



# Getting Started

For new and existing  
investment clubs

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# Chapter 1:

## Introduction

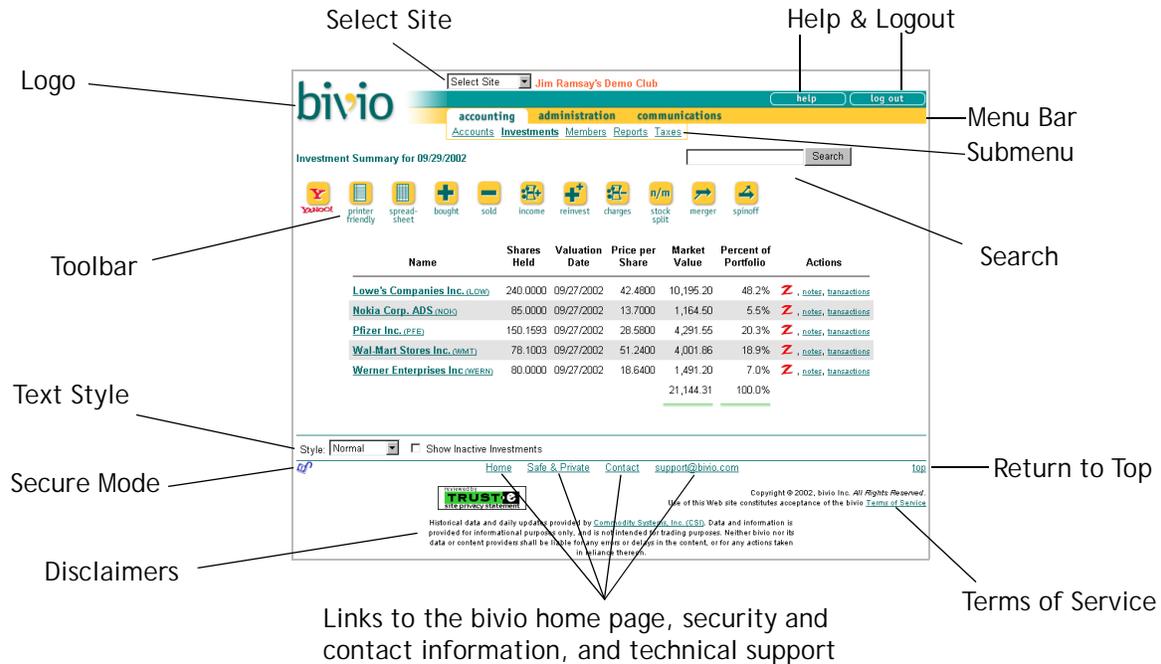
This chapter describes the following:

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# bivio Preview

When you start a bivio club, you'll have access to a set of full-featured online investment club web pages. This is what a typical bivio page looks like:



<p>Select Site Select your investment club, the demo club, Club Cafe, or other area you wish to visit. Select My Site to view your memberships.</p>	<p>Help &amp; Logout Click HELP to browse the bivio help pages, or click LOGOUT to log out of bivio and return to the home page.</p>
<p>Logo Click the logo at any time to return to the bivio home page.</p>	<p>Menu Bar Click Accounting, Administration or Communication to view each submenu.</p>
<p>Search Enter one or more words and click Search to find the word(s) in bivio.</p>	<p>Submenu Within each category, select the bivio subpage you visit, e.g. Investments Accounting.</p>
<p>Toolbar Click the toolbar button icon that corresponds to the task you want to perform.</p>	<p>Page Footer Click a link for the bivio home page, for security and contact information, or to contact support.</p>
<p>Text Style To customize the appearance of the page, select a text size setting (normal, small, large or extra large).</p>	<p>Return to Top Click here to return to the top of a long page.</p>
<p>Secure Mode Click the padlock to turn secure mode on  or off </p>	<p>Terms of Service Click <a href="#">Terms of Service</a> to see the complete bivio terms of service agreement.</p>

## Registering with bivio

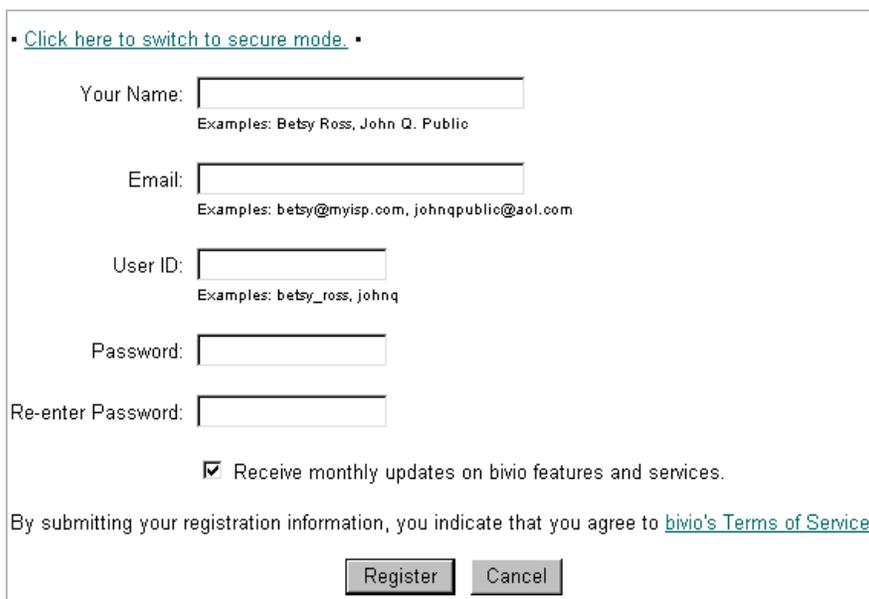
This sets you up as a bivio user with a bivio account. Once you register, bivio will recognize you whenever you log in.

### IMPORTANT

At this point, you are registering yourself as a bivio user, not your club. In the next pages, you'll learn how to register your club as well.

To register with bivio:

1. Go to <http://www.bivio.com>, and click **1** [Sign up](#) in the list on the right-hand side of the page to start the online tutorial, or click [Register](#) in the blue box on the left-hand side of the page.



• [Click here to switch to secure mode.](#) •

Your Name:   
Examples: Betsy Ross, John Q. Public

Email:   
Examples: betsy@myisp.com, johnqpublic@aol.com

User ID:   
Examples: betsy\_ross, johnq

Password:

Re-enter Password:

Receive monthly updates on bivio features and services.

By submitting your registration information, you indicate that you agree to [bivio's Terms of Service](#).

2. (Optional) [Click here to switch to secure mode.](#)

Information entered outside of secure mode is in “clear text” form, and it is possible, although very unlikely, that others could read it. If you [Click here to switch to secure mode](#), any information you enter will be encrypted to protect it from fraud. You may notice a decrease in performance in secure mode.

3. Enter **Your Name** and **Email** address.

Your name enables the rest of your club to identify you, and your email address enables us to contact you about the services on our site. Your name and email address are not made available to bivio visitors or members of other clubs.

#### 4. Give yourself a **User ID** and **Password**.

The User ID identifies you when you log in to bivio. Choose an ID that is easy to type and easy to remember. You might want to make it the same as your email address. For example, if your email address is bob645@aol.com, you might want to use “bob645” as your ID. If the ID is already in use by another user, a message will inform you that you need to select a different one.

User IDs cannot be longer than 30 characters (a shorter ID will be easier to type) and may not contain spaces, though underscores ( \_ ) substitute nicely for spaces. If you wanted to use your name as your ID, you could use an underscore in place of the space between your first and last names (jimmy\_smith). Note that IDs are not case-sensitive.

Your Password should also be easy to remember and easy to type. It cannot be longer than 30 characters. You will enter it twice to confirm.

#### IMPORTANT

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Do not give your Password to anyone else. It is exclusive to you. You will have the opportunity to invite other members to join your club, who will register with their own personal ID's and Passwords.

---

5. **Receive monthly updates on bivio features and services.** If you prefer not to receive email updates on new features and services, just clear the check box.

6. **By submitting your registration information, you indicate that you agree to [bivio's Terms of Service](#).** If you have any questions about what you are agreeing to, click on the link to review the complete agreement.

7. Click **Register**.

This registers you as a bivio user and logs you into your bivio account.

