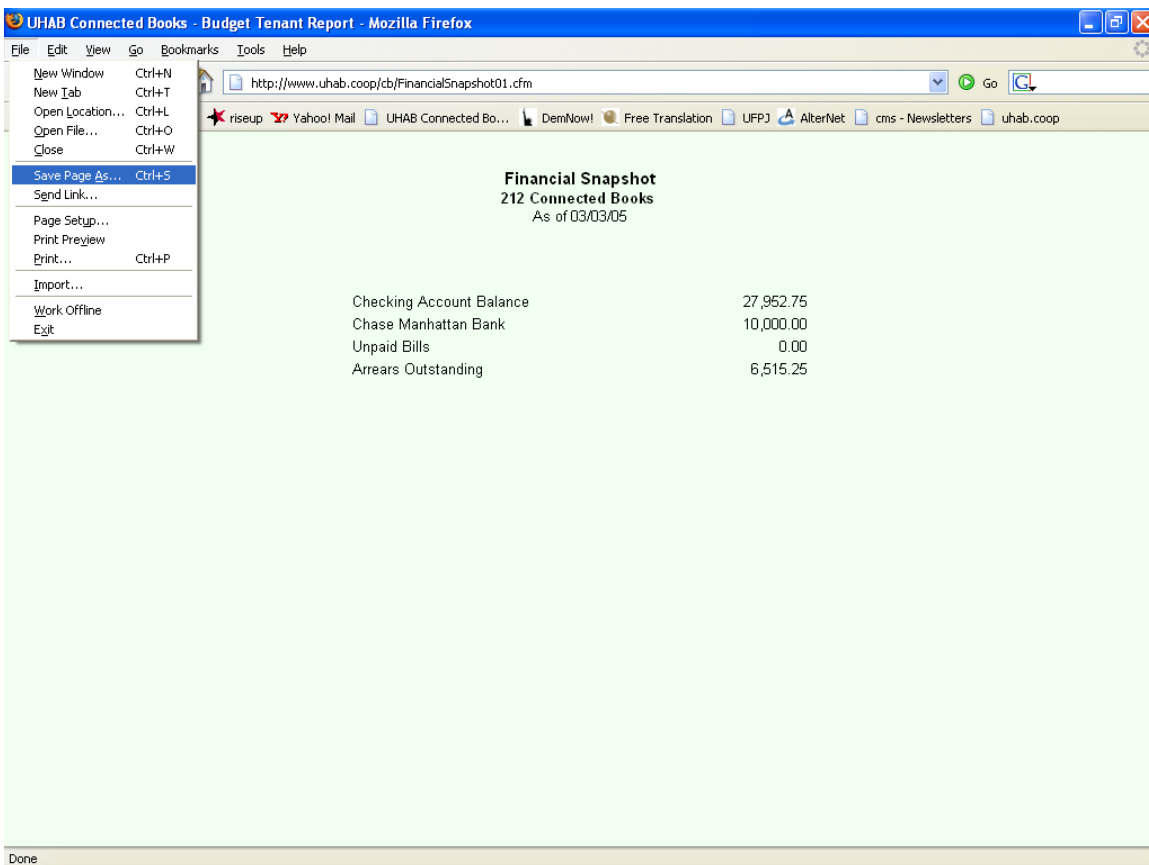


Saving your reports

NOTE: It is always a good idea to have copies of the work that you are doing. UHAB will not keep these records for you, so it is your responsibility to regularly save and print copies of your Reports.

While viewing the Report that you wish to print, choose the print options on your web browser.

- Click on “File” at the top of the Browser Window
- Click “Save As”
- Select the location on the computer to save the report
- Click “Save”



Printing Reports

It is always a good idea to have a paper copy or paper trail of the work that you are doing;
PRINT YOUR REPORTS REGULARLY!!

While viewing the Report that you wish to print, choose the print options on your web browser.

- Click on “File” at the top of the Browser Window
- Click “Print”
- Enter Print settings and click the “Print” or “OK” button to print report.

You can also preview the printout by clicking on “Print Preview” in the File Menu options.

Check your web browser settings to make sure that the printed report will come out without the internet browser window or web address listed on the printout. The options differ depending on which web browser you are using (In many web browsers, it is commonly found under the Menu heading “Tools.”)

