

U HAB Connected Books - Check Maintenance - Microsoft Internet Explorer

Address: http://www.uhab.coop/cb/CheckMaintenance.cfm?Mode=Add&LedgerID=0

Bank Account: ABC City Bank HDFC Checking \$25,110.00

No. 2126
Date 07/09/2004

Pay to the Order of: Choose A Vendor \$ 0
And 00 / 100 Dollars
Address: NY
Memo:

Use the pull down box to choose a vendor. If vendor does not appear, choose "Add a vendor."

Enter in the check number date and amount.

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

insureselectelementisselected()EntitySelected = true

Use the pull down box to choose the account.

The amount should appear automatically.

U HAB Connected Books - Vendor Maintenance - Mozilla Firefox

Address: http://www.uhab.coop/cb/VendorMaintenance.cfm?Mode=Add&VendorID=0

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Vendor Maintenance Form

Search Help Main Menu

Company Name:

Customer Account #:

First Name:

Last Name:

Address:

City:

State: NY

Zip:

Phone:

FAX:

Cell/Beeper:

Email:

URL:

Description:

Done

To add a new vendor, once you choose "Add Vendor" on pull-down menu, a new window will open.

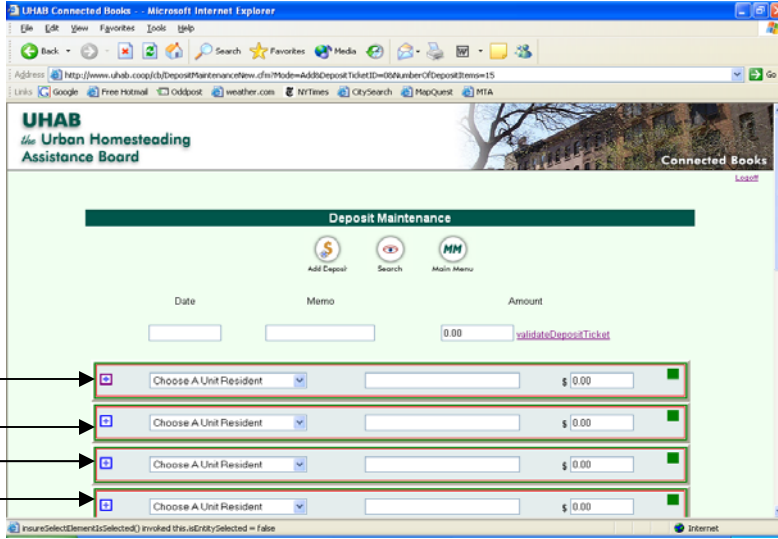
After new vendor information is added, a message screen will appear confirming that; close that window.

On the original window, you can then choose the vendor information from the pull-down menu.

Adding Deposits

How to enter the monthly maintenance and rent income. The deposit module will allow you to enter deposits, and specify the break down the various income sources of a deposit. This is known in Connected Books as ‘splits’ and is indicated by expandable boxes.

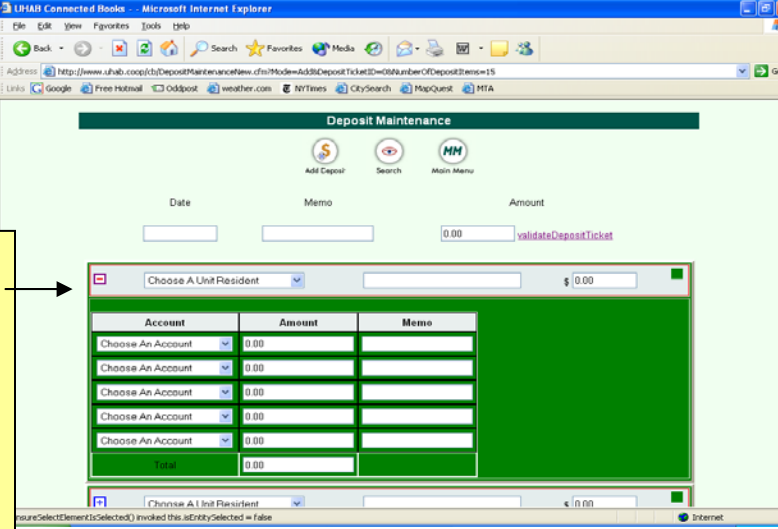
Expandable “deposit split” boxes, can be expanded by clicking on the “+” box or closed by clicking on the “-” box.



