Chapter 1

Setting Up Your CTAS System

This page left blank intentionally

CTAS User Manual Setting Up Your CTAS System: Entering the Program

Once you've loaded CTAS onto your computer, double-click on the CTAS icon_using the left mouse button.



The Welcome screen will appear:

Velcome to CTAS	Small City & Town Accounting System (CTAS) Application Version Number 7.0.14 Copyright 2004-2009 Office of the State Auditor. All Rights Reserved.
Continue	Exit
	ogram is protected by copyright laws and ional treaties as described in Help. KAZECK\CTAS\Grand

The Repair and Restore Database buttons are found only on the Welcome screen. The Repair button is for periodic maintenance to keep the database running efficiently. The Restore Database button copies the data from a backup file made by the CTAS system.

Click the Continue button and the Enter User ID screen will appear. The recommended User ID is your first initial and last name. Enter your User ID and click on the Continue button.

Enter User ID	
Please enter your U dkazeck	
<u>C</u> ontinue	<u>C</u> ancel

CTAS User Manual1-2Setting Up Your CTAS System: Entering the Program (continued)

Task Bar												
	ì	CTAS (Acc		lule) estments l <u>n</u> debt	odnoso Acorusi	Holp						<u>- 0 ×</u>
-	-					S S		**		2	Q.	
Icons		R <u>e</u> ceipts	Claims	<u>D</u> isb.	<u>B</u> udget	<u>C</u> ash	<u>R</u> eports	Acct <u>N</u> o.	⊻endors	Ad <u>m</u> in	E⊻it	
	_	Receipt	s								10):57 AM
		Search I • <u>5</u>) Date • <u>6</u>) Pay	9	C 8) Fund & A		Search b	y Date				<u>S</u> ea	ırch
		0 <u>7</u>) Rec	eipt No.	C 1 <u>0</u>) Amoun	t (\$)	12/29/200	9 🗣	То 01/	19/2010	•		
		Date	Receipt	No. Remitte	er	Descriptio	n	Amo	ount Void	Cleared De	posit Date/ID	
List Box]											>
Buttons	}	1)	Add	<u>2</u>)	Edit	<u>3</u>) Void	(Yes/No)	<u>4</u>) Di	elete	<u>5</u>) Rep	ports	
Radio Buttons		🖈 Accounti	ng CΡε	ayroll C In	vestments	C Indebte	dness	C Accrual				

After clicking the Continue button, the Receipts Menu screen will appear:

The system automatically defaults to the Receipts Menu screen found in the Accounting Module. Users can navigate to any other section of CTAS from this screen by clicking on the appropriate Icon. To change to the Payroll, Investments, Indebtedness, or Accrual modules, click on the applicable radio button found on the bottom of the screen or select one from the Task Bar. Once you are in the appropriate module, you can move to another screen within the module by clicking on the corresponding Icon.

CTAS User Manual Setting Up Your CTAS System: Administration Information

Entering the Information for Your Entity

The screen where you enter your entity information in is the Administration section. To access the Administration section from within the Accounting Module of CTAS, click on the Admin icon. The Administration screen, as shown below, will appear.

E CTAS (Accounting Mod	ulo)								_ 🗆 ×
	Inting Payroll Inv		edness Accrua	- Heln						
				<u>\$</u>		×	\$	- +2	Q _	
R <u>e</u> ceipt		<u>D</u> isb.	<u>B</u> udget	<u>C</u> ash	<u>R</u> eports	Acct <u>N</u> o.	⊻endors	Ad <u>m</u> in	E <u>x</u> it	
Admir	nistration								1	1:14 AM
- Syste	ress: 333 P.C		Slam ircle	ssing (F4)	Utilities (F	5) Error L	.og (F6) O	ifficials (F7)		
Fede	eral ID Number:	24-654124		Current Fisca	l Year: 201)9				
State	e ID Number:	2368548		Printer Type:	La	ser				
OSA	Code:	5555								
	Edit									
			<u></u>							
 Accor 	unting ORe	ayroll O In	vestments	O Indebte	edness	 Accrual 				

To begin entering the information for your local government, click on the System Information (F3) tab. Next, click on the Edit button at the bottom of the Administration screen. The Updating System Information screen will appear (see next page).

