



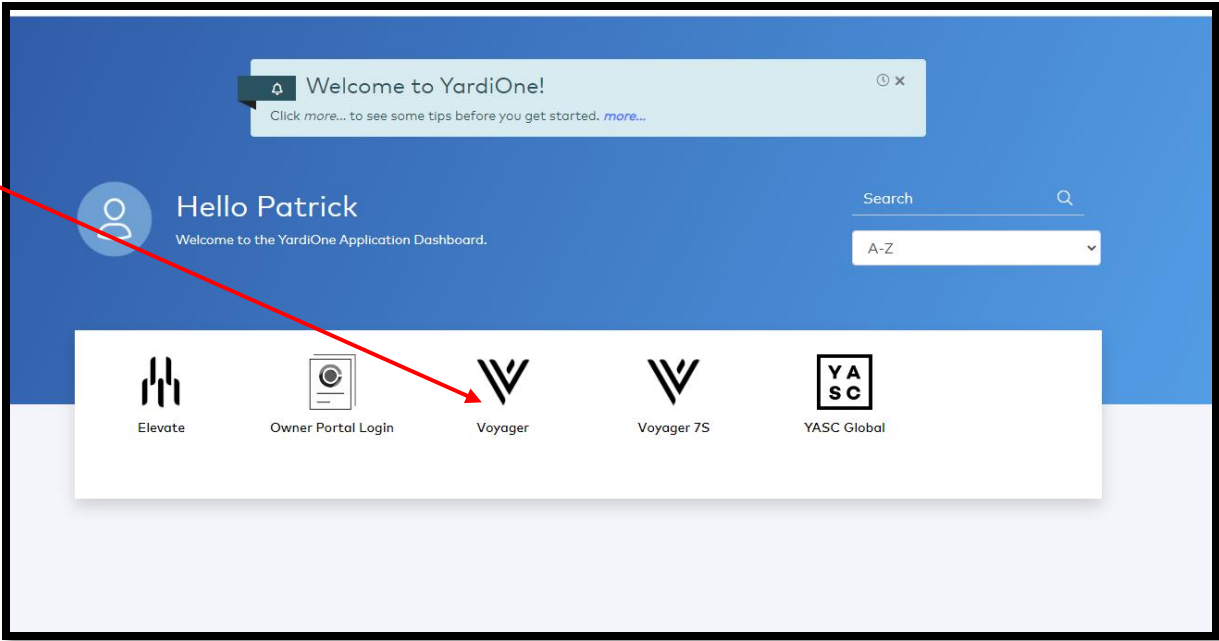
www.MyPropertyBilling.com

VIEWING ASSOCIATION & UNIT OWNER ACCOUNT INFORMATION



Board Dashboard: Voyager

Review Association
and Unit Owner
Information.



Board Voyager Dashboard: Review Unit Owner Account Information

Option 1:
To access unit
owner account
information.

The screenshot displays the YARDIVOYAGER dashboard interface. At the top, the header includes the logo and navigation links: Home, Help, Sign Out, and SaaS Messages. The main content area is titled 'Condo, Co-op & HOA Dashboard' and features a date range of 'Sunday, January 29, 2023'. The dashboard is divided into several sections: 'Maintenance' (Pending Work Requests: 6, Completed WO Followup: 0), 'Purchase Orders' (0), 'Tasks' (Tasks Pending: 0, Tasks Past Due: 0), and 'Links' (New PO, New WO, New Meeting, Monitor Reports, New Service Request, Violation Management). A 'Finance' section includes links for A/R Summary, A/R Details, A/P Summary, and A/P Details. A 'Unit Detail' section shows 'Owner Occupant: 175' and 'Owner Absentee: 60'. A calendar view for January 2023 is visible at the bottom, showing the transition from December 26 to January 1. Two search windows are overlaid on the dashboard: 'Owners' and 'Alternate Search'. The 'Owners' window shows a list of unit codes (100, 101, 102, 103, 104, 105, 106) and a search bar. The 'Alternate Search' window shows a list of unit codes (C1, C2, C3, C4, C5, C6, C7, C8, C9, C10) and a search bar. Red arrows point from the text 'Option 1: To access unit owner account information.' to the 'Review Owner' and 'Review Alternate' buttons in the dashboard.



