Chapter 1

Setting Up Your CTAS Version 8 System

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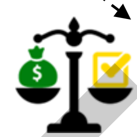
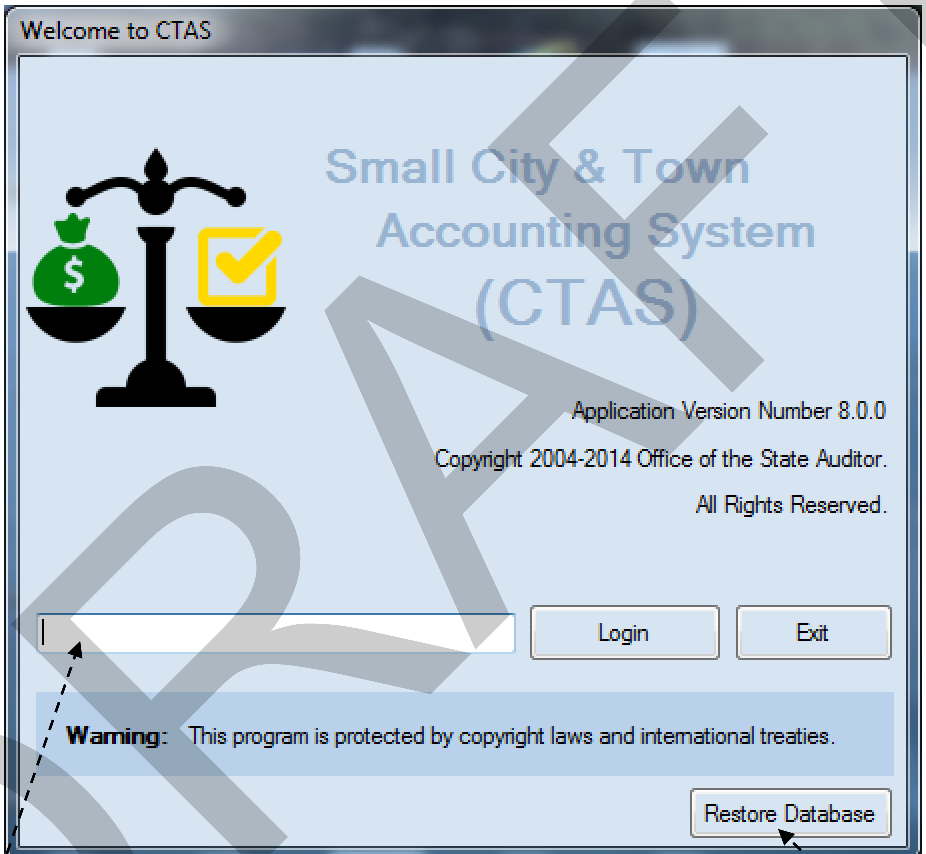
Setting Up Your CTASv8 System: Entering the Program

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



CTASv8

The Welcome screen will appear:

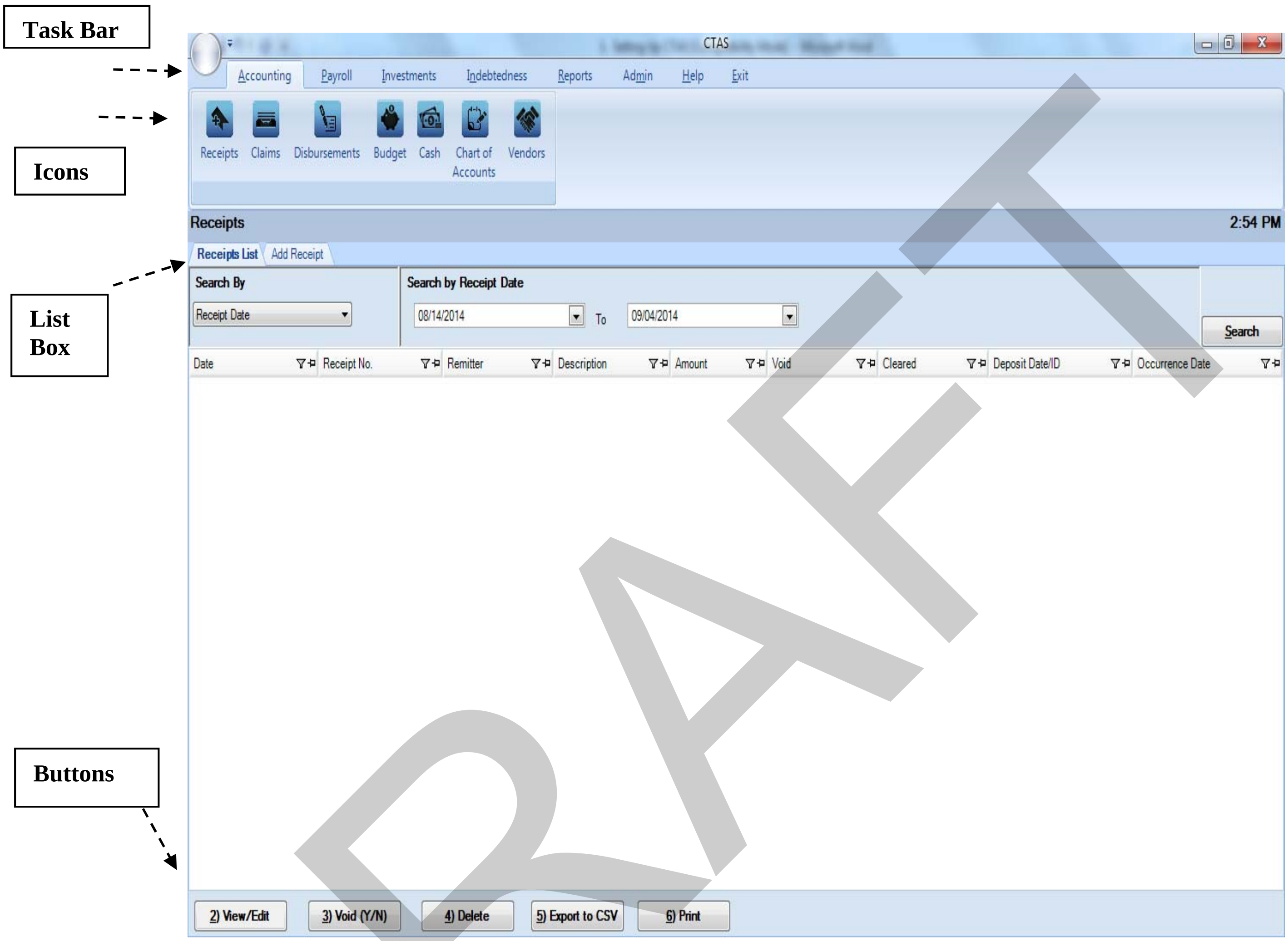


The Restore Database buttons are found only on the Welcome screen. The Restore Database button copies the data from a backup file made by the CTAS system.

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.

Setting Up Your CTAS System: Entering the Program (continued)

