PTA Paypal Best Practices

Begin by logging into your account at https://www.paypal.com/ca.
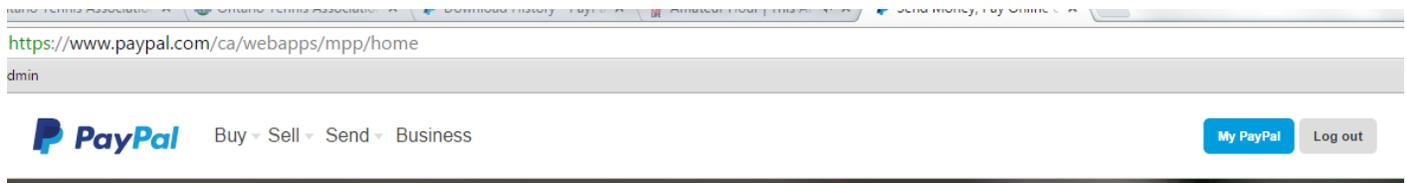
The **Monthly Financial Summary** will give you a controlled report of your beginning/ending balance for each month along with transactions, transfers, etc. To view this report:

Scroll over the **History** tab- **Reports**.

Below is a sample report (the currency for the actual report should be in CAD $ based on your account settings). Important figures to note are the Beginning and Ending balance as these are what you will need to reconcile based on your monthly transactions.

Sample report   🖨 Print this report

Currency: USD($)

Financial Statement

Description	Beginning	Ending
Total balance	1.77	1.25
Average balance	1.77	1.25
Payables balance	0.00	0.00
Sales activity		0.00
Payments Received		0.00
Refunds sent	0.00	
Fees		0.00
Payment fees	0.00	
Refunded fees	0.00	

You can also export the transaction history to Excel.

Scroll over the *History* tab- *Download History*.

My Account	Send Money	Create an Invoice	Merchant
Overview	Add Funds	Withdraw	History	Resolution Centre

Reporting centre

Measure the performance of your business   overview. I
this information and more is at your finge   ts.

In addition, the sample reports show exact   Tax Documents   like and g

Basic Search
Advanced Search
Download History
Tax Documents
Reports
IPN History

Summary reports

Summary reports give you an overview of sales, payment activity, inver
account. View a snapshot of your account for the past month, year, or d

Here you can search a custom date range. Input your dates and select the file type for download. The recommended file download is *Comma Delimited- All Activity*.

date range of your request. Please do not request the same log multiple times, as this will not speed up your delivery time and could cause additional delays.

Choose from one of the two options below.

● **Custom Date Range**
Download all payments that started within the date range you specify.

From: 12 / 11 / 2015   To: 19 / 11 / 2015
    Day Month Year   Day Month Year

File Types for Download:
[Comma Delimited - All Activity ▼]

○ **Last Download to Present** Learn More
Download all completed payments since 12/11/2015.

File Types for Download:
[-- Select -- ▼]

☐ Include Shopping Cart details (comma and tab delimited files only). Learn More

Customize Download Fields (not available for PDF)

Downloadable History Log Updates

[Download History]

Once you have selected the date range and file download type click on *Download History*. You will then see the *Download Status* page- Click Continue.

| My Account | Send Money | Create an Invoice | Merchant Services | Products & Services | Community |

Overview   Add Funds   Withdraw   History   Resolution Centre   Profile

Download Status

Your log request will be processed and available shortly.

Because of the size of your transaction history, your log is not available for immediate download. PayPal will send an email to **ota@tennisontario.com** when the log is ready to be downloaded. Any transactions that take place after this request was submitted will not be included in the log.

Note: some heavy users may experience wait times of up to 24 hours. Please do not request the same log multiple times, as this will not speed up your delivery time, and could cause additional delays.

[Continue]

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Go back to the *History* tab- *Download History*. From there you can view your recently downloaded logs.

Completed	19-Nov-2015 15:31:07 GMT-05:00	1-Oct-2015 to 31-Oct-2015	Com Activ

Recently Downloaded Logs are now available.

Because of the size of your transaction history, your log request will be queued and email when your log is ready for download.

It may take up to 24 hours for your log to be processed. To decrease your wait tin date range of your request. Please do not request the same log multiple times, as th delivery time and could cause additional delays.

Choose from one of the two options below.

Select the log you would like to open and download. An Excel file will then download onto your computer. This will have all of the transactions for the account which can be filtered and/or sorted (i.e. membership payments, tournament entry fees, etc.).

Here are a few useful tips for using this download log.

