



Accounting for Totem Membership Sales

Accounting for Totem Membership Sales in PTAEZ – Balance Adjustment

Prior to reconciling each month you will need to account for the Membership money received from Totem. To do this you will do a Balance Adjustment in PTAEZ:

In Ledger>Balance Adjustments:

Balance Adjustments

Date: 08/31/2018 ← Date Adjustment to match the Statement End Date on your Bank Statement

Adjustment Number: 255

Purpose: 20 Memberships sold through Totem

Increase Decrease ← Increase your Checking Account Category for the amount of money you received in Membership Sales

Checking Account ← by \$ 100.00

Select at least one category to adjust. The total must match the adjustment above.
*If adjusting a "Carryover" type of account, the offset entry below is automatic, no entry required.

Category	Amount
Membership Dues	\$100.00
Category	\$0.00

← Offset Adjustment with your Membership Due Income category. *Note: You do not need to account for the pass through portion on these memberships.

Total \$100.00

Find Adjustment ← Previous Next → New Adjustment Save

1. Date Adjustment to match your Bank Statement End Date
2. Increase
3. Your Checking Account Category
4. By the total amount that was deposited into your Bank Account
5. Offset below with your Membership Dues Income Category (NOTE: you will not need to account for any Pass Through (Non-Unit) amount for these membership sales as this amount has already been deducted before the funds were deposited into your bank account)
6. Enter same amount as above next to this offset line
7. Save Adjustment

Clearing the Adjustment through Reconciliation:

In Tools>Bank Reconciliation:

Bank Reconciliation

Record any bank charges or interest earned in the Balance Adjustment section under the Ledger menu option. Make sure to save the progress of your reconciliation before you navigate away from this page.
The Difference value (located on the lower right hand side) needs to be green to perform a reconciliation.

Bank Account: Checking Account Statement Date: 08/31/2018 ← Statement End Date should match date on Balance Adjustment

Beginning Balance: \$ 241102.38 Ending Balance: \$ 241102.38

Checks and Other Disbursements					Deposited Receipts				
Date	Type	Number	Description	Amount	Date	Type	Number	Description	Amount
07/12/2018	CHECK	2623	Carolyn Douglas	\$ 100.00	08/31/2018	ADJUSTM...	255	20 Memberships sold through Totem	\$ 100.00
08/30/2018	CHECK	2268	CostCo	100.00					
08/30/2018	CHECK	2626	Carolyn Douglas	50.00					

Print Item List PDF Generate

Cleared Balance \$241,102.38 Difference \$0.00

View Summary Reconcile Now Save Cancel

← Be sure to check adjustment off in your reconciliation

1. Select your Checking Account Category

2. Enter the Statement End Date
3. Enter the Statement Ending Balance
4. Be sure to check off the adjustment you did to account for your Totem Membership money
5. Once your Reconciliation is balanced and there is a difference of \$0, select “Reconcile Now” to complete your reconciliation

Uploading Memberships bought through Totem into PTAEZ’s Membership Management List:

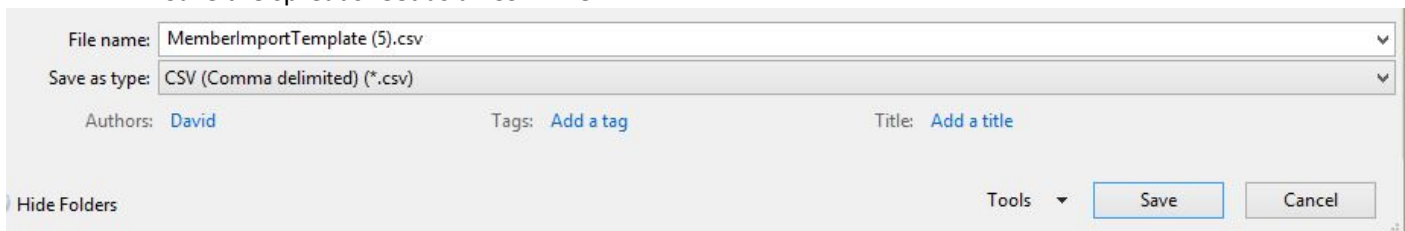
1. First, you must create an excel spreadsheet with the information that you want attached to each member you plan to import. **Note:** A template can be downloaded from the [Member Import section in PTAEZ](#). The order of the information is as follows:

- a. Member Year (for example: for the Fiscal Year 2018/2019, enter 2018 as the membership year)
- b. Type (Parent/Student/Teacher/Other)
- c. First Name
- d. Middle Name
- e. Last Name
- f. Email
- g. Address
- h. City
- i. State
- j. Zip
- k. Home Phone
- l. Cell Phone

Example: **Note: DO NOT change/remove the column headers, the file will not upload if you do.**



	A	B	C	D	E	F	G	H	I	J	K	L
1	MemberYear	Type	FirstName	MiddleName	LastName	Email	Address	City	State	Zip	HomePhone	CellPhone
2												
3												
4												
5												

2. Save the spreadsheet as a “CSV” file



3. Go to your PTAEZ account and select “Tools/Import Members”

mrradd's PTA Good Morning, mega

PTAEZ®         

Home Checks Receipts Ledger Reports Tools Admin Forms Help

Member File Import

File to Import: No file chosen

- Budgets
- Fundraisers and Programs
- Bulk Mailer
- Bank Reconciliation
- Budgets to Actual
- Bank Recon History
- Import Members

4. Select "Choose File"
5. Browse for the spreadsheet that you created and saved as a CSV file.
6. Select "Start Import"
7. You have now imported your members to your PTAEZ account.

Member File Import

Import Test.csv

Upload Complete

Number of members added: 1
Number of members updated: 0
Number of members skipped: 0

Note: If the member year (Column A) was populated with a year, the name will populate the list in "Admin/Membership Management" for that year, and if not, the name will only go to the Individuals List. All names will go to your "Individuals" list regardless of whether they are PTA Members.

Note: If you make an error and add a person as a member who is not, you may remove the membership status within "Membership management".

See also: Balance Adjustments