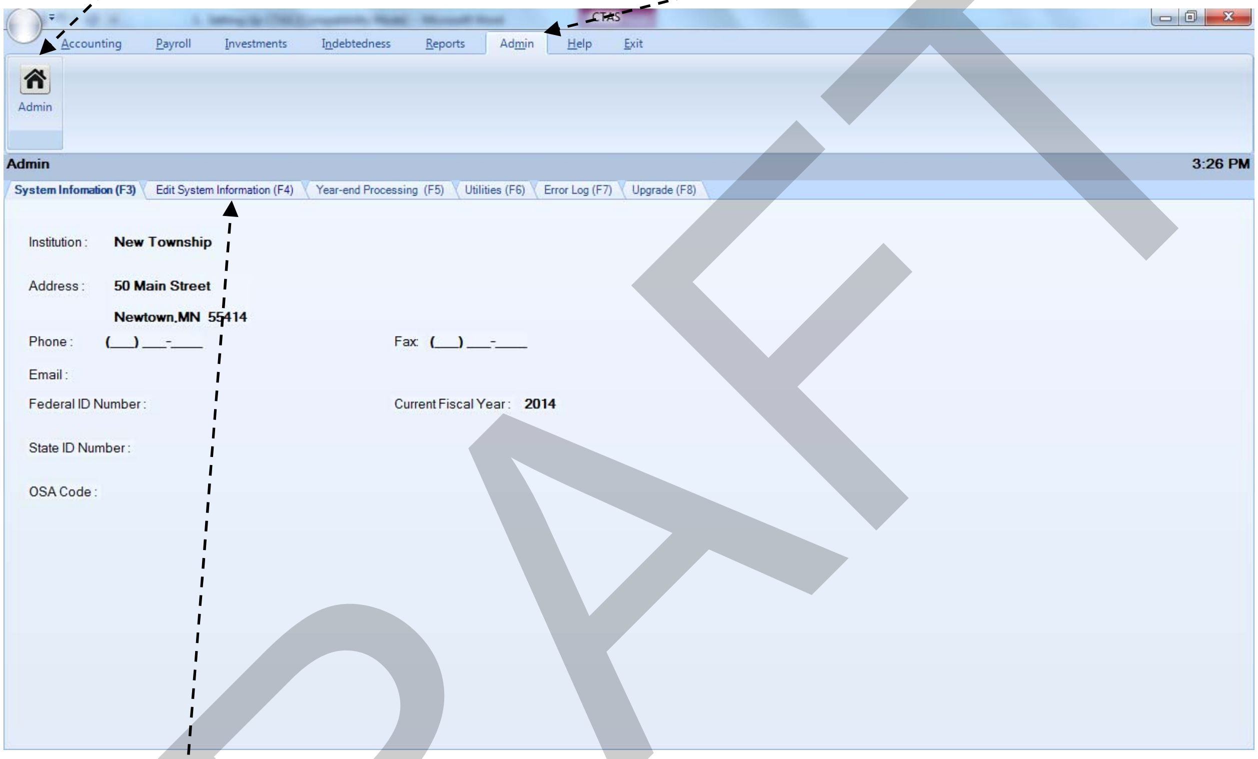
After clicking the Continue button, the Receipts Menu screen will appear:



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, 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.

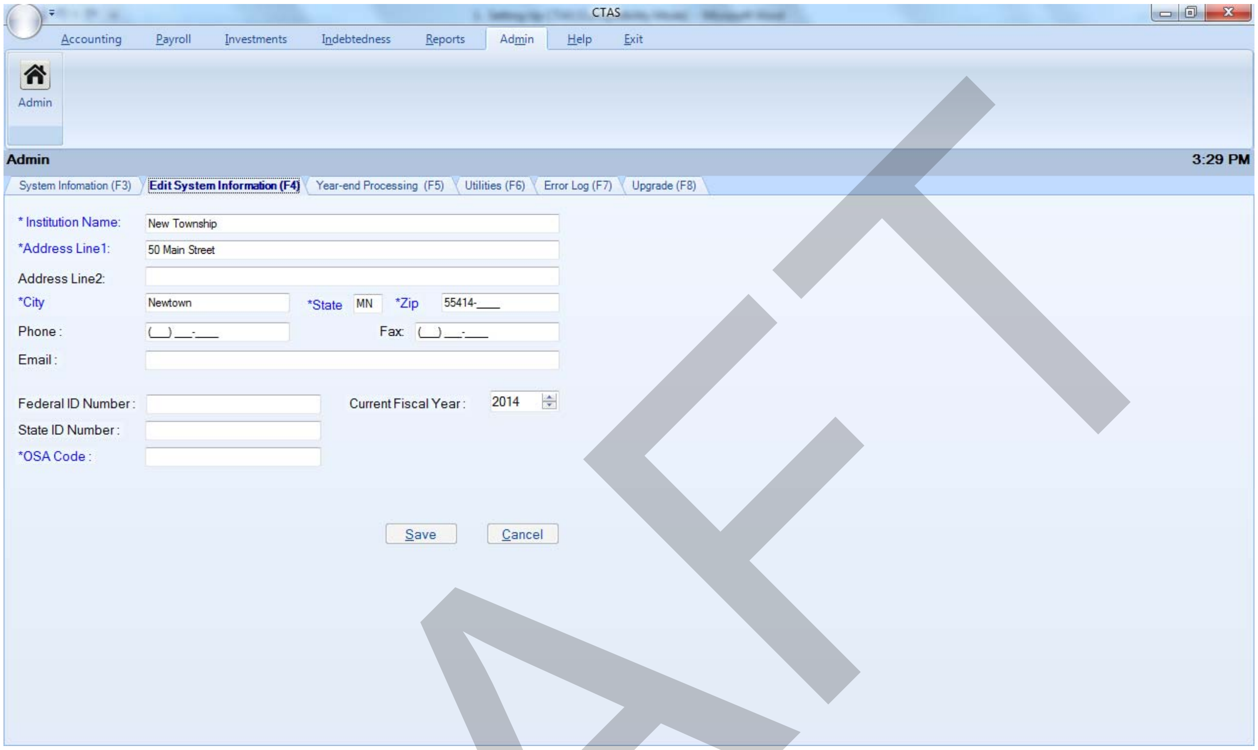
Entering the Information for Your Entity

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.



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).

Setting Up Your CTAS System: Administration Information (continued)



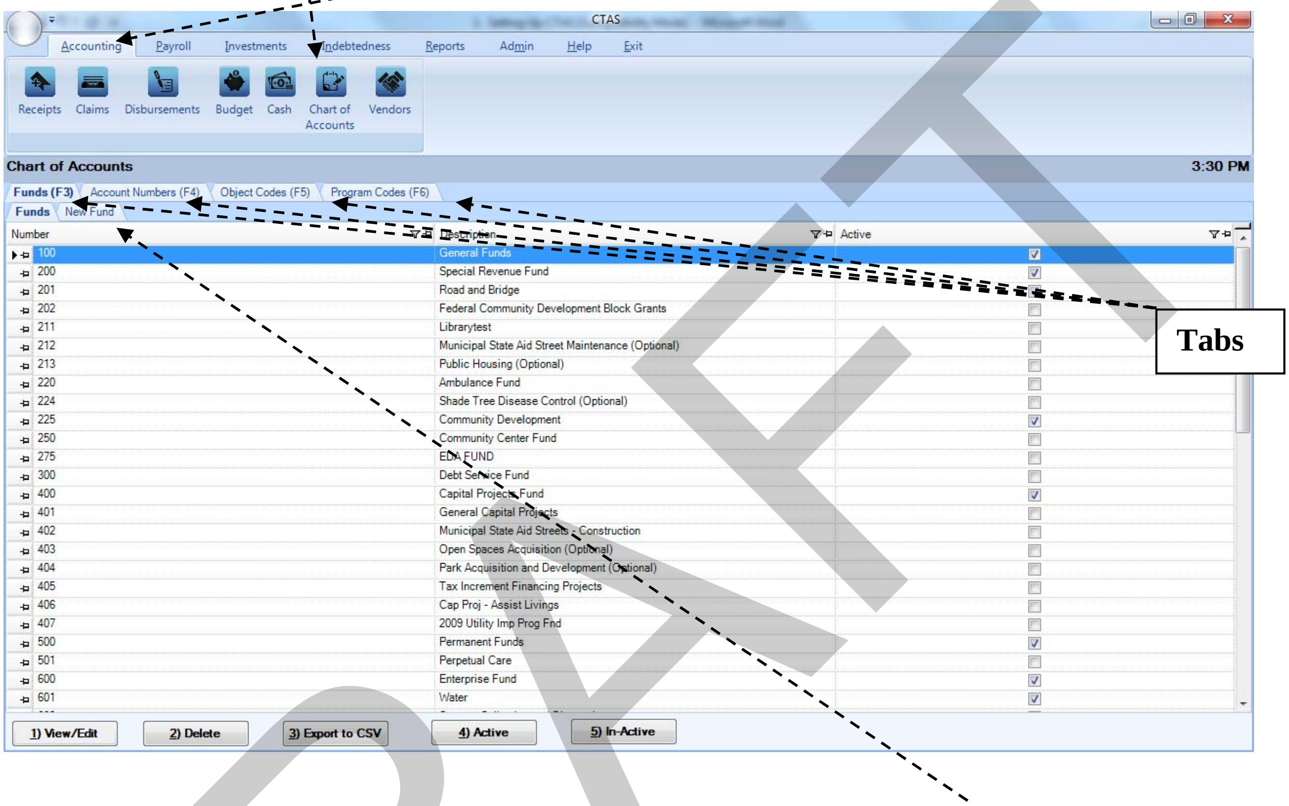
When the Updating System Information screen appears, complete the following steps:

- 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.

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.

