

UHAB THE URBAN HOMESTEADING ASSISTANCE BOARD
120 WALL STREET 20th FLOOR NEW YORK, NY 10005 • (212)479•3300 • FAX (212)344•6457

UHAB

Connected Books Workshop

**UHAB
120 Wall Street
New York, NY 10005**

Agenda

- Activity 1: Entering Bills**
- Activity 2: Paying Bills and Writing Checks**
- Activity 3: Month-End Close**
- Activity 4: Resident Charges**
- Activity 5: Deposits**
- Activity 6: Bank Reconciliation**
- Activity 7: Viewing Reports**

**Email Address: @cb.coop
Password: password**

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Overview

The Urban Homesteading Assistance Board

UHAB supports self-help housing and community building in low-income neighborhoods by training, organizing, developing, and assisting resident-controlled limited-equity housing co-operatives. In New York City, we've helped create the nation's largest community of limited-equity affordable co-operatives. Please explore www.uhab.org to learn more about our work.

UHAB Member Services

UHAB Member Services provide HDFC and TIL buildings access to cost-saving programs and news updates designed to help buildings run smoothly and at the lowest possible cost. Member Services include the Fire and Liability Insurance Plan (FLIP), our high quality and competitively priced insurance designed specifically for HDFCs, UHAB Fuel, which offers buildings heating fuel oil at extra low prices, and Bookkeeping and Tax Services. To learn more about Member Services please contact Emily Ng at 212-479-3318 or ng@uhab.org.

Connecting Communities

UHAB's digital programs provide quality, network based services to a growing and changing population of HDFC leaders. Besides Connected Books, there are nearly a dozen other tools available to HDFCs at www.uhab.coop including useful links like a Vendor Directory, free web page and collaboration tools for co-ops and neighborhoods, forums and free email.

