

BARKAN

CINC Systems: Board Member Access Reports and Useful Functions

View open invoices: (go to <https://barkan.cincsys.com/>) On the home page, go to Vendors, Invoices.

The screenshot shows the BARKAN CINC Systems dashboard. The top navigation bar includes Homeowners, Vendors, Banking, Accounting, CCR, Management, and Reports. The Vendors menu is open, showing options: Vendors, Invoices, Work Orders, Recurring Invoices, Pending Approvals (List), Pending Approvals (Image), Assign Invoices, and Notes. The Invoices option is highlighted. The dashboard also shows a sidebar with 'Dashboard' and 'Manage Widgets', and a main area with 'Properties by Manager' and a table with columns 'Manager' and 'Count'.

You can then enter the parameters for the invoices you're looking for and they will appear in the menu below (date, vendor, GL).

The screenshot shows the 'Invoice List' page. At the top, there are navigation tabs: Homeowners, Vendors, Banking, Accounting, CCR, Management, and Reports. Below the tabs, there are buttons: New, Post, Void, Recurring, Refresh, and Cancel. On the right, there are buttons: Save View, Help, and Dashboard. The main area contains search filters for Vendor (All Vendors), Status (Ready for Payment), For Dates (01/01/2024 to 03/01/2024), Amount (Between), Memo, and Item Description. There is also a 'Post For' field and a 'Invoices On Hold: 0' indicator. Below the filters, there is a legend for various invoice statuses. The main table displays a list of invoices with columns: Invoice Date, Due Date, Invoice Number, Invoice Amount, Balance, Status / Approvals, and Pay To. The table shows two invoices for Penmark Condominium Trust.

Invoice Date	Due Date	Invoice Number	Invoice Amount	Balance	Status / Approvals	Pay To
Penmark Condominium Trust						
10-1120001-00-00	Operating Cash			\$126,246.73		
02/16/2024	03/17/2024	i8103	\$266.00	\$266.00	Ready for Payment Board: 0/0 Mgmt Co: 0/1	Houghton Plumbing & Heating
02/23/2024	02/23/2024	351229	\$140.00	\$140.00	Ready for Payment Board: 0/0 Mgmt Co: 0/1	Yankee Pest Control, Inc

To download and view an invoice, click on the paperclip icon next to the date and it will populate a PDF. You can also click on the date of the invoice to get further details.



Vendor Reports: Under Reports, Vendor Reports, you can run various different types of reports such as invoice list by vendor, Association vendors, and work orders. All reports will go to your recent reports queue on the left side menu.

Homeowners Vendors Banking Accounting CCR Management Reports

Vendor Reports

Refresh Cancel

Association Vendor List	Invoice List	
CA DE 542 Form	Invoice List (New)	
CA DE 542 Vendor Checks	Invoice List by Chart Account	
Invoice Approval List	Pending Approval list	
Invoice Images	Recurring Invoices	
Invoice Images - Paid (All Associations)	Vendor 1096-MISC	Vendor Envelopes
Invoice Images by GL Account	Vendor 1096-NEC	Vendor Insurance Expiration List

- Homeowner Reports
- Vendor Reports
- Banking Reports
- Accounting Reports
- Association Reports
- Management Reports
- Master Association Reports
- Group Reports
- Custom Reports
- System Reports

Receivables: Under Reports, Accounting Reports, you can run an aged receivables report, GL history, receivable balances by type and other various financial reports.

Homeowners Vendors Banking Accounting CCR Management Reports

Accounting Reports

Refresh Cancel

Drilldown Available

Aged Payables	Balance Sheet Comparative	Income Statement - Combined Reserve
Aging by Collection Status	Balance Sheet w/ Segment Filter	Income Statement - Fund Summary
Aging by Collection Status w/Payment Plan	Balance Sheet-Columnar Reserve	Income Statement - Landscape
Aging Report	Balance Sheet-Columnar10	Income Statement Comparative
Aging Report (V2)	Balance Sheet-Columnar3	Income Statement Summary
Aging Report By Section	Balance Sheet-Columnar5	Income Statement Summary - All Associations
Aging Report Excluding Prepaid	Budget Fiscal Year Analysis	Income Statement Summary - 5yr
Aging Report w/Payment Plan	Budget Spread	Income Statement Summary - Fund
Aging Summary	Budget Spread - By Fund	Pre-paid Homeowners
Annual Budget Summary	Budget Summary	Print Export Reconciliation
Annual Budget Summary - By Fund	Budget Summary - By Fund	Receivables Type Balance
Balance Sheet	Cash Disbursement	Receivables Type Balance By Date Range
Balance Sheet (no account numbers)	Cash Flow Report	Reserve Schedule
Balance Sheet - By Fund	Chart of Accounts List	
Balance Sheet - Fund Summary	Delinquency Analysis Export	

- Homeowner Reports
- Vendor Reports
- Banking Reports
- Accounting Reports
- Association Reports
- Management Reports
- Master Association Reports
- Group Reports
- Custom Reports
- System Reports



Homeowner Reports: Under Reports, Homeowner reports, you can review homeowner information, violations, and collections activities. You can also view homeowner correspondence and other details under Homeowners, Homeowner, and then pull up the unit in question.

Homeowners Vendors Banking Accounting CCR Management Reports

Homeowner Reports

Refresh Cancel

- Homeowner Reports
- Vendor Reports
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ACC List	Homeowner Label Export	Violation List
Blocked Homeowners	Homeowner List	Violation List by Homeowner
Collection Activity Log (All Associations)	Homeowner Mailing Labels	Violation Note Activity
Collection Activity Log By Association	Homeowner Mailing Labels (Homeowner Select)	Violations Summary
Collections History	Homeowner Mailing Labels (Zebra LP2844)	Web Login Mailing Labels
Disabled Fees	Homeowner Notes	Website Registrations
Drive Order List	Homeowner Notes - (Specified Associations)	Website Registrations By Correspondence Option
Envelopes	Homeowner Payment History	Write Off Summary Log
Fees Roll	Homeowner Recurring Payment List	
Folder Labels	Homewise Docs Activity Report(*)	
Homeowner Fee Ratio Export	Legal Work Order	
	Receipts	
	Resale List	
	Section Homeowner List	
	Transaction History	
	Transaction History (Multiple Homeowner)	
	Transaction History by Date	

On WebAxis:

(on the Barkanco.com website under “Resident Sign in” go to the CINC Owner Portal button or <https://barkan.cincwebaxis.com/>)

Resident Sign In Employee Sign In Resale Documents



CINC Owner Portal

One-stop portal for payments and owner communications. Rolling out early 2024.

Under the Board Overview tab, available to Board members only, you can view aged receivables, work orders, and violations.

Penmark Condominium Trust

Dashboard Home Pay Assessments Account Info Community Information Board Overview Contact Us

Welcome to our website. Our website has been designed to help keep you informed about your neighborhood so that you can feel at home and in communication with our management company.

[Board Tasks](#)
[Aging Report Review](#)
[Board Accounts Receivables](#)
[Board Violations Review](#)
[Board Work Order Review](#)