Save your reports with consistent file names and locations, so they can be located easily. For example, you can save it as “Dec.2005.rent.roll.html”

The screenshot shows a Microsoft Internet Explorer browser window titled "UHAB Connected Books - Rent Roll By Unit". The address bar shows "cb/RptRentRollBrowse.cfm". The main content area displays a report titled "Rent Roll By Unit" for "212 Connected Books" covering the period "01/01/2005 - 01/31/2005". The report is presented as a table with the following data:

Resident	Rent / Maintenance	Paid YTD	Beginning Arrears	Resident Charges	Other Fee	Total Due	Paid This Period	Ending Arrears
Apartment 1 / Karen Smith	\$350.25	\$350.25	\$0.00	\$0.00	\$0.00	\$350.25	\$350.25	\$0.00
Section B/PA:	\$49.75	\$49.75	\$0.00				\$49.75	\$0.00
Apartment 2 / Carmen Diaz	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Apartment 3 / Ray Jones	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00
Apartment 4 / Ramon Perez	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
Section B/PA:	\$100.00	\$100.00	\$0.00				\$100.00	\$0.00
Apartment 5 / Tawana Brown	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	\$450.00	\$0.00
Apartment 6 / Dolly Gonzales	\$300.00	\$0.00	\$0.00	\$15.00	\$0.00	\$315.00	\$0.00	\$315.00
Apartment 7 / Don Wood	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	\$0.00
Apartment 8 / George Costanza	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	\$0.00
Store / Acme Bike	\$1,400.00	\$1,400.00	\$0.00	\$200.00	\$0.00	\$1,600.00	\$1,400.00	\$200.00
Total Rent/ Maintenance:	\$5,050.25	\$3,800.25	\$0.00	\$215.00	\$0.00	\$5,265.25	\$3,800.25	\$1,465.00

The browser's File menu is open, showing options like New, Open..., Edit, Save, Page Setup..., Print..., Print Preview..., Send, Import and Export..., Properties, Work Offline, and Close. The Print option is highlighted.

Cash Disbursements

The “Cash Disbursements” Report shows a listing of checks written from your operating account, for the selected period of time that you specify. You have the option of viewing all checks ever written, or viewing by vendor or expense account.

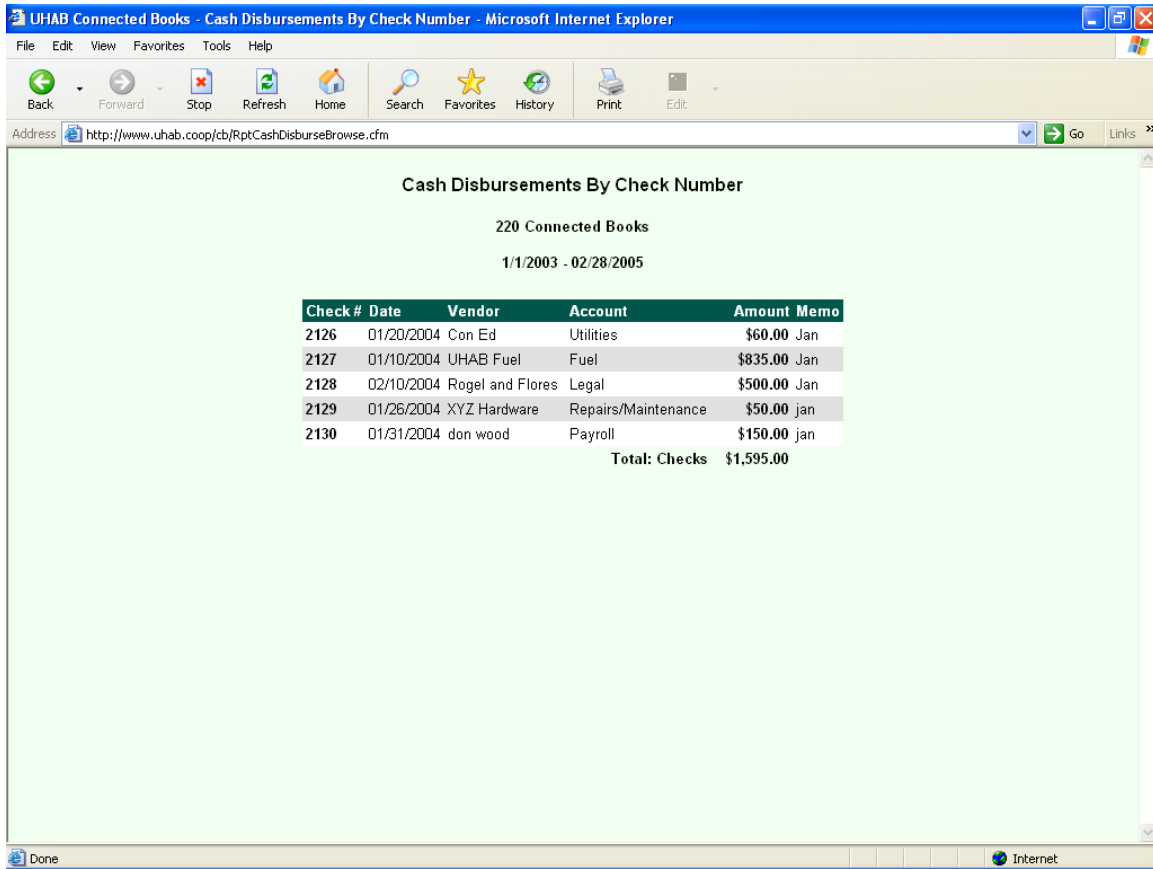
Under the “Analysis” heading in the Main Menu, in the “Reports” section,

