



# Release 6.8

## 2011 General Release

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## Legal Notices

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## SPECTRA LOGIN SCREEN

You will notice a little change to the Login screen: Spectra will now remember the Login Name – based on the last login and the machine.

## TODAY'S REMINDERS

We have enhanced Today's Reminders, so that if you double click on a tenant or supplier name, it will open the tenant or supplier in the database.

Today's Reminders	
Name	Building
 Outstanding Receivables (70)	
 Wiggett, Gary	Condo Corp #245
 Westend Wholesale	Best Warehousing Inc.
 McDougald Fabrics	Best Warehousing Inc.
 Mclver Drugs	Best Warehousing Inc.

## SYSTEM TASKS

### Report Notes

#### Report Groups

If the Monthly A/R Summary is added to a Report Group, we have modified this report to reflect the requested date, not today's date.

We've made some great enhancements to your use of Report Groups. All of us would like Report Groups to work exactly the same way that the Financial Statement groups work, but there are fundamental differences. But, we have tried to expand the Report Groups and make them more user-friendly.

This screen shows what you will see when you add a report to a report group. This is a new report group, where the email address can be added now. (Remember that the email reports option must be set on the Configuration File.)

**Please select Report Group**

New

Save As PDF File?

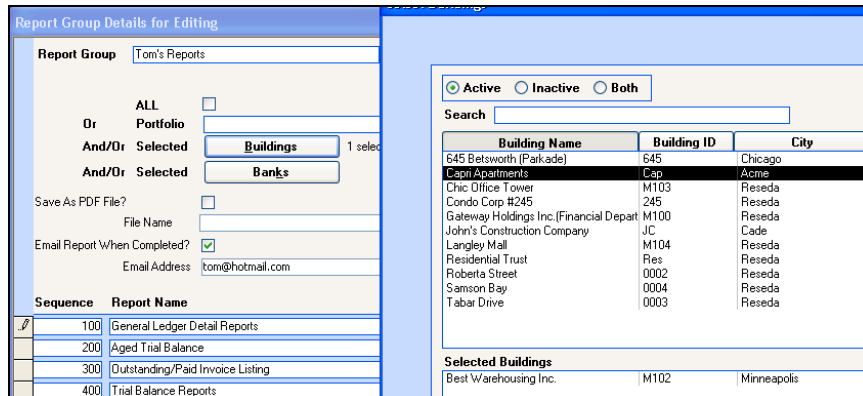
File Name

Email Report When Completed?

Email Address

When other reports are added to "Tom's Reports", the buildings selected will be the building(s) selected on the first report. If you go to Report Groups – call up Tom's Reports – Edit Report Groups – Buildings, you would see the building(s) to be used for all the reports.

Notice in this example that Best Building is the selected building:



Building Name	Building ID	City
645 Betsworth (Parkade)	645	Chicago
Capri Apartments	Cap	Acme
Chic Office Tower	M103	Reseda
Condo Cop. #245	245	Reseda
Gateway Holdings Inc. (Financial Depart	M100	Reseda
John's Construction Company	JC	Cade
Langley Mall	M104	Reseda
Residential Trust	Res	Reseda
Roberta Street	0002	Reseda
Samson Bay	0004	Reseda
Tabar Drive	0003	Reseda

Selected Buildings		
Best Warehousing Inc.	M102	Minneapolis

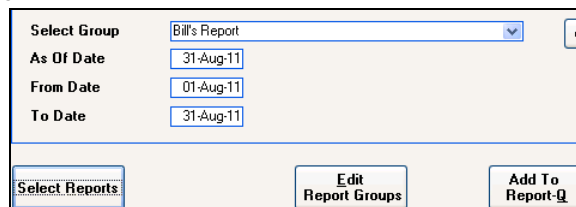
Bill and Harry are two other investors/owners and they get the same reports, but for different buildings. What you need to do is “copy” Tom’s Reports to Bill and Harry and then change the building on the first report in each report group.

- Select Tom’s Reports and click on the “Copy to a New Report Group”
- Enter the name of the new report group
- Edit the new report group – Edit Report Groups – Buildings - deselect the building from the first report group (Tom’s Reports) and select the building(s) for the new report group. These buildings will be used for all the reports in the new group, so you don’t have to select the buildings for any other reports.
- Change the Email address to the new person
- Repeat for other report groups.

#### Add to Report-Q:

To create a report queue of several report groups, do the following:

- Select the first group. Enter the relevant dates and click on “Add to Report-Q”



- Select the next group and click on “Add to Report-Q”.
- Repeat for all groups.
- When all groups have been selected and show in the queue, process the Queued Reports by clicking on the Print or the PDF and/or Email Queued Reports button.

Queued Reports			
Report Group	As Of Date	From Date	To Date
▶ Bill's Report	31-Aug-2011	01-Aug-2011	31-Aug-2011
Harry's Report	31-Aug-2011	01-Aug-2011	31-Aug-2011
Tom's Reports	31-Aug-2011	01-Aug-2011	31-Aug-2011
*			

**Notes:** If any of the reports has no data that meets the selection criteria, you will have to clear the onscreen message.

At this point, once the queue is started, you cannot “break” it.



## Wizards

### Journal Entry Due To/From Wizard

We have modified this wizard to handle 3-digit Due to/from accounts.

## Financial Statement Control

### Row Definition

Have you ever printed a financial statement that showed headings without any detail? The reason was that the heading printed before the system knew that there were no amounts. Example:

<b>EXPENSES</b>	
Cleaning Expenses	
Repairs and Maintenance	
Utilities	
Outside Maintenance	
Security	
<b>Administration and Other Expenses</b>	
Admin - Payroll	15,555.00
Fixed Expenses - Insurance	3,200.00
Bank Charges	555.00
Total Admin and Other Expenses	19,310.00

Headings with no amounts in these sections

You can now define your row definition to print a heading only if the section has amounts. The system will use whatever T column you specify to calculate if there are amounts for the following section. The following example will use T8 and #H8#, but it could just as easily be T7 and #H7#.

Statement Content ID:		Income1	INCOME STATEMENT		Actions on Totals Print												
Seq No	Func	Beg Range	End Range	Description	Tab	1	2	3	4	5	6	7	8	9	\$	Row	Total
10	BL				0											No	Yes
20	AD	3000	3999		0											No	No
30	HP			REVENUE	0											No	Yes
40	AD	3000	3999		0											No	Yes
50	US				0											No	Yes
60	T1			TOTAL REVENUE	0											No	Yes
70	US				0											No	Yes
80	HP			EXPENSES	0											No	Yes
90	AD	4000	4199	#H8#Cleaning Expenses	0											No	No
100	HP				0											No	Yes
110	AD	4000	4199		0											No	Yes
120	US				0											No	Yes
130	T1			Total Cleaning Expenses	0	0	+									No	Yes
140	US				0											No	Yes
150	AD	4200	4399	#H8#Repairs and Maintenance	0											No	No
160	HP				0											No	Yes
170	AD	4200	4399		0											No	Yes
180	US				0											No	Yes
190	T1			Total Repairs and Maintenance	0	0	+									No	Yes

### Key Features:

- Before the Heading Line in question (e.g. Line 90) enter the account range and add to T8. Do not print the line.
- Modify the heading line to put **#H8#** at the beginning of the heading (Line 100).
- In the T line that totals the section (Line 130), put a zero in the T8 column to free up this column for the next heading (Line 150).

With the above modifications, that same statement now prints:

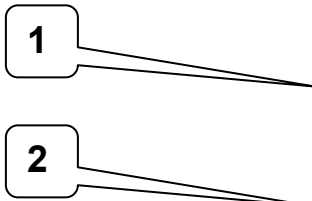
<b>EXPENSES</b>	
<b>Administration and Other Expenses</b>	
Admin - Payroll	15,555.00
Fixed Expenses - Insurance	3,200.00
Bank Charges	555.00
	19,310.00
<b>Total Admin and Other Expenses</b>	<b>19,310.00</b>

Another similar programming change has been made to allow you to print your financial statement as you normally would and then add lines to divide the amounts in your financial statement by any number or to calculate a percentage of an amount.

**Examples as shown in the screenshot below:**

1. Net Income split amount various owners by percentage ownership
2. Common Area Expenses that are printed in total, the building area, and the \$/sq.ft. We recommend putting any \$/sq.ft. calculations at the bottom of your statements. You will note that the Building Area shows without any decimal places – see the Appendix to find out why.

<b>EXPENSES</b>		
<b>Recoverable Expenses:</b>		
Cleaning	9,021.85	60,090.37
Repairs & Maintenance	3,383.64	24,313.92
Utilities	21,583.43	151,084.01
Outside Mtce & Security	2,343.55	16,529.85
	36,332.47	252,018.15
Recoverable Expenses		
	118,575.14	831,516.34
Non-Recoverable Expenses		
<b>TOTAL EXPENSES</b>	<b>154,907.61</b>	<b>1,083,534.49</b>
<b>NET INCOME &lt;LOSS&gt;</b>	<b>158,723.78</b>	<b>1,062,460.11</b>
<b>Ownership Split:</b>		
60% of Net Income - Tom's Share	95,234.27	637,476.08
25% of Net Income - Bill's Share	39,680.95	265,615.03
15% of Net Income - Harry's Share	23,808.57	159,369.02
	36,332.47	252,018.15
Recoverable Expenses		
Building Area	77,306	77,306
CAM \$/sq.ft.	.470	3.260



The Row Definition used to create this financial statement is printed at the end of these release notes in Appendix A. Try to follow the example, but if you need assistance, please contact our Support Department.

