



# Release 6.9

# 2012 General Release

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## SYSTEM TASKS

### Report Notes

#### Report Groups

A welcome enhancement has been added to our Report Groups so that you may now include Financial Statements in your Report Groups. Please refer to **Building – Financial Statements – Add F/S Group to Report Group** on Page 12 in these release notes for instruction on adding a group of financial statements to your Report Group.



After you have added a group of financial statements to your Report Group, the only additional information required when processing the Report Group is the Year End Date field, but this is required only if you are running non-fiscal financial statements.

A client reported that the Cash Receipts Journal was not printing correctly from the Report Groups. We have corrected this issue, so that the Report Groups will use the “From” and “To” dates to generate the Cash Receipts Journal if it is included in a Report Group.

We have added a Browse button to this screen for your use when using the “Save As PDF File” option, as it can be a challenge to enter the drive letter, folder and sub folder names exactly correctly.

#### Important Note for this Browse button:

This Browse button has been added to facilitate finding the folder location, but you must still add a file name, as the folder location alone is not sufficient.

We also recommend that your file name includes the .PDF extension. If the PDF extension is not entered, the file will still be saved, if you have added a file name to the folder location. If you try to open a file name without the PDF extension, you will 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.

## Wizards

### Space Setup Wizard

The Space Setup Wizard can only be used to add Parking Lots, but we have refined the Space Setup Wizard to differentiate Parking Stalls from Other Spaces. Prior to this, some clients found that parking stalls added in the Space Setup Wizard “disappeared.”

If you have had any difficulty in creating a Parking Lot when using the Space Setup Wizard, this should now be resolved.

## Control Codes

### Management Fee Types

The option to add a default invoice description was a great addition to the 2011 General Release. However, the Management Fee program automatically printed "Management Fee" as the description in the Disbursement Section of the Owner's Statement. This was an issue for some clients.

We have modified the Management Fee Type screen to add a "Description" field. Whatever is entered here will print on the Owner's Statement. If the field is left blank, then the A/P Invoice description will be blank on all reports. The system will use whatever is entered in this field as the default invoice description.

Supplier	Spectra Property Management	
Description		For use on the A/P Invoice

## Spectra Utilities

### Configuration File

On the Configuration File we have added the option to print check payee name and address in uppercase without any bolding. While this was done for clients using our Positive Pay module, it is available for use by all clients.

<b>Print in Uppercase and Do Not Bold Payee on MICR Checks</b>	<input checked="" type="checkbox"/>
--	-------------------------------------

With option selected:

PAY	Five Hundred Eighty One Dollars and Zero Cents
TO	ADDMORE ADVERTISING
THE	45 - 89TH AVENUE
ORDER	RESEDA, CA 36524
OF	

Without option selected:

Pay	Two Hundred Twenty Two Dollars and Zero Cents
To The Order Of	<b>ABC Design</b>
	<b>1100 Bishop Cresent</b>
	<b>Reseda, CA 26703</b>

## Security

### User Maintenance

For clients who have our Menu Item Security Module, we have added a useful addition to the User Maintenance screen. You may now designate whether a user can modify the base database information.

<b>This User Cannot Update Base Information for Tenants, Suppliers, Buildings, etc.</b>	<input checked="" type="checkbox"/>
---	-------------------------------------

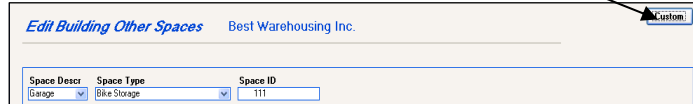
If a user has this restriction on the User Maintenance screen, he will not be able to add or modify any of the fields shown below for Buildings, Tenants, Suppliers or any other categories in the Find section.

Suppliers					
Name	Accurate Accounting Inc.				
Address	4659 44th Avenue			Phone	(312) 366-2773
Address				Fax	(333) 444-5555
City/State/Zip	Acme	LA	78413	USA	Category: Supplier
					Home Page:
					E Mail Address: info@accurateacctg.com

## FIND

### Building Other Spaces

We have corrected the “primary key” error encountered when adding the custom field labels.



