Enter in the check number date and amount.

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

Use the pull down box to choose the account.

The amount should appear automatically.

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.

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.

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

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.
Click here to add "Deposits."

Click on "Add Deposit"
First enter the “Date”, “Memo” and “Amount.” Deposits can be divided between several residents. Choose a resident and enter the amount.

<table>
<thead>
<tr>
<th>Date</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Click here to split the check between several accounts.

Choose the correct account. The deposit can be split between several accounts.
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 “+” box to expand splits window
→ 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 “−” 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 Bill was added.
Click the orange symbol for 15 slits or the green symbol which lets you choose between 16 and 45 slits.

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.
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”

→ 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

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.