

PTA EZ Tools you can use

Productivity

PTA EZ

- ❖ Document review
- ❖ Officer reporting system
- ❖ Bulk emails

PTAEZ

- DOCUMENT REPORTING SYSTEM
- PERMANENTLY RETAINS REQUIRED DOCUMENTS IN CASE OF AUDIT OR A DISASTER
- REQUIRED USE AS OF 2015 FISCAL YEAR
- Required Compliance Documents
 - Annual Financial Report
 - IRS Form 990
 - Franchise Tax Board Form 199
 - Charitable Trust Renewal (RRF-1)
 - Audits – two per year

DOCUMENT REPORTING SYSTEM




Document Management

Actual Year	Document Type	Government ID	Status
2016-2017	STATE TAX 100		N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N
2016-2017	Annual Financial Report	0700001	N


AUTOMATICALLY SENDS YOU TO THE HIGHEST LEVEL OF ACCESS YOU HAVE
WHAT DO ALL THESE THINGS MEAN?

Terms and Codes


- | | |
|---|---|
| <p>DOCUMENT TYPES</p> <ul style="list-style-type: none"> SOS_SI 100: ONLY INCORPORATED UNITS NEED TO FILE THIS AUDIT_MID-YEAR: AUDIT FOR JULY-DECEMBER FTB_199_199N: STATE TAX FORM, POSTCARD OR COMPLETE COPY OF THE PAPER FORM ANNUAL FINANCIAL REPORT: END OF YEAR FINAL TREASURER'S REPORT W/LINE ITEMS (BUDGET VS. ACTUAL) AUDIT_YEAR-END: AUDIT FOR JANUARY-JUNE IRS_990_990EZ_990N: IRS TAX FORM, POSTCARD OR COMPLETE COPY OF THE PAPER FORM INCLUDING ALL SCHEDULES AG_RRF1: CHARITABLE TRUST RENEWAL FORM REQUIRED BY THE CALIFORNIA ATTORNEY GENERAL'S OFFICE. SIGNED COPY OF THE PAPER FORM OR COPY OF E-FILEING CONFIRMATION (NOT CURRENTLY AVAILABLE - EXPECTED FALL 2017) | <p>STATUS</p> <ul style="list-style-type: none"> N: NOTHING HAS BEEN UPLOADED AND CAPTA HAS NOT RECEIVED CONFIRMATION FROM EITHER THE IRS OR FTB THAT THEY HAVE RECEIVED YOUR TAX FILINGS. U: YOU HAVE UPLOADED THE FORMS BUT CAPTA HAS NOT VERIFIED THEY WERE RECEIVED BY THE IRS OR FTB. C: CAPTA HAS RECEIVED CONFIRMATION FROM THE IRS OR FTB THAT YOU FILED YOUR TAXES, BUT YOU HAVE NOT UPLOADED THEM TO THE SYSTEM FOR STORAGE. |
|---|---|



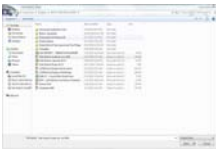
STEP 1: CLICK ON UPLOAD




STEP 2: CHOOSE DOCUMENT TYPE



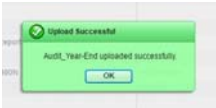
STEP 3: CHOOSE FISCAL YEAR



STEP 4: DOUBLE CLICK ON FILE TO ADD OR SINGLE CLICK AND CLICK OPEN



STEP 5: CONFIRM YOU CHOSE THE CORRECT ITEM AND CLICK UPLOAD



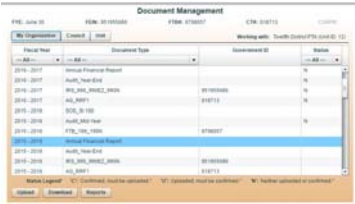
STEP 6: CLICK OK

OTHER DOCUMENT ITEMS

DOWNLOAD BUTTON WORKS JUST LIKE ANY OTHER DOWNLOAD, JUST CLICK AND SELECT THE DESTINATION.

REPORTS BUTTON IS USED BY COUNCILS AND DISTRICTS WHO NEED TO MONITOR THE STATUS OF MULTIPLE UNITS.

DOUBLE CHECK EVERYTHING BEFORE YOU UPLOAD ANYTHING. THERE IS NO WAY TO REMOVE MISTAKES EXCEPT TO OVERWRITE THE DOCUMENT!



