



CTAS 2026 Update 3

CTAS 2026 Update 3 enhancements includes updates to several existing reports and corrections of known issues.

Post any unposted claims and payrolls prior to updating CTAS.

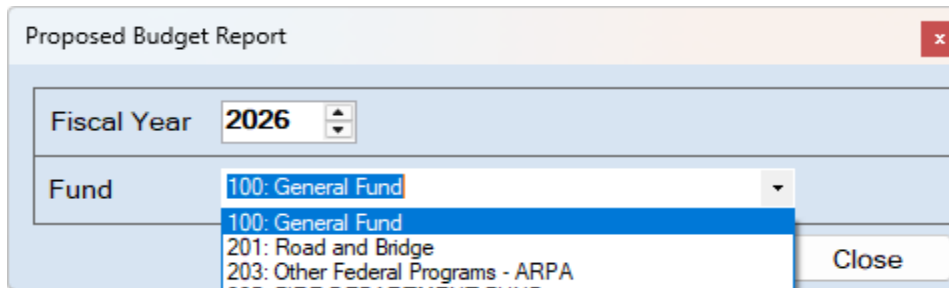
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Section 1: Feature Enhancements

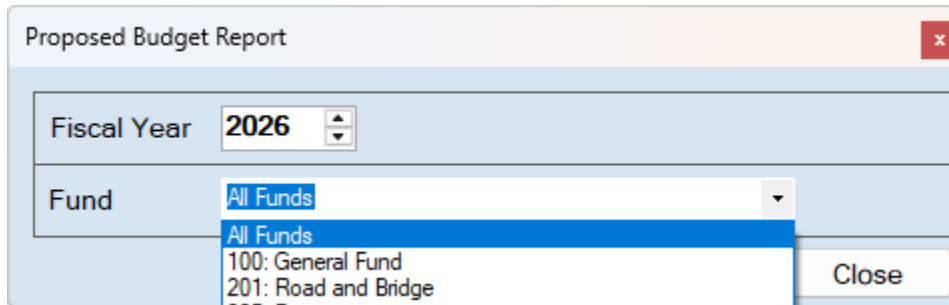
Proposed Budget Report

In previous versions of CTAS, the Proposed Budget Report only allowed users to create the report one fund at a time.



The screenshot shows a dialog box titled "Proposed Budget Report" with a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first field is labeled "Fiscal Year" and contains the value "2026" with a small up/down arrow icon. The second field is labeled "Fund" and has a dropdown menu open. The dropdown menu lists three options: "100: General Fund" (highlighted in blue), "201: Road and Bridge", and "203: Other Federal Programs - ARPA". A "Close" button is located at the bottom right of the dialog.

Now users can select All Funds and not have to create the individual budget report for each fund.



The screenshot shows the same "Proposed Budget Report" dialog box. The "Fund" dropdown menu is open, and the first option, "All Funds", is now highlighted in blue. The other visible options are "100: General Fund" and "201: Road and Bridge". The "Close" button remains at the bottom right.

Schedule 8 Report

The Schedule 8 Report was displaying ##### because certain fields were limited in how many characters could be entered. Our office has also added the Investment ID to the individual investments in the report.

New Township

Schedule 8 - Investment Activity

9/11/2026

For the Period: 1/1/2026 to 9/11/2026

3 Year CD : 001

	Date	Previous Balance	Deposits	Withdrawals	Ending Balance
CD	01/01/2026	\$ 4,005.00	\$ -	\$ -	\$ 4,005.00
Investment Breakdown by Fund					
	100	\$ 4,005.00	\$ -	\$ -	\$ 4,005.00
	Investment Total	\$ 4,005.00	\$ -	\$ -	\$ 4,005.00

5 Year CD : 002

	Date	Previous Balance	Deposits	Withdrawals	Ending Balance
CD	01/01/2026	\$ 115,329.46	\$ -	\$ -	\$ 115,329.46
	09/04/2026	115,329.46	10,000,000.99	-	10,115,330.45
Investment Breakdown by Fund					
	201	\$ 115,329.46	\$ 10,000,000.99	\$ -	\$ 10,115,330.45
	Investment Total	\$ 115,329.46	\$ 10,000,000.99	\$ -	\$ 10,115,330.45

The Bank Money Market : 003

	Date	Previous Balance	Deposits	Withdrawals	Ending Balance
MM	01/01/2026	\$ 61,944.18	\$ -	\$ -	\$ 61,944.18
Investment Breakdown by Fund					
	100	\$ 61,944.18	\$ -	\$ -	\$ 61,944.18
	Investment Total	\$ 61,944.18	\$ -	\$ -	\$ 61,944.18

Paycheck/Stub Reports

The pay rate was displaying xxxxx if the amount exceeded six digits and the reimbursement amount was missing a comma if over \$1,000. Both display correctly now.