- Click on “Cash Disbursements”
- Enter starting date for Report in the “Post Date –From” field
- Enter ending date for Report in the “Post Date –To”
- Using the pull-down menu, choose an Expense Account to view, or choose “All Expense Accounts” to view all accounts;
- Or, Using the pull-down menu, choose a Vendor to view, or choose “All Vendors” to view all vendors
- Click ‘View Report’ button to see Report.

When you are done with the report,

- Hit “Back” button on web browser to return to the previous screen, or to a screen with the Main Menu icon.

The screenshot shows a web browser window titled "UHAB Connected Books - Cash Disbursement Report - Microsoft Internet Explorer". The address bar shows the URL "http://www.uhab.coop/cb/RptCashDisburseSearch.cfm". The page content includes the UHAB logo (Urban Homesteading Assistance Board) and a "Cash Disbursement Report" section. Below the title, there is a search criteria form with the following fields: "Post Date - From:" (empty), "Post Date - To:" (02/28/2005), "Expense Account:" (All Expense Accounts), and "Vendor:" (All Vendors). A "Select Report" section below has a "Report:" dropdown menu set to "Disbursements By Check Number". At the bottom of the form are "View Report" and "Clear" buttons. Two yellow callout boxes are present: one on the left says "Use pull down boxes to select account and vendor." and one on the right says "Enter time period to view." The browser's navigation bar includes Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Print, and Edit buttons.



The Cash Disbursements Report displays checks written in sequence of check number. Electronic checks (which do not have check numbers) are displayed separately at the bottom. It also gives a total of the checks that are displayed. Two separate totals will appear for the paper and electronic checks and a grand total will appear at the very bottom.

Remember in addition to viewing checks written within a specified period of time, the Cash Disbursement Report will also display the checks written to specific vendors or for specific expense categories, which you can enter into the search criteria of this section.

To return to the Main Menu, hit the “Back” button on your Web Browser.

Rent Roll

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

Under the “Analysis” heading in the Main Menu, in the “Reports” section,

→ Click on “Rent Roll”

→ Using the pull-down menu, choose a month to view

→ Using the pull-down menu, choose a year to view

→ Using the pull-down menu, choose a Unit Resident to view, or “All Units” to view all

→ In the “Report” field, leave the option “Rent Roll by Unit”

→ Click ‘Search’ button to view Rent Roll Report.

When you are done with the report,

→ Hit “Back” button on web browser to return to the previous screen, or to get to a screen with the Main Menu icon.

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Connected Books
Logoff

Rent Roll Report

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

Help Main Menu

Search Criteria

Month: January
Year: 2004
Unit: All Units

Select Report

Report: Rent Roll By Unit

Search Clear

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

Internet

NOTE: You can also view the Rent Roll Report by individual Unit.

