

Announcement: WEB-SITE ACCESS for HOA BOARD MEMBERS!

Beven & Brock is pleased to introduce some new enhancements to your access as a board member to your financial information through the Beven & Brock web-site. You now have on-demand access 24-7 to the reports that you have been receiving once a month. In the process of this change, we have made some minor adjustments to your access. Your password remains the same, however, there are some new features that you need be aware of.

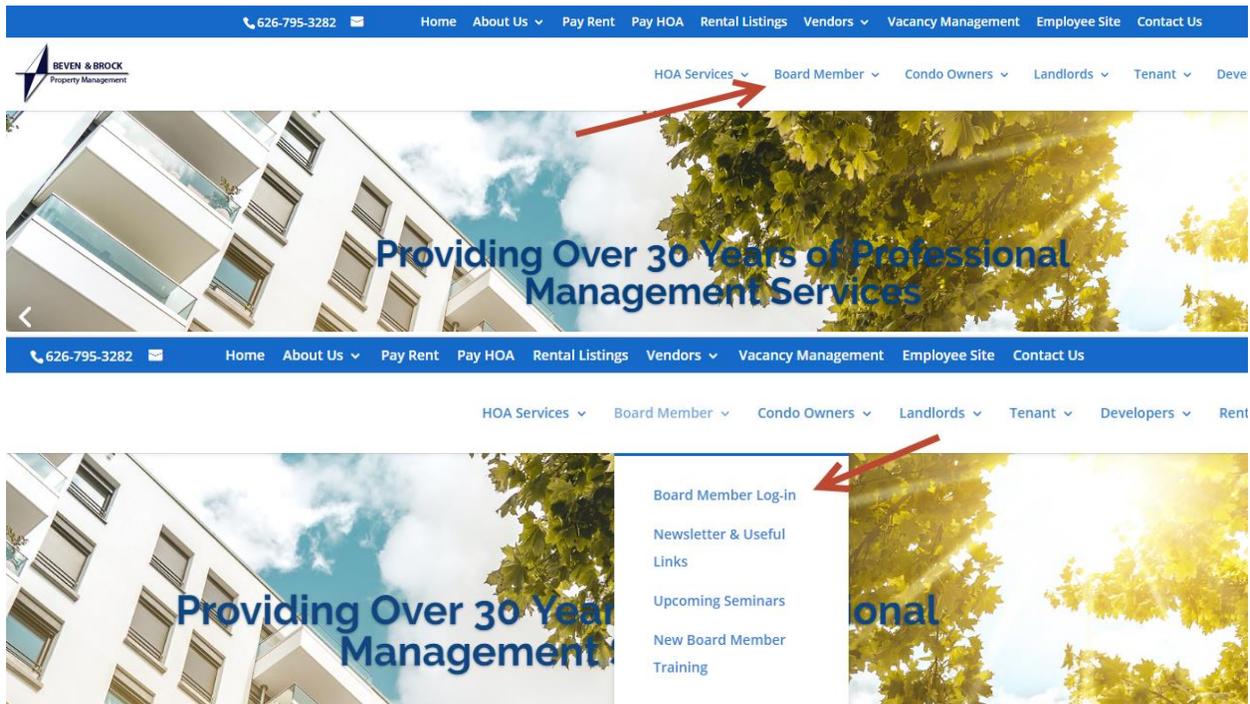
You are currently set up as a “Board Member”. When you log-in, click on “Reports” in the left column. You will then be able to navigate through the reports. There is a tutorial document available to you on our site, that will provide information as to how to navigate through the different reports. (See below)

All of the reports are financial, except one called “Directory”. This is a report that is constantly being updated, either by our staff, or your owners, who can directly update their contact information, and other important pieces of information. In the near future, we will be sending an invitation to all owners to register for the portal. Once you see the directory, and understand that having current information on your owners, you may want to encourage owners to register.