1. Hide the columns you do not need for easier viewing (i.e. time, email address, etc.).
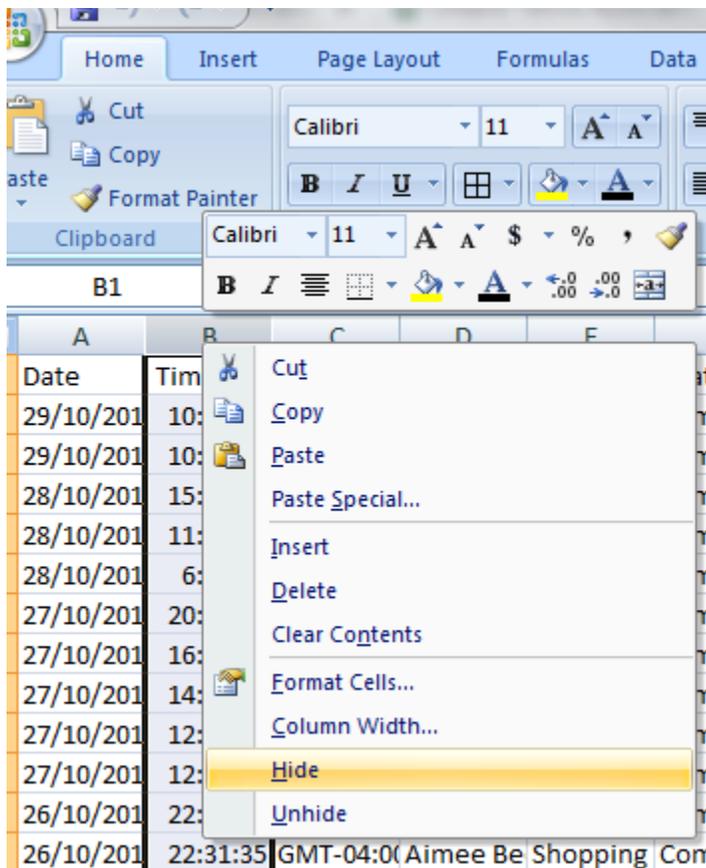
2. Column AG- Custom Number is important for viewing the transaction type. This will include what the payment was for (tournament name, membership type, etc.).

	A14				f_x	
	A	D	G	H	I	J	AG

	Date	Name	Currency	Gross	Fee	Net	Custom Number
1	Date	Name	Currency	Gross	Fee	Net	Custom Number
2	11/6/2015	John Doe	CAD	110.00	- 3.49	106.51	2015 OTA Outdoor Provincial Main Draw U12, U16 June 29th-4th (11111111, John Doe)
3	9/6/2015	Jane Doe	CAD	110.00	- 3.49	106.51	2015 OTA Outdoor Provincial Main Draw U12, U16 June 29th-4th (11111111, Jane Doe)
4	6/23/2015	Jack Smith	CAD	80.00	- 2.62	77.38	2015 OTA Senior Provincials (O65-O85) July 8th-12th (11111111, John Smith)
5	6/20/2015	Jill Smith	CAD	80.00	- 2.62	77.38	2015 OTA Senior Provincials (O65-O85) July 8th-12th (11111111, Jill Smith)
6	6/23/2015	Player 1	CAD	58.00	- 1.98	56.02	Player 1 (22222222), 2015-06-24-2016-06-23, Player, ON - Adult
7	6/28/2015	Player 2	CAD	58.00	- 1.98	56.02	Player 2 (22222222), 2015-06-28-2016-06-27, Player, ON - Adult
8	6/28/2015	Player 3	CAD	58.00	- 1.98	56.02	Player 3 (22222222), 2015-06-28-2016-06-27, Player, ON - Junior
9	6/26/2015	Player 4	CAD	58.00	- 1.98	56.02	Player 4 (22222222), 2015-06-27-2016-06-26, Player, ON - Junior
10							

3. You can separate each type of Custom Number. An example of this would be separating different tournaments that collected online entry fees.

f_x =SUM(H2:H5)

	G	H	I	J	
	Currency	Gross	Fee	Net	Custom Number
	CAD	110.00	- 3.49	106.51	2015 OTA Outdoor Provincial Main Draw
	CAD	110.00	- 3.49	106.51	2015 OTA Outdoor Provincial Main Draw
	CAD	110.00	- 3.49	106.51	2015 OTA Outdoor Provincial Main Draw
		330.00	10.47	319.53	

4. The same can be done for memberships. The left 2 columns (Adults/Juniors) are added manually by the administrator to separate the membership type.

					Adult	Juniors
58.00	-	2.56	55.44	John Doe (11111111), 2015-06-13-2016-06-12, Player, ON - Junior		58.00
58.00	-	1.98	56.02	Jane Doe (11111111), 2015-06-02-2016-06-01, Player, ON - Adult	58.00	
58.00	-	1.98	56.02	John Smith (1111111111), 2015-06-06-2016-06-05, Player, ON - Junior		58.00
58.00	-	1.98	56.02	Jane Smith (1111111111), 2015-07-12-2016-07-11, Player, ON - Adult	58.00	
232.00	-	8.50	223.50		116.00	116.00

5. Refunds will also be shown on the list of transactions indicated by a - sign.

04									
05	6/25/2015	PayPal		CAD					
06	6/25/2015	John Doe		CAD	-	110.00	3.19	-	106.81
07	6/25/2015	PayPal		CAD					
08	6/25/2015	Jane Doe		CAD	-	110.00	3.19	-	106.81
09									

6. Manually adding a summary to the bottom of the spread sheet is another way to double check totals for the time period, example below:

	Gross	Fee	Net	
Registrations				[
Junior Provincials				
Roman Cup				
Senior Provincials				
Refunds				
Transfer to bank				
VR payment				
Net for the month				
C/F from the month				
Closing Balance				

The main goal of the History Download is to help balance your opening and closing balances for the specified time period.