Connected Books Contacts

Connected Books Help

(212) 479-3355 Brian salfas@uhab.org

(212) 479-3321 Venecia velez@uhab.org

(212) 479-3334 Emily ng@uhab.org

Software Help

cbhelp@connectedbooks.coop

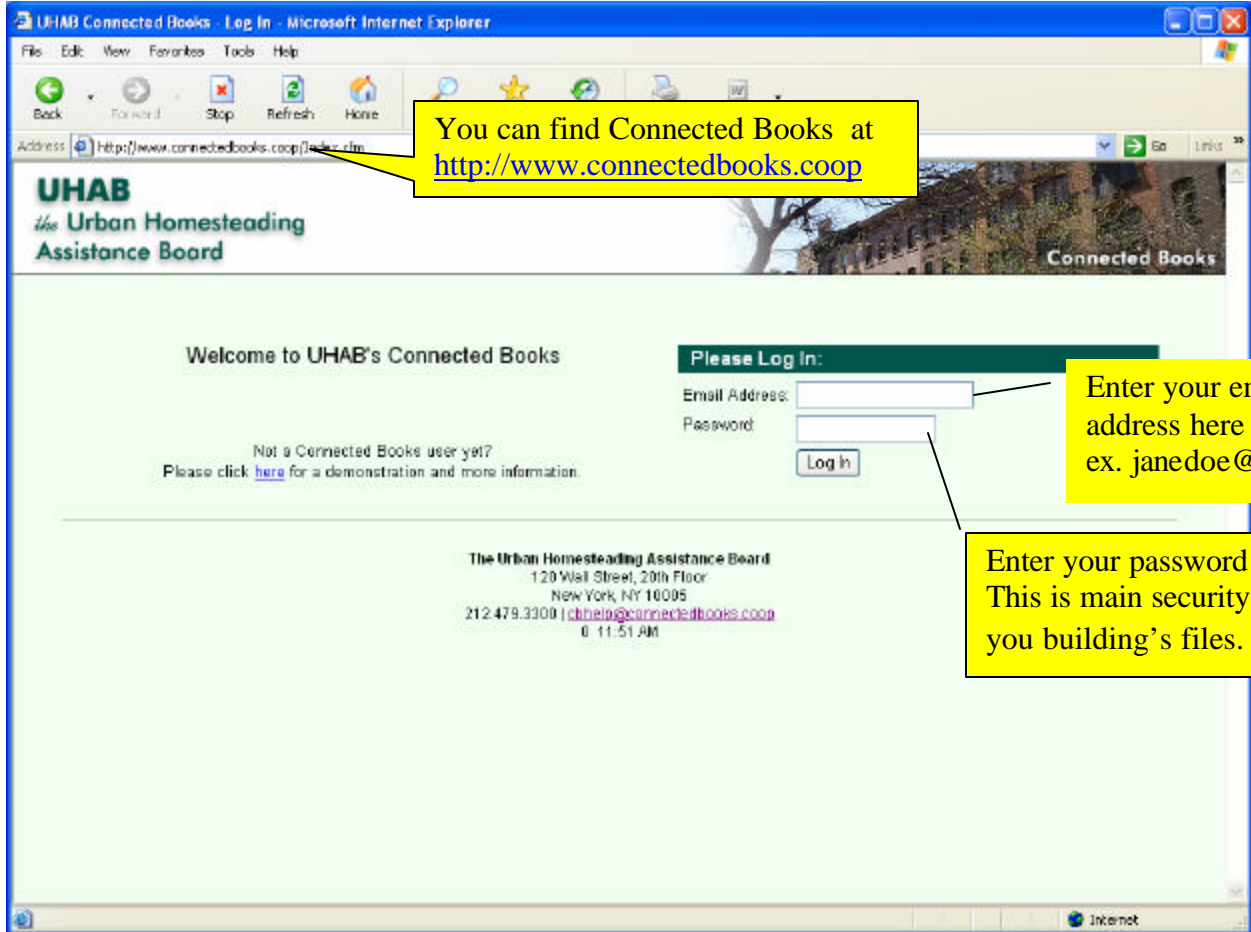
Report a Bug

At the bottom of every Connected Books screen is a link which, when you click on it, opens an email from you to cbhelp@connectedbooks.coop

To access Connected Books online application, go to the web address:

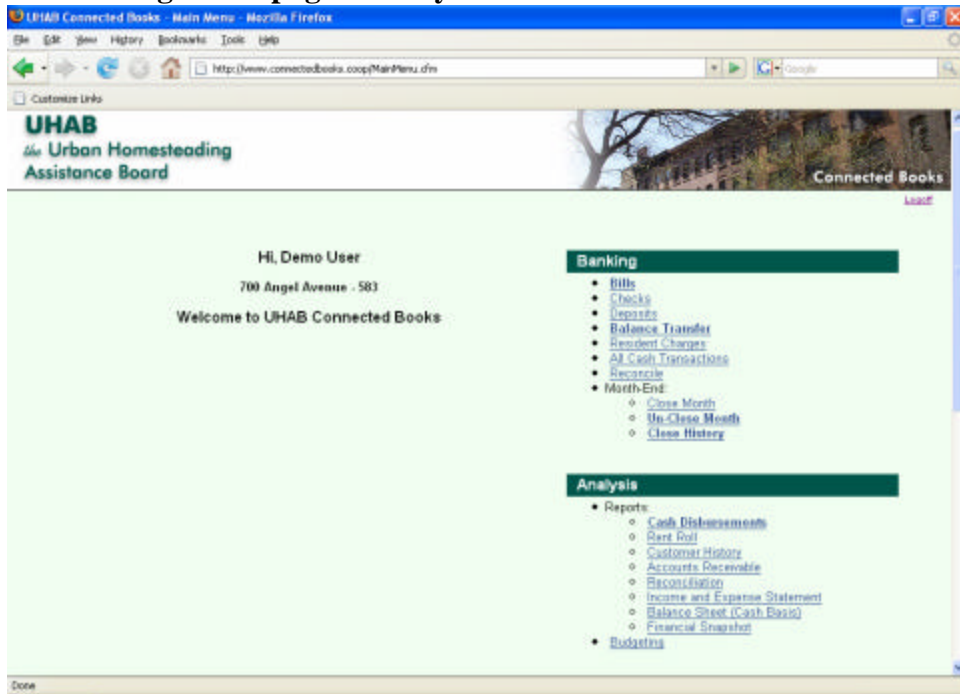
<http://www.connectedbooks.coop>

Initial Screen Shot

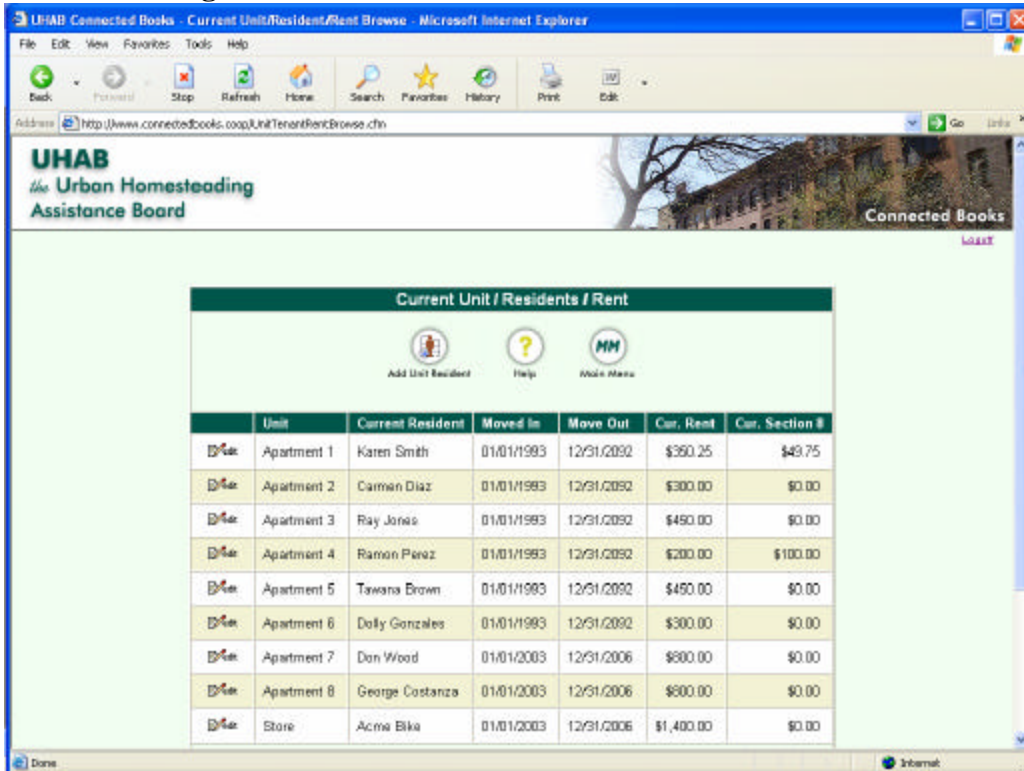


Main Page

This is the buildings main page where you can access all Connected Books functions.



This is a demo building we have created with its own Rent Roll and Bank Accounts.



Activity #1: Entering Bills

Aim: To learn how to enter bills into the building's profile.

Task: 700 Angel Avenue has just received a few bills that need to be recorded into the computer. Follow the instructor through the first example and then enter the rest of the bills.

Use the "Bill Maintenance Form" to record in all checks as they are written.

The screenshot shows the 'Bill Maintenance Form' in a Mozilla Firefox browser window. The browser title is 'UHAB Connected Books - Bill Maintenance - Mozilla Firefox'. The address bar shows 'http://www.connectedbooks.coop/BillMaintenance.cfm?Mode=Add&BillID=0'. The form has a green header with 'Bill Maintenance Form' and navigation icons for Search, Help, and Main Menu. Below the header, it displays 'Bank Account: ABC City Bank Operating' with a balance of '\$25,610.25'. The 'Pay to the Order of:' field has a dropdown menu currently set to 'Choose A Vendor'. The 'Memo:' field contains 'Utilities'. The 'Must Be Paid By:' field shows '01/31/2007' and '\$ 60.00'. Below these fields is a table with three columns: 'Account', 'Amount', and 'Memo'. The first row has 'Utilities' in the 'Account' column, '60.00' in the 'Amount' column, and an empty 'Memo' column. The other four rows have 'Choose An Account' in the 'Account' column and '0.00' in the 'Amount' column. An 'Add' button is located below the table. At the bottom of the page, it says 'The Urban Homesteading Assistance Board'.

Account	Amount	Memo
Utilities	60.00	
Choose An Account	0.00	
Choose An Account	0.00	
Choose An Account	0.00	
Choose An Account	0.00	

Use the pull down box to choose a vendor.

Enter in the due date for the bill and amount.

Use the pull down box to choose the account.

The amount should appear automatically.

Activity #2: Paying Bills and Writing Checks

Aim: To learn how to pay bills and write checks.

Task A:

Pay the following bills 5 days before their due date.

Vendor	Amount	Due Date
Con Edison	\$60.00	01/15/2010
UHAB Fuel	\$835.00	01/25/2010
Powers and Associates	\$500.00	02/15/2010

Bills

The screenshot shows the 'Bills' page on the UHAB Connected Books website. At the top, there are navigation icons for 'Add Bill', 'Help', and 'Main Menu'. Below this, a table lists unpaid bills with columns for Vendor, Due Date, Amount, and Memo. Each row has a 'Pay Bill' icon to its right. A yellow callout box with an arrow points to one of these icons, containing the text: 'Pay a bill by clicking on the "Pay Bill" icon. We can do that here.'