### Tenants

One of our more advanced clients found that when using the <Ctrl>M keystroke combination to call up the Lease Renewal document that the template that was installed with Release 6.8 was the old one that works with the Generic Mail Merge. The documents are similar, but the merge fields are in a different format. We are providing a new “Standard Residential Lease Renewal.doc” for your use. For more information on the <Ctrl>M function, go to Spectra’s **Help Files – Index – Lease Mail Merge**.

### Other Space Charges

Prior to this release it was possible to set up an Other Space Charge and not select an “Other Space ID.” After saving, the charge disappeared, but it would resurface when the Begin Month or a Rent Roll was run. The system will now require that the “Other Space ID” field be completed before the record can be saved.

### Suppliers

#### Accounting

If you have our Work Order module and have associated companies set up as “Contractors,” would you like to track the time that the technicians spend on the work orders? To enable that, we have added the option on the Suppliers – Accounting screen to:

**Show Technician on Work Orders**

You must then add the names of the Technicians that work for these “contractors” in the Supplier – Work Order – Maintenance Control Codes – Technicians screen.

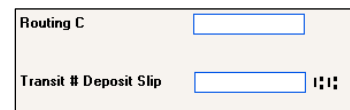
When you enter work orders for any contractor that has the “Show Technician on Work Orders” option, you will be able to select the Technician’s name on the Work Order – Detail screen. More information follows in the Work Order section.

We have corrected the alignment of the headings on the “1upGLDetail” check format.

### Banks

#### MICR Setup

If your bank requires you to have one transit number for checks and another for deposits, this second transit number may now be set up on the MICR Setup screen for printing on the MICR Deposit Slip.



## BUILDING

### START A TASK

#### Utility Billing

##### Enter/Process Meter Readings

We have made two changes to the Utility Billing program:

- You may enter the same current meter reading as the previous meter reading. Prior to this release the system would not allow the same meter reading to be entered.
- If the meter reading is the same as the previous meter reading, only the Basic Charge will be charged. The Consumption Charges will not be charged.

**Note:** If nothing is entered in the Meter Reading field, nothing will be charged and the tenant will remain on the list for the next meter reading for this date.

##### Examples:

- If you want the system to charge just the Basic Charge, enter the current reading as exactly the same number as the previous reading.
- If the current meter reading is left at zero, nothing will be charged.

BuildingID	Utility	UnitID	MeterID	Meter Reading	Last Reading	Service Address	Tenant Name
Cap	Gas	0103	654989	51264	51264	1217 Louden Road Apt #0103	Sammons, Brian
Cap	Gas	0202	654991	0	35854	1217 Louden Road Apt #0202	Anderson, Paula
Cap	Gas	0203	654992	21524	21523	1217 Louden Road Apt #0203	Fox, Danielle
Cap	Gas	0301	654993	0	42655	1217 Louden Road Apt #0301	Ryland, Tony
Cap	Gas	0302	654994	15000	14357	1217 Louden Road Apt #0302	Crossfield, Warren
Cap	Gas	0303	654995	0	45000	1217 Louden Road Apt #0303	Lightfoot, Drew

- Sammons, Brian will be billed the Basic Monthly Charge only.
- Anderson, Paula will be billed nothing and, if the utility is run for this same date again, she will still appear on the above list for the meter reading to be entered.
- Fox, Danielle will be billed the Basic Monthly Charge and the Consumption Charges.
- Ryland, Tony will be billed nothing and, if the utility is run for this same date again, he will still appear on the above list for the meter reading to be entered.