Rent Roll By Unit
220 Connected Books
01/01/2004 - 01/31/2004

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	\$350.25	\$0.00	\$0.00	\$0.00	\$350.25	\$350.25	\$0.00
Section B/PA:	\$49.75	\$49.75	\$0.00				\$49.75	\$0.00
Apartment 2 / Carmen Diaz	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Apartment 3 / Ray Jones	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00
Apartment 4 / Ramon Perez	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
Section B/PA:	\$100.00	\$100.00	\$0.00				\$100.00	\$0.00
Apartment 5 / Tawana Brown	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	\$450.00	\$0.00
Apartment 6 / Dolly Gonzales	\$300.00	\$0.00	\$0.00	\$15.00	\$0.00	\$315.00	\$0.00	\$315.00
Apartment 7 / Don Wood	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	\$0.00
Apartment 8 / George Costanza	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	\$0.00
Store / Acme Bike	\$1,400.00	\$1,400.00	\$0.00	\$200.00	\$0.00	\$1,600.00	\$1,400.00	\$200.00
Total Rent/ Maintenance:	\$5,050.25	\$3,800.25	\$0.00	\$215.00	\$0.00	\$5,265.25	\$3,800.25	\$1,465.00

The Rent Roll Report displays each unit resident and the following information for that resident:

Rent Maintenance Charge shows how much the resident owes per month;

PAID YTD shows how much the resident has paid to the building in this year;

Beginning Arrears displays how much the resident owes at the beginning of this month;

Resident Charges shows any fees or charges made to the resident's account that are not included in the maintenance/ rent;

Other Fees shows any charges or debits made to the resident's account;

The **Total Due** for the resident in this period.

Paid This Period is the total payments from the resident in this period, (this information is pulled from the Deposits section); and

Ending Arrears calculates the month's charges and payments to give an updated arrears figure.

NOTE: Failing to do a "Month-End Closing" prior to viewing that month's Rent Roll Report will result in inconsistent information. Please remember to check the accuracy of the information on the Rent Roll Report. Always save AND print a hard copy of the Rent Roll Report.

Customer History

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

Under the “Analysis” heading in the Main Menu, in the “Reports” section,

- Click on “Customer History”
- Using the pull-down menu, choose a starting month and year in the “From” field
- Using the pull-down menu, choose an ending month and year in the “To” field
- Choose Resident
- Click ‘Search’ button to view report.

When you are done with the report,

- Hit “Back” button on web browser to return to the previous screen, or to get to a screen with the Main Menu icon.

UHAB Connected Books - Customer History Report - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.connectedbooks.coop/RptCustomerHistory/Search.cfm

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Customer History Report

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

Help Main Menu

Search Criteria

From: January 2008

To: May 2008

Resident: Select Resident

Select Resident
Bike, Acme
Brown, Tawana
Constanza, George
Diaz, Carmen
Gonzales, Dolly
Jones, Ray
Perez, Ramon
Smith, Karen
Wood, Don

Report: Section 8/PA History

The Urban Homesteading Assistance Board
120 Wall Street, 20th Floor
New York, NY 10005

Done

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

Reconciliation Report

The “Reconciliation” Report lists transactions that have not yet cleared (or are “outstanding”), the closing bank balance, and the running balance for a period that has already been reconciled.

To view the Reconciliation Report:

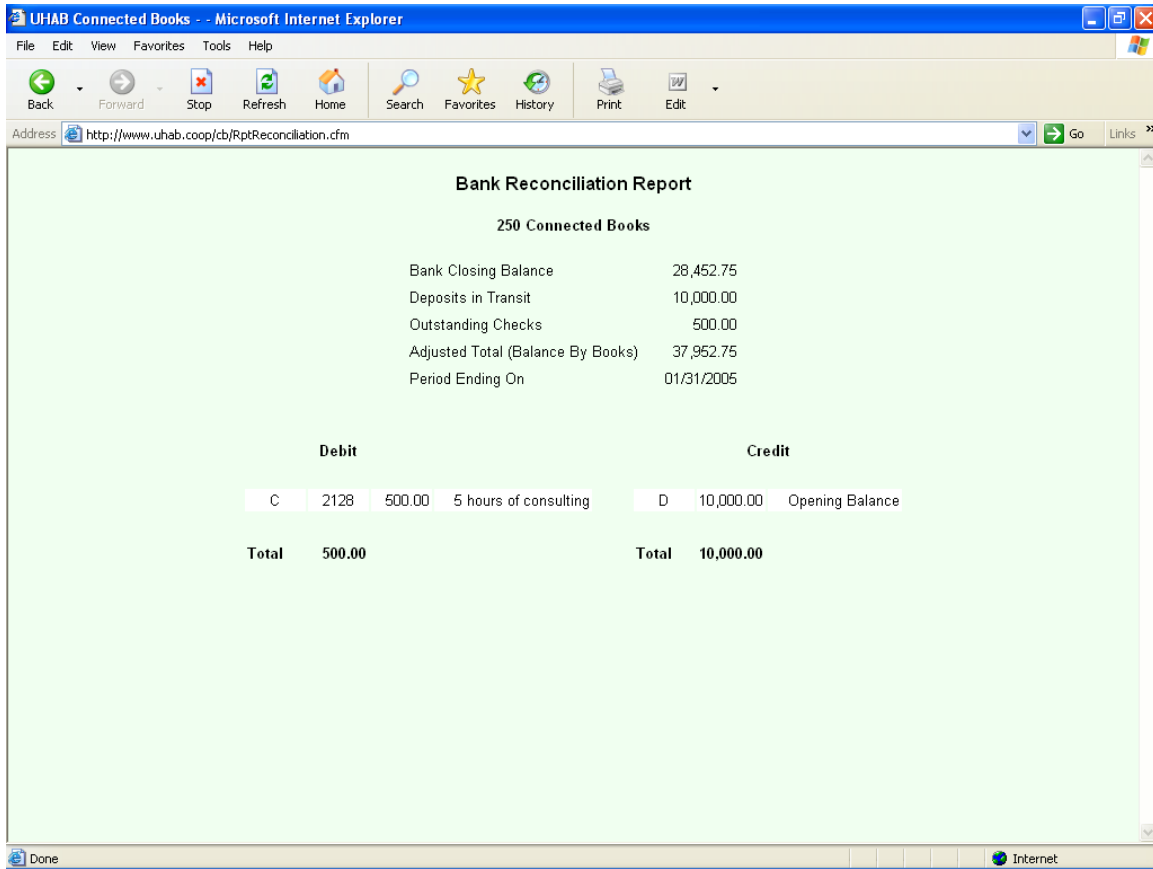
Under the “Analysis” heading in the Main Menu, in the “Reports” section,

- Click on “Reconciliation”
- Select a Reconciliation to be viewed
- Click ‘View Report’ button to view report.

When you are done with the report,

- Hit “Back” button on web browser to return to the previous screen, or to get to a screen with the Main Menu icon.

The screenshot shows a web browser window titled "UHAB Connected Books - Bank Reconciliation Report - Microsoft Internet Explorer". The address bar shows "http://www.uhab.coop/cb/RptReconciliation.cfm". The page content includes the UHAB logo and name, a "Connected Books" link, and a "Bank Reconciliation Report" title. Below the title are "Help" and "Main Menu" icons. A "Select A Reconciliation" dropdown menu is set to "01/31/2005", and a "View Report" button is visible. A yellow callout box on the right contains the text: "Use the pull down box to select a reconciliation period. Only months that have been reconciled will be displayed on the pull-down menu for a Reconciliation Report."



The Reconciliation Report lists the

Bank Closing Balance shows the balance according to the bank statement;
Deposits in Transit shows deposits that are outstanding as of the reconciliation;
Outstanding Checks shows checks that have been issued but have not yet cleared; and
Adjusted Total, which is the balance that includes all outstanding transactions.

In separate columns, debits and credits that have not yet been reconciled will be listed.

Income and Expense Statement

The “Income and Expense Statement” is a summary of income and expenses, by budget item line, for a selected period. It also displays the surplus or deficit for the specified period.

- Under the “Analysis” heading in the Main Menu, in the “Reports” section,
- Click on “Income and Expense Statement”
- Enter beginning date using the MM/DD/YYYY format in the “Start Date” field
- Enter ending date using the MM/DD/YYYY format in the “End Date” field
- Click on the ‘Create Income Statement’ button to view report.

When you are done with the report,

- Hit “Back” button on web browser to return to the previous screen, or to get to a screen with the Main Menu icon.