Bills					
				Total of Unpaid Bills:	\$1,955.00
Vendor	Due Date	Amount	Memo		
Powers & Associates LLC	01/05/07	\$1,000.00	Legal consulting		
UHAB Fuel	12/24/06	\$835.00	December oil		
Con Edison	01/24/07	\$60.00	Jan usage		
XYZ Hardware	03/01/07	\$60.00	supplies		

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 120 Wall Street, 20th Floor
 New York, NY 10005
 212.479.3300 | cbhelp@connectedbooks.coop
 889 12:46 PM

Checks

Task B:

You went to XYZ Hardware on 01/26/2010 and wrote a check for \$50 for supplies.

You paid the super, Don Wood, on 01/31/2010 \$150 for his salary. Record these checks.

Use the "Check Maintenance Form" to record in all checks as they are written.

UHAB Connected Books - Check Maintenance - Mozilla Firefox

http://www.connectedbooks.coop/CheckMaintenance.cfm?Mode=Add&LedgerID=0

Check Maintenance Form

Search Help Main Menu

Bank Account: ABC City Bank operating \$25,722.74

No. 1182
Date 02/28/2007
\$ 0

Pay to the Order of: Choose A Vendor
And 00 / 100 Dollars
Address: Outer
Memo:

Account	Amount	Memo
Choose An Account	0.00	
Choose An Account	0.00	
Choose An Account	0.00	
Choose An Account	0.00	
Choose An Account	0.00	

Submit

Done

Use the pull down box to choose a vendor.

Enter in the check number date and amount.

Use the pull down box to choose the account.
The amount should appear automatically.

Activity #3: Resident Charges

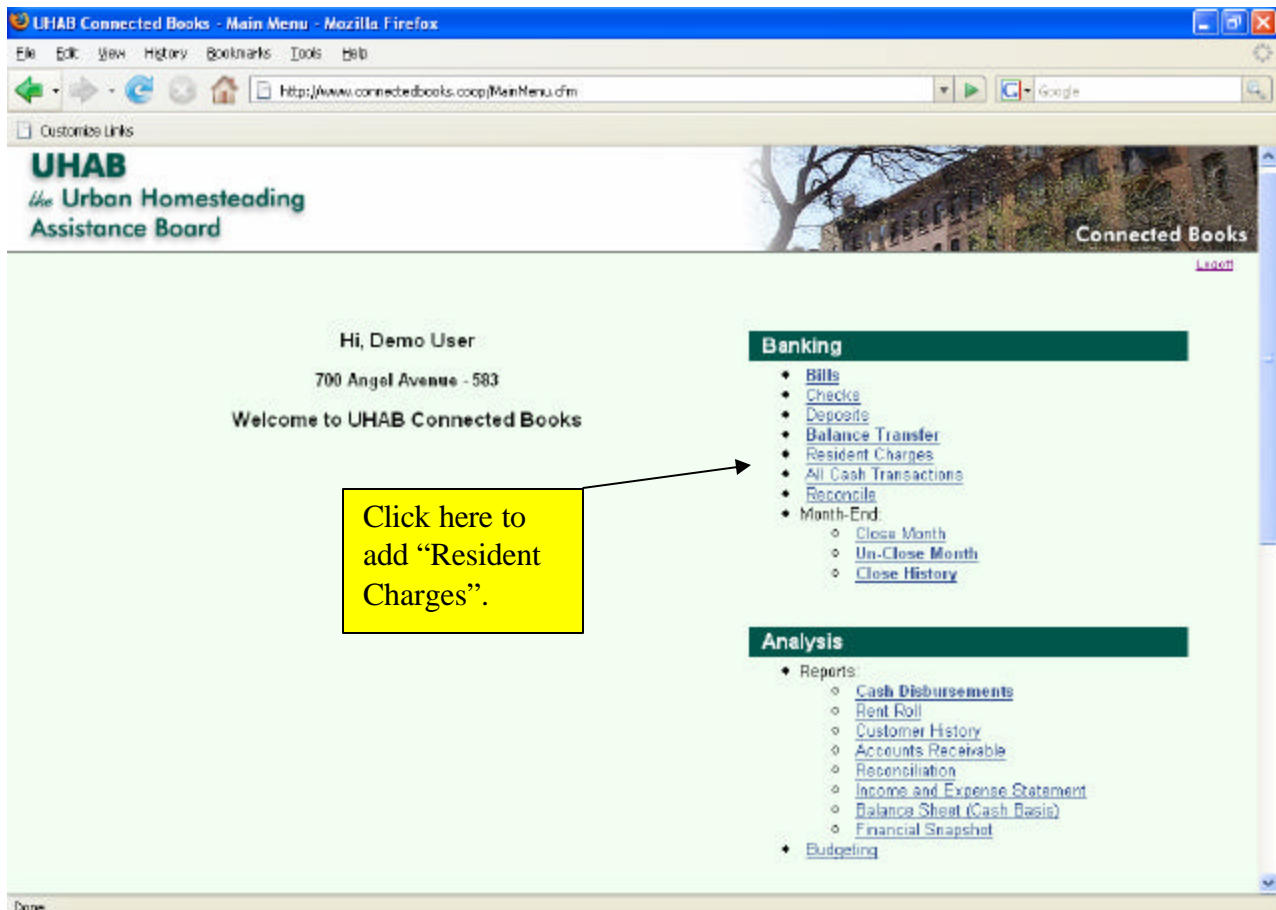
Aim: To learn how to enter in resident charges

Task: Please enter the following resident charges into the system

Dolly Gonzalez has a late charge of \$15.00 on 01/10/2010.

