Chapter 1

Setting Up Your CTAS Version 8 System

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CTAS User Manual Setting Up Your CTASv8 System: Entering the Program

Once you've installed CTASv8 (moving forward called CTAS) onto your computer, double-click on the CTAS icon using the left mouse button.



The Restore Database buttons are found only on the Welcome screen. The Restore Database button copies the data from a backup file made by the CTAS system.

Enter User ID in Text box. The recommended User ID is your first initial and last name. Enter your User ID and click on the Login button.

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

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

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	Accounting Payroll Investments Indebtedness Reports Admin Help Exit	
► Icons	Receipts Claims Disbursements Budget Cash Chart of Vendors Accounts	
	Receipts	2:54 PM
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Buttons		

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, Reports or Admin modules, select a tab 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 module, click on the Admin tab in the Task Bar, then select the Admin icon. The Administration screen, as shown below, will appear.

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Address 50 Main Street				
Nowtown MNL 55414				
Phone: () -	Fax () -			
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Email.				
	Current Fiscal Year: 20	J14		
State ID Number :				
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To begin entering the information for your local government, click on the Edit System Information tab (F4) of the Administration screen. The Edit System Information screen will appear (see next page).

CTAS User Manual

Setting Up Your CTAS System: Administration Information (continued)

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						- 5	di di		
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City	Newtown	_	State MN 2	.ip 00414	_	_			
Phone :	<u></u>		Fax	<u> </u>	-				
Email:									
Federal ID Number:			Current Fi	scal Year:	2014	A. Y			
State ID Number:									
*OSA Code :									
				Save	<u>Cancel</u>				

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 the Save button. You will receive the message "System Information updated successfully." Click OK.

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

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

To access the Chart of Accounts section, click on the Accounting tab in the Task Bar, then select the Chart of Accounts icon. For a more detailed explanation of the Chart of Accounts, see Chapter 8 of this manual.

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100	General Funds		
200	Special Revenue Fund		
201	Road and Bridge		
202	Federal Community Development Block Grants		
211	Librarytest		
212	Municipal State Aid Street Maintenance (Optional)		
213	Public Housing (Optional)		
220	Ambulance Fund		
224	Shade Tree Disease Control (Optional)		
225	Community Development		
250	Community Center Fund		
275	EDA FUND		
300	Debt Service Fund		
400	Capital Projects Fund		
401 102	General Capital Projects		
402	Municipal State Aid Streets Construction		
104	Open Spaces Acquisition (Optional)		
404	Tax Increment Einspeine Prejecte		
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600	Enterprise Fund		
601	Water		
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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. Use bottom buttons to modify existing numbers. The Program Codes are optional. See Chapter 8 for more information on Program Codes.

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

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.

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Cash List				
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- 225	Community Development		\$5,000.00 10100	Outstanding Che
400	Capital Projects Fund		\$0.00 10100	
+ 500	Permanent Funds		\$0.00 10100	
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CTAS User Manual Setting Up Your CTAS System: Cash Control (continued)



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

After clicking the Edit button, the Fund tab will open:

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	ccounting	Payroli	investments	Indebtedness	Meports.	Aumin	Teib	<u>pur</u>			
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Receipts	Claims	Disbursements	Budget Cash	Chart of Vendors Accounts							
Cash	*										4:46 PM
Cash List	100 X	100						Beginning Balance			
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		1	ngningn	it the fund	1 m u	ie Ca	sn Lis	t tab, and che	k the East	button.	Repeat steps
		a	bove fo	or each fu	nd be	ginni	ing ba	lance needed.			

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.

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Accounting	ayron investments	tilloepteuriess <u>itt</u> ep	UILS	Ао <u>та</u> н <u>п</u> ер	<u>E</u> M						
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amond 56987/125	56 Here Street	Lip North	MN	55355	Hanov Harrison	(555) 555-8974	45		hanny harrison	Y	Y
on's Gar 25	78 There Street	Down South	MN	23659	Rick James	(555) 555-9874	~		rick james@vab	Y	Y
orthern	65 Dare Devil B	Closeby	MN	45874	There outlies	(000) 000 0014			non junios e yun.	N	Y
ost Mast	25 Main	Here	MN	55554						N	Y
elephon	45 Main St.	Upton	MN	55526						N	Y
/F Ener	652 7th Avenue	St. Paul	MN	55103						N	Y
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To enter a vendor's information, click on the Add Vendors tab of the Vendors screen.

After the Add Vendors tab is selected, you will have the ability to enter the information for the vendor. An example of the Add Vendors tab is shown on the next page.