# Chapter 2:

## Starting a New Investment Club

This chapter describes the following steps in the process of starting a new bivio investment club:

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- Step 2: Set-up your bivio Club ..... 8**
- Step 3: Organize your Club ..... 13**
- Step 4: Set-up your Accounts ..... 15**

## Step 1: Register

Register yourself with bivio. If you haven't already done so, see "Registering with bivio" on page 5 for details.

## Step 2: Set-up your bivio Club

Once you have registered as a bivio user, the Create Club Site screen appears and you are ready to create your bivio club.

If you previously registered and are returning to bivio, select **My Site** from the Select Site list at the top, and then click on [Clubs](#) on the menu bar. To create your new club, use the [create new club](#) button.

### TIP

Did you know that you can be a member of several clubs on bivio, using your same User ID and password?

## Create bivio Club

At the Create your Club Site screen, you will name your club, give it a bivio ID, and register your club with bivio.

**Step 1: Create your Club Site**

Enter the Full Name of your club and your Club ID. The Club ID is used to email your club (at your\_club\_id@bivio.com).

Club Name:   
Examples: The NY Make Cash Club, Lots O' Luck Fund

Club ID:   
Examples: nymoc, lol\_fund

On the next page, you'll learn about your club site.

By clicking OK, you begin your limited free trial. You can subscribe to [our services](#) at any point. Your subscription will be extended with the unused portion of your free trial.

### 1. Enter your **Club Name**.

This is the full name of your club (examples: Dow Janes Investment Club, Wall Street Mavericks, Wyse Investments). The name can contain as many spaces as you like, but be no longer than 100 characters.

**IMPORTANT**

---

The Club Name will appear on your club IRS forms and should match the spelling used on the IRS SS-4 form used to obtain your club Employer Identification Number (see Step 3).

---

**2. Enter your Club ID.**

Your Club ID is a shortened form of your club name, and should be easy to type and remember. Club IDs are limited to 30 characters, and must not contain spaces, though underscores ( `_` ) substitute nicely for spaces. For example, the ID for “The New York Make Cash Club” could be “nymcc” or “ny\_make\_cash.”

**TIP**

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You can think of the Club ID as the bivio email address of your club. You’ll communicate with other club members by sending email to `<Club ID>@bivio.com`.

---

At this point, you have four options:

- **3-Month Trial:** If you click , you begin a three-month free trial. All bivio functions are available during the free trial except IRS tax features.
- **Club Accounting:** Our standard subscription, which includes daily club valuations, performance reports, IRS tax features, unlimited support and more.
- **AccountSync:** An addition to Club Accounting which links your brokerage accounts electronically to bivio. AccountSync automatically downloads transactions from your brokerage account daily, and records them in bivio. This ensures your club books are always be perfectly accurate and up-to-date.

**TIP**

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Subscribe now for a full 15 months of AccountSync (3-month free trial plus 12-month paid subscription).

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- **AccountKeeper:** If your club is looking for a completely hands-off solution, consider our full service AccountKeeper option. Your bivio bookkeeper will take care of your club accounting and IRS taxes from A to Z.
3. Click [our services](#) and follow the links to learn more about Club Accounting, AccountSync, and AccountKeeper., or simply click  at this time to begin your 3-month free trial.
  4. Having created a new club, you are now the administrator of that club. Click **Continue Setup** to complete the setup of your new club.

**TIP**

For an example of how a club looks when it is set up, visit the Demo Club (select **My Demo Club** from the Select Site list at the top).

**5. Do you currently use NAIC Club accounting™?**

Because this is a new investment club, answer No.

**6. Did your club form prior to <date>?**

Because this is a new investment club, answer No. This brings you to the Add Members screen.

**Add Members**

Now that your new club has been created, it is time to add club members. If the Add Members screen doesn't appear automatically, select **Administration** on the menu bar, and [Roster](#) on the submenu.)

Membership and access to the bivio investment club is by invitation only. Inviting members to join is easy. Just write an invitation message and prepare a list of people you wish to invite. The invitation will be emailed to everyone on your list for you.

To invite members to join your club:

**1. Compose an invitation message.**

This message needs to identify you and the club. Remember that all new members will see your message, so make it apply to everyone. Here's an example of what you might write:

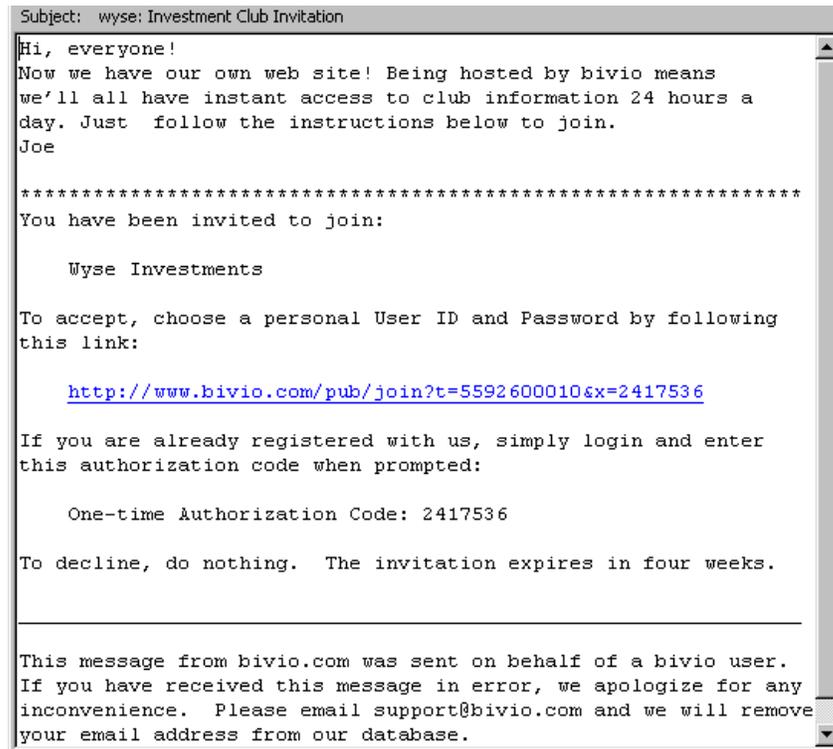
**Message.** Enter a personal message. Your message will be sent to the email addresses below along with instructions on how to join.

Message:

**Online vs. Offline Members**

Club members you add without email addresses will be considered offline members. They will appear in the club books, but will not be able to log in to bivio or receive email posted to the club's message board. And they will not receive the invitation message. However, you can invite them later by clicking [bring online](#) from the club Roster page.

And here is how the resulting email message will appear to invited members:



## 2. Enter member names and email addresses.

Name	Email
Seth Freedom	setfree@direcpc.com

- In the **Name** column, enter the full names of the members you wish to invite. Members' full names will appear on the club roster, in accounting entries, and on IRS tax returns.
- In the **Email** column, enter complete email addresses for those members you wish to invite via email to register with bivio. These members will become online members. Leave this field blank for offline members.

**TIP** \_\_\_\_\_  
 Don't worry about making mistakes as you enter members. You can return later to the club roster and make changes.

## 5. Click .

The invitation message will be sent to each online member on your list, and your new club roster will be displayed. The [Roster](#) is a submenu of **Administration**.

On the Roster screen you can add more information about members (mailing addresses, phone numbers, etc.) by clicking on a member name, or clicking on [modify](#) in the Actions column to the right of the name. To invite additional members, click the [add member\(s\)](#) button on the toolbar. To delete a member, click on the member name and then use the [delete](#) button.

You can also edit your club invitations, from the [Invites](#) submenu, also under **Administration**. To remove names from your invitation list, click [delete](#) in the actions column. To resend an invitation, click [resend](#) in the actions column.

### Answering an Invitation

To accept an invitation, members simply need to click the bivio link in the invitation email message, which brings them to the bivio registration page. To decline, they need do nothing.

## Step 3: Organize your Club

While your invited members are registering with bivio, you have time for some organizational tasks. For the club to operate legally in the United States, you need an EIN number from the IRS, and you may also want to establish bylaws and draw up a partnership agreement specifying duties and responsibilities within the club. You will then to set up a brokerage account for the club, and you will need to confer with the members to decide on what your investment strategy will be.

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### TIP

Use the **Search** box in the upper right corner of the bivio home page to look for ideas on how to run a successful investment club.

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### Get Legal

To operate legally in the United States, your club must obtain an Employer Identification Number (EIN) from the IRS. To obtain an EIN, fill out IRS form SS-4, available from the IRS or through links in the bivio help system (<https://www.bivio.com/hp/tax-id.html>).