## Monthly Processes

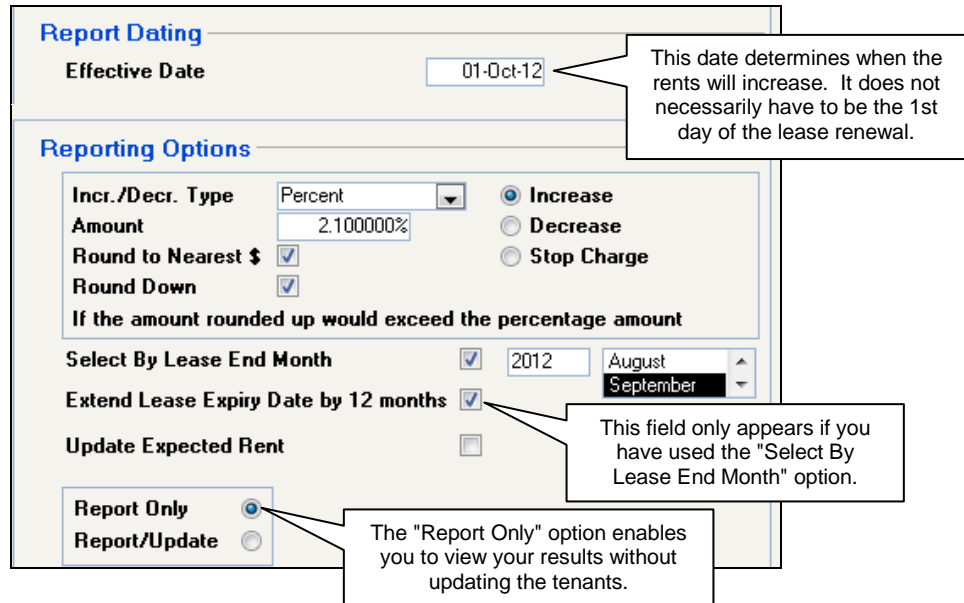
### Agent/Broker Lease Commission

We have made this previously custom module available to all clients and have modified the report to give you the option to print the reference number and description.

Report Only		<b>Agent / Broker Commissions Payable</b>						As Of: 31-Jan-12	
Building	Tenant	Unit	Code	Comm %	\$ Received	Volume Commission	Non-Volume Commission	Last Posted	
Agent/Broker: Armstrong, Jack									
Best Warehousing Inc.	Westend Wholesale	0101	Retail	10.00%	\$4,850.00	\$0.00	\$485.00	31-Jan-2012	
			Ref# 13404	Descr: Retail Rent					
<b>** Totals for Tenant: Westend Wholesale</b>						\$0.00	\$485.00		

### Global Charge Changes

If you select the option to "Select by Lease End Month," you will be presented with the option to renew these tenants for a 12-month period.



**Report Dating**  
 Effective Date: 01-Oct-12  
 This date determines when the rents will increase. It does not necessarily have to be the 1st day of the lease renewal.

**Reporting Options**

Incr./Decr. Type: Percent  
 Amount: 2.100000%  
 Round to Nearest \$:   
 Round Down:   
 If the amount rounded up would exceed the percentage amount

Select By Lease End Month:  2012 August  
 Extend Lease Expiry Date by 12 months:  September  
 Update Expected Rent:

Report Only:   
 Report/Update:   
 The "Report Only" option enables you to view your results without updating the tenants.

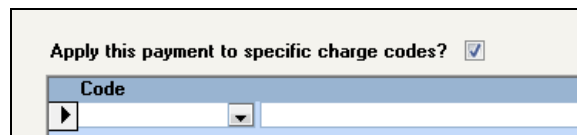
### Cost Recovery – Format 1

We have corrected the building name in the heading. Prior to this release, if you ran the report for multiple buildings, the building total would print on the top of a page and be immediately followed by tenants for the next building. This caused some confusion, so each building's recoveries will now end with the building's total on a separate page.

### Residential

#### Pre-Authorized Payments Update

On the **Tenant Pre-payments** screen, if you select the option to "Apply this payment to specific charge codes" but don't select any charges codes, you are able to apply payments manually. However, if you have this setup and the rents increase, the **Pre-Authorized Payments Update** program would incorrectly modify the pre-authorized payment to zero.



Apply this payment to specific charge codes?

Code: [Dropdown menu]

We have modified the program so that the Pre-Authorized Payment will remain the same if the tenant has the option to "Apply this payment to specific charge codes" but no charge codes are selected. The report will show the following with the important note that "no update performed." In this example, Ryan's PAD amount would remain as \$945.00.

Building: Capri Apartments		Pre-Authorized Payments Update				
Floor/Unit	Tenant	Last Posted	Old Amount	New Amount	Share	Bank Name
1 0101	Ryan, Antonio & Samantha	January/2012	\$945.00	\$0.00	100.000000%	Royal Bank
The new charge is zero, no update performed.						