**Chart of Accounts**

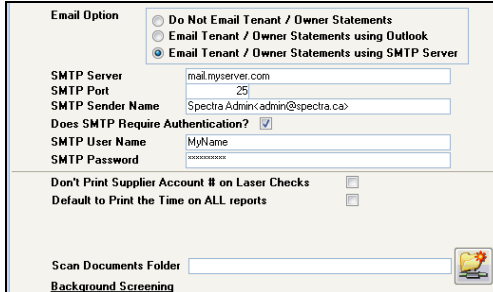
One client found that under certain circumstances, the system would allow the deletion of a GL account number that had transactions. This has been corrected.

## Spectra Utilities

### Configuration File

#### Email Option:

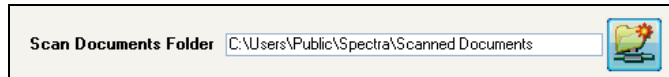
Have you used our Email Tenant / Owner Statements using Outlook and been frustrated with Outlook's security feature to allow/disallow the emailing of each individual email? Has Support recommended that you use the SMTP option? Some clients have recently reported that their SMTP server required authentication, so we have modified the Configuration File to include this option:



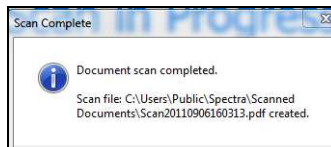
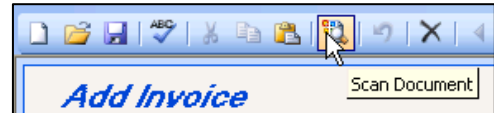
#### Scan Documents Folder:

Any screen that has the source document link will now have a scanner button on it. Here's the process:

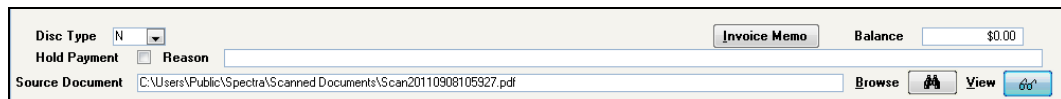
- Install the Scanner program on your workstation
- Designate the scanned documents folder on the Configuration File. (For demonstration purposes, this screenshot shows the C:\Users\Public drive, but a shared drive on your network would have to be selected for others to be able to view your scanned documents. Please note that Windows 7 or Vista workstations will not allow anything to be saved to C:\.)



- Insert the document to be scanned in the automatic feeder of the scanner
- When you have a screen showing a Source Document field, e.g. Supplier Invoice Entry, click on the **Scan Document button on your Toolbar** and "Select" your scanner. (If the "Sources" box is empty, a scanner has not been installed for use from your workstation.)
- The system will scan the document and create a document in your Scanned Documents folder:



- Click on either "View" option to see your scanned document.



## Set Supplier Check Stub Format

We have added a Check Format to give you the option to print the new default invoice description (see Supplier Invoices Batch Entry) on the check stub called “Spectra Standard Format (1 UP – Invoice Description)”. Here’s a screenshot from the Supplier – Accounting screen.


<b>Check Format</b>	Spectra Standard Format (1 UP - Invoice Descript)
<b>Insurance Certificate Required</b>	Spectra Standard Format (2 Up)
<b>Level</b>	Spectra Job Cost Format
	Spectra Standard Format (1 Up)
	Spectra Standard Format (1 UP - G/L Detail)
	Spectra Standard Format (1 UP - Invoice Description)

If you wish to change multiple (or all) suppliers to a different check format, go to System Tasks – Spectra Utilities and use the Set Supplier Check Stub Format program. It will allow you to change all suppliers that are using one specific format to whichever format you select.


Original Check Stub Format

Change To Check Stub Format

This process will change the stub format for all Suppliers that have the original format selected.



Process



Close

## FIND

### Buildings

#### Accounting – Abstract

One of our clients is making extensive use of the Building – Abstract to keep track of who is responsible for the various costs of the building. Here are just a few of the fields:

Accounting	Banking / Control	Building	Other	Residential Complex	Abstract
Building	Cap	Capri Apartments			
Seq #	Item Description	Who Does It	Notes		
10	Hydro	Tenant			
20	Gas	Tenant			
30	Water	Tenant			
40	Oil	Tenant			
50	Mortgage	Owner			
60	Property Taxes	Owner			

They have customized these fields extensively, but each new building defaulted to the originally supplied abstract. This has been changed to allow the codes to be copied from an existing building:

Abstract **MPAC Control** MPAC XRef Services

**Active Building**

Copy from Default  
 Copy from Another Building

Langley Mall

The “Who Does It” and “Notes” fields will not be copied to the new building.

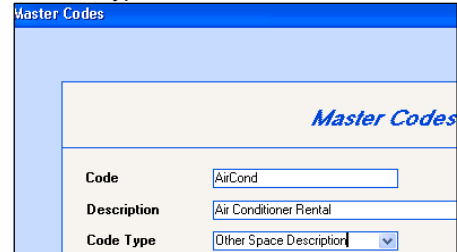


## Other Spaces

Do you rent out anything other than rental units or parking spaces? Have you struggled to figure out how to record these? We have added a screen for “Other Spaces” to be used for items such as garages, storage units, appliances, or anything else that you want to track and record revenue for without distorting your rent roll. Here’s how:

Go to **System Tasks – Control Codes – Master Codes** and add two types of codes:

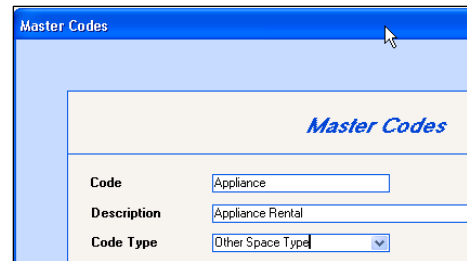
1. Space Description, e.g. Air Conditioner using a Code Type of “Other Space Description” and



Master Codes

Code: AirCond  
Description: Air Conditioner Rental  
Code Type: Other Space Description

2. Space Type, e.g. Appliance Rental, using a Code Type of “Other Space Type”.



Master Codes

Code: Appliance  
Description: Appliance Rental  
Code Type: Other Space Type

When you have added all the types of Other Space codes that you require, go to Find – Buildings – drill down on a building – Other Spaces – click on “Add Other Spaces” and add as many of these rental items, as you require.

**Add Other Spaces**

Space Description	Space Type	Space ID
AirCond	Appliance Rental	APP101
AirCond	Appliance Rental	APP102
AirCond	Appliance Rental	APP103
Garage	Garage Rental	GAR101
Garage	Garage Rental	GAR102
Garage	Garage Rental	GAR103
Storage	Storage Unit	ST101
Storage	Storage Unit	ST102
Storage	Storage Unit	ST103

Go to **Find – Tenant – Other Space Charges** and add charges to your tenants. The Space Control ID and Space Permit # are optional fields for your use, if you need them.

**Add Other Space Charges** Anderson, Paula

Lease Building/Unit: Capri Apartments / 0202 Other Space ID: ST101

Charge Code: Storage Amount: \$50.00 Starting Date: 01-Jan-2011 Ending Date: 31-Dec-2011

Space Description: Storage Space Control ID: Space Permit #: History:

SpaceID	BuildingName	Space Descrip	Space Type
APP101	Capri Apartments	AirCond	Appliance
APP102	Capri Apartments	AirCond	Appliance
APP103	Capri Apartments	AirCond	Appliance
GAR101	Capri Apartments	Garage	Garage
GAR102	Capri Apartments	Garage	Garage
GAR103	Capri Apartments	Garage	Garage
ST101	Capri Apartments	Storage	Storage
ST102	Capri Apartments	Storage	Storage
ST103	Capri Apartments	Storage	Storage

Note: Multiple “Other Space Charges” are consolidated on the rent roll, but charge separately in the Begin Month program. Other Spaces “units” will not print on the rent roll.

For a report of these Other Spaces, go to Building – Select a Report – Parking/Other Spaces Control and select “Other Spaces” (the default is Parking).



## Tenants

Clients who used our new “Search by Unit Number” feature discovered that users who were restricted to specific portfolios were able to call up tenants in all buildings using this feature. This has been corrected.

## Tenant Addresses

When entering postal codes the system will default to capital letters to facilitate data entry.

## Financial

We have added a shortcut to the Tenant Ledger on the Financial screen.

<a href="#">Show Next Month's Charges</a>	<a href="#">View / Print Tenant Ledger</a>
---	--

## Straight Line Rents

We now offer Straight Line (S.L.) Rent Processing as an add-on module. Where rent increases during the course of the lease, the S.L. Rent calculation divides the total rent over the course of the lease by the number of months of the lease to arrive at an average rent, i.e. Straight Line Rent.

Lease Building/Unit		Chic Office Tower / 0401	
<a href="#">Calculate Straight Line Rent Monthly Amount</a> <span style="float: right;"><input type="checkbox"/> History</span>			
Description	Straight Line Rent for Commercial Rent only		
SL Rent Start Date	01-Dec-2009		
Term (months)	72		
Total Lease Rent	\$1,054,850.64		
Straight Line Amount	\$14,650.70	Last Posted	31-Aug-2011
SL Adjustments to Date	\$2,640.69	SL Rent Adj. Account	1250
Months Left	42	Rent Account	3000
			Straight Line Rent Adjustment
			Office Rent

As part of the monthly process, the Straight Line Rent Processing program will subtract the rent for the month being processed from the S.L. Rent and enter this amount to whichever account has been designated as the S.L. Rent Adj. Account with the offset to the Rent account.

