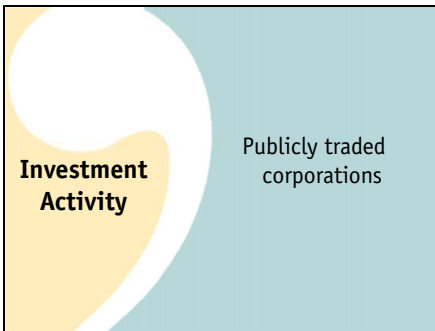


The second thing you'll be doing each month is making sure all your investment transactions are entered. As treasurer, you may not only be recording this information but also placing the trades.



Just a reminder that, as we discussed in the orientation webinar, bivio only provides the accounting and tax reporting you need for

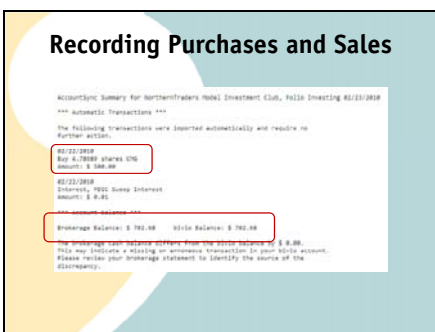
investments in Stocks of publicly traded corporations, stock mutual funds, stock etf's and (if you have the Active Partnership service), options.



Bivio is not designed to track investment income from other types of investments such as:

- REIT's (Real Estate Investment Trusts)
- MLP's, PTP's (Master Limited Partnerships, Publicly Traded Partnerships)
- Commodity ETF's

If you have any questions about whether bivio will work for something you are thinking about purchasing, please email us at support@bivio.com We are glad to investigate any investment and let you know if there will be a problem.



Tracking your investments is very easy using AccountSync. When a purchase, sale or receipt of investment income happens in your brokerage account, it will be imported by AccountSync into bivio. When it is entered, you will receive an email just like when the member payments were deposited. It will look something like this.

Here's a stock purchase that this club made.

There's also a notation showing whether your cash balance in bivio agrees with your brokerage. If it doesn't, you should investigate why. It's something you'll want to make sure you fix.



Unlike member payments, there should be no further entries you need to make for your investment transactions. However, occasionally, you may have a need to edit a transaction. The easiest way for you to do this is to go to what we call transaction lists. On each of the Accounting pages,

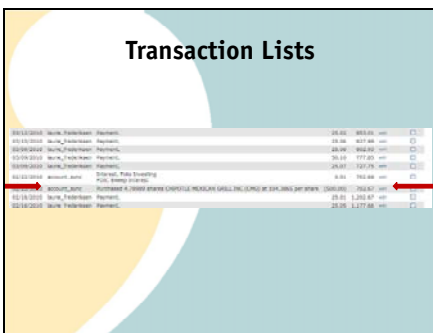
Accounts,

Investments and

Members

You can click on the Names of the Accounts, Investments or Members to get a transaction list.

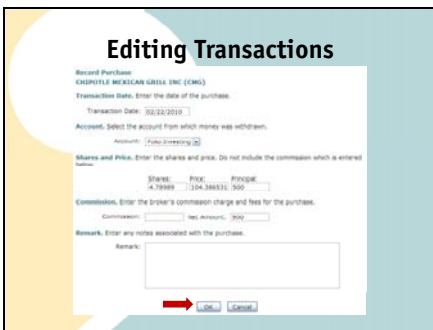
For example, on the Accounting>Accounts screen, you can click on the name of your brokerage account and see all the transactions that have been recorded in that account



In the list, you will see that it says

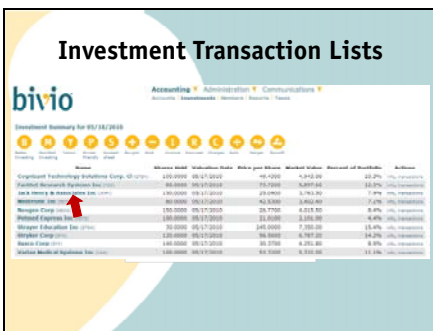
account_sync next to the entries AccountSync has made. Here is a purchase transaction.