You should adopt a partnership agreement. Partnership agreements formalize your club's procedures so that all members know what is expected of them.

### Choose a Broker

Your club's brokerage account is your connection to the stock market. All investment will take place through your broker, so you need to open a brokerage account. Your choice of a broker will depend on the types of investments you plan to make, the frequency with which your club will make transactions, and the type of user interface you prefer to work with.

If you plan to use AccountSync to update your bivio books automatically, you'll have to select one of the supported brokerages.

The current list of supported brokerages is:

- Ameritrade (<http://www.ameritrade.com>)
- TD Waterhouse (<http://www.tdwaterhouse.com>)
- Charles Schwab (<http://www.schwab.com>)
- E\*TRADE (<http://www.etrade.com>)
- HarrisDirect (<http://www.harrisdirect.com>)
- BUYandHOLD (<http://www.buyandhold.com>)

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### Organize Your Club Online

You can use the bivio communication tools to get your club organized, for instance to distribute and discuss materials before meetings so that everyone comes prepared.

You can use the bivio to distribute documents, such as your partnership agreement and bylaws. Just post them as attachments to **Mail** messages, or organize an online filing cabinet in the **Files** section.

You can even conduct regular online meetings. "Threading"—organizing messages by topic—is a handy tool for keeping your online meetings focused.

---

To open an account with one of these brokers, simply go to the appropriate web site and follow the instructions for opening a new account.

You may of course choose a broker not supported by AccountSync. You will, however, have to enter transactions into bivio by hand.

## Choose Investments

The next step is to choose the specific investments your club will make through your brokerage account. Traditionally, these decisions are made at an investment club meeting, but if all members are online, you could “meet” on the message board (see the Organize Your Club Online sidebar). Use the message board to distribute materials before the meeting to make sure everyone comes prepared.

To help you make your decisions, bivio provides a number of investment research tools. Check out the Investment Club Cafe and Take Stock links on the bivio home page. The investments most popular among bivio investment clubs are listed under Top Club Holdings, also on the home page.

Once you have a portfolio, you can obtain information on your stocks via the  button which brings you to a Yahoo Finance page. You can also click  beside the each investment to browse Zacks information for the specific investment.

## Step 4: Set-up your Accounts

Once your club has a brokerage account and you have made your initial investment selections, you are ready to set up your club's brokerage account in bivio. If you have signed up for AccountSync, this is simply a matter of identifying your brokerage account: AccountSync takes care of the rest.

### Set-up AccountSync Account(s)

If you haven't already done so, sign up for AccountSync:

1. To sign up for AccountSync, select [Subscription](#) from the **Administration** menu, click [Click here to and let AccountSync be your bookkeeper](#). Follow instructions to begin your AccountSync subscription.

**Subscription**

Your Free Trial subscription ends on 11/29/2002. [Click here to start your subscription to Club Accounting.](#)

Tired of entering transactions by hand? [Click here and let AccountSync be your bookkeeper!](#)

Subscription: Free Trial  
 started: 08/30/2002  
 ends on: **11/29/2002**

Total bivio Bucks: 0.00 [\[what's this?\]](#)

If you have questions, please email [support@bivio.com](mailto:support@bivio.com).

2. On the next screen, be sure to select the "I agree" box before you click

**Thank You!**

Thank you for your premium service payment.

If you have questions, please email [support@bivio.com](mailto:support@bivio.com) or call us at +1 (866) 248-7571.

To continue the setup for **AccountSync**, select the club account which will receive the imported brokerage transactions, and then press **Continue**.

Account:

I agree with the [AccountSync Amendment](#) to the bivio [Terms of Service](#).

3. At the Change Account Information screen:

- Rename the default Broker account by entering a name for your brokerage account (e.g., TD Waterhouse, Ameritrade, or 056565) in the **Name** field.
- If interest on the account is tax-free, check the **Tax Free Interest** box (if you are unsure, don't check this box).
- Enter the **Brokerage** name, your **Brokerage Login**, and your **Brokerage Password**. This enables AccountSync to log into your brokerage account and retrieve transactions information for you.

**Change Account Information**

Use this form to update your account information.

Name:

**Tax Free Interest.** Is the interest earned by this account tax free?

Tax Free Interest

**Brokerage.** Enter the brokerage account and sign-on information in the fields provided. This information enables **AccountSync** to access your account.

Brokerage:

Brokerage Login:

Brokerage Password:

4. Click .
5. Wait overnight. When you next log into your bivio account, recent brokerage transactions (if any) will have been entered into your bivio club account. You will not need to enter information for this account by hand: it will be done for you electronically and automatically.

### Set-up other Account(s)

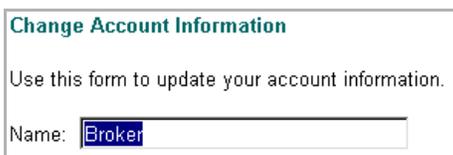
For accounts not supported by AccountSync, you will need to record all account transactions manually (member payments, account debits and credits, dividends, spin-offs, etc.), as they appear in your brokerage statements. You'll learn how to make bivio accounting entries in the next chapters.

For now, let's just set up your account information:

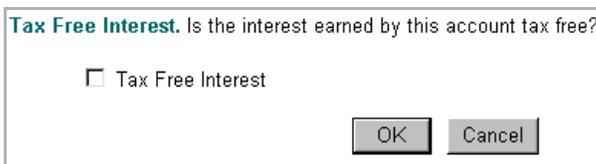
1. Select [Accounts](#) from the **Accounting** menu to display the Account Summary screen. For a new bivio club, only the default [Broker](#) account appears.



2. Click [Info](#) in the Actions column to rename the default Broker account.



3. In the **Name** field, enter a name for your brokerage account (e.g., Ameritrade, HarrisDirect 444213). Pick a name that makes it clear which account this is.
4. If interest on the account is tax-free, check the **Tax Free Interest** box (if you are unsure, don't check this box).



5. Click .

# Chapter 3:

## Setting-up an Existing Investment Club in bivio

This chapter describes the following steps in the process of converting your investment club to bivio:

- Step 1: Register..... 19**
- Step 2: Set-up your bivio Club ..... 19**
- Step 3: Set-up your Accounts ..... 24**
- Step 4: Record Previous Transactions..... 27**

## Step 1: Register

Register yourself with bivio. If you haven't already done so, see "Registering with bivio" on page 5 for details.

## Step 2: Set-up your bivio Club

Once you have registered as a bivio user, the Create Club Site screen appears and you are ready to create your bivio club.

If you previously registered and are returning to bivio, select **My Site** from the Select Site list at the top, and then click on [Clubs](#) on the menu bar. To create your new club, use the [create new club](#) button.

### TIP

Did you know that you can be a member of several clubs on bivio, using your same User ID and password?

## Create bivio Club

At the Create your Club Site screen, you will name your club, give it a bivio ID, and register your club with bivio.

**Step 1: Create your Club Site**

Enter the Full Name of your club and your Club ID. The Club ID is used to email your club (at your\_club\_id@bivio.com).

Club Name:   
Examples: The NY Make Cash Club, Lots O' Luck Fund

Club ID:   
Examples: nymoc, lol\_fund

On the next page, you'll learn about your club site.

By clicking OK, you begin your limited free trial. You can subscribe to [our services](#) at any point. Your subscription will be extended with the unused portion of your free trial.

### 1. Enter your **Club Name**.

This is the full name of your club (examples: Dow Janes Investment Club, Wall Street Mavericks, Wyse Investments). The name can contain as many spaces as you like, but be no longer than 100 characters.

**IMPORTANT**


---

The Club Name will appear on your club IRS forms and should match the spelling used on the IRS SS-4 form used to obtain your club Employer Identification Number (see Step 3).

---

**2. Enter your Club ID.**

Your Club ID is a shortened form of your club name, and should be easy to type and remember. Club IDs are limited to 30 characters, and must not contain spaces, though underscores ( `_` ) substitute nicely for spaces. For example, the ID for “The New York Make Cash Club” could be “nymcc” or “ny\_make\_cash.”

**TIP**


---

You can think of the Club ID as the bivio email address of your club. You’ll communicate with other club members by sending email to `<Club ID>@bivio.com`.