For example, the above screen shows S.L. Rent of \$14,650.70 whereas the August/11 rent was \$14,357.29 for a difference of \$293.41. The system will debit 1250 and credit 3000 for this amount.

As the lease progresses and the rents increase, the difference will eventually be a negative amount and the system will credit 1250 and debit 3000.

Only charge codes that are flagged as “Base Rent” will be included in these calculations.

If you are interested in this add-on module, please contact your Client Account Manager by email to [CAM@Spectra.ca](mailto:CAM@Spectra.ca) or via toll free telephone to (800) 731-8668.



## Pre-Payments

If you select the option to apply the payment to specific charge codes, we have modified this option to show **current and future charge** codes for each tenant.

1. The Postdated Checks screen will now allow you to enter the name of the person writing the check. This will prove helpful to clients who have units with multiple roommates; so that you can tell which roommate(s) have paid their rent.

The Postdated Check Listing will print the name on the account, but the Rapid Receipts and subsequent Deposit Listing will print the name of the tenant.

Pre-Authorized Payment <input type="radio"/>	Starting Date	<input type="text" value="01-Jul-11"/>
Postdated Checks <input checked="" type="radio"/>	Payment Amount	<input type="text" value="\$1,204.00"/>
	Number of Postdated Checks	<input type="text" value="12"/>
Name on Account if Different Than Tenant Name Above <input type="text" value="Jonathan Smith"/>		

Pre-Authorized Payments now have the option to enter an ending date:

<i>Edit Pre-Payments</i>		Anderson, Paula	
Lease Building/Unit <input type="text" value="Capri Apartments / 0202"/>			
Pre-Authorized Payment <input checked="" type="radio"/>	Starting Date	<input type="text" value="01-Aug-11"/>	
Postdated Cheques <input type="radio"/>	Payment based on Tenant Share	<input type="text" value="100.00%"/>	
	Payment Amount	<input type="text" value="\$992.80"/>	
	Ending Date	<input type="text" value="01-Jul-12"/>	

We have modified the way that payments are applied to tenant receivables. You can control the order of application by the way the tenants' PAP screen is set up:

- **Charges are selected** – The system will apply payments based on priority and then newest to oldest charges. This means that if Rent has a priority of 1 and Parking has a priority of 2 and a tenant has July and August charges outstanding, the system would apply the payment in the order of August Rent, July Rent, August Parking, and then July Parking. Any amount remaining will be left unapplied.

Apply this payment to specific charge codes? <input checked="" type="checkbox"/>	
Code	
▶ Res Rent	Residential
▶ Parking	Parking

- **Apply to Specific Charge Codes selected, but no codes selected** – The system will not apply the payment at all, so that it can be manually applied.

Apply this payment to specific charge codes? <input checked="" type="checkbox"/>	
Code	
▶	

- **Apply to Specific Charges Codes not selected** – System would apply payments by Priority and then by newest date first.

Apply this payment to specific charge codes? <input type="checkbox"/>	
---	--

A recent release removed the ability to assign pre-payments to specific charge codes for post-dated checks. We have added this feature back.

## Suppliers Accounting

We've had requests for checks to print the invoice description on the check stub. We have added a new Check Format to give you this option:

<b>Check Format</b>	Spectra Standard Format (1 UP - Invoice Description) ▼
<b>Insurance Certificate Required</b>	Spectra Standard Format (2 Up)
<b>Level</b>	Spectra Job Cost Format
	Spectra Standard Format (1 Up)
	Spectra Standard Format (1 UP - G/L Detail)
	Spectra Standard Format (1 UP - Invoice Description)

Here's a screenshot of a Handwritten Check:

Invoices							
Invoice Number	Inv. Date	Post Date	PO Number	Voucher #	Invoice Total	Allocat	
4564	15-Aug-2011	15-Aug-2011		Voucher # 123	\$444.00		
Invoice Desc: Deposit on design work		Source Doc:					
4677	30-Aug-2011	30-Aug-2011		Voucher # 456	\$555.00		
Invoice Desc: Final payment on design work		Source Doc:					
<b>Check Amount</b>					\$999.00	<b>Invoices Total</b>	\$999.00

The resulting check would show these details on the check stub:

<b>Supplier: ABC Design</b>			<b>Check Date: August 30, 2011</b>		
<b>Account # 1234567</b>			<b>Check Amount: \$999.00</b>		
<b>2101</b>					
Invoice Number	Date	Identification	Building	Description	Amount Paid
4564	15-Aug-11	Voucher # 123	Best Warehousing Inc.	Deposit on design work	\$444.00
4677	30-Aug-11	Voucher # 456	Best Warehousing Inc.	Final payment on design work	\$555.00

If you like this option, but don't want to make the change to each individual supplier's Accounting screen, please refer to the System Tasks – Spectra Utilities section for the instruction to make the change to multiple suppliers.

If you are authorized for our NACHA EDI Supplier payment module, you now have the option to specify whether the Supplier's bank account is a Checking or a Savings Account:

<b>EDI Supplier Details</b>	<input type="checkbox"/> Pay Supplier by EDI Flag	<b>Bank Number</b>	<input type="text"/>	<b>Account Type</b>
		<b>Branch Number</b>	<input type="text"/>	<input type="radio"/> Checking Account
		<b>Account Number</b>	<input type="text"/>	<input type="radio"/> Savings Account

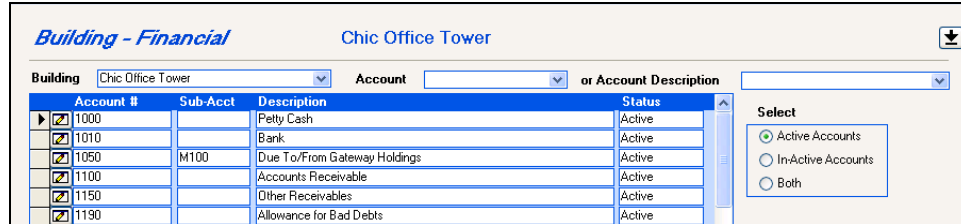
## BUILDING

### START A TASK

#### Inquiries

##### General Ledger Detail Display

As we have added the option to make G/L accounts “inactive”, the General Ledger Detail Display defaults to show “Active Accounts” or you can select Inactive or Both. Additionally, you may search by the Account Description.

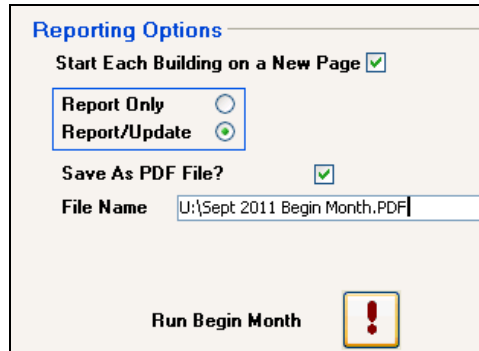


Account #	Sub-Acct	Description	Status
1000		Petty Cash	Active
1010		Bank	Active
1050	M100	Due To/From Gateway Holdings	Active
1100		Accounts Receivable	Active
1150		Other Receivables	Active
1190		Allowance for Bad Debts	Active

#### Monthly Processes

##### Begin Month/Charge Rent

We have added the option to print the Begin Month to a PDF file. If you select the option to “Save As PDF File?”, the File Name field will become visible.



**Reporting Options**


Start Each Building on a New Page

Report Only

Report/Update

Save As PDF File?

File Name: U:\Sept 2011 Begin Month.PDF

Run Begin Month 

**Notes:** If no file name is entered, the system will still create the PDF file and display it on your workstation, but it will be saved in a temporary file only called “Spectra.PDF”, which will be overwritten by the next PDF file.

If the PDF extension is not entered, the file will still be saved, but if you try to open it, you may be prompted to select the Adobe Reader program. If you enter the PDF extension as shown in this screenshot, Adobe will automatically open your file.

##### Prepaid Accrual Process

At client request we have added the ability to reclassify tenant credit balances in the General Ledger as Prepaid Amounts. Please note these details:

- This option is available only for buildings using accrual accounting
- You will be able to enable this option on a per building basis
- The reversing journal entry post date will default to the first day of the next month
- You will only be able to run this menu item once in a month for any building.
- The journal entry will be detailed by tenant.