1-3

CTAS User Manual

<u>Setting Up Your CTAS System: Administration Information</u> (continued)

U	odating System Informati	on										
	-System Information —											
	Institution Name:	Town of Grand Sla	Town of Grand Slam									
	Address:	3 Homerun Circle	3 Homerun Circle									
		P.O. Box K										
		Stolen Base	М	MN 55555								
	Federal ID	41-654124	Current Fiscal Year—	Printer Type								
	State ID	2368548	2010	Laser								
	OSA Code:	5555	2010	O Dot Matrix								
			Save	Cancel								

When the Updating System Information screen appears, complete the following steps:

- Enter the name of your town or city in the Institution Name field.
- Enter the mailing address of the town or city in the Address fields.
- Enter the Federal Employer ID number in the Federal ID field; it begins with 41-.
- Type the State ID number, if you have one, in the State ID field.
- Enter the OSA Code (received from the Office of the State Auditor).
- Click on the up or down arrow in the Current Fiscal Year box to change the fiscal year.
- Click on a radio button to select the appropriate printer type. Select the laser printer for an Inkjet printer.
- Click on the Save button. You will be returned to the Administration screen.

Note: The Federal ID, State ID and OSA code are not required and may be entered at any time.

CTAS User Manual Setting Up Your CTAS System: Administration Information (continued)

Entering the Names of City/Town Officials

The Officials tab on the Administration screen provides you a place to enter your local officials, whether elected or appointed. To begin entering the officials, click on the Officials (F7) tab.

	- dyroll _ invo				1	Distance in the				
\$	\$	Ś							,	
<u>e</u> ceipts	C <u>l</u> aims	<u>D</u> isb.	<u>B</u> udget	<u>C</u> ash	<u>R</u> eports	Acct <u>N</u> o.	⊻endors	Ad <u>m</u> in	E⊻it	
dminist	ration							1		2:09 F
System Ir	nformation ((F3) Ye	ear-end Proc	essing (F4)	Utilities (F	5) Error L	.og (F6)	Officials (F7)]	
_ast Name		Firs	t Name & Mido	lle Initial T	ïtle	Phon	e#	E-mail Addre	ss	
4		1				1				-1
<i1) </i1) 	Add 🔻				2) Edit				<u>3)</u> Delete	
1)	Add 🔻				2) Edit				3) Delete	

To begin entering the information for your local officials, click the Add button on the bottom of the Officials tab in the Administration section. A New Official screen will appear (see next page).

CTAS User Manual

Setting Up Your CTAS System: Administration Information (continued)

💐 New Official			_ 🗆 ×
Last Name:			
First Name:		Midd	le
Address Line 1:			
Address Line 2:			
City, State, Zip:			
Phone #:	() -		
E-Mail Address:			
Title:			
Current Role(s) Primary Contact Administrator/Admin Attorney City Council/Town E Chair Vice Chair Clerk Elected Official External Auditor (CF	3oard	Finance Form Preparer Internal Auditor Mayor Town Supervisor Public Safety Treasurer Other Other	
		Save	Cancel

When the New Official screen appears, complete the following steps:

- Enter the official's last name in the Last Name field.
- Enter their first name in the First Name field.
- Enter their middle name or initial in the Middle field.
- Enter their address in the Address Line fields.
- Enter their city, state and zip code in the City, State, Zip fields.
- Enter their telephone number in the Phone # field.
- Enter their e-mail address in the E-mail Address field.
- Enter their title in the Title field.
- Check the boxes for all of the roles the official performs in the Current Role(s) box.
- Click on the Save button after completing the information for each official. After clicking Save, you may add other employees that work for the city/town.

CTAS User Manual Setting Up Your CTAS System: Chart of Accounts

To access the Chart of Accounts section from within the Accounting Module of CTAS, click on the Acct_No icon. For a more detailed explanation of the Chart of Accounts, see Chapter 8 of this manual.

