

CTAS 2025 Update 2

CTAS 2025 Update 2 enhancements include implementing important updates to the CTAS installer and modifying the object code range for the 1099 NEC report. In addition to these enhancements, some known issues have also been corrected.

<u>Section 1:</u>	Installer Updates	Pages 2
<u>Section 2:</u>	1099 NEC Report Coding Modification	Page 2
<u>Section 3:</u>	Known Issues Corrected	Pages 3-5

Section 1: Installer Updates

This update's main focus is to fix installation issues that many users experienced when they updated to CTAS 2025 Update 1. This installer should be more stable, both for anyone that is updating from an old version of CTAS and for future updates.

Section 2: 1099 NEC Report Coding Modification

The current account coding ranges for the 1099 NEC are as follows:

Box 1: Use fund number range 100-999, account number range 41001-41614, 41616-41899, 41901-41902, 41905-41999, 42001-46999, 49001-49299, 49400-49999, and object code range 300-319, ****220 - 229****, 400-409.

Users expressed that the object code range was too limited. Per user request, object codes 220 to 229 have been included in the account coding range for the 1099 NEC Report.

Section 3: Known Issues Corrected

Inaccurate subtotals on several Account Distribution Reports (Corrected)

In CTAS 2025, program codes were added to the payroll module but not all of the account distribution reports in the Reports module were updated to properly subtotal with the addition of the program code. The following reports have been updated so that the subtotals are based on account (or program code, if present). Note: It ignores object code when subtotalling.

- Fringe Benefits Account Distribution Report
- Pretax Deductions Account Distribution Report
- Other Deductions Account Distributions Report
- Federal Taxes Account Distribution Report
- State Withholding Account Distribution Report

Below is an example of the general look of these reports, the Federal Taxes Account Distribution Report is being used as the example:

Test Township			Federal Taxes Account Distribution						5/9/2025
For the Period			5/9/2025 To 5/9/2025						
Fund-Account-Object-Program	Em ployee Number	Em ployee Name	Withholding	FICA Em ployee	FICA Em ployer	Medicare Em ployee	Medicare Em ployer	Total	Total Em ployee
100-41110-XXX	3	Doe,John	\$47.32	\$46.50	\$46.50	\$10.88	\$10.88	\$162.08	\$104.70
	8	Doe,Jane	\$38.08	\$21.08	\$21.08	\$4.93	\$4.93	\$90.10	\$64.09
	9	Smith,John	\$49.49	\$50.38	\$50.38	\$11.78	\$11.78	\$173.81	\$111.65
	2	Smith,Jane	\$26.63	\$24.80	\$24.80	\$5.80	\$5.80	\$87.83	\$57.23
	Account Total		\$161.52	\$142.76	\$142.76	\$33.39	\$33.39	\$513.82	\$337.67
100-41110-XXX-100	3	Doe,John	\$47.32	\$46.50	\$46.50	\$10.88	\$10.88	\$162.08	\$104.70
	8	Doe,Jane	\$38.08	\$21.08	\$21.08	\$4.93	\$4.93	\$90.10	\$64.09
	9	Smith,John	\$49.49	\$50.38	\$50.38	\$11.78	\$11.78	\$173.81	\$111.65
	2	Smith,Jane	\$26.63	\$24.80	\$24.80	\$5.80	\$5.80	\$87.83	\$57.23
	Account Total		\$161.52	\$142.76	\$142.76	\$33.39	\$33.39	\$513.82	\$337.67
100-41425-XXX	6	Smith,Joe	\$157.33	\$124.00	\$124.00	\$29.00	\$29.00	\$463.33	\$310.33
	Account Total		\$157.33	\$124.00	\$124.00	\$29.00	\$29.00	\$463.33	\$310.33
225-41110-XXX-105	8	Doe,Jane	\$38.08	\$21.08	\$21.08	\$4.93	\$4.93	\$90.10	\$64.09
	9	Smith,John	\$49.49	\$50.38	\$50.38	\$11.78	\$11.78	\$173.81	\$111.65
	2	Smith,Jane	\$26.63	\$24.80	\$24.80	\$5.80	\$5.80	\$87.83	\$57.23
	3	Doe,John	\$47.32	\$46.50	\$46.50	\$10.88	\$10.88	\$162.08	\$104.70
	Account Total		\$161.52	\$142.76	\$142.76	\$33.39	\$33.39	\$513.82	\$337.67
601-49430-XXX-110	9	Smith,John	\$49.49	\$50.38	\$50.38	\$11.78	\$11.78	\$173.81	\$111.65
	2	Smith,Jane	\$26.63	\$24.80	\$24.80	\$5.80	\$5.80	\$87.83	\$57.23
	3	Doe,John	\$47.32	\$46.50	\$46.50	\$10.88	\$10.88	\$162.08	\$104.70
	8	Doe,Jane	\$38.08	\$21.08	\$21.08	\$4.93	\$4.93	\$90.10	\$64.09
	Account Total		\$161.52	\$142.76	\$142.76	\$33.39	\$33.39	\$513.82	\$337.67
100-41110-112	Unallocated (Due to rounding)		\$0.00	(\$0.02)	(\$0.02)	(\$0.01)	(\$0.01)	(\$0.06)	(\$0.03)
	Total For Period		\$803.41	\$695.02	\$695.02	\$162.55	\$162.55	\$2,518.55	\$1,660.98