### Setup:

- If you don't already have a liability account for Prepaid Revenue, create one now and copy it to all buildings.
- What account do you want to use to offset the Accounts Receivable control account? If you use the Accounts Receivable control and subsequently run the Aged Trial Balance report with the "Verify G/L Balances" option, the report will show that you are out of balance. For this reason, you **may wish** to assign another G/L account for Prepaid Receivables, e.g. 1101. If so, create this account now and copy it to all buildings.
- Go to **System Tasks – Spectra Utilities – Prepaid Accrual Setup Wizard**. If all your buildings are using the same chart of accounts, your setup is easy. Select the option to "Set All Properties to Allow Prepaid Accruals". Enter whatever account number you have designated for the Prepaid Receivables, either the Prepaid Receivables or Tenant Accounts Receivable control account in the "Debit Account" field and enter your Prepaid Revenue account in the "Credit Account" field. Click on the **! Process Changes** button. This example shows the new 1101 Prepaid Receivables and Prepaid Revenue GL account numbers:

*Prepaid Accrual Setup Wizard*  Show Properties Allowing Prepaid Accruals  Set All Properties to Allow Prepaid Accruals

Debit Account: 1101  
Credit Account: 2625

Process Changes

Click to Process

This will populate your accrual buildings with the Prepaid Accrual information:

*Prepaid Accrual Setup Wizard*  Show Properties Allowing Prepaid Accruals

Building ID	Building	Allow Prepaid		Prepaid Accrual Debit Account		Prepaid Accrual Credit Account	
		Accruals					
0002	Roberta Street	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
0003	Tabar Drive	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
0004	Samson Bay	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
245	Condo Corp #245	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
645	645 Betsworth (Parkade)	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
JC	John's Construction Company	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
M100	Gateway Holdings Inc. (Financial Department)	<input type="checkbox"/>					
M102	Best Warehousing Inc.	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
M103	Chic Office Tower	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
M104	Langley Mall	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue
Res	Residential Trust	<input checked="" type="checkbox"/>		1101	Prepaid Receivables	2625	Prepaid Revenue

Make any required changes to account numbers or remove the "Allow Prepaid Amounts" flag from any buildings that will not have this feature.

**Select to Save the Displayed Information**

Click on the button at the bottom of the screen to update the Building – Accounting – Banking/Control Screen.

### Buildings Flagged in Error will NOT be Updated

The message at the bottom of the screen simply means that all information (Allow Prepaid Accruals flag, Debit and Credit accounts) must be entered for the system to set this feature up. If there's a red at the right margin for any building, this building will not be set up for this feature.

**Building – Accounting – Banking/Control screen** will be updated with this information. The Prepaid Accruals Last Posted will be blank until you have run your first journal entry and will then be automatically updated by the system.

**Allow Posting of Prepaid Accruals at Month End**

Prepaid Accrual Debit: 1101 **Prepaid Receivables**

Prepaid Accrual Credit: 2625 **Prepaid Revenue**

Prepaid Accruals Last Posted:



## Preview of Prepaid Accruals Posting?

A new option has been added to the Tenant Aged Trial Balance and Aged Trial Balance -Historical reports:

Include on Report		
Include Future Charges	<input checked="" type="checkbox"/>	
Prepays Only	<input type="checkbox"/>	Negative Balance Tenants Only <input checked="" type="checkbox"/>
Include Tenant Details	<input checked="" type="checkbox"/>	

Select the “Negative Balance Tenants Only” to see what will be included in the Prepaid Accruals posting. (Note: The “Prepays Only” option gives you a listing of unapplied credits, which may not equal the tenants’ balances.)

## Monthly Procedure:

Go to Building – Monthly Processes – Prepaid Accrual Process.

**Buildings:** Select your accrual buildings only.

**Prepaid Accrual Date:** Enter your Prepaid Accrual Date. This would normally be the last day of the month.

**Prepaid Accrual Reverse Date:** The system will automatically enter the Prepaid Accrual Reverse Date as the first day of the following month.



Click on the **Process Accrual** button. (If you select the Report Only option and click on the Preview button, the system checks if the selected buildings can have this process run, but no report is actually produced.)

Report Dating	
Prepaid Accrual Date	<input type="text" value="31-May-2011"/>
Prepaid Accrual Reverse Date	<input type="text" value="01-Jun-2011"/>

Reporting Options	
Report Only	<input type="radio"/>
Update	<input checked="" type="radio"/>
Process Accrual	

When the process is completed, you will be returned to this screen. If you have no other buildings to process, click on the **Close Current Window** button on the toolbar.

Go to Building – Select a Report – General Ledger – Audit Reports to see the actual postings that have been done to the General Ledger.

## SELECT A REPORT

### Master Listings

#### Building Summary Listing

We have expanded the width of the Bldg ID column to display the full 10 characters of any possible Bldg ID.

### Rent Reports – Custom (M to Z)

#### Rent Roll – Property Advisers Rlty

We have corrected the calculation of the Total Monthly Payment on the last page.

## Parking/Other Spaces Control

If you're using our new feature of Other Spaces, you'll want to print the report:

Other Spaces Control Report										As Of: 15-Aug-11	08-Sep-2011
By Space / Unit										Print All Spaces	Page 1
Space #	Type	Status	Unit	Tenant	Move In Date	Expiry Date	Control ID	Permit #	Description	Lease Amount	
APP101	Appliano	In Use	0202	Anderson, Paula	01-Jul-11	31-Aug-11			Rental of AirCond for summer	\$40.00	
APP102	Appliano	Vacant									
APP103	Appliano	Vacant									
** Space Descr: AirCond			Spaces: 1 In Use 2 Vacant 3 Total			Total Charges:			\$40.00		
GAR101	Garage	In Use	0202	Anderson, Paula	01-Jan-11				Single car garage	\$35.00	

## Building – Commercial

### Lease Status

We have resurrected this report, which stopped working in Release 6.7.

## Financial Statements

### Financial Statements – Fiscal or Non-Fiscal

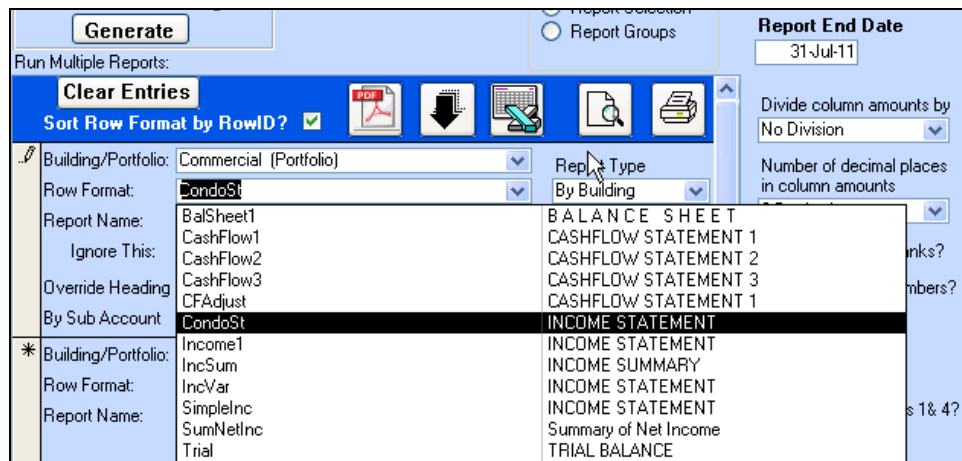
New Report Names (column formats) have been added:

- 15b – Current Actual, YTD Actual, Current Month Last Year, and YTD Last Year
- 16b – Current Actual, YTD Actual, Annual Budget, and % Budget Used
- 27a – Actual YTD, Last Year YTD, and Variance \$
- 27b – Actual YTD, Budget YTD, and Variance \$

Report Names 20 and 40 (Quarterly Spread Reports) were revised so that the “Do Not Print Total Column on 12-month Spread Reports” feature will also work for these quarterly spread reports.

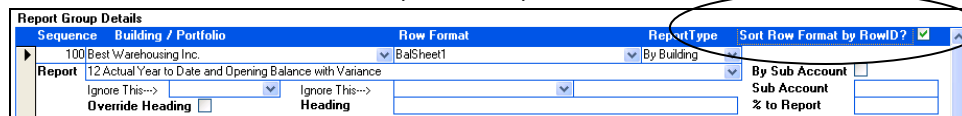
Do you have 27 different statements called “Income Statement” and do you struggle to find the right one? We have added an option to sort and select by Row ID instead of by the name of the report. Thus, if you have an income statement for each building with the Bldg ID as part of the ID, you can select the option to “Sort Row Format by RowID” and either key in the Row ID or select it from the dropdown list.

In this example, after selecting the option to “Sort Row Format by RowID”, you could either key in “CondoSt” or select that Row ID from the dropdown list.



The screenshot shows the 'Generate' report interface. The 'Sort Row Format by RowID?' checkbox is checked. A dropdown menu is open, showing a list of report names and their corresponding Row IDs. The 'CondoSt' Row ID is selected. The 'Report End Date' is set to 31-Jul-11. The 'Report Selection' is set to 'Report Groups'. The 'Divide column amounts by' is set to 'No Division'. The 'Number of decimal places in column amounts' is set to 2. The 'Report Name' is set to 'Income Statement'.

This same feature has been added to the Update Groups screen:



The screenshot shows the 'Report Group Details' screen. The 'Sort Row Format by RowID?' checkbox is checked. The 'Sequence' is 100, the 'Building / Portfolio' is 'Best Warehousing Inc.', and the 'Row Format' is 'BalSheet1'. The 'Report Type' is 'By Building'. The 'Report Name' is '12 Actual Year to Date and Opening Balance with Variance'. The 'Ignore This-->' field is empty. The 'Override Heading' checkbox is unchecked. The 'Sub Account' field is empty. The '% to Report' field is empty.





At the bottom of the financial statement screen, you'll notice two new options:

- # of Copies to reports to print, and
- Force all reports to print on legal size.

**Important Note:** If you select a column format that is currently landscape, the system will print on legal sized paper and cut off the columns on the right side that exceed the 7.5" printing width.