The screenshot shows a Mozilla Firefox browser window with the address bar displaying <http://www.uhab.coop/cb/IncomeStatement01.cfm>. The page header includes the UHAB logo (Urban Homesteading Assistance Board) and a 'Connected Books' banner. The main content area is titled 'Income and Expense Statement' and contains the following elements:

- A green header bar with the text 'Income and Expense Statement'.
- Instructional text: 'Please enter a date range below. Then click the **Create Income Statement** button at the bottom of the page.'
- Two circular icons: a question mark icon labeled 'Help' and a 'MM' icon labeled 'Main Menu'.
- Two input fields: 'Start Date:' and 'End Date:'.
- A yellow callout box on the right with the text: 'Enter the “Start Date” and “End Date”'.
- A 'Create Income Statement' button with a left-pointing arrow above it.
- Contact information for The Urban Homesteading Assistance Board at the bottom: 120 Wall Street, 20th Floor, New York, NY 10005, 212.479.3300 | cbhelp@uhab.coop, 294 04:00 PM.

The browser's status bar at the bottom shows 'Done'.

UHAB Connected Books - Income Statement 1 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.uhab.coop/cb/IncomeStatement01.cfm

UHAB- Intranet craigslist riseup Yahoo! Mail UHAB Connected Bo... DemNow! Free Translation UFPJ AlterNet cms - Newsletters uhab.coop

Income and Expense Statement

212 Connected Books 212 Connected Books
January 1, 2005 to March 31, 2005

Income		
Maintenance Income		800.25
Section 8/PA 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		500.00
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

Done

View the income by budget line in the top section of the statement.

UHAB Connected Books - Income Statement 1 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.uhab.coop/cb/IncomeStatement01.cfm

UHAB- Intranet craigslist riseup Yahoo! Mail UHAB Connected Bo... DemNow! Free Translation UFPJ AlterNet cms - Newsletters uhab.coop

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		500.00
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
Payment of DEBT		0.00
Payroll		0.00
RE Taxes		0.00
Other Taxes		0.00
Other Expenses		0.00
Total Expenses		1,457.50
Surplus (Deficit)		2,492.50