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

Accounting Byroll Description Desc	÷	w.,			0	Sectory inc	C	ras 🛛	the state of the s		
Receipts Receipts Budget Vendors Vendor	Account	ing <u>P</u> ayroll	Investments	Indebtedness	<u>R</u> eports	Ad <u>m</u> in	<u>H</u> elp	<u>E</u> xit			
Receipts Clinic Diductments Budget Cath Accounts Vendors Lini Addwindon Active Active<			-	2 10							
Vendors 4:51 PM Vendors List: //.dd Venders Federal D Number	Receipts Claim	Disbursements	Budget Cash	Chart of Vendors							
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Federal ID Number *Vendor Name Address Cortact Name Phone # Eral Address © Form 1059 Required © Active Save Cancel	Vendors List	ld Vendors									
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Save Cancel	-	V Form	1099 Required	Active							
		Save	Cancel								
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When the Add Vendors tab is selected, 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.

To select the Payroll Module, click on the Payroll tab of the Task Bar.

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Accounting	Payroll	stments Indebtedness Report	s Admin Heln Evit	State of the second sec		
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Employee Payroll	Tax					
	Tables					
ayroll						4:54 F
Payroll Period List	Add Payroll					
Search by Date						
01/01/2014	-	00/01/0014				
01/01/2014	10	09/04/2014				Search
Pavroll Ending		▼ + Description	▼ + Check Date	▼+P Posted	▼ + Date Posted	7
		September Month Payroll 2014		N		
- 01/10/2014		Jan. 10 Payroll	01/10/2014	Y	07/21/2014	
- 01/24/2014		Jan. 24th Pay period	01/24/2014	Y	07/21/2014	
- 02/07/2014		Feb. 7th Payroll	02/21/2014	Y	07/22/2014	and the second se
- 02/21/2014		Feb. 21st Payroll	02/21/2014	Y	07/22/2014	
- 03/07/2014		March 7th Payroll	03/07/2014	Y	07/22/2014	
- 03/21/2014		March 21st Payroll	03/21/2014	\mathbf{Y}	07/22/2014	
- 04/04/2014		April 4th Payroll	04/04/2014	Y	07/22/2014	
- 04/18/2014		April 18th Payroll	04/18/2014	Y	07/22/2014	
- 05/02/2014		May 2nd Payroll	05/02/2014	Y	07/22/2014	
- 05/16/2014		May 16th Payroll	05/16/2014	Y	07/22/2014	
+ 05/30/2014		May 30th Payroll	05/30/2014	Y	07/22/2014	
- 06/13/2014		June 13th Payroll	06/13/2014	Y	07/22/2014	
- 06/27/2014		June 27th Payroll	06/27/2014	Y	07/22/2014	
- 07/11/2014		July 11th Deveal	07/14/00/14	~	07/22/2014	

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 in the Demographics and Job Tab (F3)

To add an employee's information to the system, click the Add Employees tab. The Add Employees screen with six tabs will appear, as shown on page 1-24. 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 tabs, Demographics and Job, Tax and Insurance, Acct Dist, and Official Role must be completed before clicking the Save button to record the new employee. (Fields in blue are required.) The tabs Other and Employer and Sick and Vacation may or may not be necessary, depending on your entity's benefits.

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



- 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.

Entering Employee Information in the Demographics and Job Tab (F3) (continued)

- Click on the appropriate Employee Type radio button. <u>Note</u>: Town Board members are part-time employees.
- Enter the Pay Type and Pay Rate. 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 tab is completed, click on the Tax and Insurance (F4) tab.

Entering Information in Tax and Insurance Tab (F4)

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Accounting Payroll Investments Ig	sdebtedness Beports Adggin	Ent			
Employee Payrol Tax. Tables					
Employee					9:36 AM
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Employee Number 01 Name	John Dine	12 Active			
Demographics and Job (F3) 7 Tax and Insurance (F4)	Other and Employer (F5) Acct. Dist (F6)	Sick and Vacation (F7) Official Role (F8)			
Tax and Pretax Benefit Information			Insurance Information		
Calculate Tax			Health Plan		
Wethold FICA			Payroll Period	•	
"Tax Status Single @ Married			Employee Amount	s0.00	
Federal Deductions			Dependent Amount	<u>s0.00</u>	
Additional Federal Tax Withheld 5 0.00			Dental Plan		
*Tax State MN			Payroll Period	-	
State Deductions 1			Employee Amount	50.00	
Additional State Tax 50.00			Dependent Amount	s0.00	
Deduction Name	Payroll Period	Amount	Ule Insurance Plan		
Palared Income	1 Tet Papiel Pack		\$50.00 Percel Percel		
Cafeteria			Ender Anna	8 000	
*			Dependent Amount		
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- 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.
- 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 Deductions 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 1st of the month through the 14th of the month is the first pay period. The 15th of the month through the 28th of the month is the second pay period, and the 29th of the month through the 31st of the month is the third pay period.