**Display Financial Statement Report Matrix**

# of Copies of reports to print:

Force all reports to print on legal size

## Report Groups

Do you have several different owners to whom you email financial statements? You probably run the same financial statements for each building, so wouldn't it be convenient to set up a report group for each owner to automate the emailing of these statements?

We have simplified this process. Click on the "Update Groups" button:

*Financial Statements Report Groups*

Report Group:  Select Report Group or Enter New Group Name Copy to a New Report Group

Over-ride the first title line on the statements with the following?

Save As PDF  File Name

Email Report  Email Address

- Click on the "Copy to a New Report Group" button
- Enter the name for the new report group.
- Edit the new report group to select the correct building(s)
- Enter the Email Address on the new Report Group
- When you exit this screen, remember to click on the "Refresh List" button to see your new report groups.

We have corrected the error #2450 that was sometimes generated if a client tried to exit the financial statement previous screen before all statements have been generated.

## General Ledger

### G/L Detail Export to Excel

### G/L Trial Balance Export to Excel

We've done some work to speed up the export to Excel for these two menu items.

### General Ledger Detail Reports

We have modified the information that will show if you select the "Print Transaction Memo Description" option. The big benefit to this change will be that the Invoice # and Voucher # (where the identification on check stubs comes from) will appear in the memo description of the Due to/from account postings from the A/P processes.

If you select the "Print Transaction Memo Description", the full description of any journal entries will print and not be truncated in the General Ledger Detail Reports and in the Audit Reports.



## Trial Balance Reports

If you select the "Consolidated Report – By Building" option, you will see a new "Alternate" option. This was a client's request to show a comparison to the previous year's YTD balance and the resulting variance.

<b>Consolidated Report</b> <input checked="" type="checkbox"/>	<b>By Building</b> <input checked="" type="radio"/>	<b>Standard Format</b> <input type="radio"/>
	<b>Summarize</b> <input type="radio"/>	<b>Alternate Format</b> <input checked="" type="radio"/>

GL Account Number	Building	2011-May	2010-May	Variance
		Y T D Balance	Y T D Balance	
<b>1100</b>	<b>Accounts Receivable</b>			
M102	Best Warehousing Inc.	7,332.52	(3,098.61)	10,431.13
M103	Chic Office Tower	(120.00)	130,910.87	(131,030.87)
245	Condo Corp #245	0.00	128.05	(128.05)
M104	Langley Mall	9,394.94	118,726.96	(109,332.02)

- The Building ID will print to the left of the Building name.
- Any range of GL accounts can be selected for any number of buildings.
- This report option is only available for the Trial Balance, not the Audit Trial Balance.

## Trust Account Detail Report – Investec

Under certain circumstances, some items would print twice on the report. This has been corrected.



## TENANT

### START A TASK

#### Charges

##### Tenant Charges

If you have attached your logo to the "Print Logo and Address on Appropriate Reports" on the Configuration File, the logo will now print if you print invoices from the Tenant Charges program in addition to the Print Invoices program.

#### Tenant Deposits

##### Deposit Refunds

If multiple refunds are done for one tenant, they will now print the Refund Receipt documents to be given to the tenant on separate pages.  
Deposit Refund reports for tenants will now print in order of building name and unit number.

#### Tenant Receivables Display

We have added a shortcut to the Tenant Ledger on the Tenant Receivables Display screen:



#### Tenant Deposit Display

Both the display and the printout of tenant deposits will now print in date order.

### SELECT A REPORT

#### Tenants

##### Contact Master Listing – Paramount

Tenant email addresses have been added to this report.

Unit / Floor / Unit Type		Name / Contact Type	by Tenant Name	
Tenant Name and Address		Phone Type / Number / Extension		
0401 / 4 / Office		Mr. Sam Watson / Chief Financial Officer		
Accounting Plus		Business (310) 555-4545	300	Cellular (310) 200-7100
126 - 103rd Street #0401		Sam.Watson@hotmail.com		Sam.Watson2@hotmail.com
Reseda, CA 91334 USA				
Email: Accounting1@hotmail.com				

Tenant email address

Two contact email addresses

##### Tenant Ingoing/Outgoing Confirmation

This report has been expanded to show the unit description codes and the square footage.

## Aged Trial Balance

### Aged Trial Balance - Historical

You'll notice a new option on both of these reports to include the tenants' email address.

Include on Report	
Include Future Charges	<input checked="" type="checkbox"/>
Prepays Only	<input type="checkbox"/>
Include Tenant Details	<input checked="" type="checkbox"/>
Include Deposits on Hand	<input type="checkbox"/>
Print Last Payment Info	<input type="checkbox"/>
Include Telephone	<input checked="" type="checkbox"/>
Negative Balance Tenants Only	<input type="checkbox"/>
Include Email Address	<input checked="" type="checkbox"/>

The resulting Aged Trial Balance would show the Tenant's email address:

Tenant	Floor / Unit	Bus. Phone	*Note: An <sup>TM</sup>	
Anderson, Paula	2 0202	(111) 222-3333	<a href="mailto:Paula@hotmail.com">Paula@hotmail.com</a>	
6762	28-Sep-11	CK	Ck Payment	* -100.00
6784 9415	28-Sep-11	Res Rent	Residential Rent	* 555.00
Tenant Total				455.00

## Monthly A/R Summary

If this report is added to a Report Group, we have modified this report to reflect the requested date, not today's date.

## Monthly A/R Summary – Spread

In some circumstances, the tenants' opening balances were wrong – either when the report was run directly or when included in a report group. This has been corrected.

## Tenant Ledger

Starting in Release 6.7.1, the tenant ledger would not print for future tenants who paid their Security Deposits. We have restored this feature, so that the tenant ledger will print for tenants with future move in dates.



If a Tenant's Correspondence language is French, the title "Tenant Ledger" will now print at the top of the page.

## Tenant Late Reminders

If a selection condition is used to limit the reminders to only Active tenants with a minimum balance, only valid emails will now be sent. Previously all tenants received an email, but if the tenants didn't match the selection criteria, the attached PDF was a blank form.

## Tenant Invoices/Statements

A client reported that they were using the "Print Logo and Address on Appropriate Reports" option on the Configuration File, but weren't adding a Logo to their Configuration File. When the invoices/statements printed out, the word "Telephone" still appeared. This has been corrected now.

Logo File Path	<input type="text"/>	Browse 
Address/Logo	 6850 Canby Avenue, Suite 105 Reseda, CA 91335  Telephone: (333) 333-3333 Fax: (333) 334-3344 Email: Support@Spectra.ca	



## Print Invoices-Property Mgmt Co

This is a custom client invoice that will print all tenant transactions since the last zero balance for each tenant with the option to print Next Month's Invoice. At client request, the invoice reads "Make Checks payable to (the building name)". Miscellaneous charges will not print in the Next Month's Invoices section.

## Tenant Statements

We have corrected the Error #6 that one client encountered due to the very large number of tenant receivable transactions.

## Tenant Statements-CityCom

This custom statement has the following features:

- The statement will include the previous, current, and future month information (charges and payments, whether or not they have been applied).
- Space will be allowed for a custom message which will show on a group of statements
- Print format will be the same as the Investec report.
- Report selections are the same as the other statements except for the Report Dating:

Report Dating	
Statement Date	31-May-2011
Balance Forward Date	31-Mar-2011

**Statement Date:** Will default to today's date, but if you enter any historical date, the system will recalculate the tenants' balances to match the Aged Trial Balance – Historical report.

**Balance Forward Date:** The system automatically defaults to display the date two months before your Statement Date, but actually any previous date can be entered. The system will calculate what the Balance Forward was at that time to print on the statement.

This statement was sent to the client in an interim version. This release includes two modifications:

- The "Statement Required" option on the Tenant Lease screen will now work.
- We have removed the aging along the bottom of the statements.

## Tenant Statements-Continental

### Tenant Statements-Towle

If the "Print Next Month's Rent" option is selected, the total will now include this amount. Also, the City Tax will now calculate on the Next Month's Rent amount, if the system is set up to calculate City Tax.

## SUPPLIER

### START A TASK

#### Work Order

##### Customer Work Order

We've added an option to print the contractor name on the work order and the work order invoice:

Contractor	<input type="text"/>
Print Contractor on Work Order and Invoice?	<input checked="" type="checkbox"/>

We have done some work to speed up the entering of supplier invoices in the Work Order module.

If you use the Cost Codes feature (set on the Configuration File) and enter supplier invoices through the Work Order module, you may now select Cost Codes when creating A/P Invoices.

#### Maintenance Control Codes

##### Work Order Activities Codes

The Work Order module applied markups by percentage globally on the Maintenance Configuration File for work orders to Buildings or Tenants and on the Category Info screen for materials.

We have modified your options to **override** those percentage markups on both the labor and material components of the work orders. This new feature **overrides entirely** the other markups. You have the option of a Percentage or a Fixed Amount or No Over-Ride at all. This means that you can mark up a technician's labor costs depending on the Activity code that is applied to the Work Order.