Post Net Pay pop up box not displaying unallocated account coding (Corrected)

In CTAS 2025, when posting a payroll, the Post Net Pay pop up box was not displaying the account coding for the Unallocated amount:

Post Net Pay		
Payroll Period Ending Date	4/25/2025	
Description	Test 1	
All unallocated amounts (Rounding Errors) will be posted to the following account:		
Fund Number	Account Number	Object Code
<div>Post</div> <div>Cancel</div>		

In CTAS 2025 Update 2, the unallocated amount coding will no longer be blank, when posting the net pay to disbursements.

Post Net Pay

Payroll Period Ending Date

4/25/2025

Description

Test 1

All unallocated amounts (Rounding Errors) will be posted to the following account:

Fund Number	Account Number	Object Code
100: General Fund	41110: Council/Town Board	100: WAGES AND SALARIES (101 through 109) ▼

Post

Cancel

System error received when trying to edit the Account Distribution in a posted payroll (Corrected)
User receives an error message when trying to edit the account distribution in a posted payroll.


[Pay \(F3\)](#)
[Taxes \(F4\)](#)
[Employee Deduction \(F5\)](#)
[Employer's Share \(F6\)](#)
[Acct. Dist \(F7\)](#)
[Sick, Vacation, Comp, ESST \(F8\)](#)
[Withdrawal \(F9\)](#)
[Withdrawal in a pooled pay](#)

Remaining Percentage to Distribute: 0.000

Full Account Distribution

Number	Account Number	Object Code	Program Code	Percent
100: General Fund	41820: Postage	100: WAGES AND SALARI...		1.000

System Error



CTAS is unable to complete this operation. We suggest:

- Trying the operation again;
- Closing CTAS and restarting the program;
- Restarting your computer;

If none of these are successful, please report this issue to ctas@osa.state.mn.us or 651-296-6262. Provide your name, entity name, contact information, Windows Version, and a detailed description of the issue. A staff member will contact you. Thank you.

OK

Employee Claims Distribution

#	Account #	Amount
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Edit Claims Distribution in the Claims Module

Save

Close

Edits will now be saved without receiving an error message. See below.

/ Gross Pay (F3) / Taxes (F4) / Employee Deduction (F5) / Employer's Share (F6) / **Acct. Dist (F7)** / Sick,Vacation,Comp,ESST (F8)

Remaining Percentage to Distribute **0.00**

Payroll Account Distribution

Fund Number	Account Number	Object Code	Program Code	Percent
▶ 100: General Fund	41425: Clerk	121: Employer Contributio...	105: Test 1	1.000
*				

Payroll ✕

Saved Successfully

OK

Employee Claims Distribution

Fund #	Account #	Object Code	Program Code	Amount

Edit Claims Distribution in the Claims Modu

Save
Close

When printing checks through claims, the word Forty was misspelled as Fourty (Corrected)

Schedule 2 not displaying accounts in the 490XX to 491XX range and not displaying accounts with capital outlay object codes, unless coded to accounts in the 490XX to 491XX range (Corrected)

Notice highlighted items are either in the listed account range (490XX to 491XX) or capital outlay items.

Test Township		Statements of Receipts and Disbursements	5/28/2025
SCHEDULE 2			
As Of: 5/28/2025			
100: General Fund			
Receipts:			
Taxes			
Gravel Tax	497.06		
Total		497.06	
Intergovernmental Revenues (IGR)			
Federal Grants and Aids	210,945.01		
County Grants and Aids for Highways	28,398.54		
Total		239,343.55	
Miscellaneous			
Interest Earnings	208.72		
Total		208.72	
Total Receipts		240,049.33	
Other Financing Sources:			
Disbursements:			
General Government			
General Government- Current	8,976.48		
General Government Buildings and Plant- Current	505.41		
General Government Buildings and Plant- Capital Outlay	20,000.00		
Total		29,481.89	
Public Safety			
Ambulance Services- Capital Outlay	50,000.00		
Ambulance Services- Current	100.00		
Fire Administration- Current	11,872.00		
Total		61,972.00	
Public Works			
Road and Bridge Equipment- Current	4,093.87		
Road and Bridge Equipment- Capital Outlay	30,000.00		
Total		34,093.87	
Miscellaneous Expenditures			
Cemetery- Capital Outlay	1,000.00		
Cemetery- Current	50.00		
Test Account Code- Current	80.00		
Test Account Code- Capital Outlay	1,000.00		
Test Account 3- Capital Outlay	10,000.00		
Test Account 3- Current	50.00		
Test Account 2- Capital Outlay	8,900.00		
Total		21,080.00	
Total Disbursements		146,627.76	

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 Update 2 Enhancements or use the following link: [CTAS 2025 Update 2 Enhancements](#).