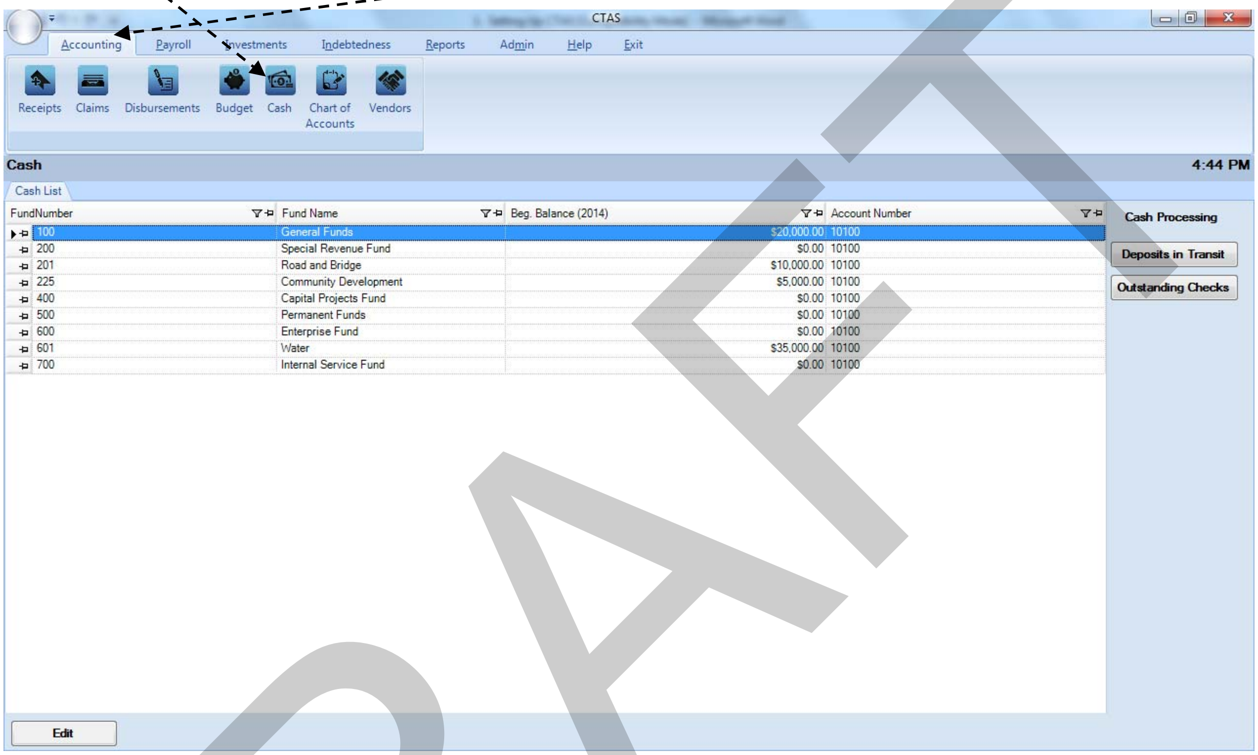


To modify the Chart of Accounts, click on the appropriate tab to add or delete Fund Numbers, Account Numbers, Object Codes, and Program Codes as needed. Use bottom buttons to modify existing numbers. The Program Codes are optional. See Chapter 8 for more information on Program Codes.

Note: 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.

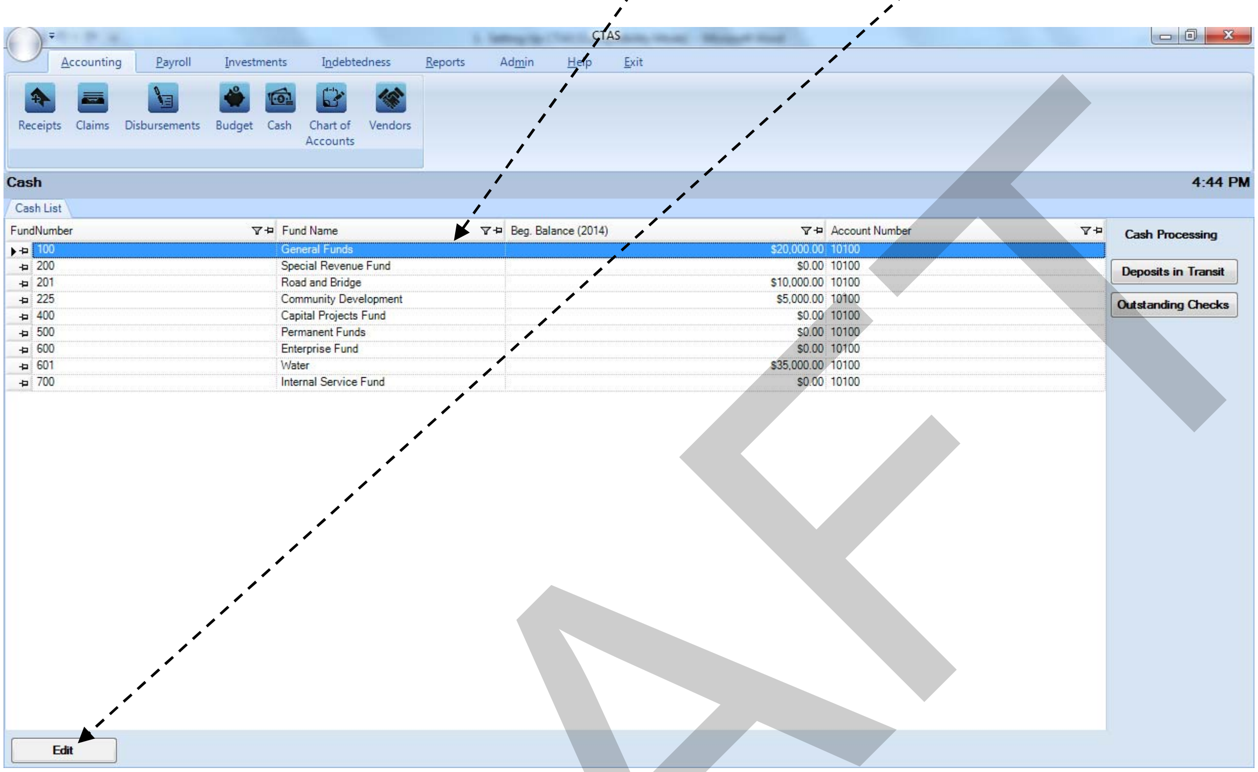
Entering the Beginning Balances

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.



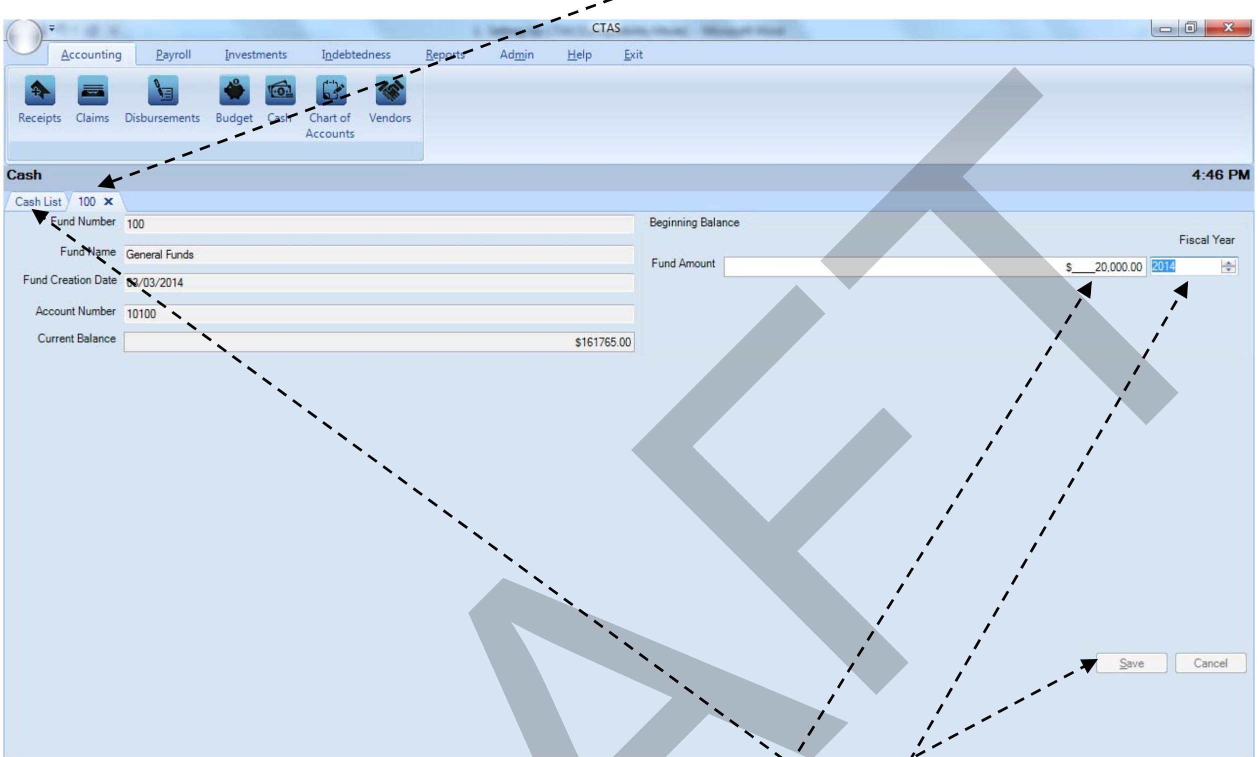
Setting Up Your CTAS System: Cash Control (continued)