---

At this point, you have four options:

- **3-Month Trial:** If you click  , you begin a three-month free trial. All bivio functions are available during the free trial except IRS tax features.
- **Club Accounting:** Our standard subscription, which includes daily club valuations, performance reports, IRS tax features, unlimited support and more.
- **AccountSync:** An addition to Club Accounting which links your brokerage accounts electronically to bivio. AccountSync automatically downloads transactions from your brokerage account daily, and records them in bivio. This ensures your club books are always be perfectly accurate and up-to-date.

**TIP**


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Subscribe now for a full 15 months of AccountSync (3-month free trial plus 12-month paid subscription).

---

- **AccountKeeper:** If your club is looking for a completely hands-off solution, consider our full service AccountKeeper option. Your bivio bookkeeper will take care of your club accounting and IRS taxes from A to Z.
3. Click [our services](#) and follow the links to learn more about Club Accounting, AccountSync, and AccountKeeper., or simply click  at this time to begin your 3-month free trial.
  4. Having created a new club, you are now the administrator of that club. Click **Continue Setup** to complete the setup of your new club.

**TIP**

For an example of how a club looks when it is set up, visit the Demo Club (select **My Demo Club** from the Select Site list at the top).

**5. Do you currently use NAIC Club accounting™?**

- Answer **Yes** if your club currently uses the National Association of Investment Clubs (NAIC) accounting software. The instructions will guide you through the easy import process.
- Answer **No** if your club is not currently using NAIC accounting software.

**6. Did your club form prior to <date>?**

The <date> is January 1 of last year.

- If No, your club is young enough that you should enter its entire history of transactions into bivio. You will now continue on to the Add Members screen.
- If Yes, you will need to decide whether to enter your club's entire history of transactions, or to specify a "switchover date" and only enter from that date.

**7. Decide whether to use opening balances**

**Step 4: Accounting Switchover**

In bringing your club to bivio, you may choose between entering all historical transactions and entering transactions after a switchover date.

Would you like to enter all historical transactions? [\[learn more\]](#)

- Answer **Yes** if you plan to enter your club's entire history of transactions. You will now continue on to the Add Members screen.
- Answer **No** to specify the switchover date on the Edit Opening Balances form. You will be prompted to supply, on the switchover date: your account cash balances, shares owned and the original purchase price of these shares, list of members, their unit ownership, and any earnings allocated to them in previous tax years. You can also enter this information later.

**Add Members**

Now that your new club has been created, it is time to add club members. If the Add Members screen doesn't appear automatically, select **Administration** on the menu bar, and [Roster](#) on the submenu.)

Membership and access to the bivio investment club is by invitation only. Inviting members to join is easy. Just write an invitation message and prepare a list of people you wish to invite. The invitation will be emailed to everyone on your list for you.

### To invite members to join your club:

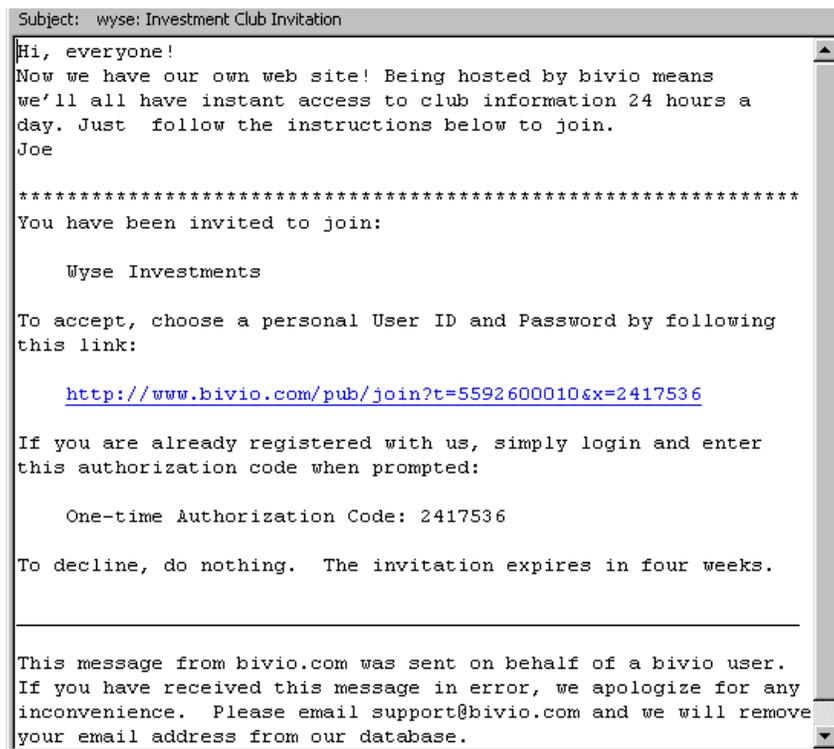
#### 1. Compose an invitation message.

This message needs to identify you and the club. Remember that all new members will see your message, so make it apply to everyone. Here's an example of what you might write:

**Message.** Enter a personal message. Your message will be sent to the email addresses below along with instructions on how to join.

Message:

And here is how the resulting email message will appear to invited members:



#### 2. Enter member names and email addresses.

Name	Email
Seth Freedom	setfree@direcpc.com

3. In the **Name** column, enter the full names of the members you wish to invite. Members' full names will appear on the club roster, in accounting entries, and on IRS tax returns.
4. In the **Email** column, enter complete email addresses for those members you wish to invite via email to register with bivio. These members will become online members. Leave this field blank for offline members.

---

**TIP**

Don't worry about making mistakes as you enter members. You can return later to the club roster and make changes.

---

5. Click .

The invitation message will be sent to each online member on your list, and your new club roster will be displayed. The [Roster](#) is a submenu of **Administration**.

On the Roster screen you can add more information about members (mailing addresses, phone numbers, etc.) by clicking on a member name, or clicking on [modify](#) in the Actions column to the right of the name. To invite additional members, click the [add member\(s\)](#) button on the toolbar. To delete a member, click on the member name and then use the [delete](#) button.

You can also edit your club invitations, from the [Invites](#) submenu, also under **Administration**. To remove names from your invitation list, click [delete](#) in the actions column. To resend an invitation, click [resend](#) in the actions column.

### Answering an Invitation

To accept an invitation, members simply need to click the bivio link in the invitation email message, which brings them to the bivio registration page. To decline, they need do nothing.

## Step 3: Set-up your Accounts

Once your club has a brokerage account and you have made your initial investment selections, you are ready to set up your club's brokerage account in bivio. If you have signed up for AccountSync, this is simply a matter of identifying your brokerage account: AccountSync takes care of the rest.

If you imported data from an NAIC program, your brokerage account may already be set-up. Complete these steps to ensure that accounts were set-up correctly

### Set-up AccountSync Account(s)

If you haven't already done so, sign up for AccountSync:

1. To sign up for AccountSync, select [Subscription](#) from the **Administration** menu, click [Click here to and let AccountSync be your bookkeeper](#). Follow instructions to begin your AccountSync subscription.

**Subscription**

Your Free Trial subscription ends on 11/29/2002. [Click here to start your subscription to Club Accounting.](#)

Tired of entering transactions by hand? [Click here and let AccountSync be your bookkeeper!](#)

Subscription: Free Trial  
 started: 08/30/2002  
 ends on: **11/29/2002**

Total bivio Bucks: 0.00 [\[what's this?\]](#)

If you have questions, please email [support@bivio.com](mailto:support@bivio.com).

2. On the next screen, be sure to select the "I agree" box before you click

**Thank You!**

Thank you for your premium service payment.

If you have questions, please email [support@bivio.com](mailto:support@bivio.com) or call us at +1 (866) 248-7571.

To continue the setup for **AccountSync**, select the club account which will receive the imported brokerage transactions, and then press **Continue**.

Account:

I agree with the [AccountSync Amendment](#) to the bivio [Terms of Service](#).

### 3. At the Change Account Information screen:

- Rename the default Broker account by entering a name for your brokerage account (e.g., TD Waterhouse, Ameritrade, or 056565) in the **Name** field.
- If interest on the account is tax-free, check the **Tax Free Interest** box (if you are unsure, don't check this box).
- Enter the **Brokerage** name, your **Brokerage Login**, and your **Brokerage Password**. This enables AccountSync to log into your brokerage account and retrieve transactions information for you.

**Change Account Information**

Use this form to update your account information.

Name:

**Tax Free Interest.** Is the interest earned by this account tax free?

Tax Free Interest

**Brokerage.** Enter the brokerage account and sign-on information in the fields provided. This information enables **AccountSync** to access your account.

