

CTAS 2025 Update 3

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CTAS 2025 Update 3

The main focus of CTAS 2025 Update 3 is to fix installation issues that many users experienced when they updated to CTAS 2025 Update 1 and Update 2. This installer should be more stable, both for anyone that is updating from an older version of CTAS and for future updates. Our office has also taken a different approach to the encryption process, which means encryption will need to be updated. As a part of that new approach, the Admin Module has been updated with the addition of a Security tab.

Section 1: Encryption Update

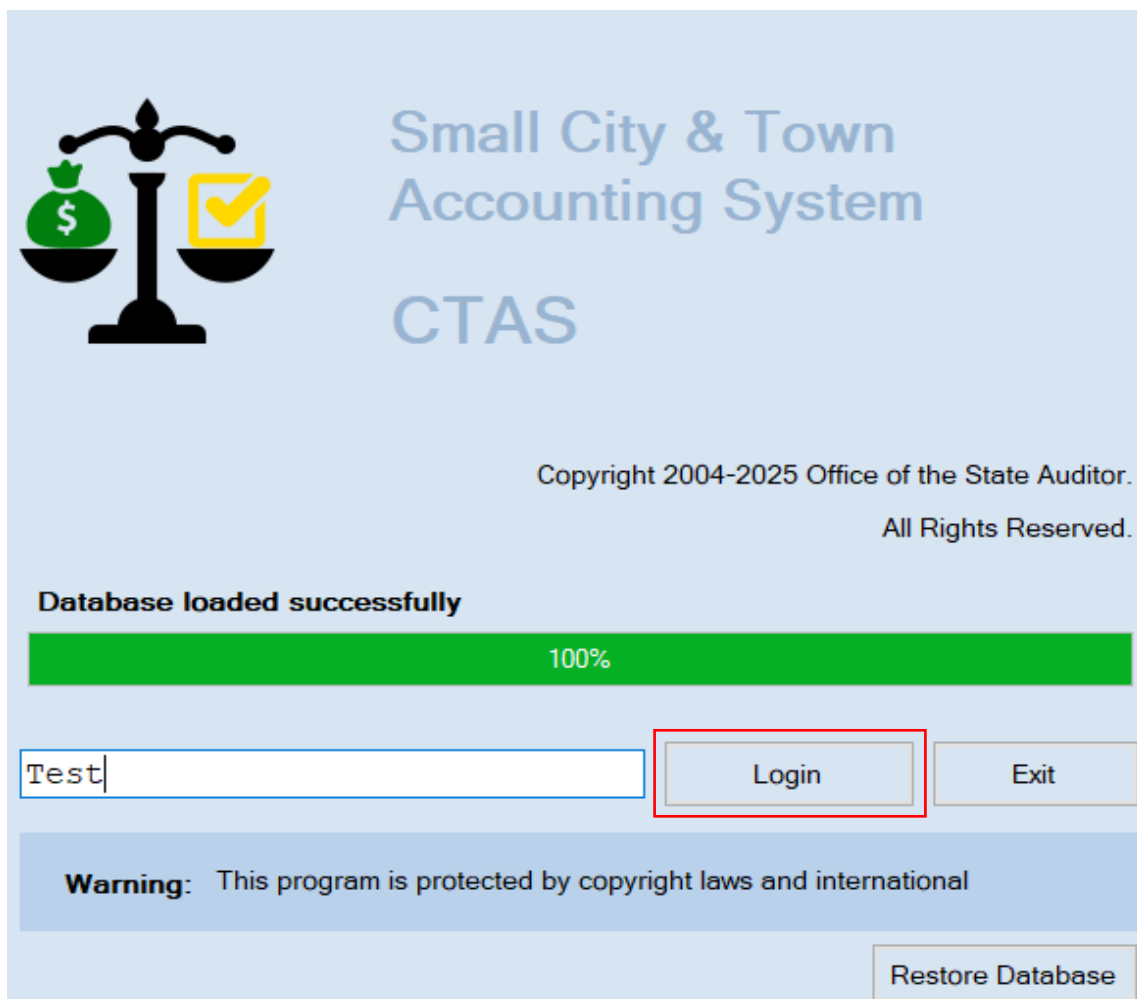
An encryption key will need to be created/re-entered depending on which version of CTAS is currently being used. There will be three different scenarios when updating.