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



Setting Up Your CTAS System: Cash Control (continued)

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

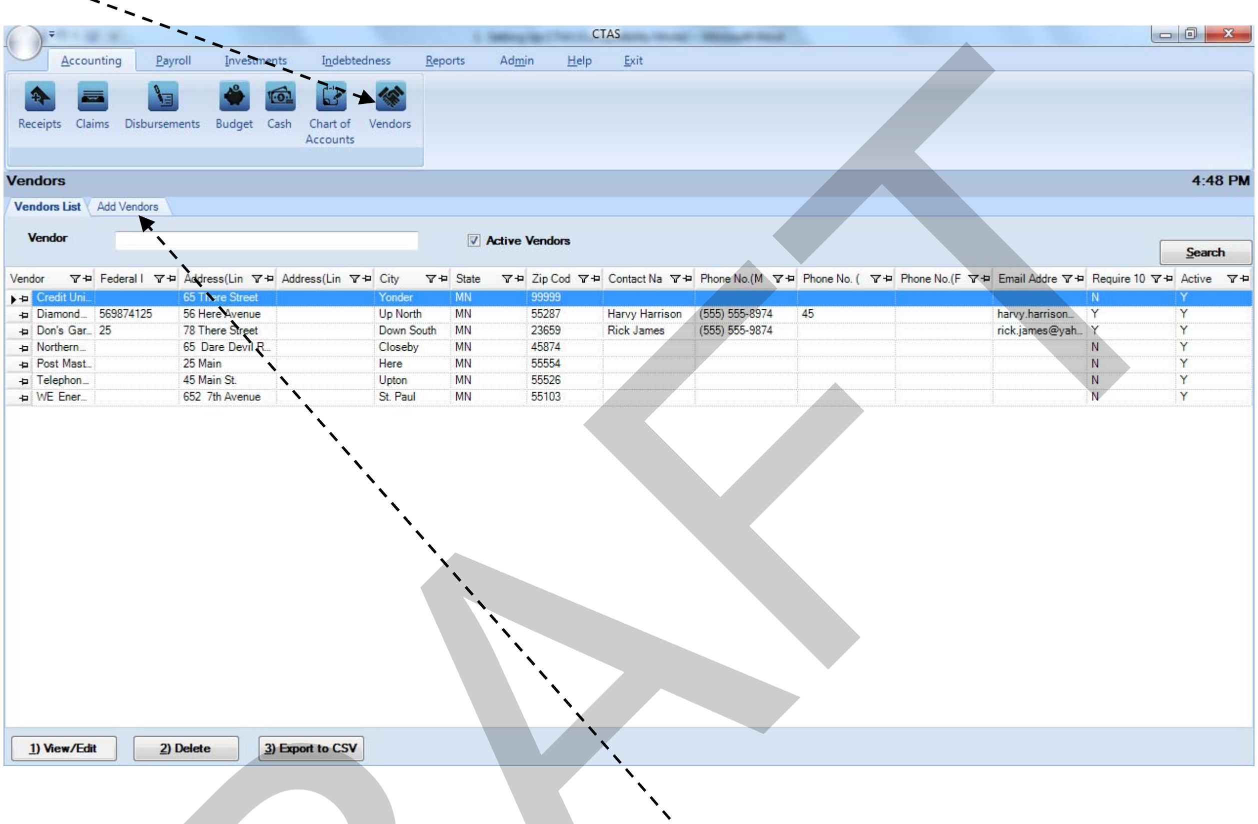


With the fund tab open, complete the following steps:

- Select the Fiscal Year for the beginning balance.
- Enter the Fund's beginning balance
- Click the Save button.
- To enter the beginning balance for another fund, click on the Cash List tab, highlight the fund in the Cash List tab, and click the Edit button. Repeat steps above for each fund beginning balance needed.

Setting Up Your CTAS System: Vendors

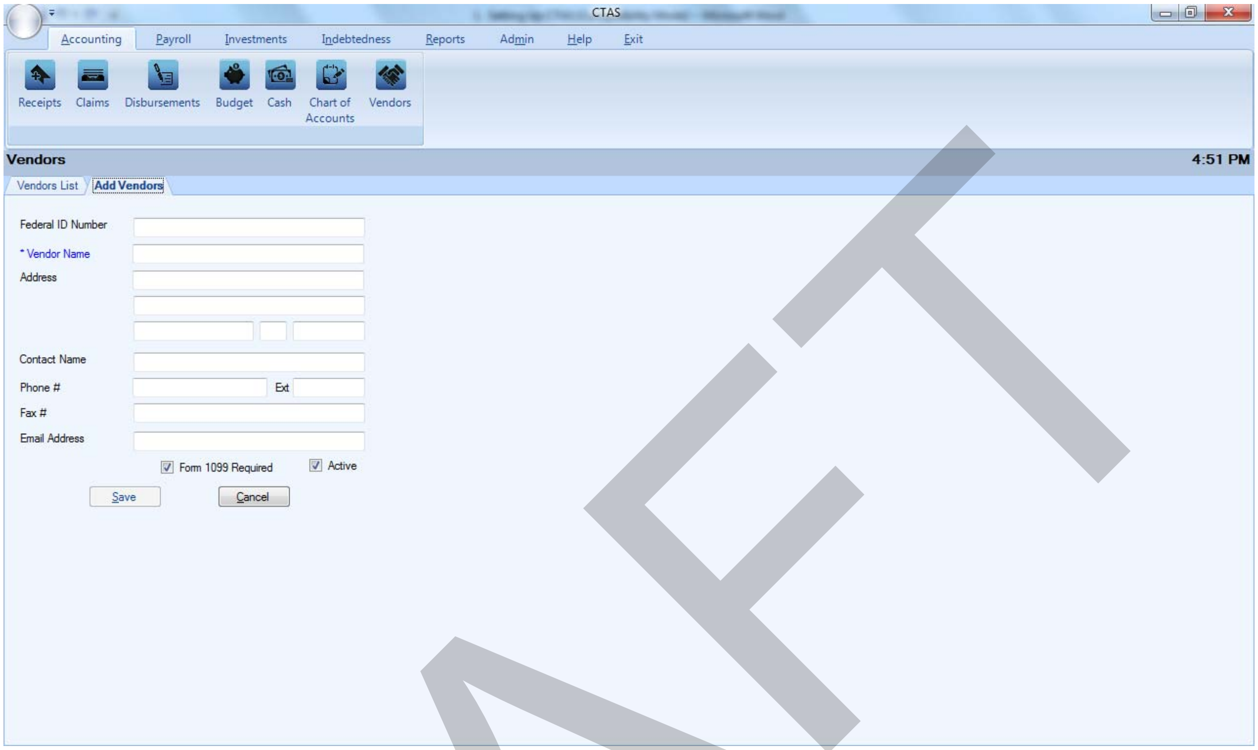
To access the Vendors section from within the Accounting Module of CTAS, click on the Vendors icon. The Vendors screen, as shown below, will appear.



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.