The screenshot shows the 'Deposit Maintenance' form in a web browser. At the top, there are navigation buttons for 'Add Deposit', 'Search', and 'Main Menu'. Below these are input fields for 'Date', 'Memo', and 'Amount' (set to 0.00). There is a 'validateDepositTicket' button. Below the input fields are four rows, each representing a 'split' box. Each row has a small square icon with a '+' sign on the left, a dropdown menu labeled 'Choose A Unit Resident', an input field for the amount, and a small green square icon on the right. The amount field in each row is currently set to 0.00.

This is the view of an expanded “split box.”

Here, you can choose a resident and enter payment information, especially if the payment income is from more than one account.



The screenshot shows the same 'Deposit Maintenance' form, but one of the split boxes is expanded. The expanded box contains a table with three columns: 'Account', 'Amount', and 'Memo'. The table has five rows, each with a dropdown menu labeled 'Choose An Account', an input field for the amount (set to 0.00), and an empty memo field. The last row is labeled 'Total' and has an amount of 0.00. The table is set against a green background.

To enter deposits, you will need your deposit slip receipt and the breakdown of the tenant roll and amount(s) paid.

NOTE: It is recommended that you enter deposits and the breakdown of the deposit into Connected Books exactly as they had been submitted to the bank. That way, there is a clear record of the deposit in Connected Books that matches the deposit slip receipt and bank statement records, and it will be easier to reconcile those transactions in Connected Books.

Under the “Banking” heading of the Main Menu
→ click on “Deposit”

NOTE: Clicking on “Deposit” with the orange symbol and this will pull up a deposit window with 15 splits. If your deposit has more than 15 splits, you can choose the green “Deposit” symbol. Choose how many splits you’d like to enter, between 16 and 45. See page 42 for more information on deposits.

- click on “Add Deposit” while viewing the all Deposits
- Enter date, memo and amount of total deposit information at top of page
- Go to first split box and choose tenant information from pull-down menu. Enter memo and income amount information.
- click on “+” box to expand splits window
- Choose account information, amount, memo. Verify that information is filled out in each section, and that information is correct before closing the splits window.
- click on “-” box to close splits window
- When you are done entering deposits, click on “Validate Deposit Ticket”

Connected Books automatically checks the data that has been entered for errors in calculation or missing information. In case of error, the colored box on the top right hand corner of the split box will be **red**. If the information is correct and no error is found, the colored box will be **green**. Scrolling the mouse over the colored box that is red will display a pop-up message stating what error was found. Until all errors are corrected, Connected Books will not allow you to submit deposit information.

→ Click “Submit” to enter the data into the Connected Books server
You will get a screen confirming that the Deposit was added.

U HAB Connected Books - Main Menu - Microsoft Internet Explorer

Address: http://www.uhab.coop/cb/MainMenu.cfm

U HAB
the Urban Homesteading Assistance Board

Hi, Connected Books

700 Angel Avenue Housing Development Fund Corp

Welcome to UHAB Connected Books

Click here to add "Deposits."

Banking

- [Bills](#)
- [Checks](#)
- [Deposits](#)
- [Balance Transfer](#)
- [Resident Charges](#)
- [All Cash Transactions](#)
- [Reconcile](#)
- [Month-End Closing](#)

Analysis

- Reports:
 - [Cash Disbursements](#)
 - [Rent Roll](#)
 - [Customer History](#)
 - [Reconciliation](#)
 - [Income and Expense Statement](#)
 - [Balance Sheet \(Cash Basis\)](#)
 - [Financial Snapshot](#)
- [Budgeting](#)