1. Installing a new blank version of CTAS or updating from a CTAS version prior to CTAS 2025.
2. Updating from CTAS version 2025 or later.
3. Updating from CTAS version 2025 or later and you don't know the restore key or the restore key was lost.

Below are examples of each scenario.

Example 1: Installing a blank version of CTAS or updating a version of CTAS prior to CTAS 2025

Download and install the CTAS program, open CTAS, enter login information, and select Login.



Small City & Town
Accounting System
CTAS

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Database loaded successfully

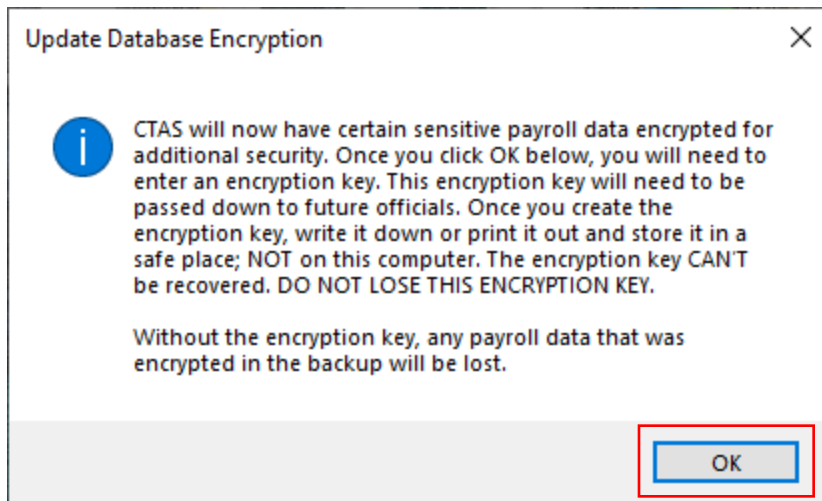
100%

Test Login Exit

Warning: This program is protected by copyright laws and international

Restore Database

The message box below will display:



You must select OK to continue.

You will then create an encryption key, following the guidelines specified in the Encryption Setup below:

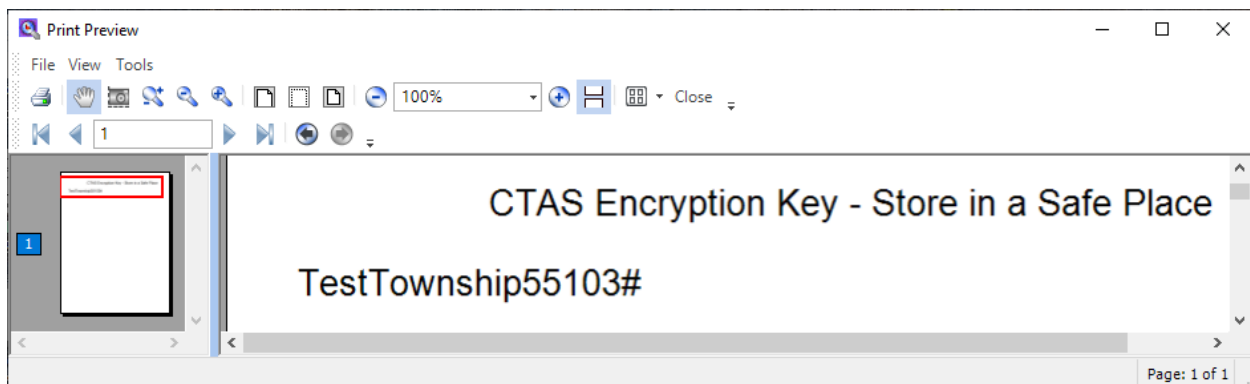
A dialog box titled "Encryption Setup". It contains a paragraph of text: "Please enter an encryption key. The key must contain upper and lowercase letters, numbers, and symbols. It must be at least 15 characters in length. Do not store the encryption key on this PC." Below this is a text input field labeled "Encryption Key:". Below the input field, there are five criteria items: "Numbers", "Uppercase Letters", "Lowercase Letters", "Symbols", and "Length: 0". These items are currently red. Below the criteria items, there is a "Print" button and a checkbox labeled "I have written or printed out the encryption key." At the bottom right, there are "Cancel" and "Continue" buttons.