Board Voyager Dashboard: Review Unit Owner Account Information

Option 2
Type in First or
Last Name

YARDIVOYAGER

Home Help Sign Out SaaS Messages

Condo, Co-op & HOA Dashboard

Property/List

a179

Go

Help

Date Range

01/29/2023

02/28/2023

Properties

1

Units

172

Finance

A/R Summary

A/R Details

A/P Summary

A/P Details

Maintenance

Pending Work Requests

6

Completed WO Followup

0

Purchase Orders

0

Tasks

Tasks Pending

0

Tasks Past Due

0

Links

New PO

New WO

New Meeting

Monitor Reports

New Service Request

Violation Management

Summary

Meetings

0

Active Board Members

4

Purchases In Progress

0

Legal Count

2

Total Unique Persons

235

Total Unit Persons

235

Total Legal Owners

235

Unit Detail

Owner Occupant

175

Owner Absentee

60

Calendar

Dashboard

Person Search

Critical Dates

Jump To

Today

Day

Week

2 Week

31 Month

January 2023

Monday

Tuesday

Wednesday

Thursday

Friday

Sat/Sun

December 26

27

28

29

30

31

January 1

John Doe

Star

Clock

Grid

Grid

Resident

Show 10 entries

Search:

Code

Name

t0007914

John Doe

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

Board Voyager Dashboard: Review Unit Owner Account Information

Option 3
Click on Units...
then Click on
Units again.

YARDIVOYAGER

Home Help Sign Out SaaS Messages

Condo, Co-op & HOA Dashboard

Sunday, January 29, 2023

Property/List a179 Go Help

Date Range 01/29/2023 02/28/2023

Properties 1 Units 172

Finance

A/R Summary A/R Details

A/P Summary A/P Details

Maintenance

Pending Work Requests 6

Completed WO Followup 0

Purchase Orders 0

Tasks

Tasks Pending 0

Tasks Past Due 0

Links

New PO New WO New Meeting

Monitor Reports New Service Request

Summary

Meetings 0

Active Board Members 4

Purchases In Progress 0

Legal Count 2

Total Unique Persons 235

Total Unit Persons 235

Total Legal Owners 235

Unit Detail

Owner Occupant 175

Calendar Units - 01/30/2023 Person Search Critical Dates

Unit Type

Condo

Number

172

Description

Click on Unit or Name to access owner account.

Unit Type

Unit Type Condo

Property / Unit	Unit Address	Primary Owner
a179 100		
a179 101		
a179 102		
a179 103		
a179 104		
a179 105		
a179 106		
a179 107		
a179 108		
a179 109		
a179 110		
a179 111		
a179 112		
a179 113		
a179 114		
a179 115		
a179 116		
a179 117		
a179 118		
a179 119		
a179 120		
a179 121		
a179 122		
a179 123		
a179 124		
a179 125		
a179 126		
a179 127		
a179 128		
a179 129		
a179 130		
a179 131		
a179 132		
a179 133		
a179 134		
a179 135		
a179 136		
a179 137		
a179 138		
a179 139		

List of
Primary Unit Owner Name and Unit
Address

Board Voyager Dashboard: Unit Owner Account

Tabs Access More Information

Primary Unit Owner is asterisked. Others in the unit are either alternate owners, tenants or children

Condo Owner

Functions

First

Last

Address

Unit 100

City

State-Zip

NJ 07029

Country

us

E-mail

Alt. E-mail

Office-Home

Fax-Mobile

Edit

Help

ID

t0007914

Status

Current

Legal

Payments

Alternate

Occupant?

☒

Registered CondoCafe?

☐

Board Member?

☐

Subscribed To Emails In CondoCafe?

☐

Voter?

☐

Opt Out From Member List?

☐

Emergency Assist?

☐

Owner Has Pets?