Setup




U HAB Connected Books - Deposit Browse - Microsoft Internet Explorer









Address: http://www.uhab.coop/cb/DepositMaintenanceNew/browse.cfm

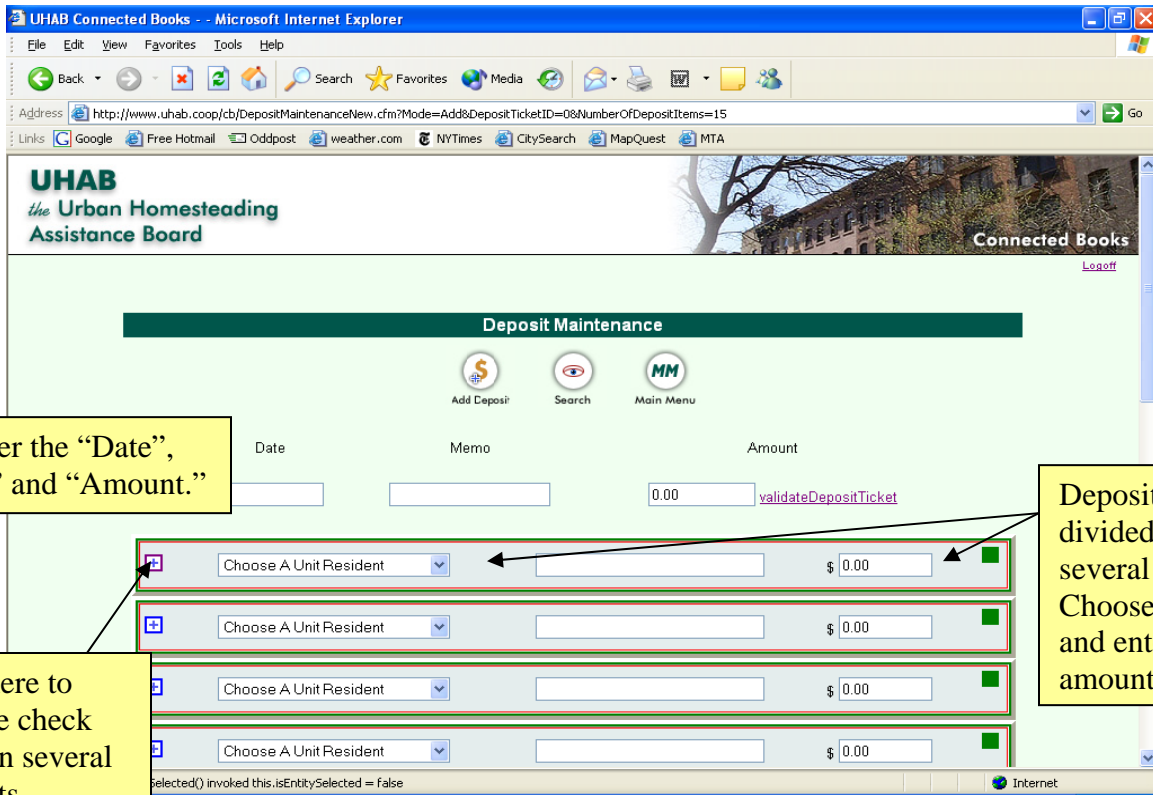
U HAB
the Urban Homesteading Assistance Board

Click on "Add Deposit"

