<u>CTAS 2025</u>

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:

🕏 Encryption Setup		– 🗆 X
Please enter a Restore Key. The key must contain upper and lowercase letters, numbers, and symbols (excluding apostrophes). It must be at least 15 characters in length. This key must be written down or printed out and stored	Numbers Uppercase Letters Lowercase Letters Symbols Length : 0	Print Key I have written or printed out the key. It is stored in a safe place.
in a safe place. Do not store on this PC.	0% Not Ready	Go

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

💭 Encryption Setup		– 🗆 X				
Please enter a Restore Key. The key must contain upper and lowercase letters,	Testtownship 123#	Print Key				
numbers, and symbols (excluding apostrophes). It must be at least 15 characters in length. This key must be written down or printed out and stored	Numbers Uppercase Letters Lowercase Letters Symbols Length: 16	☐ I have written or printed out the key. It is stored in a safe place.				
in a sare place. Do not store on this PC.	0%	Go				
	Not Ready					

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).

🕏 Encryption Setup		– 🗆 X				
Please enter a Restore Key. The key must contain upper and lowercase letters, numbers, and symbols (excluding apostrophes). It must be at least 15 characters in length. This key must be written down or printed out and stored	Testtownship123#	Print Key				
	Numbers Uppercase Letters Lowercase Letters Symbols Length: 16	have written or printed out the key. It is stored in a safe place.				
in a safe place. Do not store on this PC.	0% Not Ready	Go				

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).

🕏 Encryption Setup		– 🗆 X				
Please enter a Restore Key. The key must	Testtownship123#	Print Key				
numbers, and symbols (excluding apostrophes). It must be at least 15 characters in length. This key must be written down or printed out and stored	Numbers Uppercase Letters Lowercase Letters Symbols Length: 16	I have written or printed out the key. It is stored in a safe place.				
in a safe place. Do not store on this PC.	100%	Continue				
	CTAS Data Encrypted Successfully					

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.

🖶 👳						*	********** CTAS TEST	*******				-		Х
Accounting	<u>P</u> ayroll <u>I</u> n	ivestments	l <u>n</u> debtednes	s <u>R</u> eports	Ad <u>m</u> in <u>E</u>	út								
Receipts Claims	s Disbursement	s Budget	Cash Chart of Account	Vendors s										
Receipts													10:24	AM
Receipts List	Add Receipt													
Search By			Search by	Receipt Date										
Receipt Date		~	10/07/2	024	~	To 11/0	07/2024	~						
													<u>S</u> earch	
Date	⊽ Re	ceipt No.	\\$7 Rer	nitter	♥ Description			⊽ Void	7 (Cleared	♥ Deposit Date/ID	Date		V
2) View/Edit	3) Void (Y/N)		4) Delete	5) Export to	CSV	<u>6</u>) Print							

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.

	Admin Exit	
A	Admin System Infomation (F3) Edit System Information (F4) Year-end Processing (F5) Utilities (F6) Error Log (F7) Support (F8)	6:23 AM
	Purge Old Records The user will be prompted for a purge cut-off year. All Accounting, Payroll, Investment, and/or Debt information prior to the purge cut-off date will be permanently deleted from the CTAS database.	
	Backup CTAS Database The user will be prompted for a destination path (ex.Diskette). The CTAS database is copied to the destination path. To restore a CTAS Database, click on the Restore Button in the "Welcome to CTAS" opening screen.	
	Include Encryption Keys <i>Only select this option if you are moving CTAS to a different computer, uninstalling and reinstalling, or have been instructed by CTAS Support.</i>	

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).

Accounting	<u>P</u> ayroll	Investments	Indebtedness	<u>R</u> eports	Ad <u>m</u> in	<u>E</u> xit					
8											
Admin											
Admin											7:18 AM
System Info	mation (F3)	Edit System	Information (F4)	Year-	end Proces	sing (F5)	Utilities (F	5) Error Log	(F7) Support	(F8)	
				,							
Pu	rge Old Re	cords									
	The user	will be promp	ted for a purge	cut-off yea	r. All Acc	ounting, P	ayroll,				
	Investme deleted f	ent, and/or Det from the CTAS	ot information p database.	rior to the p	ourge cut-	off date w	ll be perman	ently	Purç	ge	
									~		
Ba	ckup CTAS	6 Database								\mathbf{i}	
	copied to	o the destination	ted for a destin on path. To rest	ation path tore a CTA	(ex.Diske S Databa	se, click o	n the Restor	se is e 🖌	Back	cup	
	Button in	the "Welcome	e to CTAS" oper	ning screel	n.						
			_								
<	🗹 Include	Encryption Keys	>	Restore Key	Town	shiptest123	#				
	Only sele	ect this option i	f you are movin	g CTAS to a							
	different been ins	t computer, unit tructed by CTA	nstalling and rei S Support.	installing, o	r have						

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).