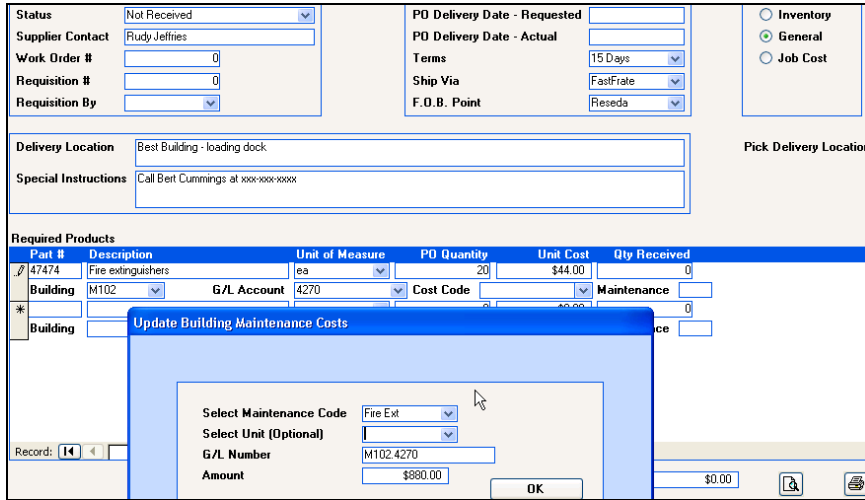
E.g. Fred could have a markup of 20% for an Activity Code of General Labor and 50% if he's working on HVAC Systems.

Activity Code	<input type="text" value="HVAC"/>
Description	<input type="text" value="HVAC System Maintenance"/>
G/L Labour	<input type="text" value="3750"/> <input type="text"/>
G/L Expense	<input type="text" value="4280"/> <input type="text"/>
<b>Overhead Markup Over-Rides</b>	
<input checked="" type="radio"/> Percentage <input type="radio"/> Fixed Amount <input type="radio"/> No Over-Ride	
Percentage [%]	<input type="text" value="50.00%"/>
Fixed Amount [\$]	<input type="text"/>

## Purchase Order

### Purchase Order

If you enter a "General" work order and select a G/L account that is associated with a Maintenance Code, the system will display the same pop-up screen that you would see in Supplier Invoices. This sets up the Maintenance code, but nothing will post until the purchase order is "received".



The screenshot shows a Purchase Order form with fields for Status (Not Received), Supplier Contact (Rudy Jeffries), Work Order #, Requisition #, Requisition By, PO Delivery Date - Requested, PO Delivery Date - Actual, Terms (15 Days), Ship Via (FastFrate), F.O.B. Point (Pescadero), Delivery Location (Best Building - loading dock), and Special Instructions (Call Bert Cummings at xxxxxxxxxx). A table of Required Products is visible, with a dialog box titled 'Update Building Maintenance Costs' overlaid on it. The dialog box has fields for Select Maintenance Code (Fire Ext), Select Unit (Optional), G/L Number (M102.4270), and Amount (\$880.00).

If, by some chance, you have selected the wrong Maintenance Code, return to this Purchase Order screen, and double click on the Maintenance folder.

Unit Cost	Qty Received
\$44.00	15
	Maintenance

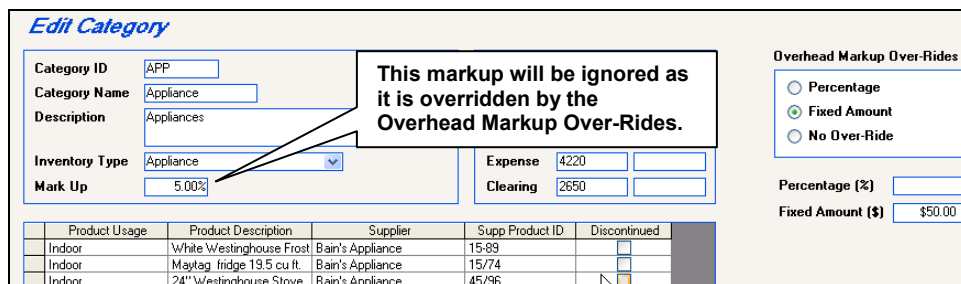
### Purchase Receipt

We have done some work to speed up the entering of supplier invoices in the Purchase Receipt module.

### Category Info

As mentioned above, the Work Order module applied markups by percentage globally on the Maintenance Configuration File for work orders to Buildings or Tenants and on the Category Info screen for materials.

Here is your option to **override** those percentage markups on the material component of the work orders. This new feature **overrides entirely** the other markups. You have the option of a Percentage or a Fixed Amount or No Over-Ride at all. In this example, every time an appliance is sold in a work order, \$50.00 will be added to the work order. The original markup of 5% will be ignored.



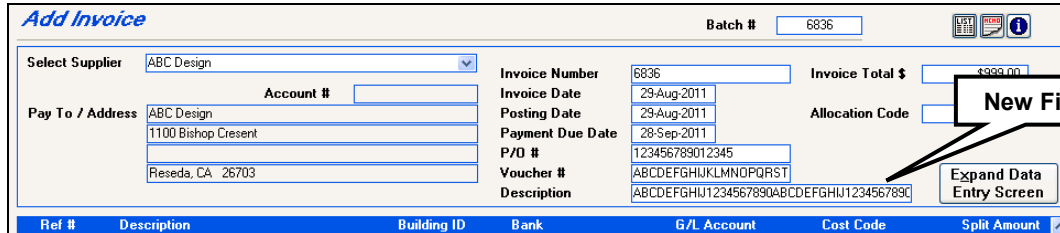
The 'Edit Category' form shows Category ID (APP), Category Name (Appliance), Description (Appliances), Inventory Type (Appliance), and Mark Up (5.00%). A callout box states: 'This markup will be ignored as it is overridden by the Overhead Markup Over-Rides.' The Overhead Markup Over-Rides section has radio buttons for Percentage, Fixed Amount (selected), and No Over-Ride. The Fixed Amount (\$) is set to \$50.00. A table below lists product usage, description, supplier, and product ID.

Product Usage	Product Description	Supplier	Supp Product ID	Discontinued
Indoor	White Westinghouse Frost	Bairn's Appliance	15-89	
Indoor	Maytag fridge 19.5 cu ft.	Bairn's Appliance	15/74	
Indoor	24" Westinghouse Stove	Bairn's Appliance	45/96	

## Invoices

### Supplier Invoices Batch Entry

We periodically get requests to have the invoice description print on various reports. The question has always been “which” description, i.e. if an invoice had several different lines of distribution with different descriptions, which description should print? We have added a default description that will print on the GL Detail Reports, G/L Purchase, Owner Statements, Trust Account Reports, and A/P Invoice Inquiry.



This example has been done to show how many characters would display on the reports.

Based on the above entries, the following prints on the **GL Detail Report**, if the Print Transaction Memo Description option is selected, the default invoice description prints first, followed by the PO #, and then the Voucher # for entries showing the invoice total. **For the invoice distribution entries, the individual descriptions for each line of the invoice will print.**

M102.2000	Accounts Payable	6837	29-Aug-2011	INV	A/P	I# 6836	Beginning Balance:	47,993.04
ABC Design							29-Aug-2011	444.00
Invoice# 6836 - Descr: ABCDEFGHIJ1234567890ABCDEFGHIJ1234567890 - PO# 123456789012345 - Voucher# ABCDEFGHIJKLMNPOQRSTUVWXYZ - I#(5225)							Transaction Totals:	0.00
							Ending Balance:	47,549.04

The **Owner's Statement** shows the Supplier Name followed by the new Invoice Description:

Building:	Best Warehousing Inc.	Account Number:	M102.1050	Opening Balance:	\$17,328.21
Less: Disbursements					
ABC Design :		29-Aug-11	C# 2075	444.00	
ABCDEFGHIJ1234567890ABCDEFGHIJ1234567890					
<b>Disbursement Totals:</b>				444.00	
<b>Account Totals / Closing Balance:</b>				444.00	\$16,884.21

The Trust Account Detail Reports show the Supplier Name and new Invoice Description.

Building: Best Warehousing Inc.		Trust Account Detail Report			Post Date From:	2011/08	29-Aug-2011
					To:	2011/08	Page 1
Trans Date	Description	Batch #	Source Reference	Post Date	Amount	Balance	
M102.1050.M100	Due To/From Gateway Holdings				Beginning Balance:	17,328.21	
29-Aug-11	ABC Design : ABCDEFGHIJ1234567890ABCDEFGHIJ1234567890	6840	A/P C# 2075	29-Aug-11	-444.00	16,884.21	
					Ending Balance:	16,884.21	

### Add or Change Standard Invoices

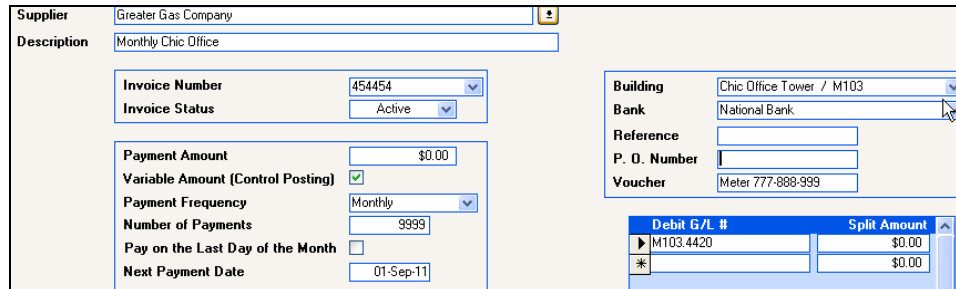
At client request, we have added some terrific features to the Standard Invoices:

- Payment Frequency – The Payment Frequency will default to Monthly, or you can select Weekly, Bi-Weekly, Quarterly, Semi-Annually, or Annually
- Variable Amount (Control Posting) – Invoices, such as Utility bills, can be set up for a zero amount, posted (to the Suppliers), and then the amount edited prior to posting (to the G/L) or payment. See “Edit Open Unposted Invoices” and “Print List of Unpostable Invoices” below.