A broken window at Acme Bikes cost the building \$200.00 on 01/15/2010.

Resident Charges



Activity #4: Deposits and Month-End Close

Aim: To learn how to record the building's income.

Tasks: Read the following scenario and follow the instructions.

On January 15th you deposited 6 checks that total \$3,950.00. They are on the following pages. Enter them into Connected Books in the appropriate accounts. When you are done, complete the month-end close for January 2010. The instructor will enter the first check with you.

Donald Wood	1100	1/10/10
Pay to the Order of _____ 700 Angel Avenue _____		
Eight hundred Dollars and zero cents -----	\$800.00	
Memo <u>Jan rent</u> _____		
000303031287639		92834750927

Karen Smith	1334	1/10/10
Pay to the Order of _____ 700 Angel Ave HDFC _____		
Three hundred fifty and twenty five cents _____	\$350.25	*****
Memo _____ Jan Maintenance _____		
000303031287639	92834750927	

	502
Tawana Brown	1/10/10
Pay to the Order of _____ 700 Angel Ave HDFC _____	
Four Hundred Fifty dollars *****	\$450.00
Memo _____ Jan Maintenance _____	
005456400	15876487

	055
Acme Bike	1/03/10
Pay to the Order of _____ 700 Angel Avenue HDFC _____	
One Thousand four hundred and no cents	\$1400.00
Memo _____ Jan Rent _____	
000303031287639	92834750927

	0123
George Costanza	1/08/100.
Pay to the Order of _____ 700 Angel Avenue _____	
Eight Hundred Dollars_-----	\$800.00
Memo _____ Jan Rent _____	
	92834750927

HPD	6452 1/12/10
Pay to the Order of _____ 700 Angel Avenue _____	
One hundred forty nine and 75/100_-----	\$149.75
Memo Section 8 for 700 Angel Ave _____	
Karen Smith \$49.75	
Ramon Perez \$100.00	
000303031287639	92834750927

Month-End Close

Task B:

Aim: To learn how to instruct the program to tally your receivables.

Task: Close the month of January 2010.

UHAB Connected Books - Month End Close - Mozilla Firefox

http://www.connectedbooks.coop/Print/EndClosing.cfm

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Connected Books

Month End Close Form

Audit Info Help Main Menu

Please Select The Month/Year That You Want To Close:

Month:

Year:

The Urban Homesteading Assistance Board
123 Wall Street, 20th Floor
New York, NY 10005
212-478-3000 | lchab@connectedbooks.coop
1012 09:44 AM

Done

Activity #5: Bank Reconciliation

Aim: To learn how to reconcile your checking account.

Tasks: Use the attached bank statement to complete the reconciliation.

Reconciliation

The screenshot shows a web browser window titled "UHAB Connected Books - Bank Reconciliation - Mozilla Firefox". The address bar shows the URL "http://www.connectedbooks.coop/Reconciliation.cfm". The page header includes the UHAB logo and the text "The Urban Homesteading Assistance Board" and "Connected Books".

The main content area is titled "Bank Reconciliation" and contains the following form fields:

- Statement Date: (MM/DD/YYYY)
- Beginning Balance: \$0.00
- Ending Balance: 0.00
- Service Charge: (Administration Expense) Date:
- Service Charge: (Administration Expense) Date:
- Service Charge: (Administration Expense) Date:
- Service Charge: (Administration Expense) Date:
- Interest Earned: Date:

A "Continue" button is located below the form fields.

At the bottom of the page, the text reads: "The Urban Homesteading Assistance Board, 120 Wall Street, 20th Floor, New York, NY 10005".