Once the encryption key meets the criteria, the criteria items will turn green and the Print Key button will become active.

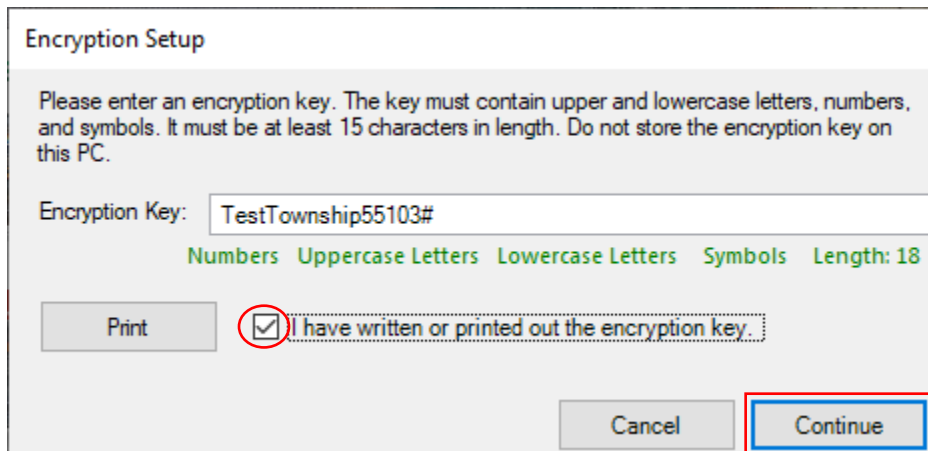
A dialog box titled "Encryption Setup". It contains the same paragraph of text as the previous image. Below this is a text input field labeled "Encryption Key:" containing the text "TestTownship55103#". Below the input field, there are five criteria items: "Numbers", "Uppercase Letters", "Lowercase Letters", "Symbols", and "Length: 18". These items are now green. Below the criteria items, there is a "Print" button, which is now active and highlighted with a red rectangle, and a checkbox labeled "I have written or printed out the encryption key." At the bottom right, there are "Cancel" and "Continue" buttons.

You will need to write down or print the encryption key and save it. (Do not save on this computer).

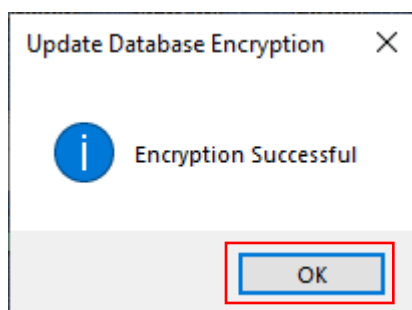
Print preview of the encryption key.



Once the encryption key is written down or printed and saved in a safe location, you will check the “I have written or printed out the encryption key.” box. Then Select the “Continue” button.



CTAS will secure the sensitive data and display that it was successful. Select the “OK” button.



This will open the CTAS program to the Accounting module, Receipts section.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Receipts 10:24 AM

Receipts List Add Receipt

Search By
Receipt Date

Search by Receipt Date
10/07/2024 To 11/07/2024

Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
------	-------------	----------	-------------	--------	------	---------	-----------------	-----------------

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

Example 2: Updating CTAS Version 2025 or Later

Locate the Restore Key you created when you updated to CTAS 2025, 2025 Update 1, or 2025 Update 2 before proceeding.

Download and install the CTAS program, open CTAS, enter login information, and select Login.

 Small City & Town Accounting System CTAS

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Database loaded successfully

