can vary depending on a variety of factors, including the population of the city or township, whether the clerk and treasurer positions are combined, and whether the city or township is above or below the current audit revenue threshold.

Please review audit requirements to make sure your entity is in compliance. Audit requirements can be found on the OSA website on the Frequently Asked Questions page: https://www.osa.state.mn.us/training-guidance/guidance/frequently-asked-questions/.

Reminder: Report Change of Officers

When the person filling the role of a Clerk, Treasurer, or Clerk/Treasurer for a local government changes, the local government is responsible for contacting the OSA to update this information as soon as possible. Reminder notices or other important information may not reach the correct individual if the change is not reported.

To report a change of officers, send an e-mail to gid@osa.state.mn.us. In the subject line, please put "Change in Contact Information" and provide us with only work/public contact information, such as e-mail, mailing address, and telephone number.

How to Receive CTAS Information

Since 1999, the CTAS Newsletter has provided information and updates pertaining to the CTAS program. We will continue to provide CTAS updates through our Newsletter but we will also be adding CTAS information in the State Auditor's E-Updates when relevant. The E-Update is sent to subscribers weekly and allows us to communicate pertinent information regarding CTAS faster and more frequently to users. To sign up for the E-Update, click on the link below to register: https://www.osa.state.mn.us/news/updates/e-updates/. Once on the State Auditor's E-Update page, select the "Sign-up for the State Auditor's E-Update" link to begin receiving the E-Update.

We will continue to e-mail CTAS users directly for future releases as well as communicate releases in the CTAS Newsletters and the E-Update.

Another great source of information is the OSA's CTAS webpage. This webpage contains everything you need to know about CTAS. The CTAS webpage is located at: https://www.osa.state.mn.us/training-guidance/guidance/ctas/.

Contact Us at Your Convenience

A number of CTAS users conduct township or city business in the evening or on weekends when the CTAS Helpline is not available. By using the CTAS e-mail, CTAS@osa.state.mn.us, a response to your question will generally be sent to you the next business day.

Also, the CTAS page on the OSA website is accessible 24/7 that may help answer your questions. To view the page, please go to: https://www.osa.state.mn.us/training-guidance/guidance/ctas/.