

## Instructions for Financial Submissions in Procorem

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

1. Open the email invitation from your inbox. (You may receive multiple invitations; you must accept *each* invitation received in order to be granted access to all applicable WorkCenters.)
2. Click on View WorkCenter.
3. Create a Login.
4. Once logged in, all WorkCenters that you have been invited to and accepted invitations for will be listed on the left side for you to choose from.

*If you are not a current user, have not received your email invitation, or are otherwise experiencing technical or access issues, please contact your OHCS Asset Manager.*

### How to Access Procorem as a CURRENT USER with LOGIN ID

1. Go to [app.procorem.com/login](http://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 Blank 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 in the center screen.
3. Open the Financials folder.
4. Click on the 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 "[Fiscal Year] ProLink Standard Template [Property Name]".

### 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.
    - (ii) Enter the amounts in the appropriate revenue and expense fields on the instructed tabs.
    - (iii) If amounts must be combined:
      1. Be sure to clarify what categories were combined in the "Comment" column on the far right.
      2. 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.
      3. Utilize a sum formula to show what amounts are being added together. (i.e. =2300+341+9770)
  - (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: list the total amount of payment applied to the principal for the year. *Do not enter the loan's balance.*
2. 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.
3. Save. Check that file name follows the naming convention of **[Fiscal Year] ProLink Standard Template [Property Name]**.

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

1. Go to [app.procorem.com/login](http://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 the right side.
7. Drag file(s) or click Choose File. Search for the ProLink Standard Template and the supporting financial document files.
8. **Prior to uploading, please ensure that supporting financial documents are named in the appropriate naming convention as outlined in the 2024 Technical Advisory with the Fiscal Year, Identifying Title (such as Income Statement, Audited Financials, Balance Sheet, Debt Service, Replacement Reserve, etc.) and Property Name. This helps OHCS easily identify the appropriate files as we are completing your review. (ie. 2023 Balance Sheet Sunset Station)**
9. Click the blue Upload button at the bottom right of the screen. (CONTINUED)



10. After uploading all files, navigate to the Tasks in the side menu on the upper left. Click Tasks.
11. Mark the task as complete using one of two methods:
  - b) Click on the greyed-out checkmark to the left of the task, turning it green.
  - c) *OR* Click on the task title, taking you into the edit task screen. Scroll down to the 'Assigned To' section and tick the 'Mark Finished' box next to your name. Click OK.
12. Repeat to complete each Task that you have uploaded documents for.

If you are unable to mark your tasks complete you may utilize the Posts feature to leave a note regarding this, or you may email your assigned Asset Management Analyst directly.

### ***Tips, Tricks, and Important Reminders:***

- **Always use the BLANK ProLink Standard Template** that is provided in the Project's Procorem WorkCenter. Do not overwrite the previous year's saved file; instead, download a new copy of the blank template every year as there may be changes from previous versions.
- **Please *do not* alter the ProLink Standard Template.** Adding columns, cells or other tabs will result in the template being rejected. All supporting financial documents should be provided using separate, individual files.
- **The revenue and expenses entered into the P & L worksheet within the ProLink Standard Template should reconcile to the supporting audit and/or internal financials; the same concept applies to the Balance Sheet worksheet.** Please ensure the Net Loss/Income or Asset/Liability totals match the supporting financials before submitting. We will reconcile the data entered to the uploaded supporting financials and review for accuracy. If the financials entered do not reconcile to the supporting documents, they will be returned to you for correction and resubmission.
- **If you are required to map your expenses in order to fit our format, it would be most helpful to provide this mapping/grouping to us as a supplemental document in order to understand your reported finances.** All expenses in a category grouping should remain together when possible. For example, all administrative costs should remain in the same grouping even if you have to combine two expenses into a single line item when entering the data so that the total for the category matches the supporting financial(s).
- **We ask that you use a SUM Formula to the entry field to add all corresponding amounts together in a cell to if you are combining multiple line items. (i.e. =2430+3750+1459).** Additionally, when combining two or more line items from the supporting financials into a single cell on your ProLink Standard Template, *please be sure to use the comment area to clarify what items were combined.*
- **If you have extraordinary expenses in a category during the fiscal year, please provide clarification** with your submission explaining the reason for the increased expense (i.e., roof replacement, high turnover, salary increases, etc.) This can be done by adding comments or sending a separate email to the appropriate Asset Management Analyst or uploading a Word document containing notations.
- **It may be helpful to provide supplemental documents** to give a full, transparent outlook of the property's finances. Consider supplying these details if applicable:
  - Casualty Loss(es) or Incident Events not already reported
  - Replacement Reserve reimbursements or capital repair/improvement expenses
  - Large and/or atypical Revenue Sources and Operational Expenses
  - Breakdown of Principal and Interest payments (non-cash flow) made during the fiscal year
  - New funding sources (new loans, notes payable, etc.) to include lender, agreement date, original principal amount, interest rate, payment terms and conditions, maturity date, etc.
  - Mapping/Grouping guide