If you'd like to edit any of the details of this transaction you can select the edit link you'll see on the right side. This will open the investment purchase screen.



If you need to change any of the information on this form, make your corrections and then

Click the OK button at the bottom of the screen to save the updated information.



If you receive income like a dividend or interest you'll receive an email telling you the details and all the entries will be made in your account for you. If you ever want to see all the entries made for a specific investment, you can

Just click on it's name on the Accounting>Investments page.

Investment Transaction List

Bank Henry & Associates Inc. (BIOFF)

Quantity Overall: 123.00000

Date	Symbol	Quantity	Price	Type	Remark	Shares	Amount	Actions	Details
10/10/2018	ACORN	100.00000	14.00	Dividend	QUARTERLY DIVIDEND	100.00	1400.00	21	
10/10/2018	ACORN	100.00000	13.75	Dividend	QUARTERLY DIVIDEND	100.00	1375.00	21	
10/11/2018	ACORN	100.00000	13.75	Dividend	QUARTERLY DIVIDEND	100.00	1375.00	21	
10/22/2018	ACORN	100.00000	14.20	Dividend	QUARTERLY DIVIDEND	100.00	1420.00	21	
10/12/2019	ACORN	100.00000	12.75	Dividend	QUARTERLY DIVIDEND	100.00	1275.00	21	
10/13/2019	ACORN	100.00000	14.20	Dividend	QUARTERLY DIVIDEND	100.00	1420.00	21	
10/13/2019	ACORN	100.00000	14.25	Dividend	QUARTERLY DIVIDEND	100.00	1425.00	21	
10/14/2019	ACORN	100.00000	14.25	Dividend	QUARTERLY DIVIDEND	100.00	1425.00	21	
10/14/2019	ACORN	100.00000	9.75	Dividend	QUARTERLY DIVIDEND	100.00	975.00	21	
10/14/2019	ACORN	100.00000	9.75	Dividend	QUARTERLY DIVIDEND	100.00	975.00	21	
10/15/2019	ACORN	100.00000	9.75	Dividend	QUARTERLY DIVIDEND	100.00	975.00	21	
10/15/2019	ACORN	100.00000	9.75	Dividend	QUARTERLY DIVIDEND	100.00	975.00	21	

Here's an example of all the dividends that have been entered for Jack Henry.

Reorganizations

- What are they?
- Research required
- AccountSync™

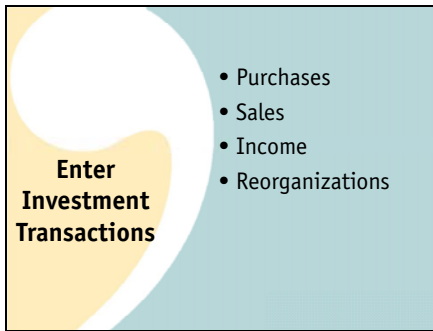
One of the more complicated accounting tasks that every investor needs to deal with are reorganizations. This is where bivio AccountSync really shines.

A reorganization can be something like a split, a spin off or a merger. It used to be there were just these three simple categories, but nowadays, it seems like there are more and more special circumstances that need to be accounted for.

Depending on how the company sets up the reorganization, it can have a variety of tax consequences. It is important to understand how to account for it correctly. The correct accounting cannot be done until information provided by the company has been analyzed.

Lucky for you, this is part of your AccountSync service. We do the research and make the reorganization entries for you. This means you sometimes have to be a little bit patient if you own a stock that goes through a reorganization. But your patience will pay off when we make all the entries for you.

If, for some reason, you need something entered before we get to it, feel free to email us in bivio support and we should be able to expedite the process for you.



Basically, that's all you'll need to do to track your investments. AccountSync will make the entries for you from the transactions that happen in your brokerage account.

This will include stock purchases,

Stock sales,

Dividends and interest received

And any reorganizations.

All you'll need to do is double check them for accuracy each month which is the third monthly treasurer task we're going to discuss.