Browse For	Folder		>
Please sele	t the backup folder for backing up the CTAS database.		
~	Desktop		^
>	.Net File		
>	2020 CTAS Testing		
>	2020 W4 Instructions		
>	2021 CTAS checks 1 million		
>	2021 CTAS import cert. issue		
>	2022 CTAS Priority List		
>	2022 Township Training		
>	2024 CTAS Update 2 Testing Backup		
>	2024 Update 2 Testing		
>	Akeley		
>	Beaver Bay		
L			
Make Nev	v Folder	ОК	Cancel
			1

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 Av	d <u>min E</u> xit		
Receipts Claims Disbursements Budget Cash Chart of Vendors			
Accounts			
Chart of Accounts			8:05 AM
Funds (F3) Account Numbers (F4) Object Codes (F5) Program C	odes (F6)		
Funds New Fund		1	
Number	▼ Description ⊽	r Enterprise Type 🛛 🖓	Active V
₽ 100	General Fund		
₽ 200	SPECIAL REVENUE FUNDS (201 through 299)		
201	Road and Bridge		
202	Federal Community Development Block Grants		
2 03	Other Federal Programs		
• 211	Library		
₽ 212	Municipal State Aid Street Maintenance (Optional)		
■ 213	Public Housing (Optional)		
-p 224	Shade Tree Disease Control (Optional)		
▲ 225	Fire		
43 300 201	DEBT SERVICE FUNDS (301 through 399)		
4p 301	General Debt Service (Identity)		
9 331	Debt Service for Special Issues (e.g. State Ald Special		
40.0	CARITAL REGISCECT FUNDS (401 through 400)		
40	Caparal Capital Projects		
- 402	Municipal State Aid Streets - Construction		
p 402	Onen Spares Arguisition (Ontional)		
a 404	Park Acquisition and Development (Ontional)		
405	Tax Increment Financing Projects		
a 500	PERMANENT FUNDS (501 through 599)		
to 501	Perpetual Care		Π
40 600	ENTERPRISE FUNDS (601 through 699)		
+p 601	Water	Water	2
★2 602	Sewage Collection and Disposal	Sewer	2
₄ 603	Refuse or Garbage Collection	Sanitation	
-p 604	Electric	Electric	
⊕ 605	Gas	Gas	
s a 606	Heat	Other	
- ₽ 607	Hospital	Hospital & Clinic	
	Nursing Home	Hospital & Nursing Home	
4 2 609	Municipal Liquor Store	Liquor Store	
	Transit System	Other	
	Parking Lots	Other	
p 612	Airport	Other	V
1) New/Edit 2) Delete 3) Errort to CSV	4) Active 5) In-Active		Success X
g Lipot to Cov			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).

<u>A</u> ccountin	ng <u>F</u>	ayroll	Investments I <u>n</u> e	lebtedness <u>R</u> ep	oorts Ad <u>m</u> in	<u>E</u> xit			
203		m							
Employee	Payroll	Tax							
Employee	ruyron	Tables							
Employee	•								8:20 AN
Employee	s List	Add E	mployees 👌 Doe 2, J	ohn ×					
Employee	Number	2	N	ame	John Doe 2	\frown		Active	
Demograp	hics and	Job (F3)	Tax and Insurance	(F4) Other and	Employer (F5)	Acct. Dist (F6)	Sick, Vacation, Comp, ESST (F7)	Official Role (F8)	
							Remainin	g Percentage to Distribute	: 0.000
*Account Di	istributio	n						-	
Funds		Y	Account Numbers	Y	Object Codes	7	7 Program Codes	Percent	Y
▶- ⊨ 1(00: Gene	eral Fund	41110: C	ouncil/Town Board	101: Wages ar	nd Salaries: Full-t.	•••		1.000
*									
Delete									
								<u>S</u> ave	Cancel

The program code column has also been added in the Payroll Section. Within a created payroll, when adding hours in the Payroll Check Information box, notice the Acct. Dist.(F7) tab (circled) and the Program Code column (boxed).

