



PTAEZ How-To Guide

| | |
|---|----------|
| Introduction | 3 |
| Using PTAEZ to submit documents to Council | 3 |
| Entering Board Roster | 3 |
| Resetting Passwords | 4 |
| Uploading Documents..... | 4 |
| Downloading/Displaying Documents..... | 4 |
| Running Reports | 5 |
| <i>Documents submitted for a particular unit.....</i> | <i>5</i> |
| <i>Example of reports uploaded and confirmed by CAPTA</i> | <i>6</i> |
| <i>Example of reports received by CAPTA via mail (not uploaded)</i> | <i>7</i> |
| <i>Council board members only: Running unit reports for a particular document</i> | <i>7</i> |
| Getting Help..... | 9 |
| <i>Managing Rosters and Resetting Passwords</i> | <i>9</i> |
| <i>Uploading Documents.....</i> | <i>9</i> |

Introduction

Starting with the 2018 – 2019 school year, Palomar Council asks that all PTA units use PTAEZ to forward most documents to Council (and therefore 9th District/State PTA as well). This will reduce the chances of lost paperwork, and also gives all organizations in the PTA channel access to the documents when needed. **Units do not have to purchase the ledger component of PTAEZ to use this feature. PTAEZ may not work properly when running Firefox or Safari. For best results, use Chrome with Adobe Flash and Pop-Ups allowed for www.ptaez.com.**

The documents available for upload are:

- Audit_Mid-Year
- FTB_199_199N (CA state taxes)
- Annual Financial Report (this is the year-end report)
- Audit_Year-End
- IRS_990_990EZ_990N
- Budget (the first/proposed budget of the year)
- AG_RRF1

The Workers Comp Payroll Report must be turned in on paper to Palomar Council.

Using PTAEZ to submit documents to Council

Please use PTAEZ to perform the following functions:

- Entering board roster after election (due April 30th)
- Resetting board member passwords if forgotten
- Uploading electronic documents (Word, Excel, PDF) in lieu of submitting hardcopies to council
- Running document reports
- Running financial reports (units who use the ledger functionality only)

Entering Board Roster

All unit rosters (including name, address, email address and phone numbers) must be entered into PTAEZ by May 1st of each year. The outgoing (or continuing) president should enter the following information for each member of the incoming executive board, including the principal:

- Log in to www.ptaez.com
- Select the 'Admin' button
- Select 'Officer/Board Member Contact'
- Click the 'Add' button
- Select Position from drop-down menu
- Enter Name (and optional Title), then Save to proceed to next window
- Enter contact info (mailing address, email address and phone number are required)

Resetting Passwords

The PTA president can reset other user's passwords.

- Log in to www.ptaez.com
- Select the 'Admin' button
- Select 'Officer/Board Member Contact'
- Select the board member requesting password reset
- Select 'Create/Change Login' button
- Enter a new password and click Ok
- Email new password to board member

Uploading Documents

Forwarding documents to council is easy in PTAEZ. Simply:

- Log in to www.ptaez.com
- Select the 'Admin' button
- Select 'Document Management'
- Select the document from the list (**be sure to select correct fiscal year**)
- Click 'Upload' and then the 'Select File' button to navigate to the document
- Click 'Open'
- Notify Palomar Council Corresponding Secretary (mjain24@hotmail.com) that the files have been uploaded
- File original documents for audit.

Downloading/Displaying Documents

Once a report has been uploaded to PTAEZ, it can be downloaded to your computer for viewing.

- Log in to www.ptaez.com
- Select the 'Admin' button
- Select 'Document Management'
- Click on the 'Unit' button, then enter the unit name in the pop-up window and click 'OK'
- Select the document from the list (note fiscal year)

In the 'Status' column, a code is displayed on the document report that indicates its status. The codes for documents are:

Blank = Document has been uploaded and confirmed by CAPTA. The report will show the corresponding fiscal year.

U = Document has been uploaded but not yet confirmed as received by CAPTA

C = Confirmed as received by CAPTA, but unit hasn't uploaded it yet

N = Document neither uploaded nor confirmed by CAPTA.

- Click 'Download' and document should display in the download section of your browser

Running Reports

You can run a variety of document reports in PTAEZ. They can be filtered by Fiscal Year, Document Type, and Unit.

Documents submitted for a particular unit

- Log in to www.ptaez.com
- Select the 'Admin' button
- Select 'Document Management'
- Click on the 'Unit' button, then enter the unit name in the pop-up window and click 'OK'

On the report screen, under the 'Status' column, a code is displayed on the document report that indicates its status. The codes for documents are:

- **Blank** = Document has been uploaded and confirmed by CAPTA. The report will show the corresponding fiscal year.
- **U** = Document has been uploaded but not yet confirmed as received by CAPTA
- **C** = Confirmed as received by CAPTA, but unit hasn't uploaded it yet
- **N** = Document neither uploaded nor confirmed.