CTAS (Accor										_ 🗆 ×		
Eile Accounting	Payroll Inve	stments Indebt	edness Accrual	Help								
	\$	Š		()		• 88	<u> </u>	%	ų,			
Receipts	Claims	<u>D</u> isb.	<u>B</u> udget	<u>C</u> ash	<u>R</u> eports	Acct No.	⊻endors	Ad <u>m</u> in	E⊻it			
Chart of /	Account	s							1	1:56 AM		
Funds (F3)	Accour	t Numbers (F4) Objec	t Codes (F5) Progra	am Codes (F	6)					
Number	Descriptio			.		¥,	• _		Active			
100	General F	und							Υ	_		
200	Special R								Ý	_		
210	Road and						======					
220	Fire	Diago										
300	Debt Serv	ice									2.5	
301	Special A	ssessment Bo	ond						Ý			
400	Capital Pr								Ý			T 1
401	Street Imp								Ý			Tabs
1												
								1				
1) A	dd	2)	Edit	3) D	elete	4)	Reports					
			\mathbf{r}				-	J				
			1 N.									
			``									
			```									
				`								
<ul> <li>Accounting</li> </ul>	g OPag	yroll C In	vestments	C Indebted	dness	C Accrual						
1				· .			<u> </u>					
				```								
					` .							

To modify the Chart of Accounts, click on the appropriate tab to add or delete fund numbers, account numbers, object codes and program codes as needed. The program codes are optional. See Chapter 8 for more information on Program Codes.

<u>Note</u>: Account numbers should only be added, edited, or deleted after consulting the Chart of Accounts issued by the Office of the State Auditor. Deviating from the Chart of Accounts will result in inaccurate results when printing reports.

Setting up the Fund Numbers

- The General Fund (100) will always be one of the funds.
- Highlight the 200 fund in the Chart of Accounts box and Click the Edit button to change the name and/or number of the fund. The Update Fund box will open:

Jpdate Fun	d		
Numb	er:	200	✓ Active
Desc	iption:	Special Rev	enue
		<u>S</u> ave	Cancel

- Type the new name and/or number and click the Save button
- Continue to edit or add fund names and numbers until all your funds are shown.
- If there are additional funds shown that will not be used, highlight the fund and click the Delete button. Add or delete funds to match your entity's funds.

CTAS User Manual Setting Up Your CTAS System: Chart of Accounts (continued)

Setting up the Account Numbers

• Click on the Account Numbers (F4) tab on the Chart of Accounts screen to add, edit or delete account numbers. The Update Account Number box will appear:

Up	odate Acco	ount Nu	mber			
	Numb	er:	31000	I		
	Descr	iption:	General Pro	perty Taxes		
	<u>S</u> ave				<u>C</u> ancel	

Caution: Account numbers should only be added, edited, or deleted after consulting the Chart of Accounts issued by the Office of the State Auditor.

- The following Account Numbers should be added as appropriate:
 - 1. 33418 Gas Tax/Highway Use Tax/Town Road Allotment
 - 2. 33425 Homestead (Residential) Market Value Credit
 - 3. 33426 Agricultural Market Value Credit
 - 4. 33427 Manufactured Home Market Value Credit
 - 5. 41410 Elections

CTAS User Manual Setting Up Your CTAS System: Chart of Accounts (continued)

Setting up the Object Codes

• Click on the Object Codes (F5) tab on the Chart of Accounts screen to add, edit or delete object codes. The Update Object Code box will appear:

Update Object	Code
Code:	100
Descriptio	n: Wages and Salaries
	<u>S</u> ave <u>C</u> ancel

- <u>Note:</u> Object codes should be only to the level of detail needed. An unnecessary level of detail may make the chart of accounts cumbersome.
- Suggested changes and additions to the object codes are:
 - 115 Federal Income Tax
 - 120 State Income Tax
 - 121 PERA Contributions
 - 125 DCP/PERA
 - 126 Medicare Withholding
 - 212 Motor Fuels
 - 213 Lubricants and Additives
 - 221 Equipment Parts
 - 222 Tires for Equipment
 - 224 Gravel
 - 225 Culverts
 - 226 Signs/Repairs
 - 304 Legal Fees
 - 310 Training
 - 320 Telephone
 - 330 Mileage
 - 351 Legal Notice Publication
 - 355 Dues/Subscriptions
 - 435 Bank Service Charges
 - 490 Donations to Civic Organizations

CTAS User Manual Setting Up Your CTAS System: Cash Control

Entering the Beginning Balances

To access the Cash Control section from within the Accounting Module of CTAS, click on the Cash icon. The Cash Control screen, as shown below, will appear.

🛢 CTAS (Acco										<u>- 🗆 ×</u>
File Accounting	<u>Payroll</u> nve	stments I <u>n</u> debt	edness A <u>c</u> crua	I <u>H</u> elp						_
	\$	\$	- (▲ <u>(</u> \$)		×		;	₽ .	
R <u>e</u> ceipts	Claims	<u>D</u> isb.	<u>B</u> udget	<u>C</u> ash	<u>R</u> eports	Acct <u>N</u> o.	⊻endors	Ad <u>m</u> in	E <u>x</u> it	
Cash Co	ntrol									1:24 PM
Fund Numbe 100 210 301 401 410 601	Ger Rot Fire Spe Stre	- ecial Assessr eet Improvem / Center Build	ment Bond ent		\$15 \$4 \$29 \$20	(2009) Accord ,569.32 10100 ,798.32 10100 \$0.00 10100 ,385.46 10100 ,227.26 10100 ,452.36 10100 \$0.00 10100)))))		Cash Proce	ransit
	1	.) Edit]			<u>2</u>) Reports				
 Accounting 	g OPay	yroll O Ir	vestments	C Indebte	edness	C Accrual				

CTAS User Manual Setting Up Your CTAS System: Cash Control (continued)

_ 🗆 🗵 P, \otimes Ś 뮖 1 Ø \$ ø <u>D</u>isb. <u>B</u>udge Acct No: Receipts Claims <u>R</u>eports Vendors Ad<u>m</u>in Exit Cash Control 2:30 PM Beg. Balance (2010) Account Number Fund Number Fund Name Cash Processing General Fun 100 \$15,387.42 10100 \$0.00 10100 200 Special Revenue Deposits in Transit 210 Road and Bridge \$4,798.32 10100 220 Fire \$4,582.65 10100 300 Debt Service \$0.00 10100 Outstanding Checks 301 400 Special Assessment Bond \$29.385.46 10100 Capital Projects \$0.00 10100 \$20,227.26 10100 401 Street Improvement <u>1</u>) Edit 2) Beports Accounting C Pavroll C Investments C Indebtedness C Accrual

To enter beginning balances, highlight the fund and click the Edit button.

After clicking the Edit button, the Update Beginning Balance screen will appear:

Update Beginning Balance	
Fund Number:	100
Fund Name:	General Fund
Fund Creation Date:	4/9/1999 10:57:52 AM
Account Number:	10100
Current Balance:	\$4,728.30
- Beginning Balance	Fiscal Year
Fund Amount:	\$15,387.42 2010
<u>S</u> ave	Cancel

When the Update Beginning Balance screen appears, complete the following steps:

- Enter the beginning balance for that fund. •
- Click the Save button. •
- To enter the beginning balance for another fund, highlight the fund on the Cash Control screen and click the Edit button.

CTAS User Manual Setting Up Your CTAS System: Vendors

To access the Vendors section from within the Accounting Module of CTAS, click on the Vendors icon. The Vendors screen, as shown below, will appear.

<u> </u>	unting Modu	<u> </u>	edness A <u>c</u> crual	Lista						_ [
			edness Accrual			- 25%			I, I, I	
₩	%	\sim		N			* 🔛	2		
<u>e</u> ceipts	Claims	<u>D</u> isb.	<u>B</u> udget	<u>C</u> ash	<u>R</u> eports	Acct <u>N</u> o.	⊻endors	Ad <u>m</u> in	E⊻it	
endors	,					,			10:	08 A
/endor						🕱 Ad	tive Vendors		Search	1
	1	(Lea	ave Blank for A	ll Vendors)						
/endor Nan	ne		Federal ID	Address	(Line 1)	Addr	ess (Line 2)	Ci	 ₩	ę