Brokerage:

Brokerage Login:

Brokerage Password:

### 4. Click .

5. Wait overnight. When you next log into your bivio account, recent brokerage transactions (if any) will have been entered into your bivio club account. You will not need to enter information for this account by hand: it will be done for you electronically and automatically.

## Set-up other Account(s)

For accounts not supported by AccountSync, you will need to record all account transactions manually (member payments, account debits and credits, dividends, spin-offs, etc.), as they appear in your brokerage statements. You'll learn how to make bivio accounting entries in the next chapters.

For now, let's just set up your account information:

1. Select [Accounts](#) from the **Accounting** menu to display the Account Summary screen. For a new bivio club, only the default [Broker](#) account appears.

Account Summary for 08/12/2002

 printer friendly  
  spread-sheet  
  interest  
  dividend  
  income  
  expense  
  transfer  
  new account

Name	Last Updated	Cash Balance	Actions
<a href="#">Broker</a>		0.00	<a href="#">info, transactions</a>
		0.00	

2. Click [Info](#) in the Actions column to rename the default Broker account.

**Change Account Information**

Use this form to update your account information.

Name:

3. In the **Name** field, enter a name for your brokerage account (e.g., Ameritrade, HarrisDirect 444213). Pick a name that makes it clear which account this is.
4. If interest on the account is tax-free, check the **Tax Free Interest** box (if you are unsure, don't check this box).

**Tax Free Interest.** Is the interest earned by this account tax free?

Tax Free Interest

5. Click .

## Step 4: Record Previous Transactions

Before you start, be sure to gather complete account statements for at least the past two years.

If your club used NAIC Club Accounting software prior to joining bivio, you will likely be able to import your historical transactions (and member information) from your club's NACDATA.DAT export file. A series of bivio pages guide you through the process of importing the NACDATA.DAT file.

If your club did not use NAIC Club Accounting software, you will need to enter your historical transactions and member information manually, from club records. If your club has several years of history, you may start bivio accounting on a more recent switchover date, entering opening balances.

### Import NAIC data

If you did not import data from your NAIC Club Accounting program earlier, you can do so now.

1. Using the NAIC program, export your club's NAIC Club Accounting data to a NACDATA.DAT file. Please refer to your NAIC software documentation for instructions.
2. Now select [Tools](#) from the **Administration** menu.

**Administrative Tools**

- [Allow Public Access](#) -- Publish club messages or files. Create your Club Site™ and make it publicly accessible.
- [Export Club Data](#) -- Save your club accounts to disk.
- [Edit Opening Balances](#) -- Edit initial account, investment, and member balances prior to bringing your accounting to bivio.
- [Import NAIC Club Accounting\(tm\)](#) -- Import your data in three easy steps. You can re-import your data as many times as you like.
- [Allocation Method](#) -- Select the allocation method used when assigning tax liabilities to the members.
- [Edit Club Configuration](#) -- Change parameters for this club.

3. Click [Import NAIC Club Accounting \(TM\)](#).

#### 4. The data import will overwrite any data you've entered into bivio.

**Clear Online Accounting**

The first step in re-importing your data is clearing out your existing transactions.

By clicking OK below, all transactions and unlisted investments will be deleted from bivio's computers.

**This action is not reversible. All data will be lost!**

Click  to replace your existing data and display the Import NAIC Club Accounting screen. Click **Cancel** to return to the Administrative Tools screen.

#### 5. Select the types of member information to import from your club's NAIC Club Accounting data.

**Import User Information.** You may select the member information to import from your Club Accounting files. Social Security Numbers are only viewable by club officers and by the person to which they belong. The officers and bivio use this information to generate correct tax forms.

Social Security Numbers  
 Addresses  
 Telephone Numbers

#### 6. Click Browse to locate the exported NCADATA.DAT file on your computer.

NCADATA.DAT:

#### 7. Click to import the NCADATA.DAT file to bivio.

#### 8. If necessary, identify the ticker symbols for any transactions bivio was not able to identify automatically.

- Bring members online by preparing an invitation message and supplying their email addresses (refer to the similar Add Members form described earlier).

**Bring Members Online**

Use this form to bring your offline members to bivio.

**Message.** Enter a personal message. Your message will be sent to the email addresses below along with instructions on how to join.

Message:

**Email.** Fill in this field to bring your members online. We will email the identified members an invitation to join your club on bivio. The message will identify you as the author of the invitation. You will receive a confirmation message each time a member accepts an invitation.

If you leave this field blank, no invitation will be sent. You can come back to this page at any time.

Name	Email
Dino Barneysaur	<input type="text"/>

Send the invitations?

Click  to bring these members online and invite them to join your bivio club. The current Club Roster is will be displayed.

- Edit any incorrect roster information.
- Confirm that all information has been transferred successfully by comparing your paper records with the information in the **Accounting** screens ([Accounts](#), [Investments](#), [Members](#)).

## Edit Opening Balances

If you are using a switchover date, you will need to enter all opening balances on that date, and then transactions that have taken place since the switchover date.

- Locate your club's accounting and membership records. Familiarize yourself with these records, and have them in front of you as you complete the following steps.

2. Select Tools from the Administration menu.

**Administrative Tools**

- [Allow Public Access](#) -- Publish club messages or files. Create your Club Site™ and make it publicly accessible.
- [Export Club Data](#) -- Save your club accounts to disk.
- [Edit Opening Balances](#) -- Edit initial account, investment, and member balances prior to bringing your accounting to bivio.
- [Import NAIC Club Accounting\(tm\)](#) -- Import your data in three easy steps. You can re-import your data as many times as you like.
- [Allocation Method](#) -- Select the allocation method used when assigning tax liabilities to the members.
- [Edit Club Configuration](#) -- Change parameters for this club.

3. Click [Edit Opening Balances](#) to display the Edit Opening Balances form.

4. Enter the switchover date. This is the date from which your bivio books will start. If your club was established more than two years ago, we recommend that you specify January 1 of the previous year as your switchover date. Do not use opening balances if your club is less than two years old

Name	Cash Balance	Tax Free Interest
<input type="text" value="OurStockAccount"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="button" value="Add More Rows"/>
<input type="button" value="Next"/> <input type="button" value="Cancel"/>		

5. Enter cash balances information (on the switchover date) for all your bank and brokerage accounts. Click **Add More Rows** if your club has more than five accounts. If the interest on any of these accounts is tax free, click the **Tax Free Interest** box

- Click **OK** to record your account opening balances and continue entering information for your investment holdings on the switchover date.

Ticker		Date	Total Paid	Shares
<input type="text" value="IBM"/>	<input type="button" value="Symbol Lookup"/>	<input type="text" value="01/01/2002"/>	<input type="text" value="132.0"/>	<input type="text" value="10.0"/>
<input type="text" value="WFMI"/>	<input type="button" value="Symbol Lookup"/>	<input type="text" value="01/01/2002"/>	<input type="text" value="100.0"/>	<input type="text" value="4.0"/>
<input type="text" value="AHYPX"/>	<input type="button" value="Symbol Lookup"/>	<input type="text" value="01/01/2002"/>	<input type="text" value="100.0"/>	<input type="text" value="20.0"/>
<input type="text" value="LLY"/>	<input type="button" value="Symbol Lookup"/>	<input type="text" value="1/1/2002"/>	<input type="text" value="100"/>	<input type="text" value="10"/>

- Enter the ticker symbol for your club's investment purchases, the date on which these investments were purchased, the total amount paid including commissions, and the number of shares purchased. Use the **Symbol Lookup** button to search for ticker symbols. If your stock is not traded on a major U.S. market, click **New Unlisted**. Click **Add More Rows** if you need additional rows.
- Click **Next** to proceed to the member initial balance screen.

Enter the club's members and their initial balance in the club on the switch-over date.

**Name.** Enter the member's full names. These names will appear in your Roster and Accounting. You can update them at any time.

**Total Paid.** The total cash contributions for the member on the switch-over date.

**Earnings Allocated.** The taxable earnings allocated to the member on the switch-over date. This value plus "total paid" determines the member's tax basis.

**Units.** The number of valuation units purchased by the member on the switch-over date.

Name	Paid	Earnings Allocated	Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. The names of all members entered so far will appear. You can add more member names by clicking **Add More Rows**. For each member, enter the total cash contributed up until the switchover date, the total earnings allocated in previous tax years, and the number of valuation units owned.
10. Click **Next** to proceed to the Club Roster screen, where you can provide additional information about your club members, invite new members to join by clicking **Add Members**, and bring members online by providing their email addresses.
11. Confirm that all information has been entered successfully by comparing your paper records with the information in the **Accounting** screens ([Accounts](#), [Investments](#), [Members](#)).