☐

Correspondence

No E-Mail

E-Mail Disable For

Attachment Notifications

Correspondence Statements

Correspondence Ledger

Correspondence Letter

General

Alternates

Scheduled Charges

Contacts

Late Fee/Payments

Vehicles

Other Info

Pet Registry

Property

Building

Sub

Unit

Unit Type

Type

Name

From

To

a179

1792

100

Condo

Owner Occupant

12/28/2022

a179

1792

100

Condo

Owner Occupant

12/28/2022

Indicates how a unit owner is getting communications. No email means homeowner is receiving mailed letters and statements.

* Homeowners receive either mailed or emailed communication, not both.

If the field says either **Closed** or **Start Notice**, the unit owner is or was in legal collections.

Box will be checked if the unit owner is a Board Member

Board Voyager Dashboard: Unit Owner Account Function Keys

Attachments are copies of all owner emailed statements.

Condo Owner

Functions

First

Last

Address

City

State-Zip

Country

E-mail

Alt. E-mail

Office-Home

Fax-Mobile

ID

Status

Legal

Payments

Alternate

Occupant?

Board Member?

Voter?

Emergency Assis

Owner Has Pets?

Edit

Help

Functions

Attachments (1)

Memo

Email

Ledger

Legal

Recurring Payment S

Owner History

Condo Pet Registry

SVT Tenant Data

Billing & Payments Interface

Attachments

Available Attachments for Tenant: Betty Lam (t0001827)

Sort By: Order: Ascending Go

Type	Description	Date	Attachment	Secure	Show on Portal	Detach
Monthly Statement	Monthly Statement (08/19/2022)	08/19/2022	MonthlyStatement_2713_101t0001827r0000661_08192022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monthly Statement	Monthly Statement (09/19/2022)	09/19/2022	MonthlyStatement_2713_101t0001827r0000661_09192022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monthly Statement	Monthly Statement (10/18/2022)	10/18/2022	MonthlyStatement_2713_101t0001827r0000661_10182022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monthly Statement	Monthly Statement (11/17/2022)	11/17/2022	MonthlyStatement_2713_101t0001827r0000661_11172022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monthly Statement	Monthly Statement (12/16/2022)	12/16/2022	MonthlyStatement_2713_101t0001827r0000661_12162022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monthly Statement	Monthly Statement (12/16/2022)	12/16/2022	MonthlyStatement_2713_101t0001827r0000661_12162022_2.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monthly Statement	Monthly Statement (12/16/2022)	12/16/2022	MonthlyStatement_2713_101t0001827r0000661_12162022_3.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monthly Statement	Monthly Statement (01/11/2023)	01/11/2023	MonthlyStatement_2713_101t0001827r0000661_01112023_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

General

Alternates

Scheduled Charges

Contacts

Late Fee/Payments

Vehicles

Other Info

Pet Registry

Property

Building

Sub

Unit

Unit Type

Type

Name

From

To

a179

1792

100

Condo

Owner Occupant

12/28/2022

a179

1792

100

Condo

Owner Occupant

12/28/2022

Click on blue Attachment to View, Download or Print.



Board Voyager Dashboard: Unit Owner Account Function Keys

Memos are all notes that have been made on the account.

Condo Owner

Functions

First
Last
Address
Unit 100
City
Harrison
State-Zip
NJ 07029
Country
us
E-mail
Alt. E-mail
Office-Home
Fax-Mobile

ID
Status
Legal
Payments
Alternate
Occupant?
Board Member?
Voter?
Emergency Assis
Owner Has Pets?

Attachments (1)
Memo
Email
Ledger
Legal
Recurring Payment Setup
Owner History
Condo Pet Registry
SVT Tenant Data
Billing & Payments Interface

Edit
Help

General

Alternates

Scheduled Charges

Contacts

Late Fee/Payments

Vehicles

Other Info

Pet Registry

Property

Building

Sub

Unit

Unit Type

Type

Name

From

To

a179

1792

100

Condo

Owner Occupant

12/28/2022

a179

1792

100

Condo

Owner Occupant

12/28/2022

Memo Information

Memos for Tenant:

Date	Type	Status	Notes
02/23/2021	AR Aging Notes	In Process	Property: a179, Date Through: 12/2020, Date As Of: 02/15/2021, Group by: Unit, 0 -30 Days: 350.10, 30 -60 Days: 21615.52, Notes: Current on payments. Old lien balance. Under review.