Example of reports uploaded and confirmed by CAPTA

Meadowbrook Middle School PTSA **Documents Uploaded**

| District | Council Name | CA ID | PTA Name | Document Name | Gov ID | 2017/2018 | 2016/2017 | 2015/2016 | 2014/2015 | 2013/2014 | 2012/2013 | 2011/2012 |
|----------|-------------------------|-------|--------------------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | SOS_SI 100 | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Workers Comp Payroll Report | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Audit_Mid-Year | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | FTB_199_199N | 8019494 | | 16/17 | 15/16 | 14/15 C | 13/14 C | 12/13 C | 11/12 C |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Annual Financial Report | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Audit_Year-End | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | IRS_990_990EZ_990N | 956208345 | | 16/17 | 15/16 | 14/15 C | 13/14 C | 12/13 C | 11/12 C |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Budget | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | AG_RRF1 | CT0180368 | | 16/17 | 15/16 | | | | |

Working with: Meadowbrook Middle School PTSA (Unit ID: 1423)

| Fiscal Year | Document Type | Government ID | Status |
|-------------|-----------------------------|---------------|--------|
| 2016 - 2017 | SOS_SI 100 | | N |
| 2016 - 2017 | Workers Comp Payroll Report | | N |
| 2016 - 2017 | Audit_Mid-Year | | N |
| 2016 - 2017 | FTB_199_199N | 8019494 | N |
| 2016 - 2017 | Annual Financial Report | | N |
| 2016 - 2017 | Audit_Year-End | | N |
| 2016 - 2017 | IRS_990_990EZ_990N | 956208345 | N |
| 2016 - 2017 | Budget | | N |
| 2016 - 2017 | AG_RRF1 | CT0180368 | N |
| 2015 - 2016 | SOS_SI 100 | | N |
| 2015 - 2016 | Workers Comp Payroll Report | | N |

Status Legend* 'C': Confirmed; must be uploaded.* 'U': Uploaded; must be confirmed.* 'N': Neither uploaded or confirmed.*

Upload Download Reports

Example of reports received by CAPTA via mail (not uploaded)

Meadowbrook Middle School PTSA **Documents Uploaded**

| District | Council Name | CA ID | PTA Name | Document Name | Gov ID | 2017/2018 | 2016/2017 | 2015/2016 | 2014/2015 | 2013/2014 | 2012/2013 | 2011/2012 |
|----------|-------------------------|-------|--------------------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | SOS_SI 100 | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Workers Comp Payroll Report | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Audit_Mid-Year | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | FTB_199_199N | 8019494 | | 16/17 | 15/16 | 14/15 C | 13/14 C | 12/13 C | 11/12 C |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Annual Financial Report | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Audit_Year-End | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | IRS_990_990EZ_990N | 956208345 | | 16/17 | 15/16 | 14/15 C | 13/14 C | 12/13 C | 11/12 C |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Budget | | | | | | | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | AG_RRF1 | CT0180368 | | 16/17 | 15/16 | | | | |

PTAEZ Accounting - Docu X

Secure https://ptaez.org/(S(ficwosuars2o0h1rs2ujfqpd))/apps/flash/AppLoader.aspx?mID=37664

FYE: June 30 FEIN: 956208345 FTB#: 8019494 CT#: CT0180368 CORP#:

Working with: Meadowbrook Middle School PTSA (Unit ID: 1423)

| Fiscal Year | Document Type | Government ID | Status |
|-------------|-----------------------------|---------------|--------|
| 2014 - 2015 | SOS_SI 100 | | N |
| 2014 - 2015 | Workers Comp Payroll Report | | N |
| 2014 - 2015 | Audit_Mid-Year | | N |
| 2014 - 2015 | FTB_199_199N | 8019494 | C |
| 2014 - 2015 | Annual Financial Report | | N |
| 2014 - 2015 | Audit_Year-End | | N |
| 2014 - 2015 | IRS_990_990EZ_990N | 956208345 | C |
| 2014 - 2015 | Budget | | N |
| 2014 - 2015 | AG_RRF1 | CT0180368 | N |
| 2013 - 2014 | SOS_SI 100 | | N |
| 2013 - 2014 | Workers Comp Payroll Report | | N |

Status Legend * 'C': Confirmed; must be uploaded.* 'U': Uploaded; must be confirmed.* 'N': Neither uploaded or confirmed.*

Upload Download Reports

- To generate a report, click the 'Reports' button
- Report settings:
 - 'Fiscal Year filter' = usually the current year, but goes back to 2008
 - 'Document filter' = All
 - 'Unit filter' = the appropriate unit
- Click 'Report' button
- The report should display in the download section of your browser