Setting Up Your CTAS System: Vendors (continued)

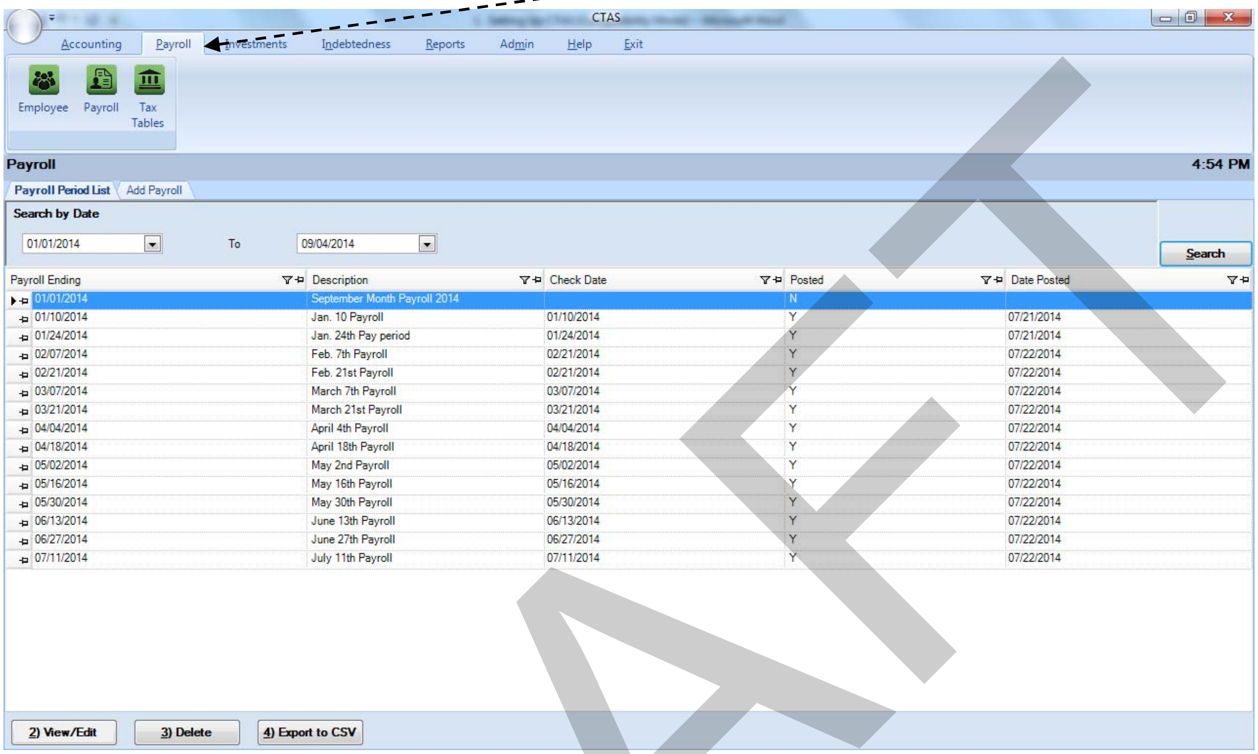


When the Add Vendors tab is selected, complete the following steps:

- 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.

Setting Up Your CTAS System: Payroll System

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



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

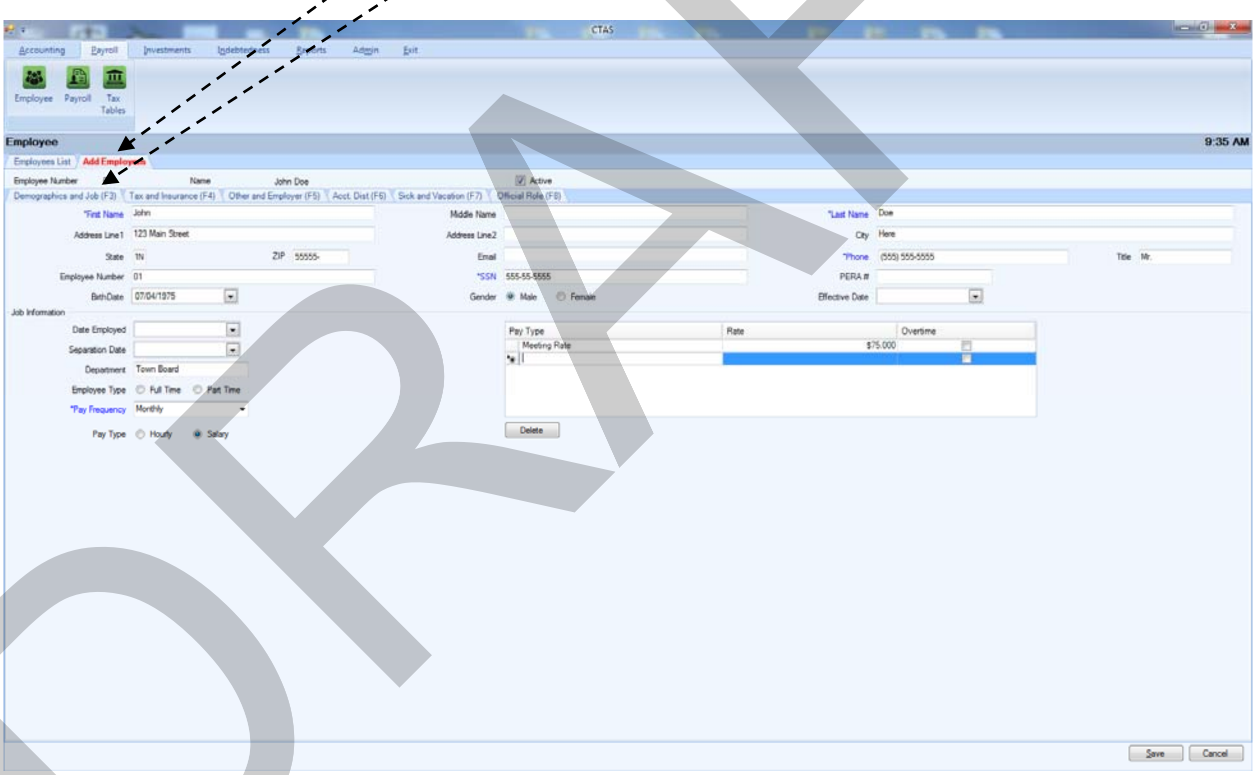
Entering Employee Information in the Demographics and Job Tab (F3)

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:



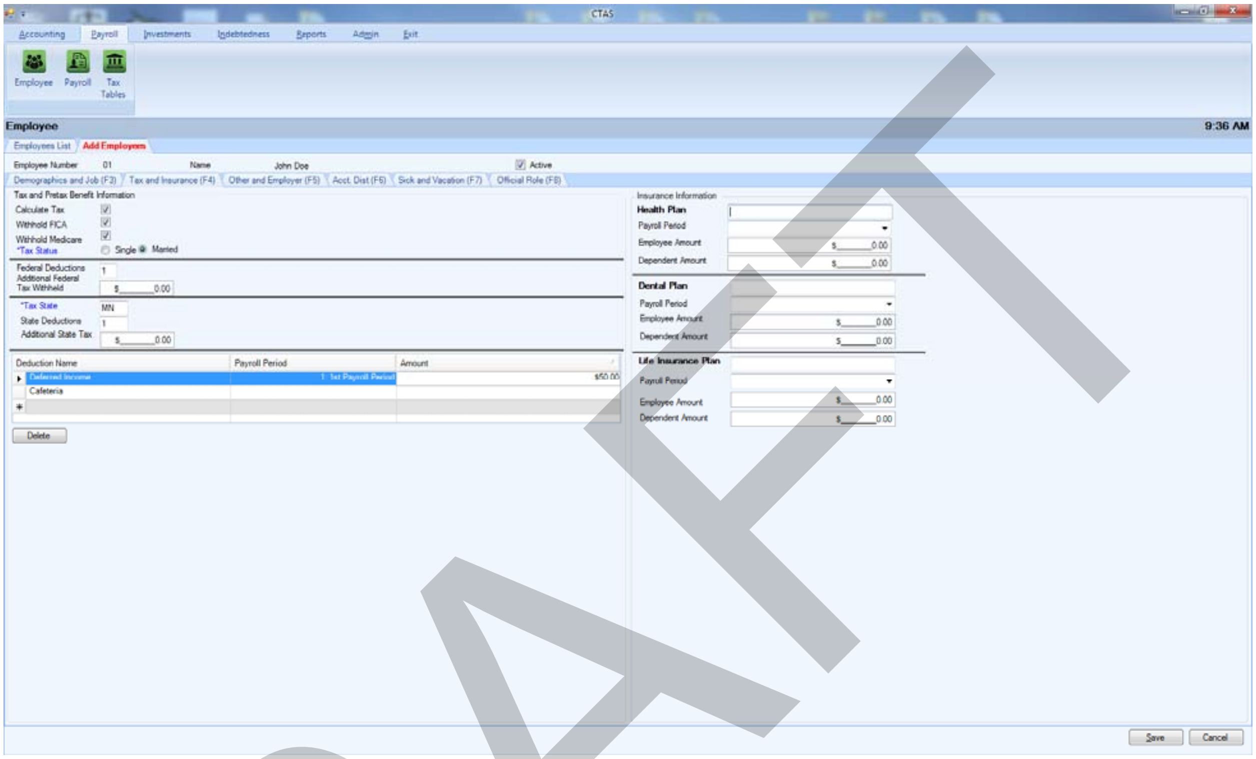
- Enter the employee's name, address, and Social Security number. The name must be entered as it reads on the employee's Social Security card. This information will be printed on the W-2.
- Assign and enter an Employee number using a method of your choosing.
- Enter the Effective Date. This is the date 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.
  Note: 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.

