

## **CTAS 2025 Update 1**

CTAS 2025 Update 1 enhancements include implementing important updates to the software that powers the program, including the database, reports, overall framework, and an update to Schedule 8 with and without accrued interest. In addition to these enhancements, a known issue has also been corrected.

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## Section 1: Software Updates

This update addresses the enhancements made to the CTAS program, which have been substantial in nature. Upgrades to both the SQL Server database version and the Crystal Reports reporting software have been implemented, in addition to improvements in the overall .Net program framework. These components are essential to the functionality of the CTAS software and must be kept up to date to ensure optimal performance in both the present and the future. As a result of these updates, CTAS is positioned to benefit from enhanced performance, increased security, and the capacity to support prospective features related to these software advancements. While users may not observe significant changes in their interaction with CTAS, these updates are essential and advantageous for the program.

## Section 2: Schedule 8 With and Without Accrued Interest (Addition of Fund Balances)

It has been noted that many CTAS users hold investments consisting of deposits from multiple funds. In response to user feedback, there has been a request for Schedule 8 reports to include a detailed breakdown of totals by fund. We are pleased to inform you that this feature request has been integrated into the current release.

Example of Updated Reports:

Schedule 8 Without Accrued Interest (Notice boxed, report now displays fund totals)

New Township		Schedule 8 - Investment Activity					4/9/2025
For the Period: 3/9/2025 to 4/9/2025							
3 Year CD							
CD		<u>Date</u>	<u>Previous Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Ending Balance</u>	
		03/09/2025	\$ 4,005.00	\$ -	\$ -	\$ 4,005.00	
		04/09/2025	4,005.00	16,500.00	-	20,505.00	
Investment Breakdown by Fund							
	100	\$ 4,005.00	\$ 1,500.00	\$ -	\$ 5,505.00		
	201	-	10,000.00	-	10,000.00		
	225	-	5,000.00	-	5,000.00		
	Investment Total	\$ 4,005.00	\$ 16,500.00	\$ -	\$ 20,505.00		
5 Year CD							
CD		<u>Date</u>	<u>Previous Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Ending Balance</u>	
		03/09/2025	\$ 115,329.46	\$ -	\$ -	\$ 115,329.46	
		04/09/2025	115,329.46	10,000.00	-	125,329.46	
Investment Breakdown by Fund							
	100	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00		
	201	115,329.46	-	-	115,329.46		
	Investment Total	\$ 115,329.46	\$ 10,000.00	\$ -	\$ 125,329.46		

Schedule 8 With Accrued Interest (Notice boxed, report now displays fund totals)

New Township

Schedule 8 - Investment Activity with Accrued Interest

4/9/2025

For the Period: 3/9/2025 to 4/9/2025

3 Year CD

CD

	<u>Date</u>	<u>Previous Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Ending Balance</u>
	03/09/2025	\$ 4,005.00	\$ -	\$ -	\$ -	\$ 4,005.00
	04/09/2025	4,005.00	16,500.00	-	450.00	20,955.00
Investment Breakdown by Fund						
	100	\$ 4,005.00	\$ 1,500.00	\$ -	\$ 125.00	\$ 5,630.00
	201	-	10,000.00	-	175.00	10,175.00
	225	-	5,000.00	-	150.00	5,150.00
	Investment Total	\$ 4,005.00	\$ 16,500.00	\$ -	\$ 450.00	\$ 20,955.00

5 Year CD

CD

	<u>Date</u>	<u>Previous Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Ending Balance</u>
	03/09/2025	115,329.46	-	-	-	115,329.46
	04/09/2025	115,329.46	10,000.00	-	-	125,329.46
Investment Breakdown by Fund						
	100	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
	201	115,329.46	-	-	-	115,329.46
	Investment Total	\$ 115,329.46	\$ 10,000.00	\$ -	\$ 0.00	\$ 125,329.46

The last section of Schedule 8 With or Without Accrued Interest will show the total of all investments by fund. (Example shown is without accrued interest)

<u>Fund</u>	<u>Starting Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Ending Balance</u>
100	\$ 65,949.18	\$ 11,500.00	\$ -	\$ 77,449.18
201	\$ 115,329.46	\$ 10,000.00	\$ -	\$ 125,329.46
225	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
601	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
	<u>\$ 181,278.64</u>	<u>\$ 46,500.00</u>	<u>\$ -</u>	<u>\$ 227,778.64</u>

### Section 3: Known Issues Corrected

PERA Distribution Report not subtotalling by account number. (Corrected)

View of current report from CTAS 2025: Account coding not subtotalling.

New Township			PERA Account Distribution - By Account Number				4/10/2025
3/9/2025 To 4/10/2025							
Account Number	Employee Number	Employee Name	Employee Share	Regular Employer Share	Additional Employer Share	Total Employer Share	Total
100-41110-100	1	Doe, John	\$187.20	\$187.20	\$0.00	\$187.20	\$374.40
100-41110-101	2	Doe 2, John	\$200.00	\$200.00	\$40.00	\$240.00	\$440.00
100-41110-101	3	Doe 3, Jon	\$114.40	\$114.40	\$17.60	\$132.00	\$246.40
100-41415-101	4	Doe, Jane	\$52.00	\$52.00	\$0.00	\$52.00	\$104.00
100-41510-101	5	Doe 2, Jane	\$104.00	\$104.00	\$0.00	\$104.00	\$208.00
201-43121-101	6	Doe 4, John	\$40.00	\$40.00	\$0.00	\$40.00	\$80.00
201-43125-101	6	Doe 4, John	\$40.00	\$40.00	\$0.00	\$40.00	\$80.00
601-41415-101	4	Doe, Jane	\$52.00	\$52.00	\$0.00	\$52.00	\$104.00
100-41110-100							
		Unallocated (Due to Rounding)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total For Period	\$789.60	\$789.60	\$57.60	\$847.20	\$1,636.80