Date
Time
Type
Status
Result
Agents
Notes

02/23/2021

5:08 PM

AR Aging Notes

In Process

Show on Calendar

Property

Unit

Unit Type

Employee

a179

175

Condo

Property: a179, Date Through: 12/2020, Date As Of: 02/15/2021, Group by: Unit, 0 -30 Days: 350.10, 30 -60 Days: 21615.52, Notes: Current on payments. Old lien balance. Under review.

Save

New

Close

Help

Delete



Board Voyager Dashboard: Unit Owner Account Function Keys

Email allows Board members to email and save communication to a homeowner as well as view past emails sent.

Condo Owner

First
Last
Address
Unit 100
City
State-Zip
NJ 07029
Country
us
E-mail
Alt. E-mail
Office-Home
Fax-Mobile

ID
Status
Legal
Payments
Alternate
Occupant?
Board Member?
Voter?
Emergency Assis
Owner Has Pets?

Functions

Attachments (1)

Memo

Email

Ledger

Legal

Recurring Payment Setup

Owner History

Condo Pet Registry

SVT Tenant Data

Billing & Payments Interface

Edit

Help

General

Alternates

Scheduled Charges

Contacts

Late Fee/Payments

Vehicles

Other Info

Pet

Property	Building	Sub	Unit	Unit Type	Type	Name	From	To
a179	1792		100	Condo	Owner Occupant		12/28/2022	
a179	1792		100	Condo	Owner Occupant		12/28/2022	

To:
Cc:
Bcc:
Subject:

☐ Separate Email for each Recipient
Note: Email addresses from 'Cc' and 'Bcc' field will be ignored.

Send Email

Body

Contacts

Attachments

Additional Attachments

Memo

Email History

Sender	Date Sent	Subject	To	Verified	View
Do Not Reply	11/17/2022			Yes	
Do Not Reply	12/17/2021			Yes	
Jen OBrien	03/16/2021			Yes	
Jen OBrien	03/16/2021			Yes	
Do Not Reply	02/19/2021			Yes	
	01/15/2021			Yes	
Jen OBrien	12/27/2020			Yes	



Board Voyager Dashboard: Unit Owner Account Function Keys

Ledger will allow Board Members to view an owner's payment history.

Condo Owner

First

Last

Address

City

State-Zip

Country

E-mail

Alt. E-mail

Office-Home

Fax-Mobile

ID

Status

Legal

Payments

Alternate

Occupant?

Board Member?

Voter?

Emergency Assis

Owner Has Pets?

Edit

Help

Functions

Attachments (1)