The new owner portal, called “Condo Café” will eventually replace SenEarthCo. Condo Café’ is much more compatible with our base software program. We are nearing the end of a major software transition, and we are grateful for your patience with the changes.

See below for pertinent screenshots and links:

Begin by going to www.bevenandbrock.com. Go to “Board Member” and click on the first drop-down.



Be sure to read the section above this line titled: Welcome to the Board Member Portal first.

The links below aren't live, as this is a screenshot. For the live links, go to the website, per screen shot above.

There are two types of board member access: 1) Board approvers and 2) View & Print only.

Board approvers have access to approve current payables. Access for board approvers can be done via a computer, or phone app. Training is provided by following the link below in #2.

The board viewer role is available to any other current board member who would like the ability to view current reports. The "view only" status **does** allow for downloading and printing.

See below for instructions as to how to access reports.

1. You may have received an email with your first time log-in information. If you did not, or have any difficulty, you may email "Help@bevenandbrock.com."

2. Training for "Board approvers": <http://www.bevenandbrock.com/invoice-approval/>
Two short video tutorials are available, along with a PDF of screen shot instructions.

3. Training for "View only" board members, to find out which reports are available, and how to access them. Go to <http://www.bevenandbrock.com/board-member-training>

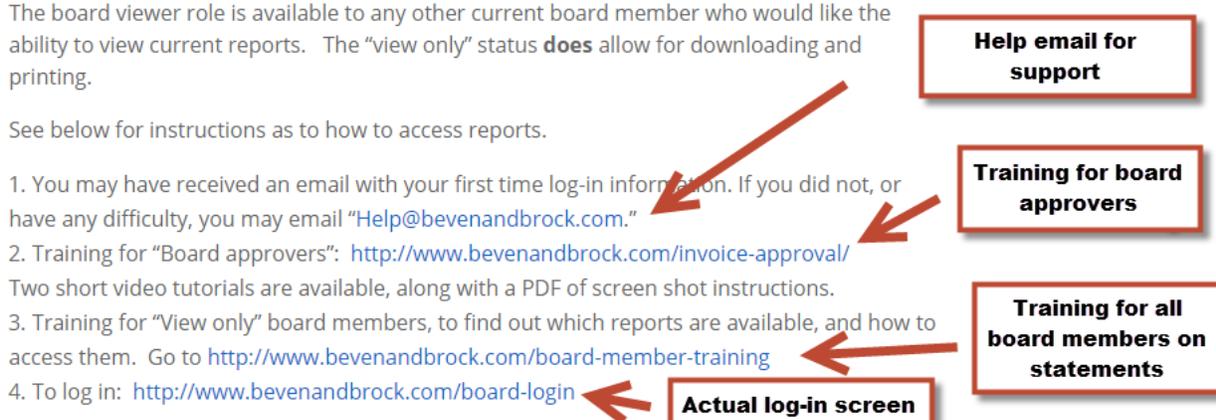
4. To log in: <http://www.bevenandbrock.com/board-login>

Help email for support

Training for board approvers

Training for all board members on statements

Actual log-in screen



See the next page for your first time log in credentials and information on the available reports.

BOARD MEMBER REPORTS ACCESS -STEP BY STEP!

Server: 166

YARDI VOYAGER^S

For information regarding your login, please contact your system administrator
help@bevenandbrock.com

approver@yardi.com

Password

Condo Live

[Forgot Password?](#)

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First Line: Your email address

Second Line: **Welcome123!** (first time only-system will require a change, your new password must be 10 characters, with one symbol and one capital letter)