ABC City Bank

700 Angel Avenue HDFC
 att: Ramon Perez
 700 Angel Ave. # 4
 New York, NY 10009

12345678 - 91
 Account Number
01 / 31 / 10
 Statement Date

Business Checking Account

Summary

Previous Balance	25,610.25
Credits	3,950.00
Debits	1,095.00
Service Charges	12.50
Ending Balance	28,452.75

Deposits and Credits

Date	Description	Amount
------	-------------	--------

1/16/10	Deposit	3,950.00
---------	---------	----------

TOTALS		3,950.00
---------------	--	-----------------

Checks and Debits

Number	Date	Amount
--------	------	--------

2126	1/20/10	60.00
2127*	1/15/10	835.00
2129*	1/15/10	50.00
2130	1/31/10	150.00

TOTALS		1,095.00
---------------	--	-----------------

* Indicates gap in check sequence

Activity #6: Viewing Reports

Aim: To learn how to view the Rent Roll Report and Income and Expense Statement.

Tasks: Choose the report you would like to view. Enter in a time period for the report. Follow the instructor through the first example.

Cash Disbursements Report

The “Cash Disbursements” Report shows all checks written for a selected period of time.

UHAB Connected Books - Cash Disbursement Report - Microsoft Internet Explorer

Address: http://www.connectedbooks.coop/RptCashDisburseSearch.cfm

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Cash Disbursement Report

Please enter at least one search criteria below. Then click the Search button at the bottom of the page.

Search Criteria

Past Date - From: 01/01/2006

Past Date - To: 01/31/2006

Expense Account: All Expense Accounts

Vendor: All Vendors

Select Report

Report: Disbursements By Check Number

View Report Clear

Use pull down boxes to select account and vendor.

Enter time period to view.

UHAB Connected Books - Cash Disbursements By Check Number - Mozilla Firefox

Address: http://www.connectedbooks.coop/RptCashDisburseBrowse.cfm

Cash Disbursements By Check Number

700 Angel Avenue

01/01/2006 - 01/31/2006

Check #	Date	Vendor	Account	Amount	Memo
2126	01/20/2006	Con Edison	Utilities	\$60.00	
2127	01/20/2006	UHAB Fuel	Fuel	\$835.00	
2129	01/26/2006	KYZ Hardware	Repairs/Maintenance	\$50.00	
2130	01/31/2006	Dan Wood	Payroll	\$150.00	
				Total: Checks	\$1,095.00

Rent Roll Report

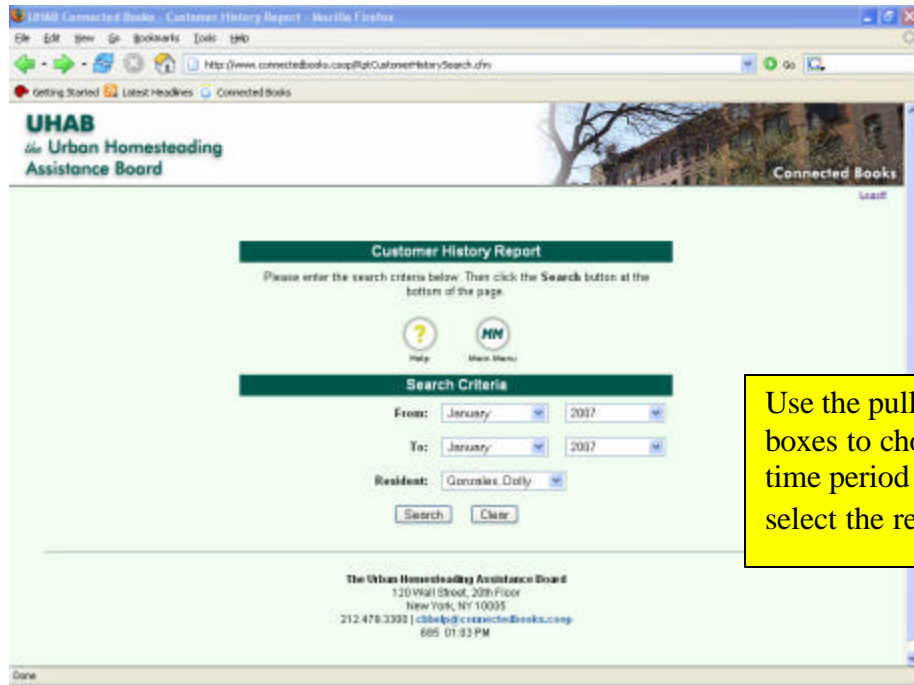
The “Rent Roll” Report shows the rent/ maintenance activity for selected months.

Use the pull down boxes to choose the month, year, and unit.