08/13/2026

John Doe

*****9,468.22

Nine Thousand Four Hundred Sixty-Eight Dollars And Twenty-Two Cents

John Doe

1 Main St.
Here, MN 00000-0000

John Doe		Payroll End Date: 08/13/2026		Check Date: 08/13/2026		PayType: Salary		
	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Total Deductions	Reimbursements	Net Pay
Current	\$9,999.25	\$619.95	\$144.99	\$1,888.08	\$684.06	\$4,031.03	\$3,500.00	\$9,468.22
Year To Date	\$9,999.25	\$619.95	\$144.99	\$1,888.08	\$684.06	\$4,031.03	\$3,500.00	\$9,468.22

Description	PayRate	Regular Hrs	Sick Hrs	Vacation Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	OT	Amount
Salary	\$9,999.25	1.00	0.00	0.00	0.00	0.00	0.00		\$9,999.25

Employee Before-Tax Deductions		Employee After-Tax Deductions		Employer Contributions	
Deferred Income	\$0.00	Health Insurance	\$0.00	Health Insurance	\$0.00
Cafeteria Plan	\$0.00	Dental Insurance	\$0.00	Dental Insurance	\$0.00
PERA	\$649.95	Life Insurance	\$0.00	Life Insurance	\$0.00
Other Pretax	\$0.00	Union Dues	\$0.00	PERA	\$649.95
		Other After Tax	\$0.00	PFML - Required	\$22.00
* Taxable Employer Contributions		PFML	\$44.00	PFML - Additional	\$0.00 *

Employer Franklin Township 8735 Wright County Road 16 SE Delano, MN 55328 (763) 923-4824

John Doe Payroll End Date: 08/13/2026 Check Date: 08/13/2026 PayType: Salary

Reimbursements

08/13/2026	Pump reimbursement	\$3,500.00
Total		\$3,500.00

Payroll Register (Portrait) Report

The Payroll Register (Portrait) Report was edited to mirror the Landscape version of the report, where the individual pay types in the report were combined either under regular or overtime hours and earnings. Users have requested that the individual pay types be displayed again.

Payroll Register		9/11/2026
08/28/2026		
4	Doe 4, Jane	
	Extra Meeting	2.00
	Hourly	78.00
	Meeting	1.00
	CD-Overtime	4.00
	Holiday Hours	0.00
	Sick Hours	0.00
	Vacation Hours	0.00
	Comp Hours	0.00
	ESST Hours	0.00
	Employer Contributions - Taxable non-wages	\$4.14
	Tips - Taxable non-wages	\$0.00
	Regular Earnings	\$1,760.00
	Overtime Earnings	\$120.00
	Holiday Earnings	\$0.00
	Sick Earnings	\$0.00
	Vacation Earnings	\$0.00
	Comp Earnings	\$0.00
	ESST Earnings	\$0.00
	Total Gross Earnings	\$1,880.00
	PERA	\$0.00
	Deferred Income	\$50.00
	Cafeteria Plan	\$0.00
	Pretax Other	\$0.00
	Taxable Wages	\$1,830.00
	Federal Withholding	\$92.64
	FICA	\$116.82
	Medicare	\$27.32
	State Withholding	\$56.97
	PFML	\$4.14
	Health Insurance	\$0.00
	Dental Insurance	\$0.00
	Life Insurance	\$0.00
	Union Dues	\$0.00
	Others1.	\$0.00
	Others2.	\$0.00
	Others3.	\$0.00
	Net Pay	\$1,532.11
	Earned Income Credit	\$0.00
	Reimbursements	\$0.00
	Total	\$1,532.11
	Check Number	0011

ESST Beginning Balance

Since 2025 was the first year for ESST, the beginning balance was disabled. Now that employees may have beginning balances in 2026, this field has been enabled when ESST is accrued by the hour.

Section 2: Known Issues Corrected

Schedule 2 Report

The Schedule 2 report bugs were displaying account numbers in the 46000 to 46999 range in two locations and account numbers in the 49000 to 49299 and 49400 to 49999. The report was only displaying if the account coding had a capital outlay object code. This report has been corrected to display correctly.

New Township	Statements of Receipts and Disbursements	9/11/2026
SCHEDULE 2		
As Of: 9/11/2026		
100: General Fund		
Receipts:		
Taxes		
General Property Taxes (31001 through 31299)	1,500.00	
Total		1,500.00
Intergovernmental Revenues (IGR)		
Agricultural Market Value Credit	6,000.00	
Town Aid	7,500.00	
Total		13,500.00
Total Receipts		15,000.00
Other Financing Sources		
Disbursements:		
General Government		
Council/Town Board- Current	8,039.07	
Clerk - Admin.- Current	1,436.20	
Bank Service Charge- Current	150.00	
Total		9,625.27
General Government		
Bank Service Charge- Capital Outlay	150.00	
Total		150.00
Conservation of Natural Resources		
Conservation of NR- Current	200.00	
Total		200.00
Conservation of Natural Resources		
Conservation of NR- Capital Outlay	200.00	
Total		200.00
Urban Redevelopment and Housing		
HRA- Current	200.00	
Total		200.00
Urban Redevelopment and Housing		
HRA- Capital Outlay	200.00	
Total		200.00

1099 NEC and MISC Reports

1099 NEC and MISC Reports did not include entries that had program codes in the account coding. This issue has been corrected.

