

MyPTEZ DOCUMENT UPLOAD FOR 2021-2022 SCHOOL YEAR

Upload the documents to the school year the documents apply – not necessarily the current school year. Please review “Upload Year” carefully.

MYPTEZ DOCUMENT	TIMING	UPLOAD YEAR	NOTES
Audits			
Audit Mid-Year 7/1/21 – 12/31/21	Upload: Jan 2022	2021-2022	Audit should be completed in January and uploaded when adopted.
Audit Prior Year-End 1/1/21 – 6/30/21	Upload: Jul/Aug/Sept 2021	2020-2021	Audit should be completed July/Aug. Upload to the 2020-2021 school year even if you upload during the 21-22 school year.
Financial Reports			
Budget: Current Year 7/1/21 – 6/30/22	Sept 2021	2021-2022	Upload your approved beginning budget. Do not upload revisions.
Year-End Annual Financial Report 7/1/20 – 6/30/21	Sept 2021	2020-2021	Last school year’s year-end report is uploaded with last school year’s documents.
Tax Documents			
FTB_199_199N	All tax forms are due Nov. 15 and should be uploaded as soon as complete.	2020-2021	The taxes filed this year cover the last school fiscal year (2020-2021). They should be uploaded to MyPTEZ for the matching fiscal year.
IRS_990_990EZ_990N		2020-2021	
AG_RRF1		2020-2021	
Miscellaneous			
Worker Comp	Jan 2022	2021-2022	Submit form to AIM/CAPTA and upload receipt emailed from CAPTA.
SOS_SI 100	NA	NA	This does not apply to any of our units. No upload needed.

TO UPLOAD: Find the file to be uploaded and save it to your computer. Log into MyPTEZ. Under ADMIN select DOCUMENT MANAGEMENT. Select the correct Fiscal Year. Click on the item you want to upload. Select UPLOAD, which opens the Document Upload box. Click Choose File so you can choose the file from your computer. Select the file and click “Upload.” The STATUS should switch from “N” to “blank,” which shows the upload was successful.

NOTES:

- Upload = Puts the report into MyPTEZ
- Download = Allows you to see the report but does not remove it from MyPTEZ
- For the current school year 2021-2022, workers comp, audit mid-year, and budget should all have a status of "blank," which means they have been uploaded. All other documents for this school year should have a status of "N," which means not uploaded. The remaining categories will be uploaded at a later date.
- A report can be selected and downloaded if you want to see it. This is a good way to check that the report is the correct one for the year it is uploaded.