Deposits

 Add Deposit
  Help
  Main Menu

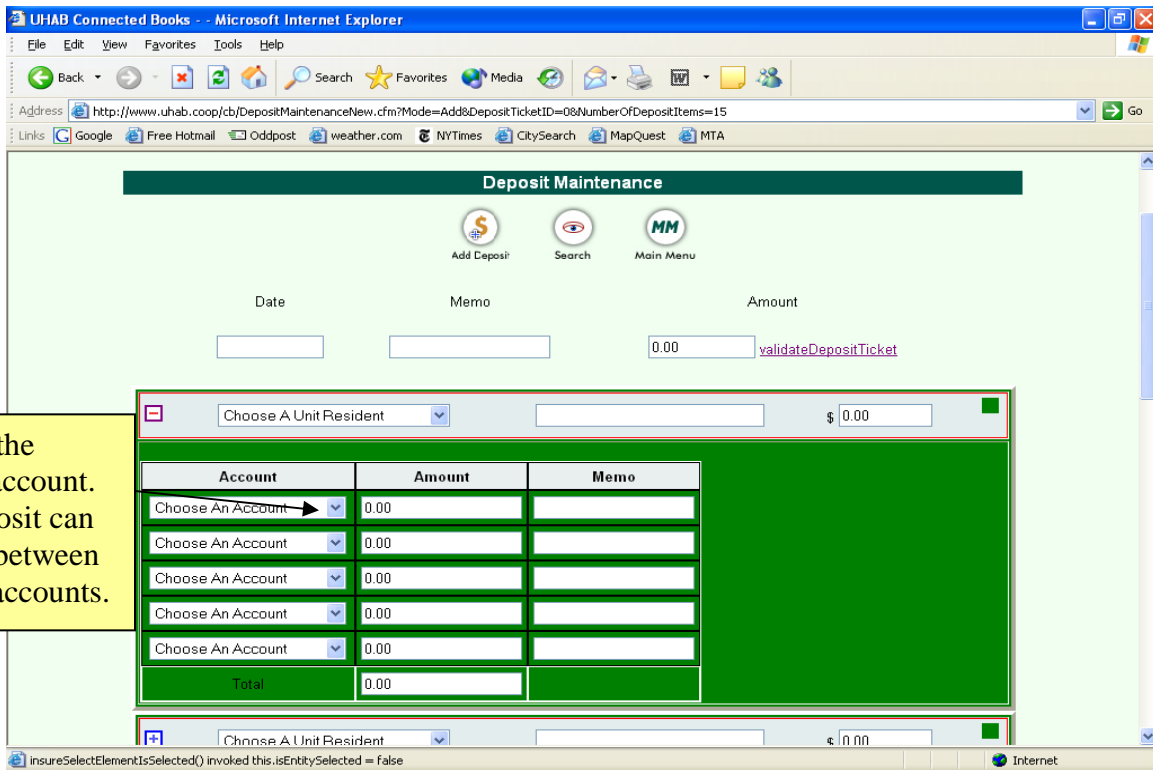
	Posted On	Amount	Memo
	08/01/2004	\$400.00	August rents
	08/01/2004	(\$600.00)	Bounced Check
	08/01/2004	\$2,500.00	August Rents
	02/12/2004	\$100.00	0
	02/12/2004	\$49.75	
	02/12/2004	\$800.00	0123
	02/12/2004	\$1,400.00	055
	02/12/2004	\$450.00	502



First enter the "Date", "Memo" and "Amount."

Deposits can be divided between several residents. Choose a resident and enter the amount.

Click here to split the check between several accounts.



Choose the correct account. The deposit can be split between several accounts.

UHAB Connected Books - Microsoft Internet Explorer

Address: http://www.uhab.coop/cb/DepositMaintenanceNew.cfm?Mode=Add&DepositTicketID=0&NumberOfDepositItems=15

Date: Memo: Amount: 0.00 [validateDepositTicket](#)

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	
Total	0.00	

Choose A Unit Resident \$ 0.00

Choose A Unit Resident \$ 0.00

Choose A Unit Resident \$ 0.00

When all data is entered then "Validate Deposit Ticket"

If the box to the right of the split is red there is an error in that split. Move mouse to red box and click to view error message.

Scroll down to submit.

Adding Deposits with Section 8

Clicking on Section 8 deposits allows you to enter deposits with more than 15 split boxes. You can choose the number of splits that you need, in between 16 – 45 split boxes.

NOTE: A Section 8 payment must be entered in the Deposits section as a separate entry from the resident's payment. To explain this, we'll use an example.

Example: Jane Doe's maintenance/ rent charge is \$350.

Each month Jane pays \$200 in payments; \$150 gets paid by Section 8.

To enter this deposit, you would use two separate split boxes; one for Jane's payment of \$200, and another for the section 8 payment of \$150.

Do not use the same split box for both of those payments, even if they are going towards the same person. You would only use the same split box in the cases when the resident/ tenant makes a payment but the money goes towards more than one account (i.e. if they were paying rent AND late charges or if they were paying two months worth of charges).

