

PTAEZ Tax/Document Management Quick Reference Guide

Tax/Document Management provides PTA units, councils and districts the ability, at no cost, to upload all required tax confirmation documents directly to California PTA. The following guide can be used as a quick reference at all levels of California PTA. For more detailed instructions, please refer to PTAEZ's online help manual located in the "Help" menu in your PTAEZ account.

Document Management

FYE: June 30 FEIN: FTB#: CT#: CORP#:

Working with: ██████████

Fiscal Year	Document Type	Government ID	Status
2014 - 2015	SOS_SI_100		N
2014 - 2015	FTB_199_199N		N
2014 - 2015	IRS_990_990EZ_990N		N
2013 - 2014	SOS_SI_100		N
2013 - 2014	FTB_199_199N		C
2013 - 2014	IRS_990_990EZ_990N		N
2012 - 2013	SOS_SI_100		N
2012 - 2013	FTB_199_199N		C
2012 - 2013	IRS_990_990EZ_990N		N
2011 - 2012	SOS_SI_100		N

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

This is the "**Document Management Screen**" that will be referred to in the instruction below. This is where you will be able to view, filter and report on the document status for the Organization that you are viewing.

Status Legend:

U: Uploaded, must be confirmed

C: Confirmed, must be uploaded

N: Neither uploaded or confirmed

"Blank": No further action needed (Both uploaded and confirmed)

Document Upload

Document Type:

Fiscal Year:

test 990 upload.pdf

IMPORTANT:

This is the "Document Upload" prompt. Be sure that once you select the *Document Type* and *Fiscal Year*, you select the correct file to upload. The document cannot be removed, only replaced.

"EZ" Upload Steps

1. Click on the "Admin" menu and select "Document Management"
2. You will automatically be directed to your organizations **Document Management Screen** where you can select "Upload" on the bottom of the screen.
3. You will then be prompted to select a "Document Type" and a "Fiscal Year". The fiscal year that you select will be considered the year that the document belongs to, it is not necessarily the same fiscal year that you are currently in.
4. You will then click on "Select File". This option will not be available until you select both the "Document Type" and the "Fiscal Year". Browse through the files on your computer and double click on the file that you wish to upload.
5. Repeat steps 1-4 for all necessary documents.