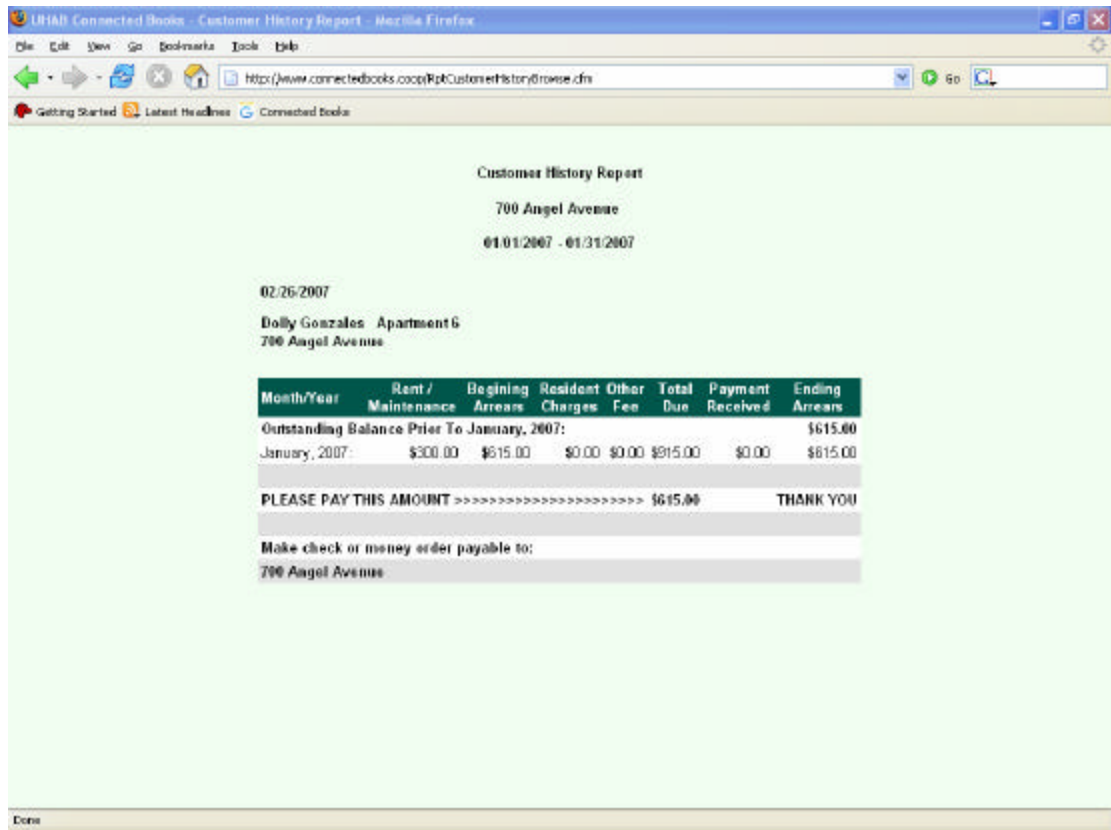
Unit Resident	Rent / Maintenance	Paid YTD	Beginning Arrears	Resident Charges	Other Fee	Total Due	Paid This Period	Ending Arrears
Apartment 1 / Karen Smith	\$350.25	\$0.00	\$350.25	\$0.00	\$0.00	\$700.50	\$0.00	\$700.50
Section 8/PA	\$49.75	\$0.00	\$49.75				\$0.00	\$89.50
Apartment 2 / Carmen Diaz	\$300.00	\$0.00	\$500.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00
Apartment 3 / Ray Jones	\$450.00	\$0.00	\$900.00	\$0.00	\$0.00	\$1,350.00	\$0.00	\$1,350.00
Apartment 4 / Ransom Perez	\$200.00	\$0.00	\$400.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
Section 8/PA	\$100.00	\$0.00	\$100.00				\$0.00	\$200.00
Apartment 5 / Tawana Brown	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00
Apartment 6 / Dolly Gonzalez	\$300.00	\$0.00	\$615.00	\$0.00	\$0.00	\$915.00	\$0.00	\$915.00
Apartment 7 / Don Weed	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00
Apartment 8 / George Costanza	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00
Store / Acme Bike	\$1,400.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Total Rent/ Maintenance:	\$5,058.25	\$0.00	\$6,515.25	\$0.00	\$0.00	\$11,565.50	\$0.00	\$11,565.50
Section 8/PA:	\$149.75	\$0.00	\$149.75				\$0.00	\$299.50

Customer History Report

The “Customer History” Report shows rent history for selected residents.



Use the pull down boxes to choose the time period and select the resident.



Income and Expense Statement

The “Income and Expense Statement” Report is a summary for a selected period.

Income and Expense Statement

Please enter a date range below. Then click the **Create Income Statement** button at the bottom of the page.