# Chapter 4:

## Member Payments and Stock Transactions

This chapter describes the following steps in the process of starting a new bivio investment club:

**Record Member Payments** ..... 34

**Record Investments** ..... 38

## Record Member Payments

Once you have made your initial investment decisions and set up your brokerage account in bivio, it's time to start recording member payments, investments, account income and expenses. We recommend you allow payments on any day, for any amount.

Each member can be free to invest as much or as little as the club allows, since bivio will automatically calculate the number of units purchased by a given amount (see unit value sidebar).

You can also allow payments on any day, as bivio updates your club valuation daily, just like a mutual fund. See the valuation unit sidebar for details.

Member payments may come in the form of checks you have collected from members, or members may have sent their checks directly to the brokerage.

If you use AccountSync, just wait until the member payments actually post to the brokerage account. AccountSync will enter them automatically. Without AccountSync, you will need to enter member payments manually.

## Identifying AccountSync Payments

1. Once payments were recorded by AccountSync, log in and click on [Accounts](#) in the **Accounting** menu. The Account Summary screen is displayed:

Account Summary for 08/06/2002

  
printer friendly

  
spreadsheet

  
interest

  
dividend

  
income

  
expense

  
transfer

  
new account

<u>Name</u>	Last Updated	Cash Balance	Actions
<a href="#">MyInvestmentFund</a>		0.00	<a href="#">info</a> , <a href="#">transactions</a>
		0.00	

---

### Unit Value

The Unit Value of a club is the same as the Net Asset Value (NAV) of a mutual fund. It is the amount of money required to purchase one share (or "unit") of your club. Member Payments may be in any amount and are credited in partial units based on the current Unit Value. The Unit Value does not change when members make payments - it only changes with the value of your club investments (and dividends, expenses, etc.).

We use an initial Unit Value of \$10. Once the club is in operation, the Unit Value fluctuates along with your club's portfolio. The initial Unit Value is merely a convenient starting point.

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### Valuation Date

Just like a mutual fund, bivio updates your club valuation daily. This valuation occurs around 8 pm MST, when bivio receive closing prices from our data supplier.

Because bivio updates the unit value daily, you may allow member payments on any day, and thus use the actual transaction date for the valuation date.

You may prefer, however, to use a monthly valuation date. The valuation date will not usually coincide with the transaction date, which is the date the member's checks post to the account.

---

- Click on the name of your brokerage account. A list of all transactions for this account is displayed in the Account Detail screen, with the latest transactions shown first:

Date ▲	Exec.	Type	Remark	Amount	Actions	Delete
03/31/2002	account_sync	interest		2.99	<a href="#">edit</a>	<input type="checkbox"/>
03/22/2002	account_sync	dividend	Nokia Corp. ADS	11.90	<a href="#">edit</a>	<input type="checkbox"/>
03/20/2002	account_sync	sell	28 Shares Hewlett-Packard Co	1,111.25	<a href="#">edit</a>	<input type="checkbox"/>
03/20/2002	account_sync	buy	100 Shares Pfizer Inc.	(4,027.95)	<a href="#">edit</a>	<input type="checkbox"/>
03/20/2002	account_sync	buy	50 Shares Lowe's Companies Inc.	(2,264.45)	<a href="#">edit</a>	<input type="checkbox"/>
03/20/2002	account_sync	sell	144 Shares OSI Pharm Inc	5,819.25	<a href="#">edit</a>	<input type="checkbox"/>
03/20/2002	account_sync	sell	101.32322 Shares Intel Corp	3,073.45	<a href="#">edit</a>	<input type="checkbox"/>
03/15/2002	account_sync	Identify Credit ▼		50.05		<input type="checkbox"/>
03/15/2002	account_sync	Identify Credit ▼		50.04		<input type="checkbox"/>
03/15/2002	account_sync	Identify Credit ▼		50.03		<input type="checkbox"/>
03/15/2002	account_sync	Identify Credit ▼		50.02		<input type="checkbox"/>
03/15/2002	account_sync	Identify Credit ▼		50.01		<input type="checkbox"/>
02/28/2002	account_sync	interest		1.82	<a href="#">edit</a>	<input type="checkbox"/>
02/15/2002	account_sync	Identify Credit ▼		50.05		<input type="checkbox"/>
02/15/2002	account_sync	Identify Credit ▼		50.04		<input type="checkbox"/>

**TIP** —————  
 To reverse the order in which the transactions appear, click [Date](#). To go to a specific page, use **prev page** and/or **next page**, or enter the page number in the **page box**.

- Identify Credit** appears in the **Type** column beside each credit that has not yet been assigned. Click to expand this menu:



4. Select **multiple payment** to assign deposit amounts with each club member:

**Enter Member Payments**

This is the form to enter payments for your members. A payment purchases units in your club. This is how members increase their share of the club's assets. Do not use this form to enter fees, [use the Fees form instead](#).

**Transaction Date.** The date the payments were deposited into the account.

Transaction Date:

**Member Valuation Date.** Clubs typically choose one day per month as their **Valuation Date**, the date to convert member payments into club units. We have carried over this traditional approach, because it is what many clubs are familiar with. Since bivio values your portfolio on a daily basis, your club could choose to convert payments on the date they are deposited. Your partnership agreement or bylaws should state which valuation method you use and if you choose monthly valuations, on which business day the valuation occurs.

Member Valuation Date:

**Account.** The account into which the payments were deposited.

Account:

**Remark.** An optional short message to be added to transactions. If you enter a **Default Remark**, it applies to all transactions which do not have a **Member Specific Remark**. Some treasurers like to enter the member's check number for the Member Specific Remark. Other treasurers like to have one remark for all transactions, so they only enter the message in the Default Remark area.

Default Remark:

We recommend that you leave the **Transaction Date** and **Member Valuation Date** as they are. AccountSync uses by default the actual date of the deposit.

5. AccountSync can use penny payments to guess how to assign payments to the club members (see sidebar). You may add a **Default Remark**, or a **Member Specific Remark**, such as a check number, for each member.

Name	Amount	Member Specific Remark
Janine Bartlett	<input type="text" value="50.01"/>	<input type="text"/>
Rose Caesar	<input type="text" value="50.02"/>	<input type="text"/>
Sam Chase	<input type="text" value="50.03"/>	<input type="text"/>
Tam Rodriguez	<input type="text" value="50.04"/>	<input type="text"/>
Rollie Sherman	<input type="text" value="50.05"/>	<input type="text"/>
Mij Yasmarj	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text" value="250.15"/>	<input type="text" value="250.15"/>

Payment Amounts

Column Total

OK Cancel

6. Leave the **Amount** blank, or set to “0” for members who have not made a payment on this date. If a member’s payment is different from what AccountSync has guessed, correct the amount. Over time, AccountSync will make better guesses.
7. Click  to identify the payments. You will return to the Account Detail screen. Notice that your name appears in the **Executive** column beside each member payment you have assigned.

## Entering Payments without AccountSync

1. Identify each account deposit as listed in your brokerage statements. You can do this by either:
  - keeping track of each member’s payment by hand before you deposit the payment checks, or,
  - using the Penny Payment Method to identify deposits.
2. Go to the [Members](#) page in **Accounting**, and select **member payment(s)** on the toolbar to enter deposit amounts for each club member.
3. Enter the **Transaction Date** and the **Member Valuation Date** for the payments. The valuation date should be the same as the transaction date unless your club specifies another rule (see the valuation date sidebar).
4. Select the **Account** that was credited with the member deposits.
5. Enter the amount of each member’s payment in the **Amount** field beside the member’s name. If the member made no payment on that date, leave that member’s **Amount** field blank, or enter “0”.
6. Enter any remarks, such as the member’s check number, in the **Member Specific Remark** field (optional).
7. Click  when all member payments for this account have been entered.

---

### Penny Payment Method

The penny payment method is a simple scheme for tracking deposits. Each club member is assigned a two-digit number—01, 02, 03, and so on (you can also assign the numbers out of order). Whenever a member makes a payment to the club’s brokerage account, that member adds her penny number to the cents part of the payment. When member 01 makes a payment of \$50, for example, she writes her check for \$50.01, and when member 05 makes a payment of \$100, she writes her check for \$100.05.