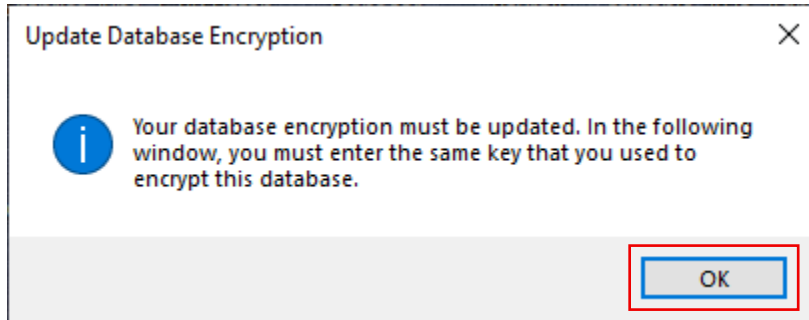
100%

Test Login Exit

Warning: This program is protected by copyright laws and international

Restore Database

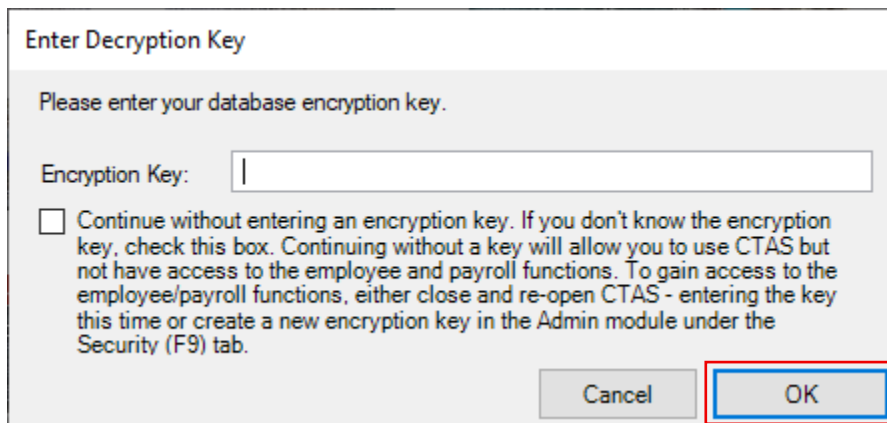
You will receive this message.



Select OK.

The Enter Decryption Key box will display.

Enter the same restore/encryption key you have been using in CTAS.



Then select OK.

This will open the CTAS program to the Accounting module, Receipts section.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Receipts 10:24 AM

Receipts List Add Receipt

Search By
Receipt Date

Search by Receipt Date
10/07/2024 To 11/07/2024

Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
------	-------------	----------	-------------	--------	------	---------	-----------------	-----------------

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

Example 3: Updating CTAS version 2025 or later and you don't know the restore key or the restore key was lost

Download and install the CTAS program, open CTAS, enter login information, and select Login.



Small City & Town
Accounting System
CTAS

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Database loaded successfully

100%

Test

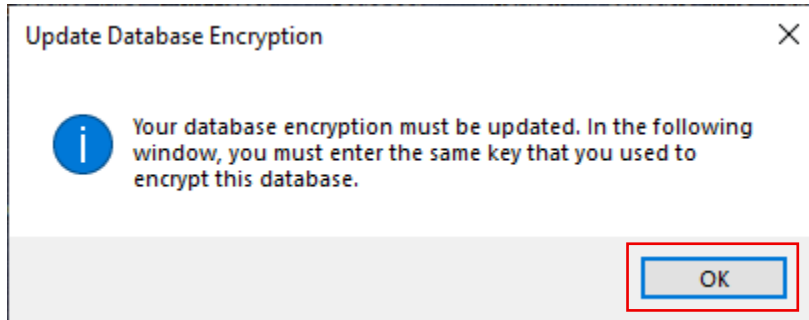
Login

Exit

Warning: This program is protected by copyright laws and international

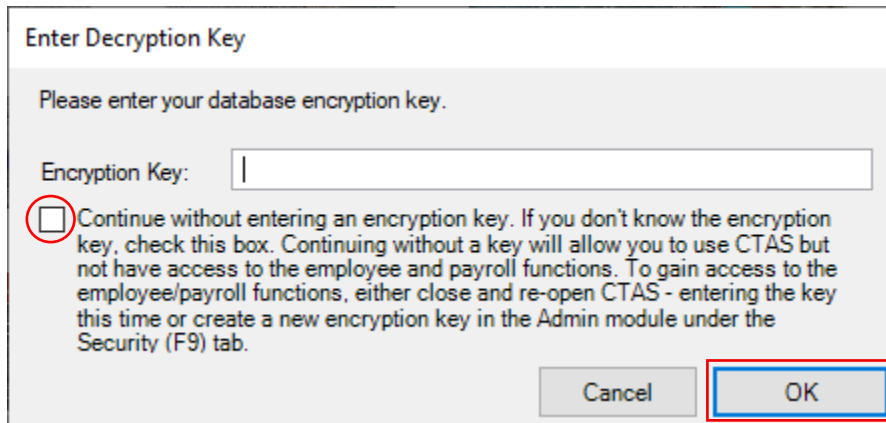
Restore Database

You will receive this message.