Third Line: Condo Live-do not change

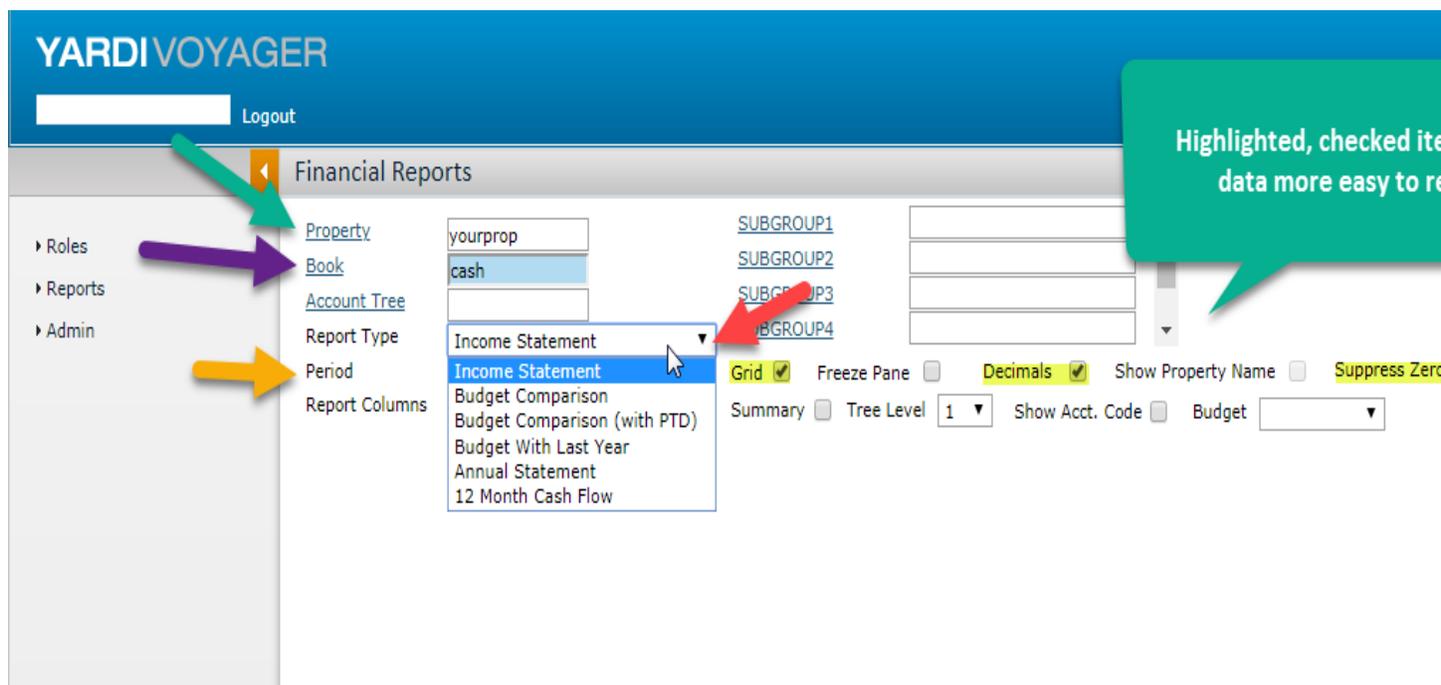
Reports

The image shows a screenshot of a software interface for financial reporting. A sidebar on the left contains a menu with 'Roles', 'Reports', and 'Admin'. A red arrow points to the 'Reports' menu item. The main area displays a list of reports under the heading 'Financial Reports'. The reports listed are: Financial Analytics, Aged Receivable, Receivable Detail by Charge Code, Check Detail, Invoice Image Export, Balance Sheet, and Directory. Several callout boxes provide descriptions for these reports:

- Top purple box:** shows Income Statement, Budget Comparison, Budget Comparison (with PTD), Budget with Last Year, Annual Statement, 12 Month Cash Flow
- Green box (Aged Receivable):** owners with unpaid charges
- Yellow box (Check Detail):** information about checks that have been issued to vendors
- Green box (Receivable Detail by Charge Code):** what types of charges owners have paid
- Purple box (Invoice Image Export):** shows invoices and where they are in process invoices
- Yellow box (Directory):** contact information for owners and tenants
- Green box (Balance Sheet):** a quick view of funds in all of your association's bank accounts

For additional information about various financial reports please see <http://www.bevenandbrock.com/financialstatementhelp.pdf>

Financial Analytics-income statement, budget comparison, budget with last year, annual statement, and 12 month cash flow



There are six reports available in the Financial Analytics area. To access Financial Analytics various reports:

1. click Property, select your property
2. click Book, select cash
3. click drop down menu for Report Type, select desired report
4. enter desired time frame for Period

Helpful additional selections: check grid, decimals, and suppress zero. You can also export the report to a PDF or Excel. When reviewing budget comparison data please utilize the budget comparison report **without PTD**, as it reflects year to date information.