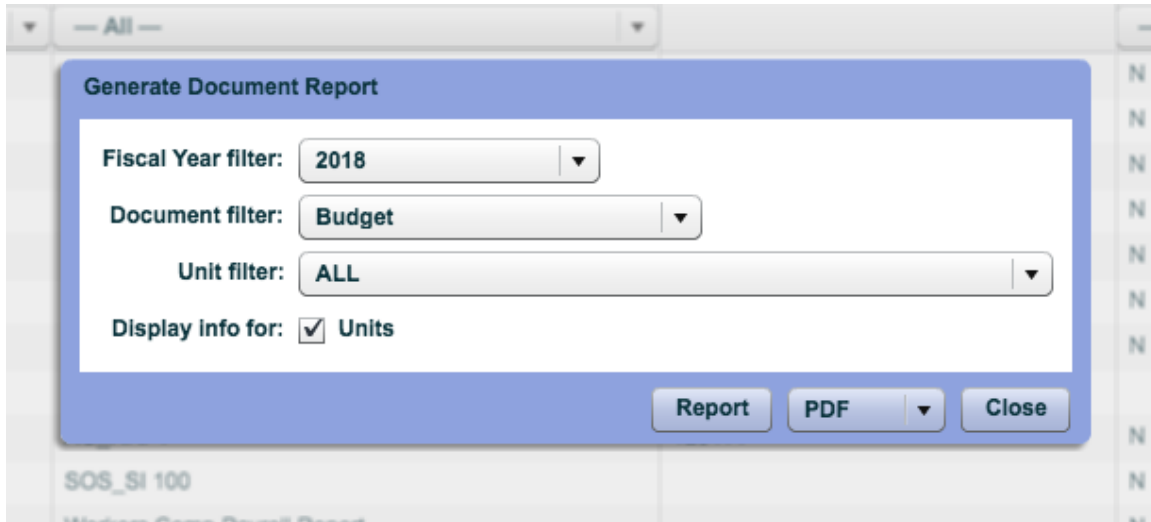
Council board members only: Running unit reports for a particular document

To run a report for a particular report (i.e., budget, audit, etc) for all units, follow these steps:

- Log in to www.ptaez.com
- Select the 'Admin' button
- Select 'Document Management'
- Click on the 'Reports' button
- Report settings:
 - 'Fiscal Year filter' = any year between current and 2008

- 'Document filter' = the name of the report you wish to report on
- 'Unit filter' = ALL

Example report settings



- Click 'Report' button
- The report should display in the download section of your browser

Example report

Palomar Council of PTAs

Documents Uploaded
School Year 2018-2019

| District | Council Name | CA ID | PTA Name | Document Name | Gov ID | 2018/2019 |
|----------|-------------------------|-----------|-----------------------------------|---------------|--------|-----------|
| 9 | | 5132 2 | Palomar Council of PTAs | Budget | | 18/19 |
| 9 | Palomar Council of PTAs | 1418 | Black Mountain Middle School PTSA | Budget | | |
| 9 | Palomar Council of PTAs | 1419 | Chaparral Elementary PTA | Budget | | |
| 9 | Palomar Council of PTAs | 1420 | Garden Road Elementary PTA | Budget | | |
| 9 | Palomar Council of PTAs | 1422 | Los Penasquitos Elementary PTA | Budget | | |
| 9 | Palomar Council of PTAs | 1423 | Meadowbrook Middle School PTSA | Budget | | |
| 9 | Palomar Council of PTAs | 1424 | Midland Elementary PTA | Budget | | 18/19 |
| 9 | Palomar Council of PTAs | 1425 | Mt. Carmel High School PTSA | Budget | | |
| 9 | Palomar Council of PTAs | 1426 | Painted Rock Elementary PTA | Budget | | |
| 9 | Palomar Council of PTAs | 1427 | Pomerado Elementary PTA | Budget | | |
| 9 | Palomar Council of PTAs | 1428 | Poway High PTSA | Budget | | |
| 9 | Palomar Council of PTAs | 1433 | Sunset Hills Elementary PTA | Budget | | 18/19 |
| 9 | Palomar Council of PTAs | 1434 | Tierra Bonita Elementary PTA | Budget | | |

Getting Help

PTAEZ provides detailed online manuals. Simply login to PTAEZ and follow these steps:

Managing Rosters and Resetting Passwords

- Click the Help button (upper right)
- Select 'Online Manuals'
- Click the '+' sign next to 'Admin Activities' (on the left)
- Select 'Officer/Board Member Contact'

Uploading Documents

- Click the Help button (upper right)
- Select 'Online Manuals'
- Click the '+' sign next to 'Admin Activities' (on the left)
- Click the '+' sign next to 'Officer/Board Member Contact'
- Select 'Tax/Document Management'

If you have any other questions, please contact your Palomar Council contact person for help.