- The Variable Amount (Control Posting) feature can be used for any amount, but we would suggest using a zero amount. Otherwise, these amounts will print on various reports, where you don't expect them.
- These unpostable invoices will also print on the Outstanding/Paid Invoice Listing and the Supplier Aging reports flagged with an asterisk (\*).



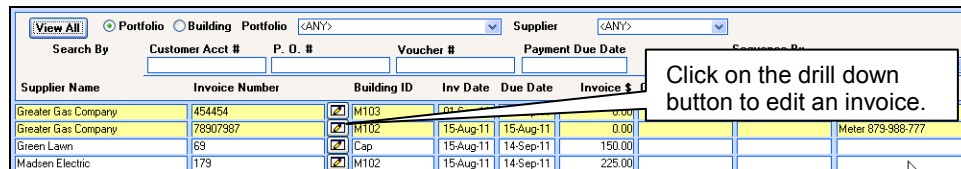
Debit G/L #	Split Amount
M103.4420	\$0.00
*	\$0.00

### Cancel Supplier Invoices

A client recently reported that, if a zero invoice was used to correct G/L postings and if the correction was within the same building, these zero invoices would still appear in the Cancel Supplier Invoices. The program has been modified so that these zero invoices will no longer appear in the Cancel Supplier Invoices screen.

### Edit Open Unposted Invoices

Any supplier invoice that has not been paid or posted to the General Ledger may be edited:

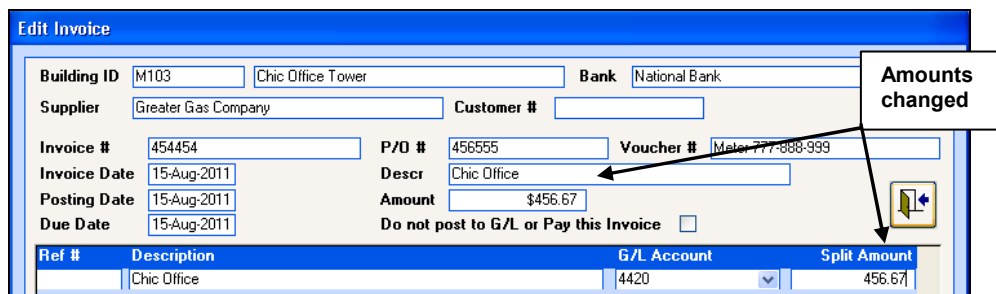


Supplier Name	Invoice Number	Building ID	Inv Date	Due Date	Invoice \$
Greater Gas Company	454454	M103	15-Aug-11	15-Aug-11	0.00
Greater Gas Company	78907987	M102	15-Aug-11	14-Sep-11	150.00
Green Lawn	63	Cap	15-Aug-11	14-Sep-11	225.00
Madsen Electric	179	M102	15-Aug-11	14-Sep-11	225.00

This will bring up the invoice details to be modified:

- Variable Amount (Control Posting) invoices will be shaded in yellow.
- Any fields **under** the Supplier name (except the Invoice #) can be modified.
- If the invoice is one of the Variable Amount (Control Posting), it will be flagged as "Do not post to G/L or Pay this Invoice". When you change the amount, you will be prompted to remove this flag to allow it to be paid.
- The "Do not post to G/L or Pay this Invoice" is for the Variable Amount invoices only. If you use this field to hold invoices for payment, your Supplier sub ledger will not balance to your G/L control account, because the system will not post this invoice to the G/L, but it will be included on any Supplier reports. If you wish to hold payment, use the option on the Select Invoices to Pay screen.
- When you change the Invoice Amount, you must also change the "Split Amount".

Revised Invoice:



Ref #	Description	G/L Account	Split Amount
	Chic Office	4420	456.67



## Post Auto Withdraw Invoices Post Standard Invoices to A/P

If you will be using our new option to pay standard invoices weekly or bi-weekly, you will need to know how the system will process these. Each time you run the Post Standard or Auto Withdraw Invoices, the system checks the Next Payment date on all the Standard Invoices and, if the date is before the date you entered, it processes the invoices **once** using the Next Payment Date.

Therefore, if you have weekly invoices for September, you have two choices: run the Post Standard Invoices every week, or run it multiple times using the September 30<sup>th</sup> date. The system will find the first invoice with the payment date of September 1<sup>st</sup> and advance the date to September 8<sup>th</sup>. When you run it the second time, it will advance the date to September 15<sup>th</sup>, the third time to the 22<sup>nd</sup>, the fourth time to the 29<sup>th</sup>, and the fifth time to October 6<sup>th</sup>. If you ran it a sixth time for September 30<sup>th</sup>, the system would say that there were no invoices to be posted, because the Next Payment Date is October 6th.

You may wonder how the system would handle a mix of monthly and weekly/bi-weekly invoices. When you ran the first batch of standard invoices for September, the Next Payment date would have been advanced to October for the monthly invoices, so that the monthly invoices would be excluded from the subsequent running of the Post Standard Invoices for September.

## Print List of Unpostable Invoices

Assuming that you have many zero-dollar utility bills set up as Standard Invoices with the Variable Amount (Control Posting) set, you would want a listing of any utility bills that haven't been received. Our invoice above hasn't been edited yet, so it appears on this list.

Unpostable Supplier Invoice Listing								26-Aug-2011
								Page 1
								By: Building / Supplier
Supplier	Building ID	Bank	Invoice#	Invoice Date	Posting Due Date	Amount	P.O. #	Voucher #
Building Best Warehousing Inc.								
Grester Gas Company	M102	Nation	78907967	15-Aug-11	15-Aug-11	0.00		Meter 879-988-777

## Post Invoice Expenses to G/L

We have revised this program to use the posting date to select invoices for posting.

## Supplier Invoice Display

We've added more information to this screen to facilitate your investigating any supplier invoices. As this screenshot shows, the Supplier Invoice Display shows the Payment Batch #, the original invoice entry batch #, and the batch that posted the invoice to the G/L:

Payment Date	<input type="text" value="30-Jun-11"/>	Check Number	<input type="text" value="2076"/>	Payment Amount	<input type="text" value="\$555.00"/>	<input type="text" value="\$0.00"/>
		Payment Batch #	<input type="text" value="6841"/>	Balance Due		
Entered on A/P Invoice Batch #	<input type="text" value="6836"/>	Posted to G/L on Batch #	<input type="text" value="6837"/>			

## A/P Year End

### IRS Form 1099 Processing

If a supplier is not a US resident, his EIN number begins with 903. We have revised the 1099 program to accept Individual Taxpayer Identification numbers beginning with 903.



## SELECT A REPORT

### Work Order

#### Customer Work Order Status

This report has been modified to list all the units if multiple units have been selected in the work order.

#### Work Order Summary – Plus Mgmt

This report has been modified to allow the option to specific Unposted, Posted, or Both.

### Purchase Order

#### Purchase Order Status – Apollo

This custom report has been written to a client's specifications. The report may be selected by building(s) or portfolio and each building will start on a new page. This report is designed for each building to have its own purchase orders.

Purchase Order Status Report					From Date: 01-May-11	16-May-2011
					To Date: 31-May-11	Page: 1
P.O.#	Contractor	Status Code	Requisition By	PO Date	Date Requested	Date Delivered
Building / Property: Chic Office Tower						
16	Dorwin Windows	Not Received		16-May-11	20-May-11	16-May-11
13	Dorwin Windows	Received	Cheryl	22-Apr-11	02-May-11	16-May-11

### Outstanding/Paid Invoice Listing

The "Start Each Building on a New Page" will now work if the Building/Bank/Supplier option is selected.

### Supplier Standard Invoices

This report has been modified to reflect the various Pay Frequencies that are now available for standard invoices:

A/P Standard Invoices										29-Aug-2011	
										Page 1	
Supplier	Description	Invoice#	Status	Last Payment	Next Payment	Pay Freq.	Auto W/D	Payment Amt.	Payments Remaining	Balance Due	
Bank	P.O.#	Voucher#	G/L	Split Amt.							
Building Best Warehousing Inc.											
Bee Clean National Bank	Weekly cleaning contract	1025	Active	01-Aug-11	08-Aug-11	Weekly	No	1,025.00	23	23,575.00	
			M102.4110	Cleaning - Contract Services							1,025.00
City Tax Department National Bank	Quarterly Monthly Tax Amount	Roll 12351213	Active	01-Sep-11	01-Dec-11	Quarterly	Yes	2,931.00	38	111,378.00	
			m102.7510	Fixed Expenses - Property Taxes							2,931.00

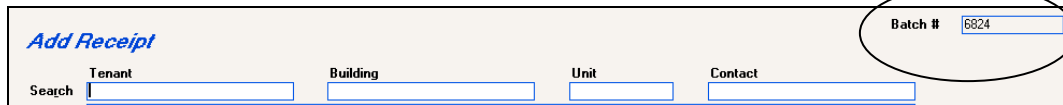
## BANKING

### START A TASK

#### Receipts

##### Regular Receipts

We received a request from one of our “power users” to show the batch number on the second screen of the Regular Receipts program, because they have many different batches on the go at the same time.