Memo

Email

Ledger

Legal

Recurring Payment Setup

Owner History

Condo Pet Registry

SVT Tenant Data

Billing & Payments Interface

From

All

Age As Of

To

02/01/2023

Correspondence

Excel

Date	Invoice No.	Description	Unit	Charges	Payments	Balance	Chg / Pmt
12/31/2020	4034	4100-Maintenance Fees	175	22,644.92		22,644.92	C-4726
12/31/2020	4034	4250-Attorney Collection Charges	175	1,620.50		24,265.42	C-4727
12/31/2020	11317	4100-Maintenance Fees Remove	175	(22,644.92)		1,620.50	C-13140
12/31/2020	11319	4250-Attorney Collection Charges Remove	175	(1,620.50)		0.00	C-13142
12/31/2020		Tops Balance - Prog Gen Reverses receipt Ctr# 2746 (Re-applied receipt)			3,000.00	3,000.00	R-10745
12/31/2020		Tops Balance - Reversed by ctrl# 18745 (Re-applied receipt)			3,000.00	0.00	R-2746
12/31/2020		Tops Balance - Reapplied Receipt			3,000.00	3,000.00	R-18744
01/01/2021	1600	4100-Maintenance Fees (01/2021)	175	350.10		2,649.90	C-1987
02/01/2021	5666	4100-Maintenance Fees (02/2021)	175	350.10		(2,299.80)	C-6824
03/01/2021	9104	4100-Maintenance Fees (03/2021)	175	350.10		(1,949.70)	C-10742
04/01/2021	12788	4100-Maintenance Fees (04/2021)	175	350.10		(1,599.60)	C-15504
04/09/2021		JACH-WEB - Online Payment - EFT Payment. Web - Resident Services			150.90	(1,750.50)	R-18143
04/09/2021		JACH-WEB - Online Payment - EFT Payment. Web - Resident Services			350.10	(2,100.60)	R-18142
05/01/2021	16677	4100-Maintenance Fees (05/2021)	175	350.10		(1,750.50)	C-20484
05/27/2021		JACH-WEB - Online Payment - EFT Payment. Mobile Web - Resident Services			1,050.30	(2,800.80)	R-24227
06/01/2021	20112	4100-Maintenance Fees (06/2021)	175	350.10		(2,450.70)	C-24591
07/01/2021	23823	4100-Maintenance Fees (07/2021)	175	350.10		(2,100.60)	C-28794
08/01/2021	27309	4100-Maintenance Fees (08/2021)	175	350.10		(1,750.50)	C-32810
09/01/2021	31321	4100-Maintenance Fees (09/2021)	175	350.10		(1,400.40)	C-37399
10/01/2021	35095	4100-Maintenance Fees (10/2021)	175	350.10		(1,050.30)	C-42210
11/01/2021	39280	4100-Maintenance Fees (11/2021)	175	350.10		(700.20)	C-47082
12/01/2021	43412	4100-Maintenance Fees (12/2021)	175	350.10		(350.10)	C-51823
12/27/2021		JACH-WEB - Online Payment - EFT Payment. Web - Resident Services			5.25	(355.35)	R-59861
12/29/2021		JACH-WEB - Online Payment - EFT Payment. Web - Resident Services			710.70	(1,066.05)	R-60153
01/01/2022	47291	4100-Maintenance Fees (01/2022)	175	355.35		(710.70)	C-56312
02/01/2022	51620	4100-Maintenance Fees (02/2022)	175	355.35		(355.35)	C-61418
02/11/2022		JACH-WEB - Online Payment - EFT Payment. Web - Resident Services			1,066.05	(1,421.40)	R-67855
03/01/2022		JACH-WEB - Online Payment - EFT Payment. Web - Resident Services			1,066.05	(1,066.05)	C-66194
03/22/2022	55685	JACH-WEB - Online Payment - EFT Payment. Mobile Web - Resident Services	175	355.35		(1,421.40)	R-73478
04/01/2022	59548	4100-Maintenance Fees (04/2022)	175	355.35		(1,776.75)	C-70805
05/01/2022	63443	4100-Maintenance Fees (05/2022)	175	355.35		(1,421.40)	C-75445
05/26/2022	70222	4181-Key Income 2 Clubhouse cards	175	100.00		(1,321.40)	C-83488
06/01/2022	67485	4100-Maintenance Fees (06/2022)	175	355.35		(966.05)	C-80277
06/08/2022		JACH-WEB - Online Payment - EFT Payment. Web - Resident Services			100.00	(1,066.05)	R-86623
06/08/2022		JACH-WEB - Online Payment - EFT Payment. Web - Resident Services			1,066.05	(2,132.10)	R-86624
06/09/2022	70638	2400-Refundable Deposits	175	200.00		(1,932.10)	C-83918
06/09/2022	70639	4140-Move In Charges	175	150.00		(1,782.10)	C-83919
07/01/2022	72293	4100-Maintenance Fees (07/2022)	175	355.35		(1,426.75)	C-85846
07/08/2022	75499	2400-Refundable Deposits	175	(200.00)		(1,626.75)	C-89538
07/11/2022		JACH-WEB - Online Payment - EFT Payment. Mobile Web - Resident Services			150.00	(1,776.75)	R-91687

General

Alternates

Scheduled Charges

Contacts

Late Fee/Payments

Vehicles

Other Info

Pet

Property

Building

Sub

Unit

Unit Type

Type

Name

From

To

a179

1792

100

Condo

Owner Occupant

12/28/2022

a179

1792

100

Condo

Owner Occupant

12/28/2022



Legal Cards are updated routinely.