Blue Ox Co-	ao			P.O. Box	(667		. ,	St	olen Base	
Daniel Zitsk				152 Elm.	Avenue			St	olen Base	
Decker and	Associates			Suite 120	D	149 E	Im Street	St	olen Base	
Fred Cox				254 Was	shington		St	Stolen Base		
Gopher State One Call 14504 Greenv				reenview Driv	e		La	aurel		
Grinning Be	ning Bear Rubbish 860 Birch Street							St	olen Base	
Jay Balk 114 Maple Street								St	olen Base	
							olen Base	-		
lim Burton				100 Garfi	ield Avenue			St	olen Base	
(&K Constru	uction			183 Birch	h Street	Otreet Stolen Base				
/larquette E	lank			1400 Par	rk Avenue	Suite	2002	м	inneapolis	
/larvin Wyn	ne			104 Was	shington			St	olen Base	
/linnesota F	Power & Light			30 West	Superior Stre	et		D	uluth	
P.E.R.A.				514 St. P	Peter Street			St	. Paul	
Corne Oil				780 Silva	orlano			St.	olon Beco	- F
<u>1</u>) A	Add		<u>2</u>) E	dit		<u>3</u>) De	lete	[<u>4</u>) Reports	;
		· · · · · ·	· · · · ·							
Accounting	a O Pay	roll O In	vestments	O Indebte	edness	C Accrual				

To enter a vendor's information, click on the Add button at the bottom of the Vendors screen.

After the Add option is selected a New Vendor screen will appear, allowing you to enter the information for the vendor. An example of the New Vendor screen is shown on the next page.

CTAS User Manual Setting Up Your CTAS System: Vendors (continued)

ew Vendor	
Federal ID Number:	45-658940
Vendor Name:	Gone Pest Control
Address:	123 Nowhere Avenue
	Stolen Base MN 55555
Contact: Name:	Arthur Anderson
Phone #:	(651) 555-8594 Ext.
Fax#:	(651) 555-8595
E-Mail Address	arthur@gonepest.com
	Form 1099 Required 🕱 Vendor Active 🕅
	Save <u>C</u> ancel

When the New Vendor screen appears, complete the following steps:

- For vendors that require a 1099, enter their Federal ID Number.
- Enter the name of the vendor.
- Enter the address of the vendor. The first two lines are the street address. The third line is the city, state and zip code.
- Enter the name of the person that is your contact with the vendor.
- Enter the telephone number for the contact.
- Enter the contact's telephone extension, if appropriate.
- Enter the fax number for the vendor.
- Enter the vendor's e-mail address.
- If the vendor will need a 1099 printed at the end of the year, check the Form 1099 Required box.
- Check the Active box. You will then be able to select this vendor when entering transactions.
- Click the Save button to add the vendor's information.

CTAS User Manual Setting Up Your CTAS System: Payroll System

To select the Payroll Module, click on the Payroll radio button on the bottom of the screen or click on Payroll on the task bar.

Accounting Payroll Inv	restments Indebtedness Ag		🔊 😽	, R	7		
mployee Payro <u>l</u>	Tax Filing <u>R</u> epor	ts Tax	Ta <u>b</u> les Ad <u>m</u>	in E <u>x</u> it			
mployees			1				2:58 P
			į			Ac	tive Employees Only 🕱
.astName	First & Middle Name	Emp.#	\$SN#	PERA#	Birth Date	Active	Address Line 1
Balk	Jay Allen	10	474-28-7538	457080	03/12/1961	Yes	114 Maple Street
Burton	James Francis	16 ,	258-67-4862	154879	03/24/1964	Yes	100 Garfield Avenue
Cox	Fred Leroy	11 /	468-66-7840	698574	06/05/1949	Yes	254 Washington
James	Jesse John	15 /	483-85-7984	541245	07/03/1961	Yes	100 Jesse James Roa
Кеу	Terry Mark	1,1	477-30-6781	457079	07/08/1948	Yes	955 Grant Avenue
Thompson	Wendy Marie	1 2	468-74-0285	385810	07/13/1957	Yes	620 Elm Street
Zitske	Daniel Davis	, 13	477-66-4280	457082	09/22/1949	Yes	152 Elm Avenue
1							э
<u>1</u>) Add		<u>2</u>) Edit		3)	Delete		