This makes it easy for the administrator to recognize payments. Instead of being faced with identical deposits, the administrator knows immediately who made each payment. AccountSync learns about and uses penny numbers to automatically guesses assignments of amounts to the appropriate members.

---

## Record Investments

Whenever your club buys or sells stocks or other investments, bivio makes it easy to record these transactions.

### Purchases and Sales Recorded by AccountSync

When your club purchases or sells new investments, AccountSync downloads all the information you need to update your club's records from your brokerage account. Simply wait overnight for the books to be updated.

You can verify your club's purchase or sale by viewing the transaction detail for an account in your [Accounts](#) list under **Accounting** (click on the relevant account), or viewing the transaction details for a specific investment in the [Investments](#) list, also under **Accounting** (click on the relevant investment).

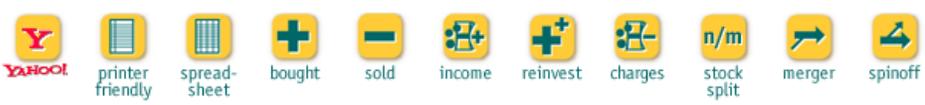
As always, you can edit any transaction in bivio, including those entered by AccountSync automatically. To make any changes to a purchase or sale entry, click on [edit](#) to the right to the transaction.

### Entering Purchases and Sales without AccountSync

Without AccountSync, you will need to record purchases by selecting the [bought](#) icon on the toolbar, and record sales by selecting the sold icon. We illustrate entering a stock purchase below.

1. Select **Accounting** from the menu bar, and [Investments](#) on the submenu. The Investment Summary screen is displayed.

Investment Summary for 08/12/2002



Name	Shares Held	Valuation Date	Price per Share	Market Value	Percent of Portfolio	Actions
<a href="#">International Business Machines Corp. (IBM)</a>	10.0000	08/12/2002	71.7700	717.70	100.0%	 <a href="#">notes</a> , <a href="#">transactions</a>
				717.70	100.0%	

2. Click the [bought](#) icon . The Record Purchase form is displayed.

**Record Purchase**

**Ticker.** Enter the ticker for the investment. If you don't remember the ticker, enter part of the name and click on **Symbol Lookup**. If it isn't found and you are sure about the spelling, it isn't listed in our database. Use the **New Unlisted** button to enter the investment in your club's private area of our database.

Ticker:

**Transaction Date.** Enter the date of the purchase. This is normally called the **Transaction Date**. Do not enter the settlement date (when the money was actually transferred from your account) which is typically three business days after the transaction date.

Transaction Date:

**Account.** Select the account from which money was withdrawn to fund the purchase.

Account:  ▼

**Shares and Price.** Enter the shares and price. Do not include the commission or fees which are entered below.

Shares:  Price:  Principal:

**Commission.** Enter the broker's commission charge and any SEC fees for the purchase. This value is added to the cost basis of the investment.

Commission:  Net Amount:

**Service Fee.** Enter the administration fee associated with the purchase. Use this field to record an expense which is not part of the investment's cost basis. An example service fee would be the start up cost of a DRP investment.

Service Fee:

**Remark.** Enter any notes associated with the purchase.

Remark:

3. Enter the **Ticker** symbol for the investment. Lookup a ticker you are unsure of via the **Symbol Lookup** button. Use **New Unlisted** if your investment is not listed on the major U.S. stock exchanges.
4. Enter the **Transaction Date** (today's date by default).
5. Select the **Account** name from the list.
6. Enter the number of **Shares** and **Price** per share. The **Principal** will be automatically calculated for you.

7. Enter the broker's **Commission** and the **Net Amount** of the purchase.
8. Enter any **Service Fee** for the purchase.
9. Enter any **Remark** associated with the purchase (optional).
10. Click  to enter the purchase information into your club account records and return to the Investment Summary screen.

Sales are entered in a similar fashion.

1. From the Investments Summary page, click the [sold](#) icon  to display the Record Sale form:

**Record Sale**

**Ticker.** Enter the ticker for the investment. If you don't remember the ticker, enter part of the name and click on **Symbol Lookup**.

Ticker:

**Transaction Date.** Enter the date of the sale.

Transaction Date:

**Account.** Select the account which received the money from the sale.

Account:

**Gross Amount.** Enter the gross amount of the sale before commissions and fees are deducted.

Gross Amount:

**Shares.** Enter the number of shares or bonds sold. Use the **Lots** button to select the individual lots sold.

Shares:

**Commission.** Enter the broker's commission charge and any SEC fees for the sale.

Commission:

**Remark.** Enter any notes associated with the sale.

Remark:

2. Enter the **Ticker** symbol for the investment. Lookup a ticker you are unsure of via the **Symbol Lookup** button. Use **New Unlisted** if your investment is not listed on the major U.S. stock exchanges.
3. Enter the **Transaction Date** (today's date is set by default).
4. Select the **Account** name from the list.
5. Enter the **Gross Amount** of the sale.
6. Enter the number of **Shares** or bonds sold. Use the **Lots** button to identify individual lots within the shares that were sold.
7. Enter the broker's **Commission** for the sale.
8. Enter any **Remark** associated with the sale (optional).
9. Click  to enter the sale information into your club account records and return to the Investment Summary screen.

## Chapter 5:

### Next Accounting Steps with bivio

This chapter describes the following:

<b>Record Income .....</b>	<b>43</b>
<b>Record Debits And Transfers .....</b>	<b>45</b>
<b>Other Transactions.....</b>	<b>51</b>

## Record Income

As your club earns interest and dividends on your investments, bivio keeps track of the growing value of your club assets. Investment distributions such as interest, dividends, royalty income, capital gains and return on capital, as well as money market account dividends, are all tracked in your bivio club account.

### Investment Income Recorded By AccountSync

When your club's investments return distributions, AccountSync automatically updates your club's records from your brokerage account. All you have to do is wait overnight for the records to be updated. You will receive a message via email to indicate that AccountSync has updated your account information.

You can verify your club's investment income by clicking on the relevant account name at the Account Summary screen to display the Account Details screen, or by clicking on the relevant investment in the Investment Summary screen.

The screen below shows two types of income: interest income on the account, and a dividend paid out by Nokia. Money market dividends are typically recorded simply account income (similar to account interest). There is no need to keep track of money market balances in detail.

Date ▲	Exec.	Type	Remark	Amount	Actions	Delete
03/31/2002	account_sync	interest		2.99	<a href="#">edit</a>	<input type="checkbox"/>
03/22/2002	account_sync	dividend	Nokia Corp. ADS	11.90	<a href="#">edit</a>	<input type="checkbox"/>

### Recording Investment Income without AccountSync

Without AccountSync, you will need to record all types of investment income manually as they occur. Here we show how to record account income.

1. Select [Accounts](#) from the **Accounting** menu on the menu bar. The Account Summary screen is displayed.

Account Summary for 08/06/2002

  
printer friendly

  
spreadsheet

  
interest

  
dividend

  
income

  
expense

  
transfer

  
new account

Name	Last Updated	Cash Balance	Actions
<a href="#">MyInvestmentFund</a>		0.00	<a href="#">info</a> , <a href="#">transactions</a>
		0.00	

2. Click the **interest %** or **dividend D** icons for account interest or money market dividends. The corresponding forms are displayed.

Account Interest	Account Dividend
Use this form to record account interest. If you wish to record margin interest, <a href="#">use the Account Expense form instead</a> with the Category "Margin Interest."	Use this form to record dividends on money market accounts. If you wish to record an investment dividend, <a href="#">use the Investment Income form instead</a> .
Account: <input type="text" value="Broker"/>	Account: <input type="text" value="BUYandHOLD1"/>
Transaction Date: <input type="text" value="09/29/2002"/>	Transaction Date: <input type="text" value="08/12/2002"/>
Distribution Type: <input type="text" value="Interest"/>	Distribution Type: <input type="text" value="Money Market Dividend"/>
Amount: <input type="text"/>	Amount: <input type="text"/>
Remark: <input type="text"/>	Remark: <input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

3. Select the name of your account from the **Account** list.
4. Enter the **Transaction Date** (today's date by default).
5. Select the **Distribution Type** from the list.
6. Enter the **Amount**.
7. Enter any **Remark** associated with the income (Optional).
8. Click  to enter the distribution information into your bivio club records and return to the Investment Summary screen.