Example of account coding:

Disbursements 9:08 AM

Disbursements List Add Disbursement **5542** x

* Check Number: 5542

* Check Date: 08/13/2026

* Pay to the order of: Joe's Home Reparis

* Description: Phone bill

Check Memo

Cleared ☐

Edit

Notes

Occurrence Date

Summary

* Total: \$ 125.00

Distributed: \$125.00

Difference: \$0.00

Account Distribution

Fund Number	Account Number	Object Code	Program Code	Amount	Investment ID	Debt ID
100: General Fund	41965: Town Hall Repairs	300: PROFESSIONAL...	110: Town Hall Project	\$125.00		
*						

Delete Selected Records

Print Save Cancel

1099 NEC with the account coding from the example above:

QUINCY TOWNSHIP-Treasurer
2232 COUNTY ROAD 10 NE
DOVER MN 55929

26

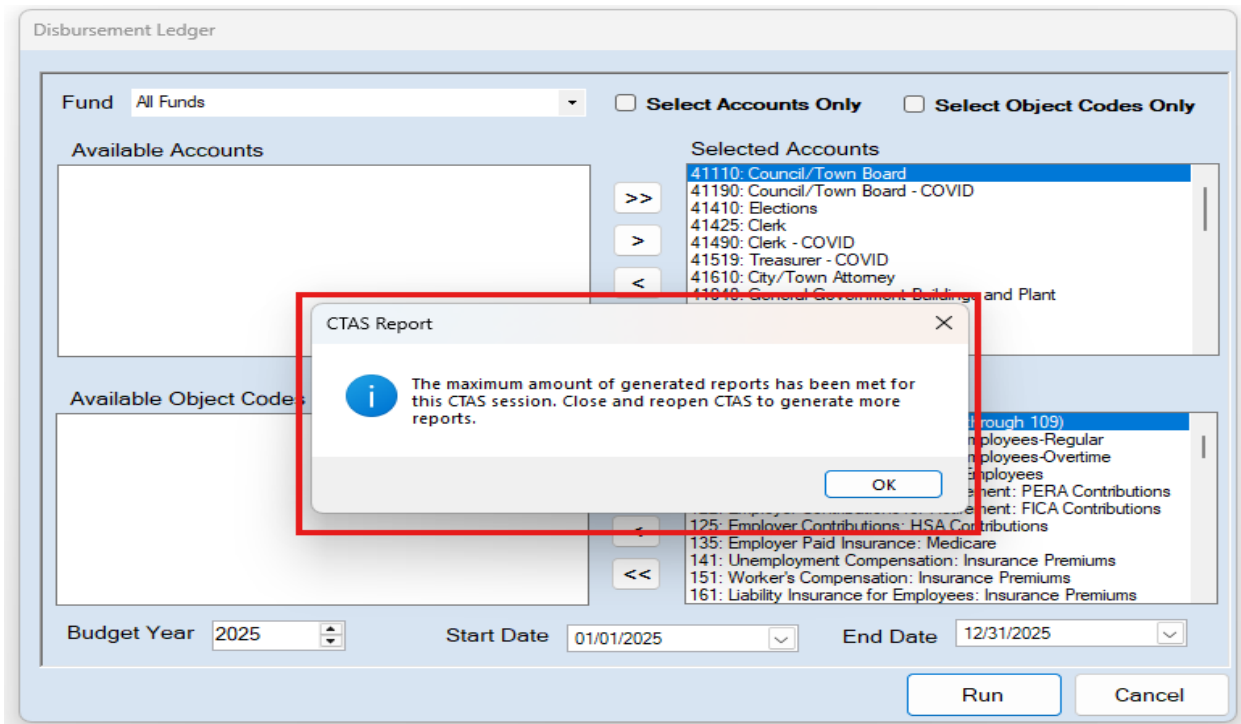
41-0979695 125.00

Joe's Home Reparis

Error When Creating Numerous Reports in One CTAS Session

Once you open CTAS and it remains open, there is a limit to the number of reports that can be generated in that session. Previously, once that limit was reached, CTAS displayed a general error message.

CTAS will now display a more detailed message with instructions on how to create more reports.



Payroll Register (Landscape)

If only leave time hours (Sick, Vacation, Comp, ESST) were entered into a created payroll, the system was displaying the hours both in regular wages and in leave time wages, which doubled the gross pay. (Checks printed correctly; only the report was wrong.) This issue has been corrected.

Error When Editing ESST Accrued Adjustment

Some users have been receiving the following error when trying to adjust ESST, even though the employee had not exceeded the ESST max accrual amount per year. This issue has been corrected.

