



Instructions for Financial Submissions in Procorem -

Revised January 1, 2023

Accessing Your WorkCenter in Procorem for the FIRST TIME as a NEW USER

1. Open the email invitation from your inbox.
2. Click on View WorkCenter.
3. Create a Login.
4. You will be taken directly to the WorkCenter for your project.
5. Once in the WorkCenter, collaborators (all others that can access your WorkCenter) are listed on the right.
6. This system sends email notifications to collaborators when anything is revised.
 - Tip: Notifications can be limited by clicking the drop down by your name and unchecking "Immediate Emails". This will limit emails to a once a day digest.
7. If you are not a current user, have not received your email invitation, or are otherwise experiencing technical or access issues, please contact [Kimber DeBoie](#).

How to Access Procorem as a CURRENT USER with LOGIN ID

1. Go to <https://app.procorem.com/login>.
2. Log in using your established login information. If you have forgotten your password, please use the Forgot Password function.

How to Access the ProLink Standard Template

1. Choose your WorkCenter from the lower left menu. If necessary, first expand the OHCS account to show all WorkCenters to which you have access.
2. Open the Asset Management Property Review folder.
3. Open the Financials folder.
4. Click on the most recent blank ProLink Standard Template file uploaded by OHCS Staff. The file download should begin automatically and is in Excel format.
5. Save the file locally and rename as "[Property Name] [Fiscal Year] ProLink Standard Template".



How to Fill Out the ProLink Standard Template

1. The following tabs will need to be completed:
 - a. Balance Sheet (Green Tab): All applicable lines.
 - b. Profit & Loss (Blue Tab): All applicable lines.
 - i. Account ID 6810 – Senior Hard Debt Interest
 1. Please note that this amount should only contain the interest that is actively paid as part of your debt service (not subject to cash flow).
 2. Any cash-flow based interest payments should be entered on lines 6820, 6825, or 6830.
 - c. Other (White Tab)
 - i. Please note that the only sections required to be completed in the Other tab are:
 1. Account ID 11320 - Deposit to Replacement Reserve: This amount should be the total annual deposit amount, not including any earned interest. Do not enter the RR account balance.
 2. Account IDs 16800 through 16825 – Principal Payment
 2. Enter the amounts in the appropriate revenue and expense fields on the instructed tabs.
 - a. If amounts must be combined:
 - i. Be sure to clarify what categories were combined in the “Comment” column on the far right.
 - ii. All expenses in a category grouping should remain in the same grouping even if two expenses are combined into one line item when entering data.
 - iii. Utilize a sum formula to show what amounts are being added together.
 3. Review each tab for accuracy.
 - a. Balance Sheet: The Total Assets (Account 1000), Liability (2000), and Equity (3000) lines should match your supporting financials.
 - b. P&L: The Revenue (5000) and Expense (6000) lines should match your supporting financials.
 4. Save

How to Upload your ProLink Standard Template and any Supporting Financial Document Files

1. Go to app.procorem.com/login.
2. Log in using your established login information. If you have forgotten your password, please use the Forgot Password function.
3. Choose your WorkCenter from the lower left menu. If necessary, first expand the OHCS account to show all WorkCenters to which you have access.
4. Open the Asset Management Property Review folder.
5. Open the Financials folder.
6. Click the green Upload Files button on toward the right side.
7. Drag file(s) or click Choose File. Search for the ProLink Standard Template and the supporting financial document files.
 - a. Prior to uploading, please ensure that supporting financial documents are labeled with the Property Name, Fiscal Year, and Identifying Title (such as Income Statement, Audited Financials, Balance Sheet, Debt Service, Replacement Reserve, etc.) This helps OHCS easily identify the files as we are completing your review.
8. Click the blue Upload button at the bottom right of the screen.