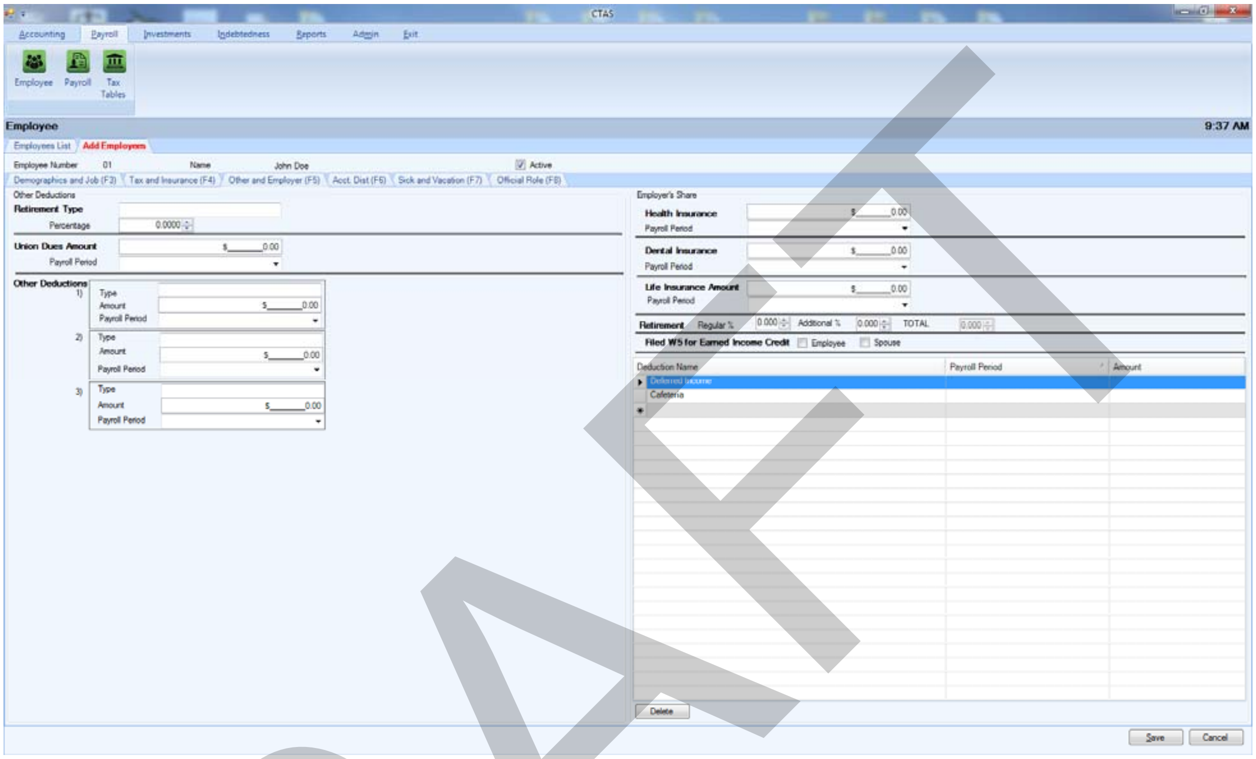
Entering Information in Tax and Insurance Tab (F4)



- 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)

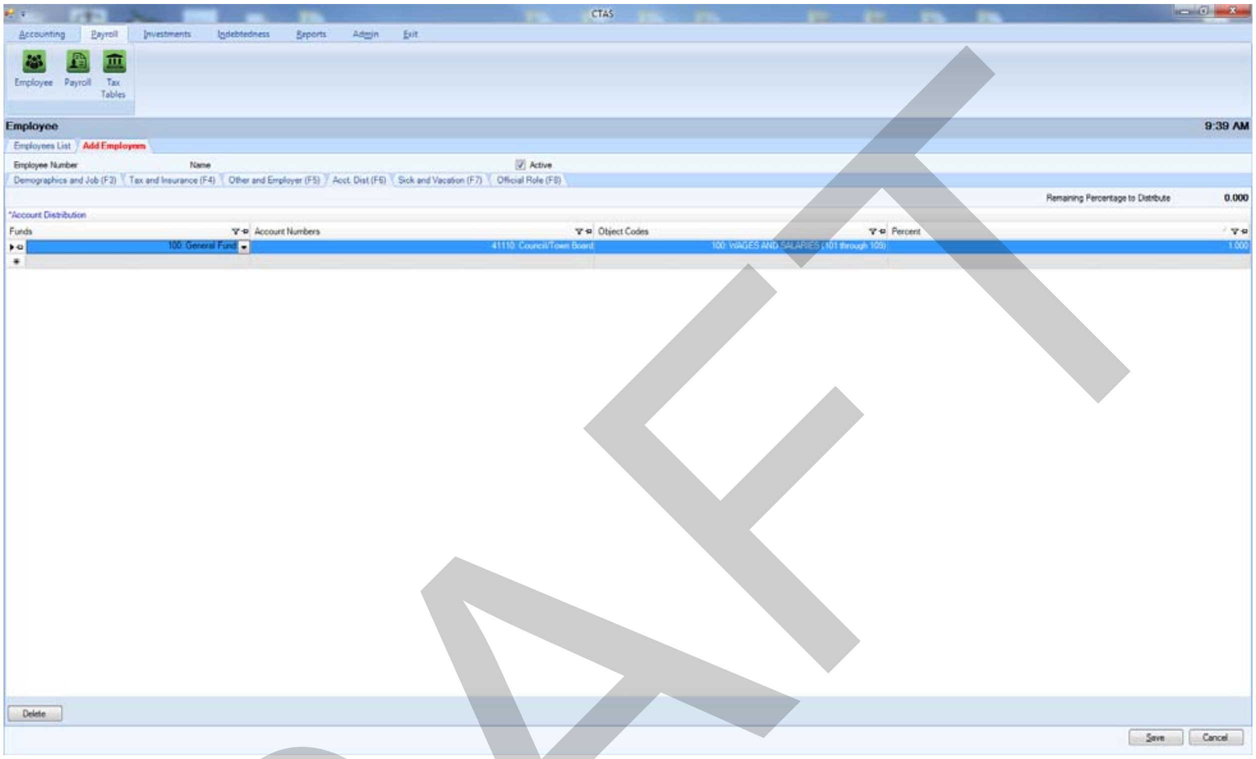


This tab is for the employee's Other Deductions and the Employer's Share of deductions.

- 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.

