Accessing and Navigating the e360 Community

Welcome to Enterprise's e360 Community for Low Income Housing Tax Credits (LIHTC) Financial Reporting. The new e360 Community will enable you to access Enterprise information that is specific to you and your organization in one place. You can access the e360 community at this web address: www.e360community.com

To login, enter your Username and Password that you set up when you first registered for the community. If you need assistance registering for the LIHTC Community application, please contact us at financialreporting@enterprisecommunity.com.

Once you are logged into the community, you will be at the community home page. You will see a carousel of pictures and descriptions of some of your LIHTC Deals, along with relevant news items. You will also see the following items on the top navigation bar.

Home Navigate back to the home page.

LIHTC-Financial Reporting Upload financial reporting documents.
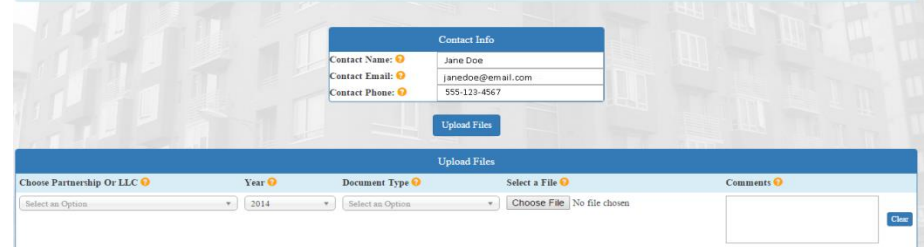
About View News items and other general information.

The Menu icon provides access to the following items:

- Contact Us: View information for who to contact at Enterprise if you have any questions about the Community
- Settings: Update your contact information and request access to other community applications
- Logout: Logout of the e360 Community

If you have access to other community applications, you will also see those in the top navigation bar.

LIHTC – Financial Reporting

At the top of the page, the Contact Info section will display your contact information. You may change this if you prefer that questions or comments are directed to someone else at your organization.

When uploading a document, first choose the Partnership or LLC from the dropdown list that is associated with the document that you are uploading. You can also search for the Partnership by typing in part of the name. Then select the fiscal year or tax year end for the document and the document type. Choose the file you want to upload and enter any relevant comments. Note that you can upload up to 10 documents at a time. After you upload documents, an email listing the partnerships and documents that were uploaded will be sent to the person in the Contact Info section.

Document Types

For Document Types you have the following options:

- **Draft Audit**: If draft was required or if final not available by 3/1 due date.
- **Final Audit**: If draft was NOT required or if draft approved by Enterprise.
- **Draft Tax Return**: If draft was required or if final not available by 3/1 due date.
- **Final Tax Return**: If draft was NOT required or draft approved by Enterprise.
- **Draft Amended Tax Return**: If Amended Return is checked on the tax return.
- **Final Amended Tax Return**: If Amended Return is checked on the tax return.
- **Engagement Letter**: Letter must be signed by both parties.
- **Component Auditor Letter**: Provided to you by Enterprise, this should be verified and signed by the CPA.

- **WP - Depreciation Schedule**: Include tax basis deprecation schedule.
- **WP - Journal Entries/Ledgers**: Reclassifying/adjusting Journal entries.
- **WP - Tax Basis Capital Accounts (704b)**: Include account schedule.
- **WP - Trial Balance**: Include unadjusted and adjusted trial balances.
- **WP - Other**: Other supporting tax or audit documentation.
- **Mini Audit - Bank Statements and Reconciliations**: Bank Statements and Reconciliations for all cash accounts as of 12/31/xx.
- **Mini Audit - Trial Balance**: Unaudited Trial balance at 12/31/xx (must agree to the tax return or a listing of adjustments must be provided.)
- **Mini Audit - Settlement Statements, AIA, Invoices**: Settlement Statement for Land or Building Purchase OR Settlement Statement for Loan Closings (if different than Purchase). Approved Construction Draw (AIA the last one).
- **Mini Audit – Other**: Loan/Mortgage Statement as of 12/31/xx. Any other documentation requested.
- **Cost Certification - Draft**: Draft version of cost certification report.
- **Cost Certification - Final**: Final version of cost certification report.
- **Cost Certification - Work papers**: Other documentation (eg: credit calculations.)
- **Credit Calculation – 1st Year**: 1st year credit calculation and Qualified Occupancy Schedule by building.
- **50% Test for Bond Transactions**: Agreed upon Procedure Bond test report.
- **8609 Draft**: Part II completed but not signed by the General Partner.
- **8609 Fully Executed**: Part I & II signed and completed.
- **Cost Certification – HTC/QRE Draft**: Draft of the Historic Tax credit/Qualified Rehabilitation Expenditure report for review by Enterprise.
- **Cost Certification – HTC/QRE Final**: Final Historic Tax credit/ Qualified Rehabilitation Expenditure Report once approved by Enterprise.
- **10% Test Certified by the CPA (Actual):** Final copy of the Agreed Upon Report for the 10% test.
- **Carryover Allocation Agreement:** Fully executed agreement.
- **8082 package (8985,8986,8609As) – Draft**
- **8082 package (8985,8986,8609As) – Final**

Validations

When you upload files, the e360 Community performs certain important validations:

- You cannot upload duplicate document types for a given partnership and year.

- You cannot upload a draft and a final of a single document type (e.g. Draft Audit and Final Audit) for a given partnership and year.

- You cannot upload documents for a Partnership for any year prior to the closing year. E.g. if closing was in 2014, then you cannot select 2013 for year.

- You cannot upload documents for a Partnership for any year after the year it was sold. E.g. if the deal was sold in 2014, then you cannot upload documents for 2015.

- If you try to upload a document that already exists in e360, you will be prompted to enter comments stating why you are uploading a duplicate.

- If you try to upload a draft when it was not required for a Partnership, you will be prompted to enter a comment.

- You cannot upload a final tax return or final audit when a draft is required until you first upload the draft. You also cannot upload the final until the draft is approved.