Under the "Banking" heading of the Main Menu

- click on "8"
- choose number of splits and click "Submit" button
- Enter date, memo and amount of total deposit information at top of page
- Go to first split box and choose tenant information from pull-down menu. Enter memo and income amount information.
- click on "
- Choose account (enter in income data including tenant name, payment date, amount, memo, account information). Verify that information is filled out in each section, and that information is correct
- click on "
- When you are done entering deposits, click on "Validate Deposit Ticket"

Connected Books automatically checks the data that has been entered for errors in calculation or missing information. In case of error, the colored box on the top right hand corner of the split box will be red. If the information is correct and no error is found, the colored box will be green. Scrolling the mouse over the colored box that is red will display a pop-up message stating what error was found. Until all errors are corrected, Connected Books will not allow you to submit deposit information.

- Click "Submit" to enter the data into the Connected Books server
- You will get a screen confirming that the Bill was added.

U HAB Connected Books - Deposit Browse - Mozilla Firefox

File Edit View History Bookmarks Tools Help


http://www.connectedbooks.coop/DepositMaintenanceNewBrowse.cfm


Customize Links


U HAB
the Urban Homesteading Assistance Board


Connected Books [Logoff](#)


Deposits


Add Deposit


Add Deposit


Help


Main Menu

	Posted On	Amount	Memo
	01/02/2007	\$0.00	09/01/2005-09/31/2005

The Urban Homesteading Assistance Board
 120 Wall Street, 20th Floor
 New York, NY 10005
 212.479.3300 | cbhelp@connectedbooks.coop
 138 12:45 PM

Done

Click the orange symbol for 15 splits or the green symbol which lets you choose between 16 and 45 splits.

U HAB Connected Books - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Address: http://www.uhab.coop/cb/DepositMaintenanceNewChooseNumberOfDepositItems.cfm


Links: Google Free Hotmail Oddpost weather.com NYTimes CitySearch MapQuest MTA


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the Urban Homesteading Assistance Board

Connected Books [Logoff](#)

Deposit Maintenance


Add Deposit


Search


Main Menu

Please Choose A Number of Deposit Items and Click "Submit"

The Urban Homesteading Assistance Board
 120 Wall Street, 20th Floor
 New York, NY 10005
 212.479.3300 | cbhelp@uhab.coop
 163 10:38 AM

Done Internet

Choose number of splits. Each Section 8 recipient gets their own split.

Resident Charges

The Resident Charges section allows entry of late fees, penalty fees such as bounced check charges, or any other fees that are not covered under the payment of maintenance or rent.

NOTE: These are one-time charges to the resident's account, which would be entered into Connected Books at the time the fees are assessed.

To enter a Resident Charge:

Under the "Banking" heading in the Main Menu,
→ Click on "Resident Charges"

NOTE: A message screen will appear if you have no Resident Charges entered, or are entering Resident Charges for the first time. Click on the "Click Here" link.