Before doing payroll, there are two steps that must be completed: entering the employee records and entering the information for the tax tables.

Entering Employee Information

To first add an employee's information to the system, click the Add button on the Employees screen (shown above). The New Employee screen with 5 tabs will appear, as shown on the next page. This screen allows you to enter information for an employee.

Notes on entering the Employee Record information:

- a. Enter the appropriate information on the five tabs for each employee.
- b. The first four tabs should be completed before clicking the Save button to record the new employee.

1. Entering Information in Tab 1 – Demographics & Job (F3)

The first screen is for the Employee's Demographics and Position Information:

Updating Employee Information
Employee # 12 Name: Wendy Marie Thompson Active
Demographics & Job (F3) Tax & Insurance (F4) Other & Employer (F5) Acct. Dist. (F6) Sick & Vacation (F7)
Name First Wendy Middle: Marie Last Thompson
Address: 620 Elm Street
Stolen Base MN 55555
Employee 12 SSN: 468-74-0285 PERA Number: 385810
Birthdate: 07/13/1957 • Gender: C Male C Female Effective Date: 03/06/1998 •
Job Information
Date Employed: 04/10/1985 V Separation Date: MM//DD//////
Department Clerk Employ. Type: C Full-Time C Part-Time
Pay Type Pay Rate Pay Type Pay Rate Pay Type Pay Rate
Regular Rates: 1. Meeting \$50.000 2. Hourly \$10.000 3. \$0.000
Overtime Rates: 1. SUUUU 2. SUUUU 3. SUUUU 3.
Pay Frequency: Bi-Weekly Pay Type: © Hourly © Salary
<u>Q</u> lose <u>Print</u>

- Enter the employee's name, address and Social Security Number. The name must be entered as it reads on the employee's Social Security card. This information will be printed on the W-2.
- Assign and enter an Employee number using a method of your choosing.
- Enter the Effective Date. This is the date the pay rates became effective.
- In the Job Information box, enter the Department name. This can be Supervisor, Council Member, Clerk, Treasurer, Street Department, etc.
- Click on the appropriate Employ. Type radio button. <u>Note</u>: Town board members are part-time employees.
- Enter the pay types and pay rates. For example, a board member/councilperson could have Regular Rate 1 as the meeting rate, Regular Rate 2 as an hourly rate and Regular Rate 3 as a salary rate. The overtime rates are not calculated as time and a half: the overtime rate needs to be calculated and then entered.
- Select the pay frequency by clicking on the down arrow and then highlighting your choice.
- Click the Hourly or Salary radio button.

When this screen is completed, click on the Tax & Insurance (F4) tab at the top of the screen.

2. Entering Information in Tab 2 – Tax & Insurance (F4)

Ipdating Employee Information	
Employee #: 10 Name: Jay Allen Balk	Active 🕱
Demographics & Job (F3) Tax & Insurance (F4) Other	& Employer (F5) Acct. Dist. (F6) Sick & Vacation (F7)
Tax & Pretax Benefit Information	Insurance Information
Calculate Tax	
Withhold FICA	Health Plan:
Withhold Medicare	Payroll Period:
Tax Status: Married	Employee Amount: \$0.00
Federal Deductions:	Dependent Amount: \$0.00
Additional Federal Tax	Dental Plan:
Withheld:	
Tax State: MN	Payroll Period:
Tax State: MN	Employee Amount: \$0.00
State Deductions: 0	
Additional State Tax \$0.00	Dependent Amount: \$0.00
Withheld:	
Deferred Income: \$0.00	Life Ins. Plan:
Deferred Income: \$0.00	Payroll Period:
Cafeteria Plan \$0.00	Employee Amount: \$0.00
Payroll Period:	Dependent Amount: \$0.00
	<u>C</u> lose <u>Print</u>

- Click the Calculate Tax box to calculate the Federal and State Income Tax Withholding amount.
- Click the Withhold FICA and/or Withhold Medicare boxes, if applicable.
- Select the Tax Status, Single or Married, from the drop-down list.
- Enter the number of federal exemptions claimed on the W-4 in the Federal Deduction Field.
- Enter the Tax State: for Minnesota, enter MN.
- Enter the number of state exemptions claimed on the W-4 in the State Deduction Field.
- Enter the appropriate information in the Deferred Income, Cafeteria Plan, and Insurance Information areas. These are the amounts to be withheld from the employee's pay. The Deferred Income and Cafeteria Plan amounts are deducted before Federal and State income taxes are calculated.
 - The Payroll Period fields indicate from which paychecks the deduction should be withheld. The first of the month through the fourteenth of the month is the first pay period. The fifteenth of the month through the twenty-eighth of the month is the second pay period and the twenty-ninth of the month through the thirty-first of the month is the third pay period.

When this screen is completed, click on the Other & Employer (F5) tab at the top of the screen.

3. Entering information in Tab 3 – Other & Employer (F5)

Updating Employee Information	
Employee #: 10 Name: Jay Allen Balk	Active 🕅
Demographics & Job (F3) Tax & Insurance (F4) Other 8	& Employer (F5) Acct. Dist. (F6) Sick & Vacation (F7)
Other Deductions	Employer's Share
Retirement Type: DCP	\$0.00
	Health Ins.
Percentage: 0.0500	Payroll
Union Dues Amt: \$0.00	Dental Ins. \$0.00
Payroll Period:	Payroll
Other Deductions:	Life Ins. Amount: \$0.00
Type Amount	
1 \$0.00	Payroll
Payroll Period:	Retirement Regular Percentage: 0.0500
2. \$0.00	Additional Percentage: 0.0000
	TOTAL: 0.0500
Payroll Period:	
3. \$0.00	Filed W5 for Earned Income Credit:
Payroll Period:	Employee 🗆 Spouse 🗖
	Cafeteria \$0.00
	Payroll Period:
	<u>C</u> lose <u>P</u> rint

This screen is for the employee's Other Deductions and the Employer's Share of deductions.

- If an employee is paying in PERA, enter the Type of Plan in the Retirement Type field. The retirement type is used to indicate which PERA plan the employee participates in (DCP, Coordinated, etc.).
- Enter the percentage to be withheld. The percentage should be entered as a decimal. For example, to withhold 5% enter 0.05 in the percentage field.
- Enter the Union Dues or any Other Deductions required to be withheld from an employee's pay.
- Enter the employer's share of any benefits. If the employee is paying into PERA, enter the percentage for the employer's share of the Retirement.

When this screen is completed, click on the Acct Dist. (F6) tab at the top of the screen.

4. Entering information in Tab 4 – Acct Dist. (F6)

ccount Distribution				Remaining Percentage t	o Distribute:	0.000
Fund Number	1	Account Number	1	Object Code		Percent
100: General Fund	•	41100: Supervisors	•	100: Wages and Salari	es 🔹	1.000
			7			0.000
			-			0.000
						0.000
						0.000
						0.000
						0.000
						0.000
						0.000
			-			0.000
						0.000
			-			0.000
ote: To delete an accou	nt distrib	ution detail item, enter ".0000"	for	the percent.		