Select OK.

The Enter Decryption Key box will display. Check the box to continue without an encryption key.



Checking this box will mean that you won't have access to the Payroll module. (You can gain access later, if needed).

Then select OK.

CTAS will open to the Receipts Module.

If you don't need access to the Payroll module, you can continue using CTAS. Each time you start CTAS and login, you will simply check this box and then use CTAS as normal.

If you need access to the Payroll module, you will need to do one of two things. If the restore key is known, locate it. Then you can close CTAS and the next time you open CTAS, you will again be prompted for the key. Enter the key and select OK. You will now have access to the Payroll module. If the restore key is lost, select the Admin tab, then Admin icon, and then the Security (F9) tab. Check the Forgot Encryption Key box. You will receive a red message that encrypted data will be lost and the New Encryption Key field will become active. Note: If you continue with this process, you will lose certain payroll data (social security numbers, addresses, birth dates, and phone numbers of employees). The data can be re-entered later on.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Admin

Admin 8:02 AM

System Information (F3) Edit System Information (F4) Year-end Processing (F5) Utilities (F6) Error Log (F7) Support (F8) Security (F9)

Change Encryption Key

Old Encryption Key:

☒ Forgot Encryption Key I understand that by checking this box all encrypted data will be deleted.

Please enter a new encryption key. The key must contain upper and lowercase letters, numbers, and symbols. It must be at least 15 characters in length. Do not store the encryption key on this PC.

New Encryption Key:

Numbers Uppercase Letters Lowercase Letters Symbols Length: 0

Print ☐ I have written or printed out the encryption key.

Cancel Update

Create and print the new encryption key.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Admin

Admin 8:04 AM

System Information (F3) Edit System Information (F4) Year-end Processing (F5) Utilities (F6) Error Log (F7) Support (F8) Security (F9)

Change Encryption Key

Old Encryption Key:

☒ Forgot Encryption Key I understand that by checking this box all encrypted data will be deleted.

Please enter a new encryption key. The key must contain upper and lowercase letters, numbers, and symbols. It must be at least 15 characters in length. Do not store the encryption key on this PC.

New Encryption Key:

Numbers Uppercase Letters Lowercase Letters Symbols Length: 18

Print ☐ I have written or printed out the encryption key.

Cancel Update

Check the box to confirm the encryption key was printed or written down.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Admin

System Information (F3) Edit System Information (F4) Year-end Processing (F5) Utilities (F6) Error Log (F7) Support (F8) **Security (F9)**

Change Encryption Key

Old Encryption Key:

☒ Forgot Encryption Key I understand that by checking this box all encrypted data will be deleted.

Please enter a new encryption key. The key must contain upper and lowercase letters, numbers, and symbols. It must be at least 15 characters in length. Do not store the encryption key on this PC.

New Encryption Key:

Numbers Uppercase Letters Lowercase Letters Symbols Length: 18

Print ☒ I have written or printed out the encryption key.

Cancel Update

Select the Update box. (Once you hit Update, the encrypted data will be erased, as discussed above).

You will receive the following message:

Encryption Key Updated

Your encryption key has been changed.

OK

Navigate to the Payroll module, re-enter the encrypted fields for all employees.

Section 2: Admin Module – Security Tab

A new tab, Security (F9), has been added in the Admin Module. This tab will allow users to change their current encryption key or create a new encryption key, if it has been forgotten.

Change Encryption Key:

Open CTAS, go to the Admin module and select the Security (F9) tab.

Accounting Payroll Investments Indebtedness Reports **Admin** Exit

 Admin

Admin 7:57 AM

System Information (F3) Edit System Information (F4) Year-end Processing (F5) Utilities (F6) Error Log (F7) Support (F8) **Security (F9)**

Change Encryption Key

For the old encryption key, enter the same encryption key that you used to encrypt this database.