5. click display to show the report

Aged Receivable-owners with unpaid charges

YARDI VOYAGER

Logout

Aged Receivable Report

▶ Roles
▶ Reports
▶ Admin

Property yourprop
Unit Type
Unit
Owner
Status Current
A/R Account
Prepay Account
Trans through 07/2018
Age as of 07/01/2018
Report Summary By Owner
Excluded Units? No
Group By Master Unit? No
Destination Screen

Screen
Email Excel File
Save to Excel File
Email PDF File
Save to PDF File

Submit Help

File or Code: rs_AssocOwnerReceivableAging.SSR.S.TXT
Version: 04.20.2015 2.1

To access the Aged Receivable:

1. click property, select your property
2. click status drop down menu, select current
3. select a date for the Transactions through and Age as of fields
4. select Report Summary By owner from the drop down menu
5. set Exclude Units? and Group By Master Units? to no
6. select desired destination from the drop down menu
7. click Submit to show the report

Receivable Detail by Charge Code

-what types of charges owners have paid and what are outstanding

YARDI VOYAGER

Logout

Receivable Detail by Charge Code

▶ Roles
▶ Reports
▶ Admin

Property yourprop
Unit
Owner
Status Current
Charge Code
mm/yy 07/2018
Destination Screen

Screen
Email Excel File
Save to Excel File
Email PDF File
Save to PDF File

File or Code: rs_AssocRecvDetail_ByChargeCode.SSR5.txt
Version: Version 10.08.2012.1.1

**WARNING: Unit filter is for identifying Owners NOT for filtering by Unit .
If selecting a unit be sure and select an owner .**

To access the Receivable Detail by Charge Code:

1. click property, select your property
2. click status drop down menu, select current
3. enter the time frame you would like to review in the mm/yy fields
4. select desired destination from the drop down menu

Helpful additional selections: select a specific unit or owner by clicking on those underlined blue words or select a charge code for a particular charge like dues, special assessment, or fines by clicking on that field

5. click Submit to show the report

Check Detail-information about checks that have been issued to vendors

YARDI VOYAGER

Logout

Payment Detail

Roles

Reports

Admin

Property: yourprop

Bank: bankacct

Vendor:

Account:

Check#:

mm/yy: 07/2018 -to- 07/2018

Check Date: -to-

All Checks: Yes

Include Voids: All Checks

Destination: Screen

Advanced

Submit Clear Help

File or Code: rs_Payable_Check_Detail.txt

Once the check detail report opens, click on a payable # to see additional details and an image of the invoice

	Payable #
te utl.37) - 05/14/18 (05/18)	
ison (utl.37) - 05/14/18 (05/18)	P-599591
ia (utl.18) - 05/21/18 (05/18)	
	P-601726

To access the Check Detail:

1. click property, select your property
2. click bank, select the bank account you wish to review

3. enter the time frame you would like to review in the mm/yy fields
4. click the All Checks and Include Voids drop down menus, select the desired choice
5. select desired destination from the drop down menu
6. click Submit to show the report

Helpful additional selections: Once the report is on screen, clicking on the blue payable number will lead to the payable invoice. The payable invoice shows vendor information, payment status, and under the images tab, a scanned picture of the invoice from the vendor can be reviewed.