The fourth tab is for the Account Distribution screen. On this screen, 1.00 is equivalent to 100%. All employee distribution records must equal 100%. This allows an employee's wages to be split among several categories. The percentages should be entered as a decimal.

The breakdown that is likely to occur the most often should be entered. The account distribution breakdown can be adjusted when entering the employee hours for the payroll period.

Note: At least one fund number, account number, object code and percentage must be entered for each employee.

When this screen is completed, users can click the Save button or enter Sick and Vacation benefits information by clicking on the Sick & Vacation (F7) tab at the top of the screen. Users are not required to complete the Sick & Vacation tab. This tab is provided as an option for the cities or towns that provide these benefits.

Office of the State Auditor

CTAS User Manual Setting Up Your CTAS System: Payroll System (continued)

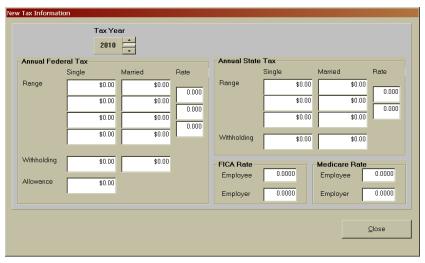
Payroll Tax Tables

Once you've entered the employee records, the second component that needs to be completed is the entering of the tax tables. Click on the Tax Tables icon to open the tax table section.

	nvestments Indebtedness A	ccrual Help	· · · · ·				
Ŷ Ŷ		1 1	🌬 👖 🗟				
mployee Payro <u>l</u> l	Tax Filing Repo	irts Tax	Ta <u>b</u> les Ad <u>m</u>	n E <u>x</u> it			
mployees							10:10 /
						Ac	tive Employees Only (
.astName	First & Middle Name	Emp.#	SSN#	PERA#	Birth Date	Active	Address Line 1
Balk	Jay Allen	10	474-28-7538	457080	03/12/1961	Yes	114 Maple Street
Burton	James Francis	16	258-67-4862	154879	03/24/1964	Yes	100 Garfield Avenue
Cax	Fred Leroy	11	468-66-7840	698574	06/05/1949	Yes	254 Washington
James	Jesse John	15	483-85-7984	541245	07/03/1961	Yes	100 Jesse James Ro
Key	Terry Mark	14	477-30-6781	457079	07/08/1948	Yes	955 Grant Avenue
Thompson Zitske	Wendy Marie Daniel Davis	12 13	468-74-0285 477-66-4280	385810 457082	07/13/1957 09/22/1949	Yes Yes	620 Elm Street 152 Elm Avenue
1			1		1		
<u>1</u>) Add		<u>2</u>) Edit		3) Delete		<u>4</u>) Reports
Accounting	Payroll O Investmer	to C	Indebtedness	C Accr			

In the Payroll module, click on the Add button to open the Tax Table screen.

When you click the Add button, the New Tax Information screen will be displayed:



Enter the information into the appropriate fields from the tax table information obtained from the Office of the State Auditor's website at http://www.auditor.state.mn.us/default.aspx?page=ctas. A sample of the tax table information from the Office of the State Auditor is shown on the next page.

CTAS User Manual

Setting Up Your CTAS System: Payroll System (continued)

Sample Tax Tables

	ampic Tax I			
Annual Federal Tax				
	Single	Married	Rate	
Range	7,180.00	15,750.00	0.100	
	10,400.00	24,450.00	0.150	
	36,200.00	75,650.00	0.250	
	66,530.00	118,130.00		
Withholding	322.00	870.00		
Allowance	3,650.00			
Annual State Tax				
	Single	Married	Rate	
Range	2,050.00	7,750.00	0.054	
	24,780.00	40,970.00	0.071	
	76,700.00	139,720.00		
Withholding	1,216.06	1,777.27		
	FICA	Medicare		
Employer	0.0620	0.0145		
Employee	0.0620	0.0145		
P.E.R.A. Rates				
Plan	Employee Rate	Employer Rate	Employer Additional	Employer Total
Coordinated (effective 01/01/08)	6.00%	6.00%	0.75%	6.75%
Basic (effective 01/01/08)	9.10%	9.10%	2.68%	11.78%
Police & Fire (effective 01/01/08)	9.40%	14.10%	n/a	14.10%
Defined Contribution Plan - elected officials	5.00%	5.00%	n/a	5.00%
Defined Contribution Plan - City Managers/Administrators	6.00%	6.00%	n/a	6.00%