Start Date:

End Date:

The Urban Homesteading Assistance Board
 120 Wall Street, 20th Floor
 New York, NY 10005
 212.479.3300 | cdhelp@connectedbooks.coop
 8:05 01:02 PM

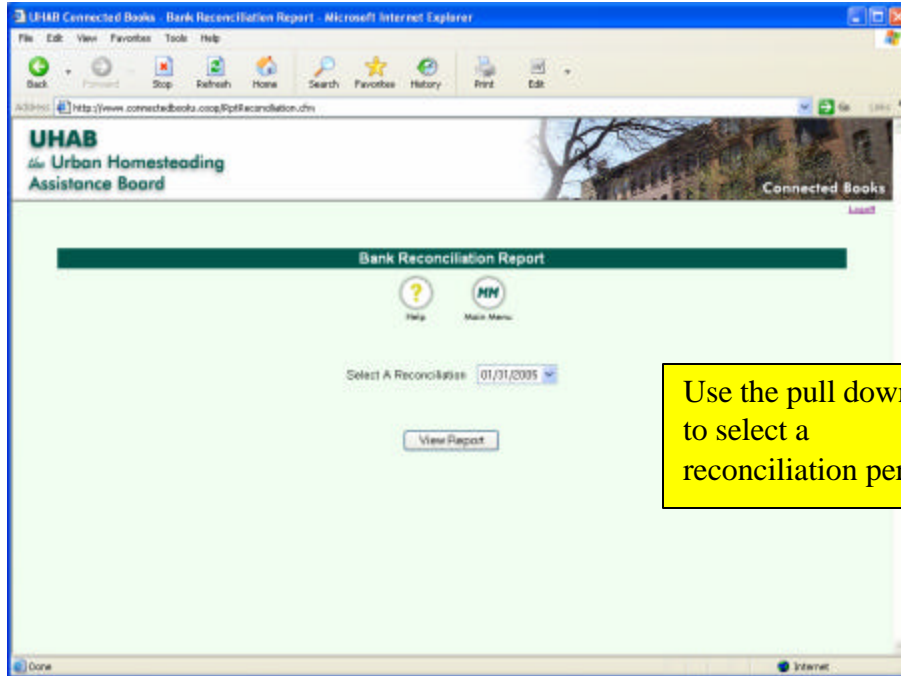
Income and Expense Statement

730 Angel Avenue - 846 Connected Books
January 1, 2006 to January 31, 2006

Income		
Maintenance Income		800.25
Section 8/ PA/ SCRIE Income		149.75
Commercial Income		1,400.00
Resident Charge Income		0.00
Other Fee Income		0.00
Interest Earned		0.00
Non Tenant Income		0.00
Rent Income		1,600.00
Total Income		3,950.00
Expenses		
Insurance		0.00
Management		0.00
Legal		0.00
Administration		12.50
Other Professional		0.00
Repairs/Maintenance		50.00
Plumbing		0.00
Exterminator		0.00
Fuel		835.00
Utilities		60.00
Water/Sewer		0.00
Building Improvement		0.00
Transfer to SA		0.00

Reconciliation Report

The “Reconciliation” Report lists the uncleared transactions , the closing bank balance, and the running balance for a period that has already been reconciled.



Bank Reconciliation Report	
709 Angel Avenue	
Bank Closing Balance	28,452.75
Deposits in Transit	0.00
Outstanding Checks	0.00
Adjusted Total (Balance By Books)	28,452.75
Period Ending On	01/31/2005
Debit	
Credit	
Total	0.00
Total	0.00

Financial Snapshot

The “Financial Snapshot” Report is a quick glance of the checking account, unpaid bills, and arrears outstanding.

Financial Snapshot	
700 Angel Avenue	
As of 02/25/07	
Checking Account Balance	35,722.74
Chase	10,000.00
Unpaid Bills	(1,895.00)
Arrears Outstanding	6,515.25

User Maintenance Form

Use the “User Maintenance Form” to add a user who will have access to the building’s financial information.

User Maintenance Form

Search Help Main Menu

User ID: 0
Building: 700 Angel Avenue
Email:
Password:
Re-enter Password:
First Name:
Middle Name:
Last Name:
Status:
User Type:
Language:
Add

Enter the email and create a password for the new user.

Choose a User Type for the new user.

Connected Books Evaluation -

- 1. What do you think of Connected Books Software?**

- 2. What do you think of this Connected Books Training?**

- 3. Was any activity strikingly good or bad?**

- 4. Which activity or skill would you like more time on?**

- 5. Do you feel comfortable using this software?**

- 6. How did you hear about Connected Books? Please circle all that apply:**
 - a). UHAB postcard/ flyer
 - b). UHAB website
 - c). UHAB staff _____
(Please name the person)
 - d). Other _____
(Please explain)

- 7. How might we improve a) the Connected Books software b) the Connected Books training session?**

- 8. Additional comments or suggestions:**