Fiscal Year	Document Type	Document ID	Status
2016 - 2017	Annual Financial Report		N
2016 - 2017	Audit_Year-End	01102046	N
2016 - 2017	IRS_300_ANNEX_3000	01102046	N
2016 - 2017	AUD_ARFF1	010712	N
2016 - 2016	300_30_100		N
2016 - 2016	AUD_300 Year		N
2016 - 2016	FTR_100_1000	010007	N
2016 - 2016	Annual Financial Report		N
2016 - 2016	Audit_Year-End	01102046	N
2016 - 2016	IRS_300_ANNEX_3000	01102046	N
2016 - 2016	AUD_ARFF1	010712	N

PTAEZ

- OFFICER CONTACT SYSTEM
- PRESIDENT IS AUTOMATICALLY ASSIGNED ACCESS BY CAPTA (In April)
- OTHER OFFICERS MAY HAVE ACCESS ADDED BY PRESIDENT

OFFICER CONTACT

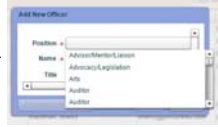


DISPLAYS THE CURRENT TERM BY DEFAULT UNTIL MARCH WHEN IT TRANSITIONS TO THE UPCOMING YEAR. YOU CAN CHANGE IT BY CLICKING ON THE SCHOOL YEAR DROP DOWN MENU.



STEP 1: CLICK ON ADD TO GET TO THIS WINDOW.

STEP 2: SELECT POSITION
 *ONLY EXECUTIVE VICE PRESIDENT IS A POSITION. IF YOU HAVE MORE THAN ONE VP, YOU MUST PICK WHAT THEY ARE IN CHARGE OF. YOU MAY ADD VICE PRESIDENT ON THE TITLE LINE.



STEP 3: EITHER FIND NAME FROM EXISTING DROP DOWN MENU OR ADD NEW NAME

STEP 4: CONFIRM NAME, CLICK NEXT STEP 5: ADD AS MUCH INFO AS POSSIBLE

PRESIDENTS MUST HAVE A STREET ADDRESS THAT IS NOT THE SAME AS THE SCHOOL!

Officer/Board Member Contact

When adding/changing a Board Member use the "Add" button or "Change" button you should first search for the name of the Board Member before creating them. This will help to avoid duplication. Names are set in "Last Name, First Name" format. Additionally to provide login access, toggle a name, then press the "Create/Change Login" button.

My Organization	Council	Unit	Working with: Fourth District PTA (UnitID: 12)			
School Year:	2017 - 2018		Copy Selected to:			
Position	TIN	Name	E-Mail	Phone #	Cell #	
Communications		Washburn, Jill	jwashburn@gmail.com	(855) 907-6237		
Membership		Lewis, Carla	carlewis@yahoo.com	(855) 630-6822		
Officer		Carla Lewis	carlewis@gmail.com	(855) 334-3333	(855) 685-3333	
President		Dreaman, Michele	micheaman@gmail.com	(855) 991-7400	(855) 454-3601	
Treasurer		Stuck, Maria	mstuck@gmail.com	(855) 305-8740		
Programs		Kish, Melissa	mshessan01@gmail.com		(855) 551-3118	
Advocacy/Legislat.		Treggs, Michelle	treggsym@gmail.com		(855) 298-6966	
Secretary		Ott, Alysia	alyott@gmail.com	(855) 581-7983		
Leadership/Organ.		Wiedman, Sherry	sherry@ptanorwa.com	(855) 905-1027		
Auditor		Hank-Lock, Laurie	lauriept12@gmail.com		(855) 501-7430	
Historian		Fincham, Kristina	kfincham3@proton.me	(855) 334-6528		

Buttons: Generate Report, Change Contact Information, Create/Change Login, Add, Change, Remove

CREATE/CHANGE LOGIN

THERE ARE THREE CATEGORIES FOR NON-FINANCIAL OFFICERS:

- OC ADMIN: CAN CHANGE ANYTHING IN THE MAIN REPORTING SYSTEM
- OC REPORTING: CAN ONLY GENERATE REPORTS IN SYSTEM
- OFFICE MANAGER: PTA EMPLOYEE (NOT SCHOOL EMPLOYEE) SAME ROLE AS OC ADMIN



Generate Reports

GIVES THE USER THE ABILITY TO CREATE REPORTS IN MULTIPLE FORMATS FOR ANY UNITS THAT THEY HAVE ACCESS TO.

FOR UNITS:

- CREATE BULK EMAIL LIST
- CREATE ROSTERS

FOR COUNCILS:

- CREATE BULK EMAIL LIST
- CREATE POSITION SPECIFIC LISTS



Bulk Mailing

HOW TO USE IT

WHY IT CAN BE GOOD TO USE