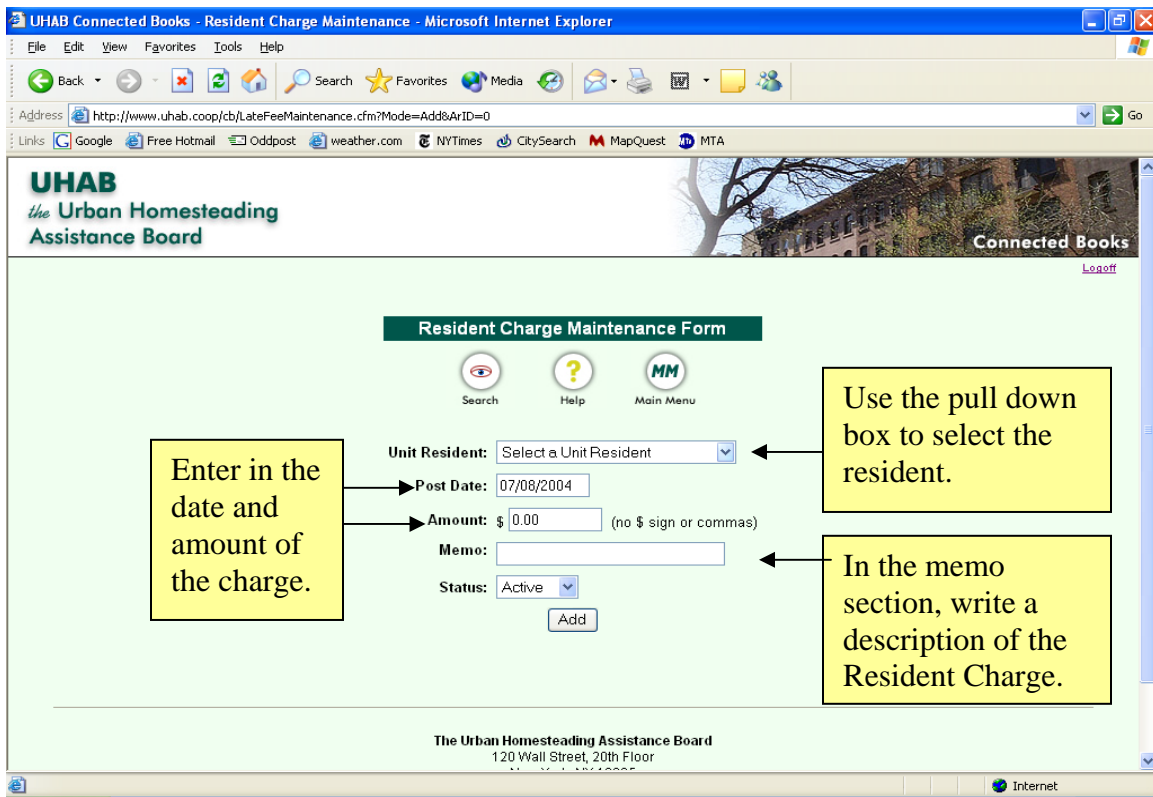
- Click on "Add Charge"
- Enter Resident name, apartment
- Enter post date of charge (date that the charge is assessed)
- Enter amount of Resident Charge
- Enter memo description for charge (i.e. Late Fee; Broken Window)
- Make sure that Status is set to 'active.'
- Click 'Add' button to add charge to resident account.

The screenshot shows a web browser window titled "UHAB Connected Books - Resident Charge Browse - Microsoft Internet Explorer". The address bar shows "http://www.uhab.coop/cb/LateFeeBrowse.cfm". The page content includes the UHAB logo, a "Resident Charges" header, and three buttons: "Add Charge", "Help", and "Main Menu". Below these buttons is a table of charges:

	Posted On	Unit	Tenant	Amount	Memo
	01/01/04	Apartment 4	Ramon Perez	\$15.00	Late Fee
	01/01/04	Apartment 8	George Costanza	\$30.00	Late Fee

At the bottom of the page, contact information for The Urban Homesteading Assistance Board is provided: 120 Wall Street, 20th Floor, New York, NY 10005, 212.479.3300 | cbhelp@uhab.coop, 163 03:13 PM.

A yellow callout box with the text "Click here to add a new resident charge." has an arrow pointing to the "Add Charge" button.



Clicking on the Search icon after a resident charge has been added allows you to view all of the charges that have been added to your Connected Books account (see screen on page 43).

Note: Entering a Resident Charge (as described above) will automatically add the information into the Rent Roll Report and Customer History Report. When the resident makes payment towards a Resident Charge, it is important to designate such in the Deposits section (see pages 36 – 44, and refer to page 39 for a screen shot of Income Accounts).

To indicate that payment was made, the Account field (in the expanded splits box) should be set to “Resident Charge Income.” Otherwise, the Rent Roll and Customer History will not show payment towards this Charge (and the charge will reappear in the reports of subsequent months).

Balance Transfer

Use this function to record the transfer of funds from one bank account to another bank account.

Note: When using the Balance Transfer feature, it is strongly encouraged to do transfer funds manually (and not through an online transaction).

When transferring funds from the Checking account to the Savings account, write a check from the Checking account to deposit in the Savings account,

When transferring funds from the Savings account to the Checking account, have the bank transfer the funds, and issue a receipt for the funds transfer.

To enter a Balance Transfer:

Under the “Banking” heading in the Main Menu,
→ Click on “Balance Transfer”

NOTE: A message screen will appear if you have no Balance Transfers entered, or are entering Balance Transfers for the first time. Click on the “Click Here” link.

- Click on “Balance Transfer” icon
- Choose account to Transfer From
- Choose account to Transfer To
- Enter amount of Transfer
- Enter date of Transfer
- Enter memo description for Transfer
- Click ‘Add’ button to add Balance Transfer