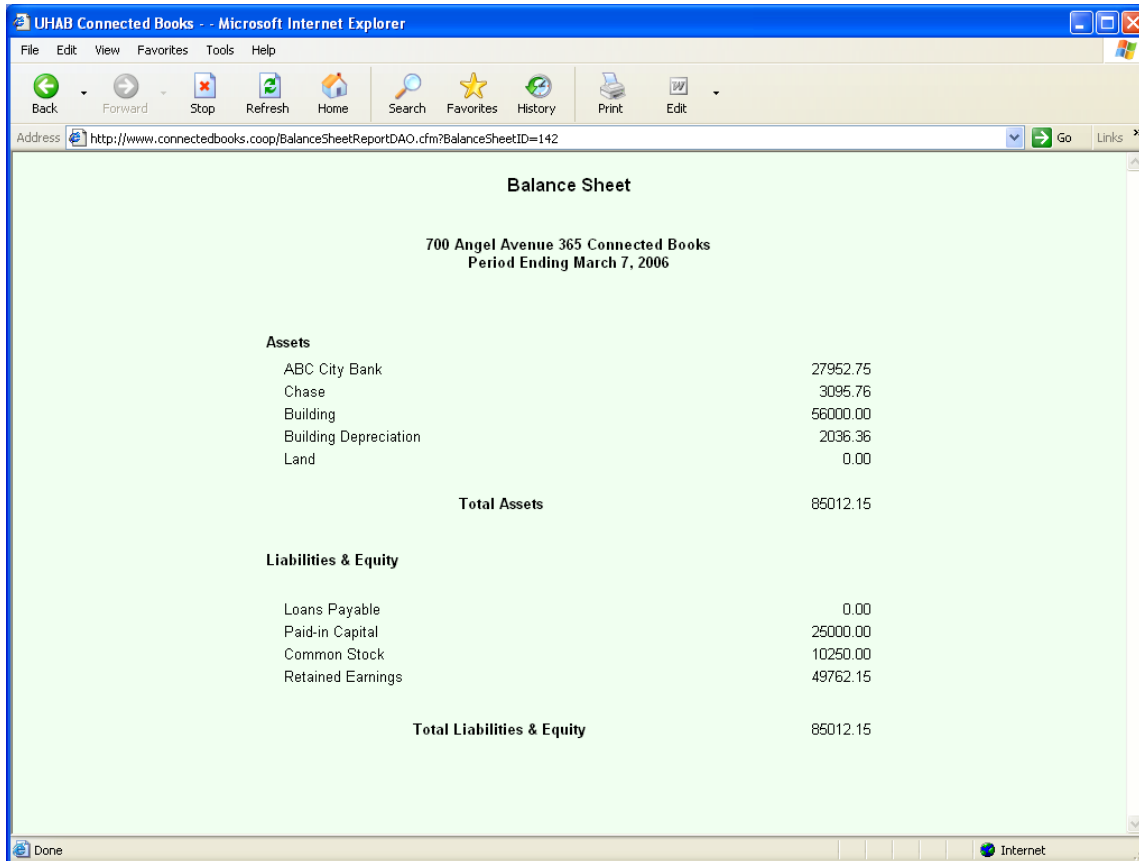
Done

Scroll down to view the expenses by budget line, and the total surplus or deficit.

Balance Sheet (Cash Basis)

The “Balance Sheet” Report summarizes assets and liabilities for a defined period. This report can be used to update your bank account balances, as a record of the building’s holdings at the end of the year for tax preparation, or as documentation for loans or grants. This section of Connected Books relies on information to be entered, to create the Balance Sheet statement.

*** Note: This section should worked on with an Accountant because it is very important and sensitive information**



The screenshot shows a web browser window titled "UHAB Connected Books - - Microsoft Internet Explorer". The address bar displays "http://www.connectedbooks.coop/BalanceSheetReportDAO.cfm?BalanceSheetID=142". The main content area displays a "Balance Sheet" report for "700 Angel Avenue 365 Connected Books" with a "Period Ending March 7, 2006".

Balance Sheet	
700 Angel Avenue 365 Connected Books	
Period Ending March 7, 2006	
Assets	
ABC City Bank	27952.75
Chase	3095.76
Building	56000.00
Building Depreciation	2036.36
Land	0.00
Total Assets	85012.15
Liabilities & Equity	
Loans Payable	0.00
Paid-in Capital	25000.00
Common Stock	10250.00
Retained Earnings	49762.15
Total Liabilities & Equity	85012.15

Understanding the Balance Sheet

The following items, in addition to the Bank accounts, are considered **Assets** of the HDFC.

- Bank Accounts
- Investments or Savings Accounts
- Building
- Building Depreciation
- Land

Building- This information refers to the original purchase value of the building, not property value. This information can be found on the building’s original documents such as the Offering Plan between the city and your HDFC. It can also be found on the HDFC’s tax form # 1120

Corporate Income Tax Form, Page 4 Line 10a, the Balance Sheet Statement. In most cases, the Building's original purchase price would be 250 times the number of units (where 250 is the amount for which the shares were sold).

Building Depreciation- Property and equipment are being depreciated over their estimated useful lives using the straight-line method. The building depreciation is determined based on a formula, where

$$\text{Building Depreciation} = \text{[Building Value] divided by [27.5 years]}$$

This information can be found on the HDFC's Corporate Tax Form #1120, Page 1 Line 20a, or on Form #4562 (the specific line where you can find this information may vary between HDFC, so look closely on the form).

Land- This does not apply to most HDFCs; leave it blank.

The following items are considered **Liabilities** of the HDFC.

- Loans Payable
- Paid-in Capital
- Common Stocks
- Retained Earnings

Loans Payable- This refers to any (short-term or long-term) loans, mortgages, or other forms of payment of debt that the HDFC is responsible for. This information can be found on the HDFC's Corporate Tax Form #1120, Page 4 Line 17 or Line 20, HDFC documents or bank statements.

Paid-in Capital- HDFCs received additional capital contributed when it was incorporated. This was the result of rental income, city funds, and expenses incurred prior to the Corporation purchasing the property. This information can be found on the original bank statement on Day 1 of the life of the building or the HDFC. If capital improvements have been made over time to change the value of paid-in capital, the information can be found on the HDFC's Corporate Tax Form #1120, Page 4 Line 23 on the most recently filed tax forms.

Common Stock- This refers to how many shares were sold at the time of HDFC incorporation, and the value of the shares, and is also known as Shareholders Equity. To determine the common stock, multiply 250 times the number of units in the building (if your building's shares were sold for \$250).

Retained Earnings- This refers to accumulated income or accumulated losses. Any holdings made by the HDFC should be kept and applied to the next fiscal year's operation.

At the bottom of the Assets section, you will see the Total Assets. At the bottom of the Liabilities section, you will see the Total Liabilities and Equity. These amounts will always equal one another, because the retained earnings of the corporation will be applied to the following year's business and operation.