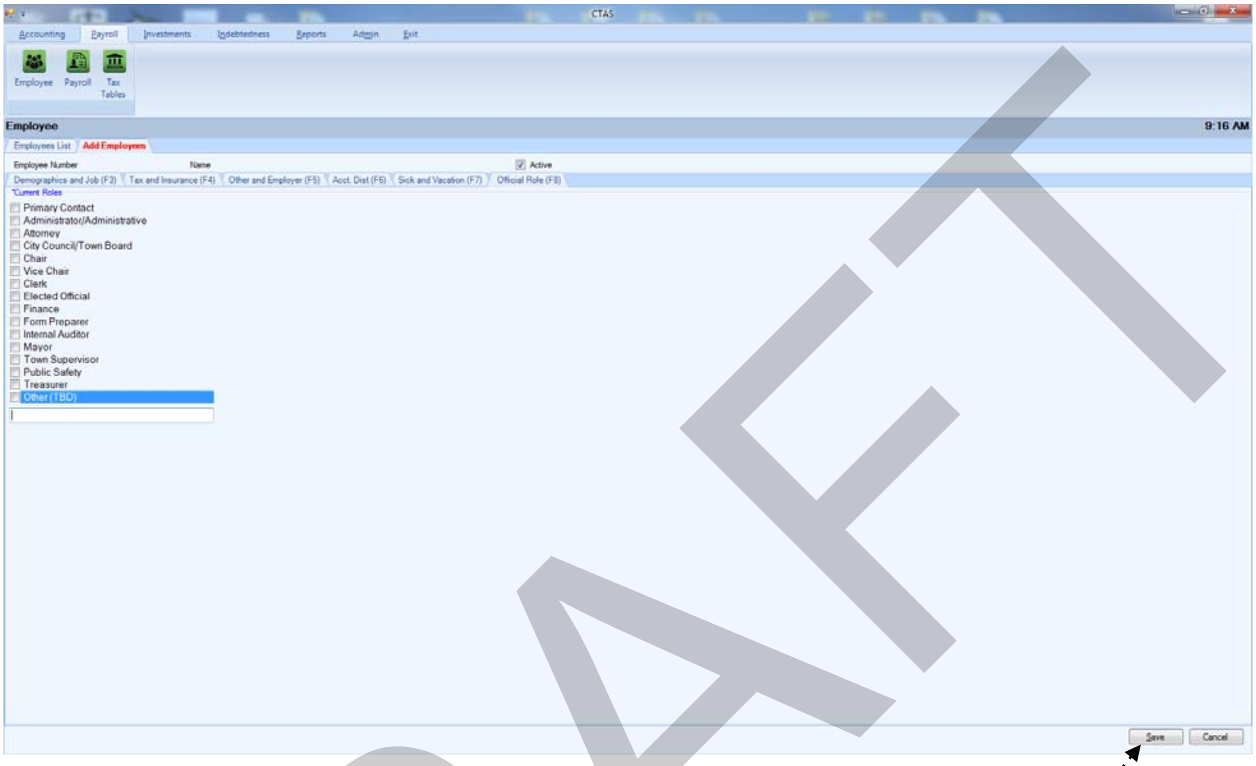
The breakdown that is likely to occur the most often should be entered. The account distribution breakdown can be adjusted when entering the employee hours for the payroll period.

<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)

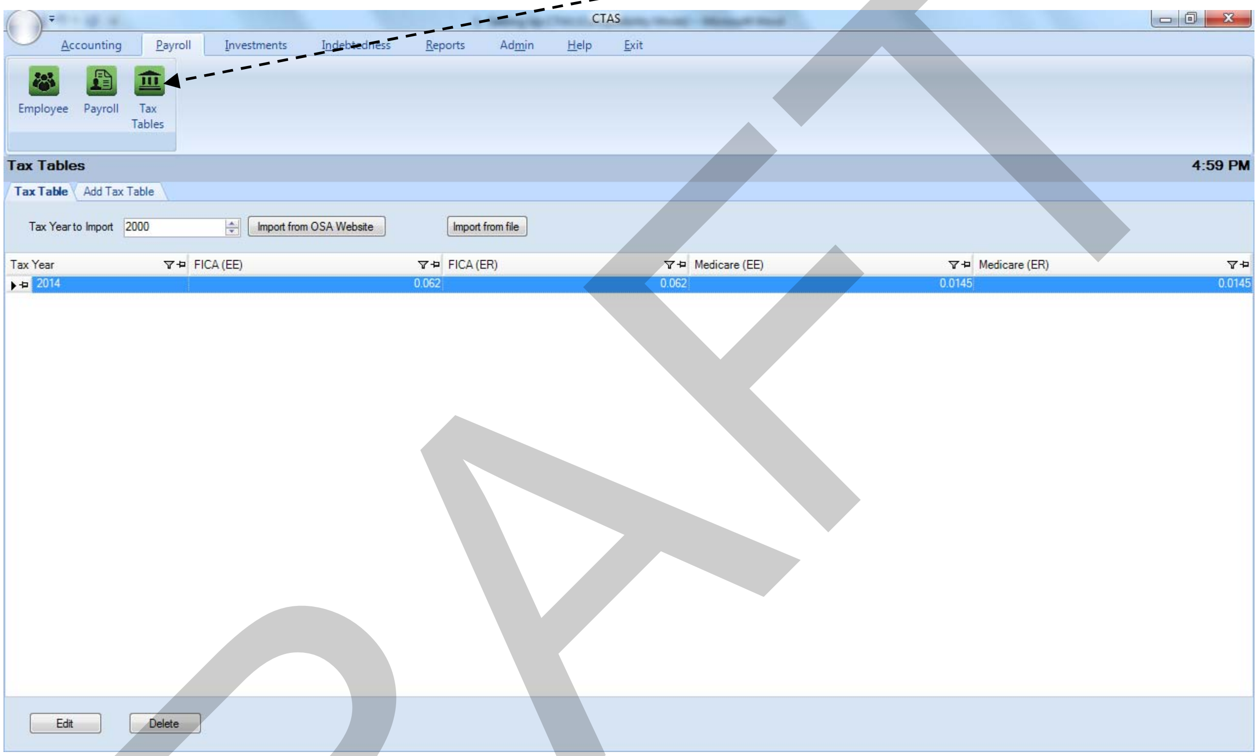


Select the role that pertains to the employee. Multiple roles can be selected for an employee. Each entity **must** have one primary contact and one City Council/Town Board or Town Supervisor selected. If a role for an employee is not listed, select the Other box. One role must be selected for an employee.

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.



There are three methods for adding tax tables. Two will be demonstrated in this section; the third will be shown in the Payroll Chapter.

Setting Up Your CTAS System: Payroll System (continued)

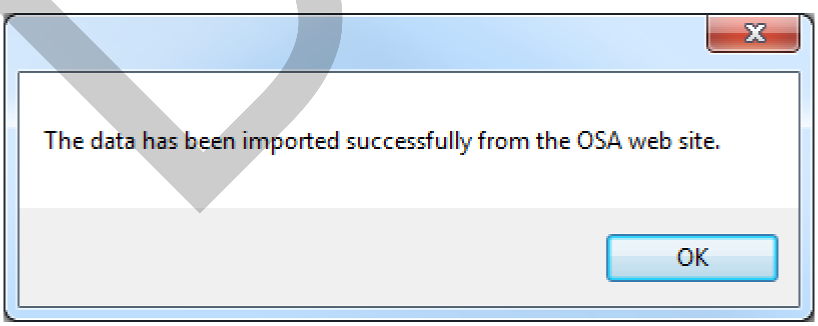
Payroll Tax Tables (continued)

Option One:

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

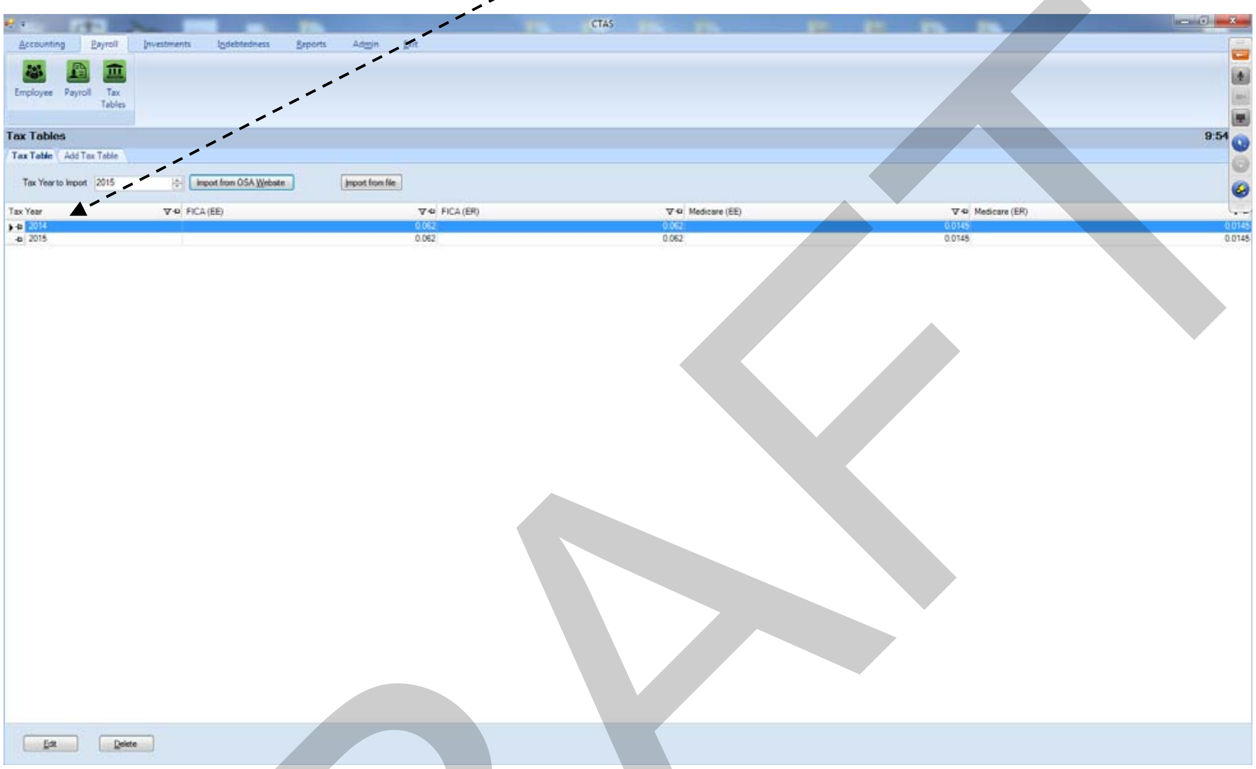
With the Tax Table icon selected, select the Tax Table tab. Enter the year of the tax table to be imported, then click the Import from OSA Website.