Old Encryption Key:

☐ Forgot Encryption Key

Please enter a new encryption key. The key must contain upper and lowercase letters, numbers, and symbols. It must be at least 15 characters in length. Do not store the encryption key on this PC.

New Encryption Key:

Numbers Uppercase Letters Lowercase Letters Symbols Length: 0

☐ I have written or printed out the encryption key.

Enter the current encryption key, then enter a new encryption key.

Accounting Payroll Investments Indebtedness Reports Admin Exit

 Admin

Admin 7:58 AM

System Information (F3) Edit System Information (F4) Year-end Processing (F5) Utilities (F6) Error Log (F7) Support (F8) **Security (F9)**

Change Encryption Key

For the old encryption key, enter the same encryption key that you used to encrypt this database.

Old Encryption Key:

☐ Forgot Encryption Key

Please enter a new encryption key. The key must contain upper and lowercase letters, numbers, and symbols. It must be at least 15 characters in length. Do not store the encryption key on this PC.

New Encryption Key:

Numbers Uppercase Letters Lowercase Letters Symbols Length: 16

☐ I have written or printed out the encryption key.

Print or write down the new encryption key.

Check the box to confirm the new encryption key was printed or written down.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Admin

Admin 7:59 AM

System Information (F3) Edit System Information (F4) Year-end Processing (F5) Utilities (F6) Error Log (F7) Support (F8) Security (F9)

Change Encryption Key

For the old encryption key, enter the same encryption key that you used to encrypt this database.

Old Encryption Key:

☐ Forgot Encryption Key

Please enter a new encryption key. The key must contain upper and lowercase letters, numbers, and symbols. It must be at least 15 characters in length. Do not store the encryption key on this PC.

New Encryption Key:

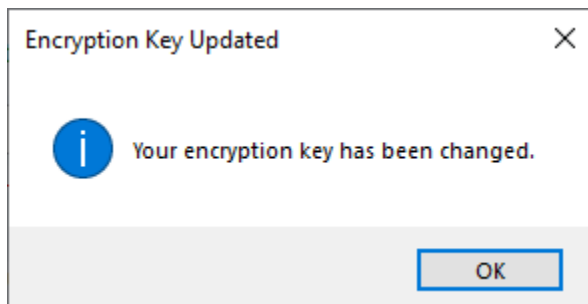
Numbers Uppercase Letters Lowercase Letters Symbols Length: 16

Print ☒ I have written or printed out the encryption key.

Cancel Update

Then select the Update button.

You will receive the following message:



Select OK. The encryption key has now been updated.

Forgot Encryption Key: [Click here for instructions.](#)

Section 3: Note on Encryption

A note about the Continue without an encryption key option:

Enter Decryption Key

Please enter your database encryption key.

Encryption Key:

☐ Continue without entering an encryption key. If you don't know the encryption key, check this box. Continuing without a key will allow you to use CTAS but not have access to the employee and payroll functions. To gain access to the employee/payroll functions, either close and re-open CTAS - entering the key this time or create a new encryption key in the Admin module under the Security (F9) tab.

Cancel OK

If this box is checked, a CTAS user would be able to enter the CTAS program but would not have access to the employee data or payroll.

Scenarios where this might be used:

A user restores data and does not remember the encryption key but does not need to work on payroll in this particular CTAS session. The user could work in all modules, other than payroll. Create certain reports (reports that do not include encrypted data) and save entries for that session. When entering CTAS again, if the user located the encryption key, they would be able to login with the key and now would have access to all modules.

A CTAS user knows for certain they have forgotten their encryption key but needs access to the employee data/payroll functions. The user would check the box to continue into the CTAS program. Then the user would go to the Admin Module, Security (F9) Tab. Then they would check the Forgot Encryption Key box. Note: When this box is checked, the employees' address, phone number, birth dates, and Social Security numbers will be deleted. The user would then enter a new encryption key. The user would now have access to the Payroll module, but will need to re-enter the address, phone number, birth dates and Social Security number for each employee.

There are two users sharing a copy of CTAS. One user does not need access to the employee data/payroll functions. This user would not know the encryption key and would check this box to enter CTAS. They could enter the claims or receipts or any other information. When the second user, who does need to work with payroll, restores the first user's database, they would enter the key and they would have all of the first user's data and could do their work in payroll.