## SELECT A REPORT

### Rent Reports

#### Rent Roll and Rent Roll – Format II

These two rent rolls now have the option to show if tenants have pre-authorized payments (PAD) or postdated checks (PDC).

Include on Report

Tenant Pre-Authorized Payments

Building: Capri Apartments		Master Rent Roll				By Floor/Unit	
Floor/Unit	Tenant Name	Move In Date	Lease Start	Charge	Amount	Annual	Rate
		Move Out Date	Lease End				
1 0101	Ryan, Antonio & Samantha	01-Jan-2010	01-Jan-2011 31-Dec-2011				
				1 PAD = \$945.00	Rent Rebate (\$15.00)	(\$0.28)	
					Rent Residential \$846.00	\$15.62	
					Parking Spaces \$130.00		
* Tenant Total *					\$961.00	\$15.34	

New Feature

After renovating commercial space to accommodate tenants requiring more or less space, have you been left with units in the building with zero square footage? These units would show on the rent roll as "Vacant Since" with a zero square footage. Two of our rent rolls have been modified to give you the option to exclude units with zero square footage. In this screenshot, note Unit 0104.

Building: Best Warehousing Inc.		Master Rent Roll					
Unit	Tenant Name	Rentable Area	Rent Expected	Annual Rate Sqf	Move In Date	Lease Expiry	Last Increase
	Borchuka Bros	0	\$0.00	\$0.00			
	Smith George	0	\$0.00	\$0.00	01-Jun-1999	31-Jan-2012	
0101	Westend Wholesale	5,000	\$4,644.12	\$11.64	01-Mar-2008	31-Dec-2015	01-Jul-2009
0102	McDougald Fabrics	4,830	\$2,042.65	\$0.00	01-Jan-1996	31-Mar-2014	01-Feb-2008
0103	Molver Drugs	9,906	\$5,035.75	\$6.68	01-Jan-1996	31-Dec-2012	01-Jan-2005
0104	Vacant Since	15-Aug-10	0	\$0.00			
0105	Vacant Since	31-Jul-10	2,650	\$2,156.72			
**** Totals for Building: Best Warehousing Inc.		22,386		\$6.71			

With the new option to Exclude Units with Zero Square Footage selected, Unit 0104 is excluded:

Building: Best Warehousing Inc.		Master Rent Roll							By Floor/Unit		
Unit	Tenant Name	Rentable Area	Rent Expected	Annual Rate Sqf	Move In Date	Lease Expiry	Last Increase	Deposits Monthly Rent	Other Chg.	Tax Ann.	
	Borchuka Bros	0	\$0.00	\$0.00				\$0.00	\$0.00	\$0.00	
	Smith George	0	\$0.00	\$0.00	01-Jun-1999	31-Jan-2012		\$0.00	\$83.48	\$0.00	
0101	Westend Wholesale	5,000	\$4,644.12	\$11.64	01-Mar-2008	31-Dec-2015	01-Jul-2009	\$1,500.00	\$4,850.00	\$4,866.12	
0102	McDougald Fabrics	4,830	\$2,042.65	\$0.00	01-Jan-1996	31-Mar-2014	01-Feb-2008	\$4,500.00	\$0.00	\$2,742.65	
0103	Molver Drugs	9,906	\$5,035.75	\$6.68	01-Jan-1996	31-Dec-2012	01-Jan-2005	\$3,500.00	\$5,512.69	\$5,125.00	
0105	Vacant Since	31-Jul-10	2,650	\$2,156.72				\$0.00	\$0.00	\$0.00	
**** Totals for Building: Best Warehousing Inc.		22,386		\$6.71				\$9,500.00	\$12,817.25	\$2,729.54	
			\$13,879.24					\$10,362.69			

### Rent Schedule

The **Rent Schedule** will also default to show any tenant pre-authorized payment information.

The **Rent Schedule** has the option to show Parking and Other Space Charges separately. In this example, Ryan is charged for Residential Rent of \$846.00 less a Rebate of \$15.00 for a net rent of \$831.00. In addition, he has Parking charges of \$130.00 and Other Space Storage of \$22.00.