Invoice Image Export

invoices and where they are in processing as well as images of invoices

YARDIVOYAGER

Logout

Invoice Image Export

Batch: [] Post Month: 07/2018 To: 07/2018 Approved By: []

Property: yourprop Inv. Date: [] To: [] Priority: []

Payee: [] Payable Ctrl #: [] To: []

PO#: [] Payment Ctrl #: [] To: []

Expense Type: XLegacyX Expense 2 HOA Apl Check #: [] To: []

Invoice #: [] Check Date: [] To: []

Ctrl #: [] Include IR?: []

Account: [] Sort On: Ctrl# Order: Descending

Display Export Images Help

Invoice Register

Once the report opens, click on the blue Ctrl. No. to see additional details and an image of the invoice.

Ctrl. No.	Invoice Number
39250	5864-2018

To access the Invoice Image Export:

1. click property, select your property
2. enter the time frame you would like to review in the Post Month or Inv. Date fields (optional)
3. click the order drop down menu, select Descending
4. click Display

Helpful additional selections: Once the report is on screen clicking on the blue Ctrl. No. number will lead to the invoice register. The invoice register shows vendor information, payment status, and under the images tab, a scanned picture of the invoice from the vendor can be reviewed.

Balance Sheet

-a quick view of funds in all of your association's bank accounts

The screenshot shows the YARDI VOYAGER interface. At the top, there is a blue header with the logo and a 'Logout' button. Below the header is a navigation bar with a back arrow and the text 'Balance Sheet Custom'. On the left, there is a sidebar menu with 'Roles', 'Reports', and 'Admin'. The main content area contains a form with the following fields: 'Property' (text input with value 'yourprop'), 'Month' (text input with value '07/2018'), 'Consolidated?' (dropdown menu with value 'No'), 'Books' (text input with value '0'), 'Account Tree' (text input with value 'ysi_bs'), 'Rounding' (dropdown menu with value 'No'), 'Show GL account codes?' (dropdown menu with value 'No'), and 'Destination' (dropdown menu with value 'Screen'). Below the form is an 'Advanced' button and three buttons: 'Submit', 'Clear', and 'Help'. Colored arrows point to the 'Property' field (green), 'Month' field (purple), 'Consolidated?' dropdown (yellow), 'Books' field (red), 'Account Tree' field (red), 'Rounding' dropdown (purple), 'Show GL account codes?' dropdown (purple), and 'Submit' button (purple).

To access the Balance Sheet:

1. click property, select your property
2. enter the month you would like to review in the Month field
3. click the Consolidated? drop down menu, select no
4. enter 0 in the Books field
5. enter ysi_bs in the Account Tree field
6. click the Rounding and Show GL account codes? drop down menus, select no
7. select desired Destination from the drop down menu
8. click Submit to show the report

Directory-contact information for owners and tenants

The screenshot shows the YARDI VOYAGER web interface. At the top, there is a blue header with the logo and a 'Logout' button. Below the header is a navigation bar with a 'Directory' tab. On the left, there is a sidebar menu with 'Roles', 'Reports', and 'Admin'. The main content area contains a search form with the following fields: 'Property' (text input with 'yourprop'), 'Unit' (text input), 'Status' (dropdown menu with 'Current' selected), 'Sort By' (dropdown menu with 'Unit' selected), 'Move In After' (text input), 'Move Out Before' (text input), 'Street Number' (text input), 'Street Name' (text input), 'Street Type' (dropdown menu), and 'Destination' (dropdown menu with 'Screen' selected). Below the form are buttons for 'Advanced', 'Submit', 'Clear', and 'Help'. Colored arrows point to the 'Property' field (green), the 'Unit' dropdown (purple), the 'Sort By' dropdown (red), and the 'Submit' button (yellow).

To access the Directory:

1. click property, select your property
2. click the Status drop down menu, select current to review current owners
3. click the Sort By drop down menu, select Unit to display by unit order or Owner to sort by owner's last name
4. click Submit to display the report

Helpful additional selections: To review just one particular unit, click Unit, select the desired unit from list, and click ok.