Payroll Check Infor	mation						
Employee #: 1		Name: John Doe	\frown				
Gross Pay (F3)	Taxes (F4) Employe	e Deduction (F5) Employer's Shar	re (F6) Acct. Dist (F7) Sick, Vacati	ion,Comp,ES	ST (F8)		
				Remaini	ng Percentage to I	Distribute	0.000
Payroll Account	Distribution					1	
Fund Number		Account Number	Object Code	Program	Code	Percent	
* 100: Gene *							
Employee Claim Fund #	S Distribution	Object Code	Program Code		Amount		
					Edit Claims D	istribution in the	Claims Module
						<u>S</u> ave	Close

Section 4: Check number added to paystub

By law, the addition of leave time to the paystub created limited space on paychecks, eliminating the ability to detach the bottom two sections (paystubs). Users now print paystubs after the check is issued. Per user request, the check number has been added to the paystub.

Example of the paystub is shown below. The check number is boxed. (See next page).

	-	Check Number 0000000					000000001		
ohn Doe									
240th Ave. Newtown, MN 00	000								
ohn Doe		Рауг	oll End Date: I	01/07/2025	Cheok Data	≘: 01/07/20	125 PayType:	Hourly	
	<u>Gross Pay</u>	<u>Social Security</u>	Medicare	Federal Ta	<u>k State Ta</u>	<u>x </u>	ductions Reimb	ursem ents	Net
Current	\$1,440.00	\$89.28	\$20.88	\$70.83	\$31.11		\$560.70	\$0.00	\$879
Year To Date	\$3,040.00	\$188.48	\$44.08	\$156.62	\$70.22	\$1	L,167.00	\$0.00	\$1,873
Description Meeting	<u>PayRate</u> \$18.00	<u>Regular Hrs</u> 80.00	<u>Sick Hrs</u> <u>Va</u> 0.00	<u>cation Hrs</u> (0.00	c <u>om p Hrs</u> E 0.00	<u>SST Hrs</u> 1 0.00	Holiday Hrs 0.00	<u>ot</u>	<u>Amo</u> \$1,440
<u>Em ployee Beford</u> Deferred Income Cafeteria Plan	e Tax Deductio :	<u>ns</u> \$15.00 \$0.00	<u>Em ployee</u> Health In: Dental In:	: After-Tax De surance surance	ductions \$5.0 \$100.0	00	<u>Em ployer Contr</u> Health Insurand Dental Insurand	ibutions æ	\$20.) \$10.
PERA		\$93.60	Life Insura	ance	\$10.0	00	Life Insurance		\$5.0
Oth er Pretax		\$0.00	Union Due Oth er Afte	erTax	\$0.0 \$125.0)0)0	PERA		\$93.6
Employer New	Township	50	Main Street	Newtown, N	AN 00000			(000)000	-0000
John Doe		Рау	roll End Date:	01/07/2025	Cheok	Date: 01/0	7/2025	PayType: H	lourly
<u>Sick</u>		<u>Vacation</u>		<u>Co</u>	<u>np</u>		ESST		
Beginning	0.00	Beginnin	g I	0.00 Be	ginning	0.00	Beginning		0.00
Accrued	0.00	Accrued	I	0.00 Ac	crued	0.00	Accrued		0.00
Used	0.00	Used	I	0.00 Us	ed	0.00	Used		0.00
Ending	0.00	Ending		0.00 En	ding	0.00	Ending		0.00
0									

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. Here MN 00000-0000		\$0.00	
			\$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							
100: General Fund	2022 <u>Actual</u>	2022 <u>Budget</u>	2023 as of <u>12/18/2024</u>	2023 <u>Budget</u>	2024 Proposed <u>Budget</u>	Percent <u>Change</u>	
laxes							
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							
B usi ness licenses and Permits	\$0.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	N/A	
Town ship 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 (Exdudes 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 <u>www.osa.state.mn.us</u> and look for the CTAS 2025 Enhancements or use the following link: <u>CTAS 2025 Enhancements</u>.