If this option is **not selected**, the total of \$983.00 will show under Rent Charges.

If the Parking / Other Space Charges option is selected, select the charge codes for this purpose, as shown here:

Include on Report

Parking / Other Space Charges

Parking / Other Space Charge Codes

Parking

Storage





The resulting Rent Schedule will show:

1. Separate columns to separate Rent Charges from Parking/Other Space Charges.
2. If the tenant has pre-authorized payments, the system will show PAD for Pre-Authorized Deposits or PDC for Post Dated Checks.

Building: Capri Apartments			Rent Schedule			
Floor/Unit	Tenant	Rent Charges	Parking Other Space	Deposit 1	Deposit 2	
1	0101 Ryan, Antonio & Samantha	\$831.00	\$152.00	1 PAD = \$945.00		
1	0102 Jones, Denise	\$733.00	\$0.00	1 PAD = \$733.00		

This report has been modified to show the correct time stamp.

### Rent Projection - Monthly

You may now select to show renewal options on this report.

### Step Up/Rent Increases Report

You now have the option to include future tenants on this report, but you must select this option, as the default is to exclude future tenants.

**Include Future Tenants**

### Rent Reports-Custom (A to L)

#### Rent Roll – Investec

#### Rent Roll – Kelson Group

We have made a programming change to improve the speed of processing for these two rent rolls and have corrected the Balance Due amount issue on the Kelson rent roll that arose in an interim release.

#### Rent Roll – Landmark Real Estate

This custom rent roll has been created to the client's specifications.

**Note:** The "Paid Through" column shows the date of the oldest base rent charge that hasn't been paid. If there are no outstanding base rent charges it shows the month end date based on the building's current A/R period and cycle (if "C" then current period month end, if "B" then last period month end).

Building: Best Warehousing Inc.														By Floor/Unit		06-Mar-2012	
Master Rent Roll														As of: 06-Mar-2012		Page 1	
Unit	Tenant Name	Rentable SF	Base Rent (Monthly)	Rent/SF (Annual)	CAM (Monthly)	CAM/SF (Annual)	Total Rent and CAM (Monthly)	Lease Start Date	Lease Expiration Date	Last Increase	Next Increase	Next Increase Base Rent	Next Increase Rent/SF	Deposit Held	Balance Due	Paid Through	Date of Last Payment
0101	Westend Wholesale	5,000	\$4,850.00	\$1.64	\$6,644.12	\$1.15	\$9,484.12	01-Jan-2011	31-Dec-2015	01-Jul-2009	01-Jul-2012	\$5,000.00	\$1.20	\$1,500.00	\$0.00	31-Dec-2011	05-Dec-2011
0102	McDougal Fabrics	4,800	\$5,500.00	\$1.37	\$2,042.65	\$5.07	\$2,925.65	01-Apr-2011	31-Mar-2014	01-Feb-2009				\$4,500.00	\$2,830.36	01-Dec-2011	07-Nov-2011
0103	Milver Drugs	9,906	\$5,512.69	\$6.68	\$5,655.75	\$6.50	\$10,948.44	01-Jan-2010	31-Dec-2012	01-Jan-2005				\$3,500.00	\$5,842.69	01-Dec-2011	16-Nov-2011
0104	Vacant Since 15-Aug-2010	0															
0105	Vacant Since 31-Jul-2010	2,650															
*** Totals for Building: Best Warehousing Inc.																	

An "Average/SF" line at the bottom of each building's report calculates the average Rent and CAM \$/sq.ft. This calculation is based on the Total Rent or CAM x 12 divided by the total rentable square footage of the units with charges.

In this example, the units that are occupied with charges equal 5000 + 5830 + 9906 = 19,737 sq.ft. The Average Rent/SF is calculated as 10,912.69 x 12 / 19,737 = \$6.64/SF.