View of report from CTAS 2025 Update 1 (Corrected)

New Township		PERA Account Distribution - By Account Number					4/10/2025
3/9/2025 To 4/10/2025							
Fund #Acct #Object-Program Code	Em ployee Number	Em ployee Name	Em ployee Share	Regular Em ployer Share	Additional Em ployer Share	Total Em ployer Share	Total
100-41110-XXX							
	1	Doe, John	\$187.20	\$187.20	\$0.00	\$187.20	\$374.40
	2	Doe 2, John	\$200.00	\$200.00	\$40.00	\$240.00	\$440.00
	3	Doe 3, Jon	\$114.40	\$114.40	\$17.60	\$132.00	\$246.40
		Account Total	\$501.60	\$501.60	\$57.60	\$559.20	\$1,060.80
100-41415-XXX							
	4	Doe, Jane	\$52.00	\$52.00	\$0.00	\$52.00	\$104.00
		Account Total	\$52.00	\$52.00	\$0.00	\$52.00	\$104.00
100-41510-XXX							
	5	Doe 2, Jane	\$104.00	\$104.00	\$0.00	\$104.00	\$208.00
		Account Total	\$104.00	\$104.00	\$0.00	\$104.00	\$208.00
201-43121-XXX							
	6	Doe 4, John	\$40.00	\$40.00	\$0.00	\$40.00	\$80.00
		Account Total	\$40.00	\$40.00	\$0.00	\$40.00	\$80.00
201-43125-XXX							
	6	Doe 4, John	\$40.00	\$40.00	\$0.00	\$40.00	\$80.00
		Account Total	\$40.00	\$40.00	\$0.00	\$40.00	\$80.00
601-41415-XXX							
	4	Doe, Jane	\$52.00	\$52.00	\$0.00	\$52.00	\$104.00
		Account Total	\$52.00	\$52.00	\$0.00	\$52.00	\$104.00
100-41110-XXX							
		Unallocated (Due to Rounding)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total For Period	\$789.60	\$789.60	\$57.60	\$847.20	\$1,636.80

Not being able to print a check for claims that contained a memo. (Corrected)

If a check memo was added to a claim:

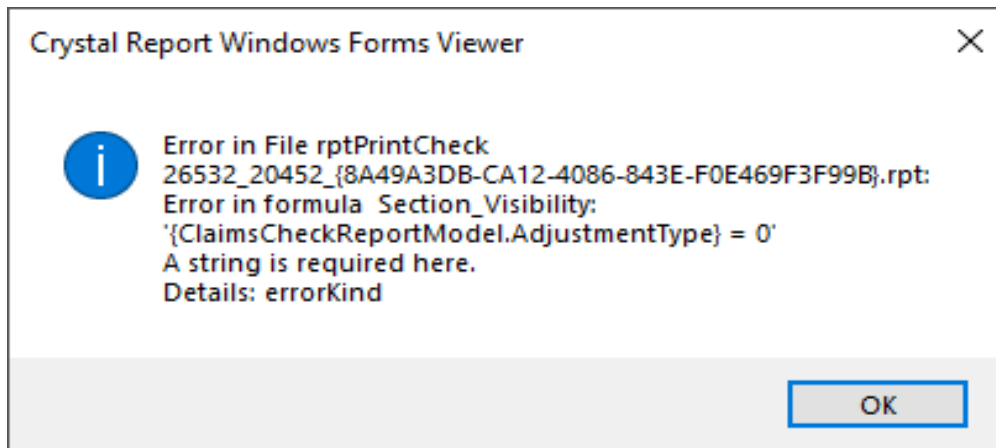
The screenshot shows the 'Claims' application window. The top menu bar includes Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below the menu is a toolbar with icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The main window title is 'Claims' with a timestamp '8:07 AM'. The 'Claims List' tab is active, showing 'Add Claims' and '163 x'. The form contains the following fields:

- \* Claim Number: 163
- \* Claim Date: 04/10/2025
- ☐ Employee Reimbursement
- \* Pay to the order of: Vendor Bank
- Address: 8 Tower St
- Building: , MN: 59562
- \* Description: Service Charge
- Notes: (empty)
- Occurrence Date: (empty)
- Check Memo: Bank Service Fee (highlighted with a red box)
- Summary:
  - \* Total: \$ 3.20
  - Distributed: \$3.20
  - Difference: \$0.00

Below the form is the 'Account Distribution' table:

Fund Number	Account Number	Object Code	Program Code	Amount	Debt
100: General Fund	41911: Bank Service Charge	306: Bank Service Charge		\$3.20	

User would receive the following message when trying to print checks in claims:



CTAS 2025 Update 1 now prints memo on check. (Corrected)

Vendor Bank		4/10/2025	
		****3.20	
		Three Dollars And Twenty Cents	
Vendor Bank 8 Tower St Building, MN 59562			
Memo: Bank Service Fee			
Vendor Bank Service Charge 100-41911-306	\$3.20	4/10/2025	\$3.20
4/10/2025	\$3.20	Vendor Bank Service Charge 100-41911-306	\$3.20

For more information on these items and other fixes go to the CTAS webpage on the OSA website [www.osa.state.mn.us](http://www.osa.state.mn.us) and look for the CTAS 2025 Update 1 Enhancements or use the following link: [CTAS 2025 Update 1 Enhancements](#).