*Add Receipt*

Search

Tenant Building Unit Contact

Batch #

#### Rapid Receipts

##### Post Dated Checks

##### Pre-Authorized Payments

Release 6.7.1 had a change to the way that the system applied PAP payments to the tenant receivables. We have revised the order that payment will be automatically applied:

1. By Priority – in ascending order (1's first, then 2's, etc.)
2. By Date – in descending order

This means that if Rent has a priority of 1 and Parking has a priority of 2 and a tenant has July and August charges outstanding, the system would apply the payment in the order of August Rent, July Rent, August Parking, and then July Parking.

Please refer to Find – Tenants – Pre-Payments for options you can use to control these payments applications.

#### Print Daily Cash Receipts

We have done some work to organize the order that checks print on the DCR deposit slips to enable you to presort your checks in the same order. The sequence will be: Bank, DCR #, Deposit Date, Payment Type, Tenant Name, and Miscellaneous Receipts (with Transaction description). If you have checks for tenants from multiple buildings, they will now sort in order of the tenant names only.

#### Checks

##### Print List of Unpayable Invoices

This listing shows invoices flagged as “Do not post to G/L or Pay this Invoice” on the “Edit Open Unpaid Invoices” list.

Unpayable Supplier Invoice Listing								06-Sep-2011
								Page 1
Supplier	Building ID	Bank	Invoice#	Invoice Date	Posting Due Date	Amount	P.O.#	Voucher #
Building Best Warehousing Inc.								
Greater Gas Company	M102	Nation	78907867	15-Aug-11	15-Aug-11	0.00		Meter 879-988-777
Building Chic Office Tower								
Greater Gas Company	M103	Nation	454454	01-Sep-11	01-Sep-11	0.00		Meter 777-888-999
**** Report Total:						0.00		

##### Select Invoices to Pay

The “New Bank Balance” and the “Due to/from Balances” will now show the correct balances even if there has been no activity on these accounts for several months.

### Create Bank PAP Interface File

If you are authorized for the RBC 152 module and there is more than one record for the tenant (one for rent and another for parking, for example), we have added a unique identified on the file that is submitted to the bank.

### Create Positive Pay

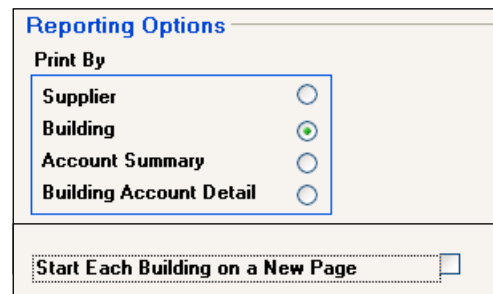
If you added another address while in Deposit Refunds, the Positive Pay file that was subsequently created added this address to the file, resulting in the bank's not accepting this check when presented for payment. This has been corrected.

## SELECT A REPORT

### Checks

#### Monthly Disbursements Report

A client made a valid suggestion that smaller check runs did not require that each building be on a separate page, so we have added an optional Page Break if the Print by Building option is selected.



**Reporting Options**

**Print By**

Supplier	<input type="radio"/>
Building	<input checked="" type="radio"/>
Account Summary	<input type="radio"/>
Building Account Detail	<input type="radio"/>

Start Each Building on a New Page

## TOOLBAR

### Send

#### Send V-Card

We've modified the V-Card to include all contact phone numbers.

1. The first thing you must do is create a cross-reference between the Spectra contact phone types and Outlook. To do this, go to System Tasks – Spectra Utilities – Outlook V-Card Cross Reference.
2. When you send the V-Card, the recipient can drill down and select any of the phone numbers entered in Spectra.
3. The Business Address will automatically display, but the receiver can select the “Other” address, which will be the contact address.

**Create Cross Reference for Outlook vCard Export**

Spectra Phone Type	Outlook Phone Type
BBS	Business
Business	Business
Car	Car
Cellular	Mobile
Cottage	
DirectLine	Business 2
Fax	Business Fax
Home	Home
Internet	
Modem	
Night Line	
Other	Pager
Personal	Primary

Assistant  
Business  
Business 2  
Business Fax  
Callback  
Car  
Company  
Home  
Home 2  
Home Fax  
ISDN  
Mobile  
Other  
Other Fax  
Pager  
Primary

Full Name... Mr. Sam Watson

Company: Accounting Plus

Job title: Chief Financial Officer

File as: Watson, Sam

Internet

E-mail... [ ]

Display as:

Web page address:

IM address:

Phone numbers

Business... (111) 111-1111

Mobile... (333) 333-3333

Business Fax... (222) 222-2222

Business 2... (555) 555-5555

Addresses

Business... 126 - 103rd Street #0401  
Reseda, CA 22541

This is the mailing address

**Mr. Sam Watson**  
Accounting Plus  
Chief Financial Officer  
(111) 111-1111 Work  
(555) 555-5555 Work  
(888) 888-8888 Primary  
(333) 333-3333 Mobile  
(666) 666-6666 Home  
126 - 103rd Street #0401  
Reseda, CA 22541

Notes

## APPENDIX A

Financial Statement Row Definition features percentage calculations and division by amounts.

**Line 310:** The percentage ownership is set by the T column that has the amount to be split and the % sign at the beginning of the description. See Line 310 for an example.

**Line 360** shows accounts 9990 to 9992 added to T2. Journal Entries were done to these accounts to record the building areas – with the offset to account 9999. Printing is suppressed.

**Line 370** is a total of T2, starting with #N# to print the areas with no decimals. This is added to T7.

**Line 380** is a T8 line with the description #T7#Cam \$/sq.ft. This tells the system to divide whatever is in T8 (the recoverable expenses) by whatever is in T7 (the building areas)

We recommend that you add these divisional calculations to the bottom of any financial statement row definition, because anything that follows these will be expressed to 3 decimal places.

Statement Content ID:		IncSumOwn	INCOME SUMMARY		Actions on Totals Print										DR/CR	Rev	Extra			
Seq No	Func	Beg Range	End Range	Description	Tab	1	2	3	4	5	6	7	8	9	\$	Row	Total	Only	Sign	Lines
10	BL				0										No	Yes		Both	No	0
20	HP			INCOME	0										No	Yes			No	0
30	AS	3000	3999	Create Total 9 for ratio column	10										No	No		Both	Yes	0
40	AD	3000	3999		10	+									No	Yes		Both	Yes	0
50	US				0										No	Yes			No	0
60	T1			Total Income	0	0		+							No	Yes		Both	Yes	0
70	US				0										No	Yes			No	0
80	HP			EXPENSES	0										No	Yes			No	0
90	HP			Recoverable Expenses:	0										No	Yes			No	0
100	AS	4000	4199	Cleaning	10	+									No	Yes		Both	No	0
110	AS	4200	4399	Repairs & Maintenance	10	+									No	Yes		Both	No	0
120	AS	4400	4499	Utilities	10	+									No	Yes		Both	No	0
130	AS	4500	4999	Outside Mtce & Security	10	+									No	Yes		Both	No	0
140	US				0										No	Yes			No	0
150	T1			Recoverable Expenses	0	0	+						+		No	Yes		Both	No	0
160	US				0										No	Yes			No	0
170	HP			Non-Recoverable Expenses	0										No	No	No		No	0
180	AS	5000	5999	Administration	10	+									No	No	No	Both	No	0
190	AS	6000	6999	Parking	10	+									No	No	No	Both	No	0
200	AS	7000	7999	Leasing & Fixed Expenses	10	+									No	No	No	Both	No	0
210	AS	8000	8999	Depreciation	10	+									No	No	No	Both	No	0
220	AS	9000	9999	Financial Costs	10	+									No	No	No	Both	No	0
230	US				0										No	No	No		No	0
240	T1			Non-Recoverable Expenses	0	0	+								No	Yes		Both	No	0
250	US				0										No	Yes			No	0
260	T2			TOTAL EXPENSES	0	0		+							No	Yes		Both	No	0
270	US				0										No	Yes			No	0
280	T5			NET INCOME <LOSS>	0										No	Yes		Both	Yes	0
290	UD				0										No	Yes			No	0
300	HP			Ownership Split:	0										No	Yes		Both	No	0
310	T5			%60% of Net Income - Tom's Share	0	+									No	Yes	No	Both	Yes	0
320	T5			%25% of Net Income - Bill's Share	0	+									No	Yes	No	Both	Yes	0
330	T5			%15% of Net Income - Harry's Share	0	+									No	Yes	No	Both	Yes	0
340	BL				0										No	Yes	No		No	0
350	T8			Recoverable Expenses	0										No	Yes	No	Both	No	0
360	AD	9990	9992		0	+									No	No	No	Both	No	0
370	T2			#N#Building Area	0	0			+						No	Yes	No	Both	No	0
380	T8			#T7#CAM \$/sq.ft.	0										No	Yes	No	Both	No	0



# Spectra

PROPERTY MANAGEMENT SOFTWARE

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Support Email: [support@Spectra.ca](mailto:support@Spectra.ca)  
Visit us online at: [www.Spectra.ca](http://www.Spectra.ca)  
Toll Free Support Line: (866) 718-2345 (U.S. & Canada)  
Support Phone: (204) 488-5660  
Support Fax: (204) 488-5667