Unit	Tenant Name	Rentable SF	Base Rent (Monthly)	Rent/SF (Annual)	CAM (Monthly)	CAM/SF (Annual)
0101	Westend Wholesale	5,000	\$4,850.00	\$1.64	\$3,472.04	\$6.33
0102	McDougal Fabrics	4,800	\$5,500.00	\$1.37	\$1,472.24	\$3.66
0103	Milver Drugs	9,906	\$5,512.69	\$6.68	\$3,820.75	\$4.63
0104	Vacant Since 15-Aug-2010	5,805				
0105	Vacant Since 31-Jul-2010	2,650				
*** Totals for Building: Best Warehousing Inc.			28,191	\$10,912.69	\$4.65	\$8,765.03
				\$6.64 Average/SF		\$5.33

## Rent Reports-Custom (M to Z)

### Rent Roll – MB

We have modified this rent roll to show the next year estimated amounts for CAM and T&I in the top section of the Building Summaries report if the date is July 1<sup>st</sup> or later.

## Owners

### Owner Statements

The 2011 General Release included a new feature to show the default invoice description on the Owner Statements. We had some feedback that some clients preferred the way the Owner Statement statements were, so we have made the printing of the invoice description optional. If you wish the default invoice descriptions to print, you must select this option, as the default is that they will not print automatically.

**Print A/P Invoice Description on Statement**

We have modified Management Fee disbursements on the Owner Statements to print the new Description field. Whatever is entered (or not entered) in this field will print on the Owner Statement.

<b>Supplier</b>	Spectra Property Management	
<b>Description</b>	<input type="text"/>	<b>For use on the A/P Invoice</b>

This example has a blank description, so the resulting Owner Statement shows no invoice description:

<b>Less: Disbursements</b>			
City Tax Department : Monthly Tax Amount	01-Nov-11	Auto W/D	2,965.00
State Electric Company : Monthly Electric Budget	01-Nov-11	Auto W/D	2,250.00
Spectra Property Management	30-Nov-11	C# 2923	1,623.01

If a postdated check has been issued for any supplier payables, the Owner Statement has been modified to reflect the postdated check in the Disbursements section if the postdated check is in the month of the report. If the postdated check is in a future month, the unpaid invoice will show in the Outstanding Payables section. Prior to this release, both the unpaid invoice and the postdated check would both on the Owner's Statement.

### Financial Statements

We have two new financial statement formats:

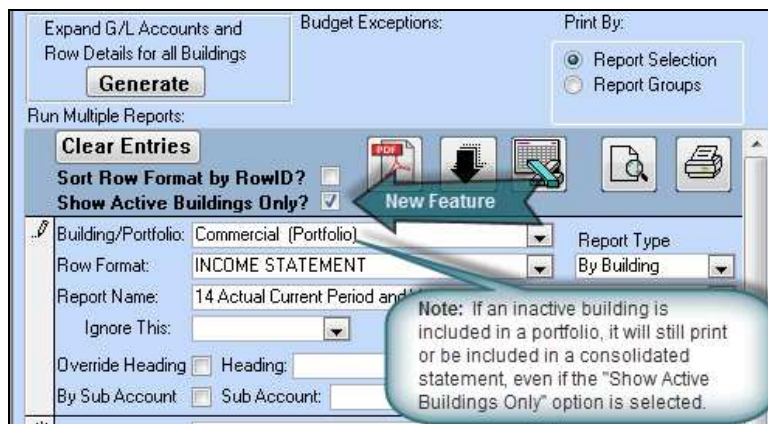
- #24a – Actual and Last Year Current Period and Year to Date with Ratios (Letter Size)

CURRENT MONTH		YEAR TO DATE					
Actual	Ratio %	Last Year	Ratio %	Actual	Ratio %	Last Year	Ratio %

- #73 – YTD Actual, Budget, Variance \$, Variance %, Last Year, Variance\$, and Variance %

YEAR TO DATE						
Actual	Budget	Variance \$	Var.%	Last Year	Variance \$	Var. %

We have added the default to show Active buildings only in the “Building/Portfolio” listing. However, if an Inactive building is included in a portfolio, it will still be included in the financial statements requested.



A pre-release clients discovered that, when running financial statements for property managers with restricted portfolios, the Building/Portfolio dropdown box was empty. This has been corrected.

### Financial Statements – Fiscal M-T-D

We have added a new menu item to enable you to run financial statements for a specific date during the month. This screenshot shows a running balance on this account during the month of October.