Click OK on the pop-up box.



Payroll Tax Tables (continued)

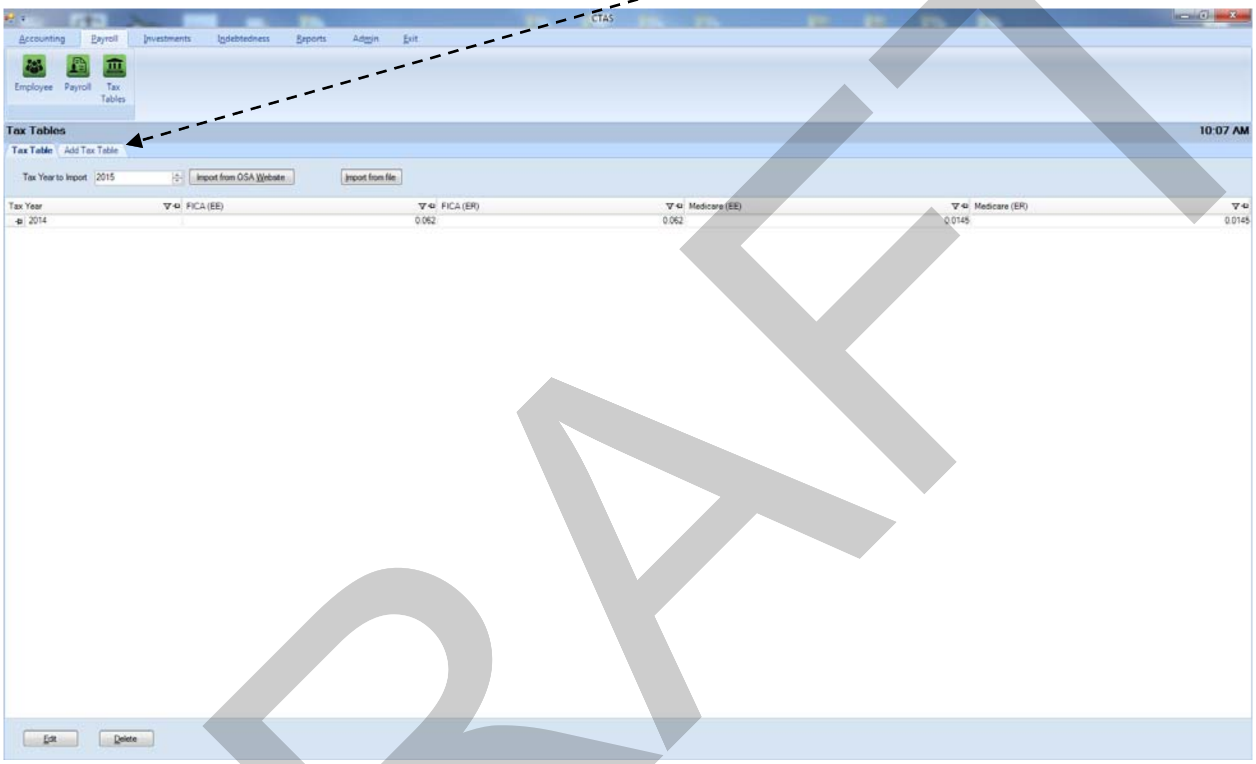
Confirm the Tax Table for the year imported is present.



Payroll Tax Tables (continued)

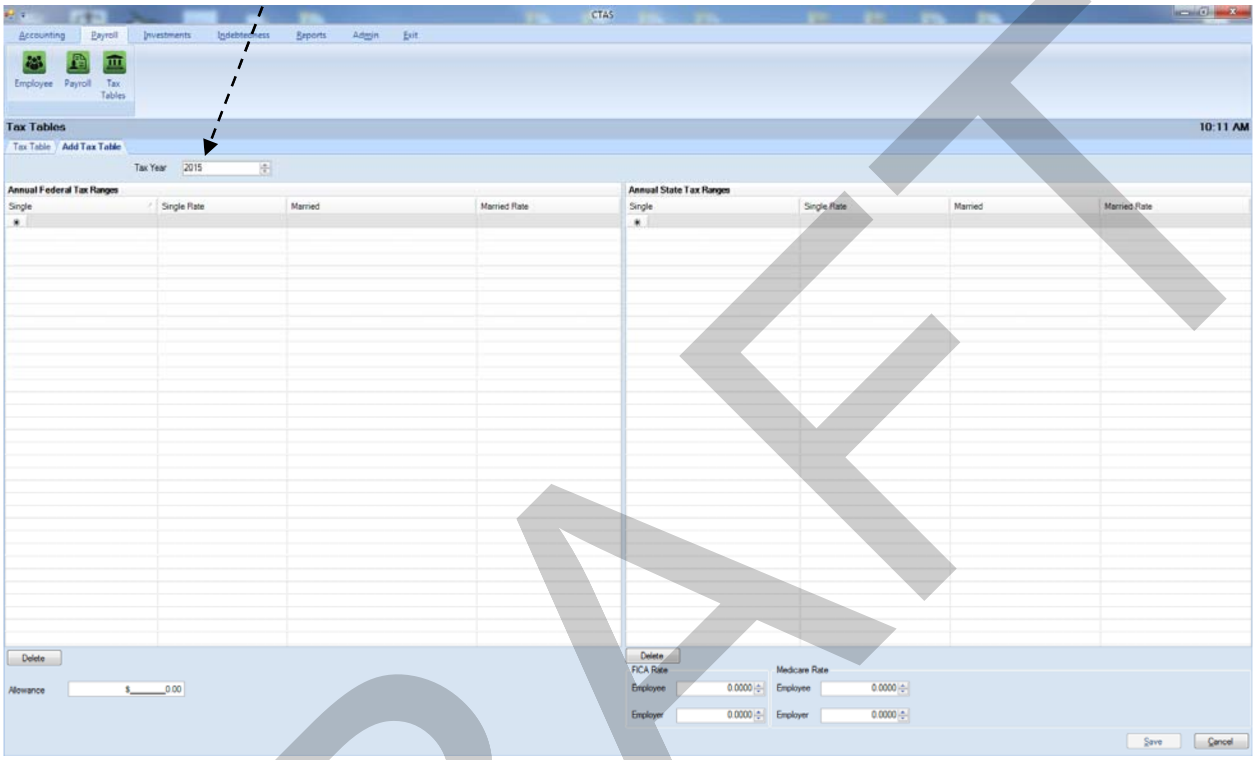
Option Two:

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)

CTAS Version 8

2015 Tax Tables

Annual Federal Tax				
	Single	Married	Rate	
Range	2,300.00	8,600.00	0.100	
	11,525.00	27,050.00	0.150	
	39,750.00	83,500.00	0.250	
	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		
	FICA	**Medicare**		
Employee	0.062	0.0145		
Employer	0.062	0.0145		
Rate				
P.E.R.A. Rates				
Plan	**Employee Rate**	**Employer Rate**	**Employer Additional**	**Employer 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 Officials	5.00%	5.00%	n/a	5.00%
Defined Contribution Plan City Managers/Administrators	6.50%	6.50%	n/a	6.50%

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