



PTAEZ How-To Guide

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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 April 30th of each year, for the incoming executive board.

- 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								
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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

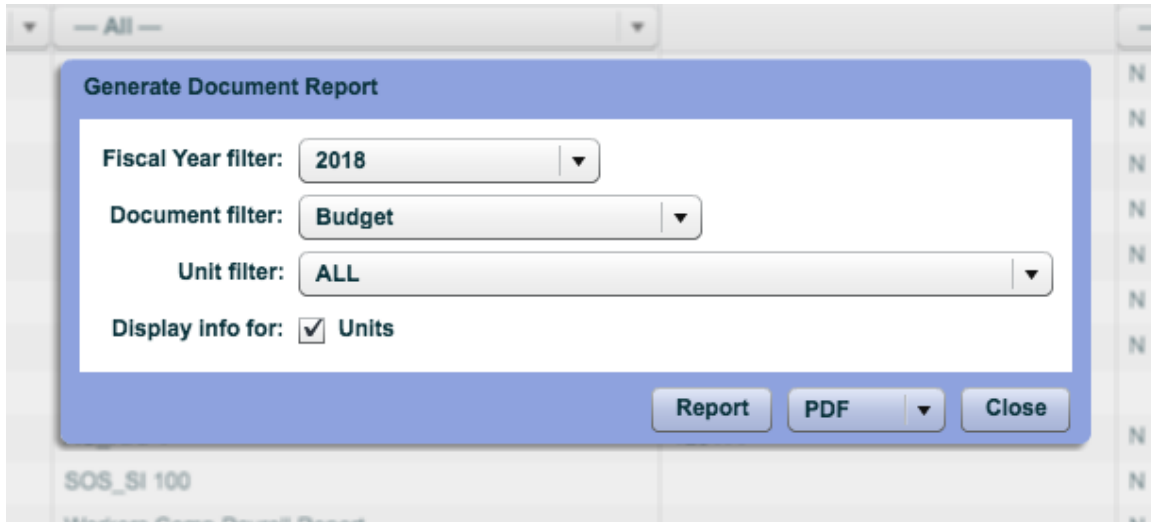
Council board members only: Running unit reports for a particular document

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.