Building: Chic Office Tower		Trust Account Detail Report			Post Date From: 2011/10	03-Aug-2012	
					To: 2011/10	Page 2	
Trans Date	Description	Batch #	Source	Reference	Post Date	Amount	Balance
M103.1050.M100 Due To/From Gateway Holdings		Beginning Balance:					133,108.31
07-Nov-11	City Tax Department : Monthly Tax Payment	7887	A/P	Auto W/D	01-Oct-11	-11,250.00	-144,659.31
07-Oct-11	Deposits	7741	AR	DCR#100711	07-Oct-11	17,815.74	-126,843.57
15-Oct-11	Deposits	7745	AR	DCR#101511	15-Oct-11	31,957.06	-94,886.51
20-Oct-11	Admore Advertising : Advertising	7892	A/P	C# 2902	20-Oct-11	-952.00	-95,838.51
20-Oct-11	Bary, Mark : Payroll	7892	A/P	C# 2903	20-Oct-11	-1,525.00	-97,363.51
20-Oct-11	Doc Clean : Janitorial				20-Oct-11	-1,327.22	-98,690.73
The Oct 15th balance is 94,886.51 Cr.							

Using this new menu item and requesting a financial statement for October 15<sup>th</sup> will show:

For the 10 Months Ending October 15, 2011			
Chic Office Tower			
	Account #	Current Actual	YTD Actual
<b>ASSETS:</b>			
Due To/From Gateway Holdings	1050.M100	38,522.80	(94,886.51)
Accounts Receivable	1100	115,695.71	123,812.20

### Add F/S Group to Report Group

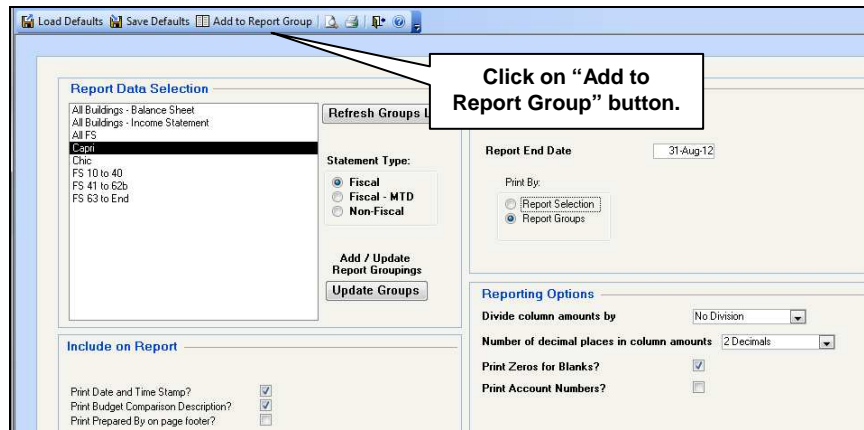
At the last User Group Meeting the request to add financial statements to Report Groups came up frequently. We have listened and, with great fanfare, we now offer this feature for your use.

Here's how it works:

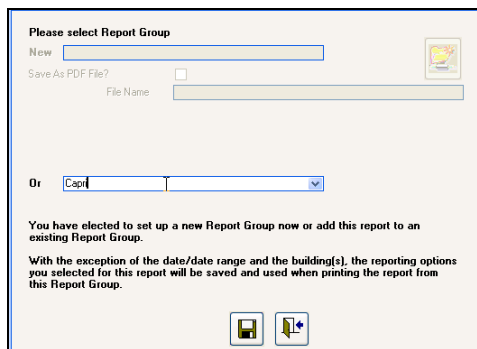
1. Go to this new menu item – Add F/S Group to Report Group.

**Note:** Click on the **Update Groups** button to add a new F/S Report Group or to modify an existing one.

2. Select your Report Group and your statement options. The Report End Date is not required.

3. Add your Financial Statement group to an existing Report Group, as the Financial Statement report group cannot be the first report in the group.