NOTE: The Balance Sheet requires information from other sources, such as previously filed tax forms. Neglecting to enter the required information may result in an incomplete Balance Sheet.

To create a Balance Sheet,

Under the “Analysis” heading in the Main Menu, in the “Reports” section,
→ Click on “Balance Sheet”

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

- Click on “Balance Sheet” icon to add a Balance sheet.
- Enter the “Period Ending Date.” This should match your Bank Statement ending date (if you are making a monthly Balance Sheet), or the last day of your fiscal year (if you are creating a Balance Sheet for the building’s corporate tax preparation).
- Click on the “Continue” button to proceed.
- Enter the required information for Savings Accounts; Building; Building Depreciation; Land; Loans Payable; Paid in Capital; Common Stock (see section on Understanding the Balance Sheet for where to find this information).
- Click “View Report” to create the Balance Sheet

Click on “Balance Sheet” icon to create a new report.

Previously created reports will be listed on the Balance Sheet Browse screen. Click on “Report” to view a previously created Balance Sheet report.

ID	Creation Date	PE Date	Report
142	03/07/06	03/07/06	Report
139	03/06/06	03/31/06	Report
138	03/06/06	02/28/06	Report
137	03/06/06	01/31/06	Report
136	03/06/06	12/31/05	Report
135	03/06/06	12/31/05	Report

The Urban Homesteading Assistance Board
120 Wall Street, 20th Floor
New York, NY 10005
212.479.3300 | shelp@connectedbooks.coop
544 03:24 PM

U HAB Connected Books - Balance Sheet (Cash Basis) - Microsoft Internet Explorer

Address: http://www.connectedbooks.coop/BalanceSheet00.cfm

U HAB
the Urban Homesteading Assistance Board

Connected Books

Balance Sheet (Cash Basis) Report

Balance Sheet Help Main Menu

Please enter a "Period Ending Date:

Continue

The Urban Homesteading Assistance Board
120 Wall Street, 20th Floor
New York, NY 10005
212.479.3300 | chhelp@connectedbooks.coop
544 03:24 PM

Done Internet

To create a Balance Sheet: Enter the "Period Ending Date." This should match your Bank Statement ending date, or the last day of your fiscal year.

U HAB Connected Books - Balance Sheet Account Maintenance - Microsoft Internet Explorer

Address: http://www.connectedbooks.coop/BalanceSheet01Worksheet.cfm?Date=03/07/2006

Balance Sheet (Cash Basis) Worksheet

Balance Sheet Help Main Menu

ABC City Bank	27952.75
Chase	<input type="text" value="0.00"/>
Building	<input type="text" value="56000.0"/>
Building Depreciation	<input type="text" value="2036.36"/>
Land	<input type="text" value="0.0"/>
Assets Subtotal	81916.39
Liabilities & Equity	
Loans Payable	<input type="text" value="0.00"/>
Paid-in Capital	<input type="text" value="25000.0"/>
CommonStock	<input type="text" value="10250.00"/>
Retained Earnings	<input type="text" value="46666.39"/>
Liability & Equity Subtotal	81916.39

View Report

Click on "View Report" button to view your new report.

Enter information in the respective fields for the Assets and Liabilities (see section on Understanding the Balance Sheet on page xx)

Done Internet

Balance Sheet

700 Angel Avenue 365 Connected Books
Period Ending March 7, 2006

Assets	
ABC City Bank	27952.75
Chase	3095.76
Building	56000.00
Building Depreciation	2036.36
Land	0.00
Total Assets	85012.15
 Liabilities & Equity	
Loans Payable	0.00
Paid-in Capital	25000.00
Common Stock	10250.00
Retained Earnings	49762.15
Total Liabilities & Equity	85012.15

The Balance Sheet report will list the itemized assets and liabilities & equity.

This is useful in knowing what the building’s holdings are, having an updated savings account balance, or when applying for loans or grants.

Viewing the Balance Sheet

- To view the Balance Sheet Report,
 Under the “Analysis” heading in the Main Menu, in the “Reports” section,
 → Click on “Balance Sheet”
 → Click on “Report” of the Balance Sheet that you wish to view. Balance sheets are displayed according to the Date it was created, and the Period Ending Date.

When you are done with the report,
 → Hit “Back” button on web browser to return to the previous screen, or to get to a screen with the Main Menu icon.