When this tab is completed, click on the Other and Employer Tab (F5).

Entering Information in Other and Employer Tab (F5)

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Accounting	Payroll Inve	stments Indeb	tedness <u>B</u> eports	Adggin Exit							
Employee Payrol	Tax Tables										
Employee											9:37 AM
Employees List A	dd Employees										
Employee Number	01	Name	John Doe		V Active						
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Other Deductions							Employer's Share				
Percentage	. 0	0000					Health Insurance Payroll Period	<u> </u>			
Union Dues Amou Payroll Peri	nt	s	0.00				Dental Insurance Pavrol Period	\$000			
Other Deductions	Type Amount		50.00				Life Insurance Amount Payrol Perod	\$0.00			
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										Save	Cancel

This tab 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 tab is completed, click on the Acct Dist tab (F6).

Entering information in Acct Dist Tab (F6)



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.

<u>Note</u>: At least one Fund Number, Account Number, Object Code, and percentage must be entered for each employee.

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

Next, click on the Official Role Tab (F8).

Entering Information in the Official Role Tab (F8)

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Accounting Bayroll Investments	Indebtedness Reports Adapt Exit			
Employee Payroll Tax Tables				
Employee				9:16 AM
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Employee Number Name		Z Active		
Demographics and Job (F2) Tax and Insurance (F4)	Other and Employer (F5) T Acct. Dist (F5) T Sick an	Vacation (F7) / Official Role (F8)		
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Select the role that pertains to the employee. Multiple roles can be selected for an employee. Each entity <u>must</u> have one primary contact and one City Council/Town Board or Town Supervisor selected. If a role for an employee is not listed, select the Other box. One role must be selected for an employee.

When all mandatory tabs are completed, select the Save button.

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 Tables section.

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Accounting Payroll Investments Indebtedness	<u>R</u> eports Ad <u>m</u> in <u>H</u> elp	Exit		
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Tax Tables				4:59 PM
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There are three methods for adding tax tables. Two will be demonstrated in this section; the third will be shown in the Payroll Chapter.

Payroll Tax Tables (continued)

Option One:

Import Tax Table from Office of the State Auditor website at <u>www.auditor.state.mn.us</u> (computer must be connected to the Internet).

With the Tax Table icon selected, select the Tax Table tab. Enter the year of the tax table to be imported, then click the Import from OSÁ Website.



Payroll Tax Tables (continued)

Confirm the Tax Table for the year imported is present.



Payroll Tax Tables (continued)

Option Two:

Manually enter Tax Table information. Once in the Tax Table icon, select the Add Tax Table tab.



Payroll Tax Tables (continued)

Enter tax year for the Tax Tables being entered.



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.



Payroll Tax Tables (continued)

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	2015 Tax I	ables		
Annual Federal Tax				
	Single	Married	Rate	
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	93.050.00	159.800.00	0.280	
	191.600.00	239.050.00	0.330	
	413 800 00	420 100 00	0.350	
	415,500.00	473,450.00	0.396	
Withholding	922.50	1,845.00		
- "				
Allowance	4,000.00			
Annual State Tax				
	Single	Married	Rate	
Range	2,300.00	8,600.00	0.0535	
	27,370.00	45,250.00	0.0705	
	84,660.00	154,220.00	0.0785	
	157,250.00	266,860.00	0.0985	
Withholding	1,341.25	1,960.78		
		10 E		
	FICA	Medicare		
Employee	0.062	0.0145		
Employer	0.062	0.0145		
P.E.R.A. Rates				
	Employee	Employer	Employer	Employe
Plan	Rate	Rate	Additional	Total
Coordinated	6.50%	6.50%	1.00%	7.50%
Basic	9.10%	9.10%	2.68%	11.78%
Police & Fire	10.80%	16.20%	n/a	16.20%
Defined Contribution Plan Elected	F 000	5 000		
Officials	5.00%	5.00%	n/a	5.00%
Defined Contribution Plan City			1	
Managers/Administrators	6.50%	6.50%	n/a	6 50%

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