Board Voyager Dashboard: A Few Shortcuts

The screenshot shows the YARDIVOYAGER dashboard. The top navigation bar includes links for Home, Help, Sign Out, and SaaS Messages. The 'Home' link is circled in red. Below the navigation bar, the main content area is titled 'Condo, Co-op & HOA Dashboard'. On the left, there is a sidebar with links for Reports, Condo/Co-op/HOA, Quick Email, Violations/Arch Rev, and Current GL Balance. The main content area is divided into several sections: 'Sunday, January 29, 2023' with a 'Property/List' dropdown and 'Go' and 'Help' buttons; 'Date Range' with a calendar icon and dates '01/29/2023' to '02/28/2023'; 'Properties' with a count of 1 and 'Units' with a count of 172; 'Finance' with links for 'A/R Summary', 'A/R Details', 'A/P Summary', and 'A/P Details'; 'Maintenance' with counts for 'Pending Work Requests' (6), 'Completed WO Followup' (0), and 'Purchase Orders' (0); 'Tasks' with counts for 'Tasks Pending' (0) and 'Tasks Past Due' (0); 'Links' with links for 'New PO', 'New WO', 'New Meeting', 'Monitor Reports', 'New Service Request', and 'Violation Management'; 'Summary' with counts for 'Meetings' (0), 'Active Board Members' (4), 'Purchases In Progress' (0), 'Legal Count' (2), 'Total Unique Persons' (235), 'Total Unit Persons' (235), and 'Total Legal Owners' (235); and 'Unit Detail' with counts for 'Owner Occupant' (175) and 'Owner Absentee' (60). At the bottom, there is a 'Calendar' section with tabs for 'Calendar', 'Dashboard', 'Person Search', and 'Critical Dates'. The calendar shows the month of January 2023, with days from Monday, December 26, to Saturday, January 31. A red arrow points from the 'Home' link to the text 'To quickly access Board Member name or contact information'. Another red arrow points from the 'Summary' section to the text 'To view all units that have been or are currently in Legal Collections.' A third red arrow points from the 'Unit Detail' section to the text 'Legal Owners by Unit'.

YARDIVOYAGER

Home Help Sign Out SaaS Messages

Condo, Co-op & HOA Dashboard

Reports

Condo/Co-op/HOA

Quick Email

Violations/Arch Rev

Current GL Balance

Sunday, January 29, 2023

Property/List a179 Go Help

Date Range 01/29/2023 02/28/2023

Properties 1 Units 172

Finance

A/R Summary A/R Details

A/P Summary A/P Details

Maintenance

Pending Work Requests 6

Completed WO Followup 0

Purchase Orders 0

Tasks

Tasks Pending 0

Tasks Past Due 0

Links

New PO New WO New Meeting

Monitor Reports New Service Request

Violation Management

Summary

Meetings 0

Active Board Members 4

Purchases In Progress 0

Legal Count 2

Total Unique Persons 235

Total Unit Persons 235

Total Legal Owners 235

Unit Detail

Owner Occupant 175

Owner Absentee 60

Calendar Dashboard Person Search Critical Dates

Jump To Today Day Week 2 Week 31 Month

January 2023

Monday December 26

Tuesday 27

Wednesday 28

Thursday 29

Friday 30

Sat/Sun 31

January 1

To quickly access Board Member name or contact information

OR
To view all units that have been or are currently in Legal Collections.

OR
Legal Owners by Unit



For further assistance:

Email support@mypropertybilling.com

Call 888-406-2221 Customer Service

Or Contact Your Property Administrator