### IMPORTANT

A common confusion is to record stock dividends incorrectly as account dividends. Enter stock dividends from the Investments Summary page, and accounts dividends (dividends from your money market account) from the Accounts Summary page.

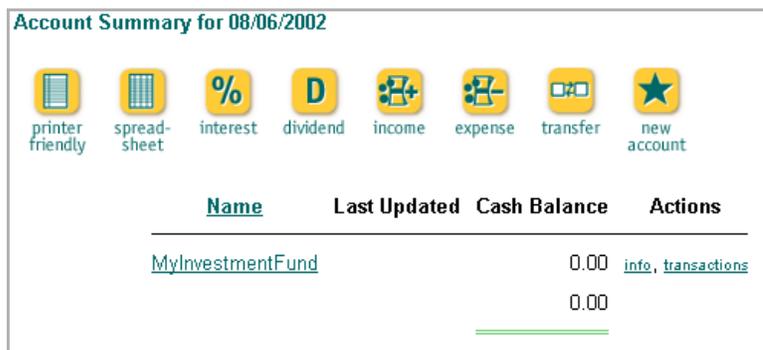
## Record Debits And Transfers

To track club expenses deducted from your cash account and transfers from one account to another, bivio provides online forms for recording account expenses and transfers. Deductible and non-deductible expenses can be recorded through the Account Expense form, and cross-account transfers can be recorded through the Account Transfer form.

### Identifying Expenses Recorded by AccountSync

AccountSync automatically records account expenses as they occur in your brokerage account. All you need to do is identify the type of expense, specify how you would like the expense divided among members, and enter any remarks.

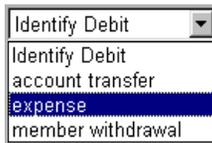
1. Wait overnight to allow AccountSync to collect the necessary information from the brokerage account.
2. Log in to your club and click the [Accounts](#) shortcut. The **Account Summary** screen is displayed.



3. Click on the relevant account name. A list of all transactions for this account is displayed in the Account Detail screen. Most recent transactions are listed first.

Date ▲	Exec.	Type	Remark	Amount	Actions	Delete
02/15/2002	account_sync	Identify Credit		50.03		<input type="checkbox"/>
02/15/2002	account_sync	Identify Credit		50.02		<input type="checkbox"/>
02/15/2002	account_sync	Identify Credit		50.01		<input type="checkbox"/>
01/31/2002	account_sync	interest		3.90	<a href="#">edit</a>	<input type="checkbox"/>
01/24/2002	account_sync	buy	85 Shares Nokia Corp. ADS	(2,000.45)	<a href="#">edit</a>	<input type="checkbox"/>
01/20/2002	account_sync	buy	80 Shares Werner Enterprises Inc	(2,029.55)	<a href="#">edit</a>	<input type="checkbox"/>
01/18/2002	account_sync	Identify Debit	Check #107	(89.00)		<input type="checkbox"/>

4. **Identify Debit** appears in the **Type** column beside debits that have not yet been identified by you. Click to expand this menu and select **expense**:



5. Select **expense** to display the Account Expense form.

 A screenshot of the "Account Expense" form. The form has the following fields and controls:
 

- Account:** A dropdown menu with "BUYandHOLD1" selected.
- Transaction Date:** A text box containing "08/12/2002".
- Amount:** An empty text box.
- Category:** A dropdown menu with "Deductible Expense" selected.
- Allocate Equally Among Members** [\[what's this?\]](#)
- Remark:** A large text area for entering notes.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

6. Select the **Account** name.
7. The **Transaction Date** and **Amount** are automatically filled in.
8. Select the **Category** of expense. Refer to the list box for a listing of deductible and non-deductible expense categories.
9. If the expense should be divided equally among all members rather than allocated in proportion to each member's ownership in the club, select the **Allocate Equally Among Members** check box.
10. Enter any **Remarks** associated with this expense (optional).
11. Click  to enter this expense in your club's records and return to the Account Summary screen.

## Entering Expenses without AccountSync

Without AccountSync, you will need to record all account expenses manually as they occur.

1. When you have an expense to record, click on the expense icon on the [Accounts](#) page under **Accounting**. The Account Expense form is displayed.

**Account Expense**

Account: BUYandHOLD1

Transaction Date: 08/12/2002

Amount:

Category: Deductible Expense

Allocate Equally Among Members [\[what's this?\]](#)

Remark:

OK Cancel

2. Select the **Account** name.
3. Enter the **Transaction Date** (today's date by default).
4. Enter the **Amount** of the expense.
5. Select the **Category** of expense. Refer to the list box for a listing of deductible and non-deductible expense categories.
6. If the expense should be divided equally among all members rather than allocated in proportion to each member's ownership in the club, select the **Allocate Equally Among Members** check box.
7. Enter any **Remark** associated with this expense (optional).
8. Click  to enter this expense in your club's records and return to the Account Summary screen.

## Identifying Transfers Recorded by AccountSync

AccountSync automatically records cash transfers between accounts as they occur in your brokerage account. All you need to do is identify the account the transfer occurred with, and enter any remarks.

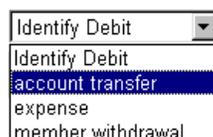
1. Wait overnight after the expense is paid to allow AccountSync to collect the necessary information from the brokerage account.
2. Log in to your club and click the [Accounts](#) shortcut. The **Account Summary** screen is displayed.



3. Click on the relevant account name. A list of all transactions for this account is displayed in the Account Detail screen. Most recent transactions are listed first.

Date ▲	Exec.	Type	Remark	Amount	Actions	Delete
02/15/2002	account_sync	Identify Credit		50.03		<input type="checkbox"/>
02/15/2002	account_sync	Identify Credit		50.02		<input type="checkbox"/>
02/15/2002	account_sync	Identify Credit		50.01		<input type="checkbox"/>
01/31/2002	account_sync	interest		3.90	<a href="#">edit</a>	<input type="checkbox"/>
01/24/2002	account_sync	buy	85 Shares Nokia Corp. ADS	(2,000.45)	<a href="#">edit</a>	<input type="checkbox"/>
01/20/2002	account_sync	buy	80 Shares Werner Enterprises Inc	(2,029.55)	<a href="#">edit</a>	<input type="checkbox"/>
01/18/2002	account_sync	Identify Debit	Check #107	(89.00)		<input type="checkbox"/>

4. **Identify Debit** appears in the **Type** column beside transfers that have not yet been identified by you. Click to expand this menu and select **account transfer**:



5. Select **account transfer**. The Account Transfer form is displayed.

**Account Transfer**

Transaction Date: 08/12/2002

Source Account: BUYandHOLD1

Target Account: BUYandHOLD1

Amount:

Remark:

OK Cancel

6. The **Transaction Date** and **Amount** are automatically filled in.

7. Select the **Source and Target Account** names from the list.

8. Enter any **Remark** associated with this transfer (optional).

9. Click **OK** to enter these transfer details into your club records and return to the Account Summary screen.

## Recordings Transfers without AccountSync

You will need to record cash transfers between accounts and as they occur.

1. When you have a cash transfer to record, click on the [transfer](#) icon on the [Accounts](#) submenu under **Accounting**. The Account Transfer form is displayed.

**Account Transfer**

Transaction Date: 08/12/2002

Source Account: BUYandHOLD1

Target Account: BUYandHOLD1

Amount:

Remark:

OK Cancel

2. Enter the **Transaction Date** (today's date by default).
3. Select the **Source and Target Account** names from the list.
4. Enter the **Amount** of the transfer.
5. Enter any **Remark** associated with this transfer (optional).
6. Click  to enter this transfer into your club records and return to the Account Summary screen.

## Other Transactions

In addition to member payments, investments, credits and debits, use bivio to track all other transactions.

Investment related transactions are recorded from the Investment Summary screen, and cash transactions are recorded from the Account Summary screen.

AccountSync will record the vast majority of these other entries automatically.

### Other Investment Related Transactions

The following additional investment transactions can be recorded by clicking these icons at the top of the Investment Summary screen:

Icon	Description
<b>Reinvest</b>	Reinvest an investment distribution or dividend.
<b>Charges</b>	Record charges a company pays on your behalf.
<b>Stock split</b>	Record a stock split on your investment.
<b>Merger</b>	Record the acquisition of another company.
<b>Spinoff</b>	Record the spin-off of a new company

See Investment Transactions in the bivio help pages for details.