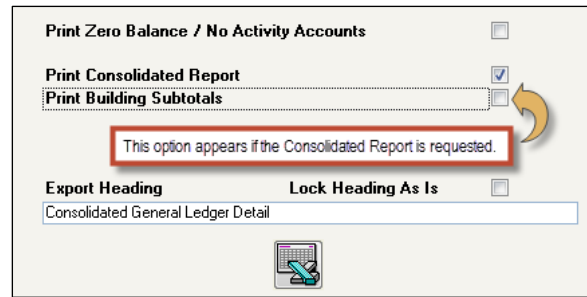


4. That's all that is required. Please refer to **System Tasks – Report Notes – Report Groups** on Page 3 for updated information on processing report groups with financial statements.

## General Ledger

### G/L Detail Export to Excel

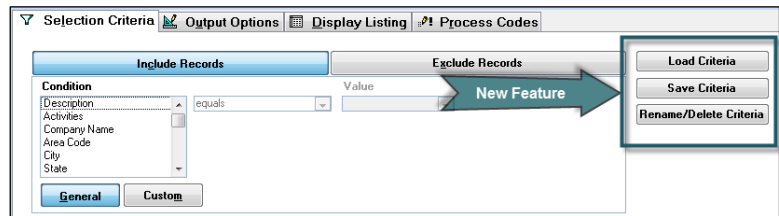
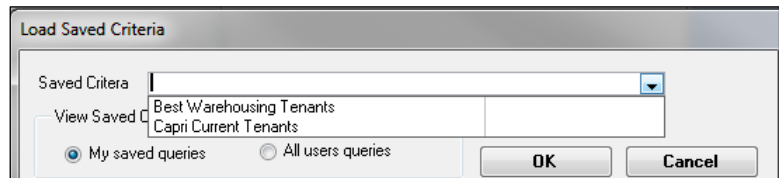
At client request we have added the option to export a consolidated GL Detail report to Excel. If this option is selected, you then have the option of subtotalling by building. If you export a consolidated report, items will sort by Posting Date, then by Building ID, and then by Batch number.



## Database Listing

If you regularly use the **Database Listing** program, you will appreciate the capability to save your selection criteria for later use.

To use the same criteria again, click on **Load Criteria** and select it from the list of saved criteria. The default is to show just your saved queries, but you can select the saved criteria for all users.

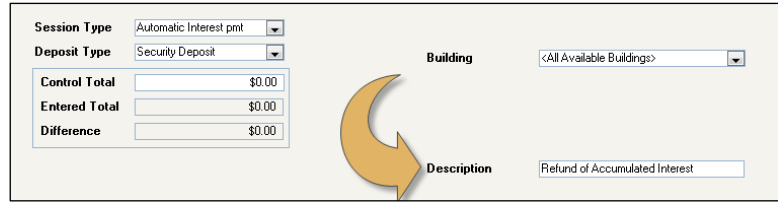



## TENANTS

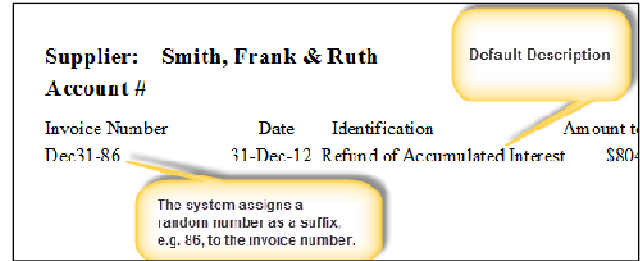
### START A TASK

#### Tenant Deposits Deposit Refunds

If you are refunding all deposit interest, you now have the option to enter a default description to print on the checks to the tenants.



The resulting check will display that description.



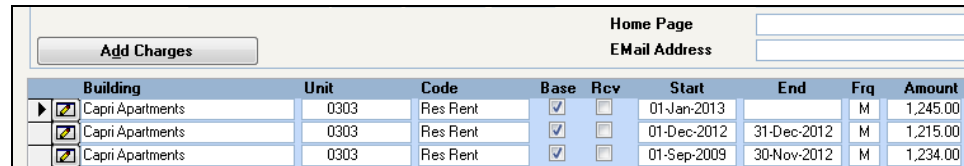
If you have ever encountered an error when refunding a security deposit to a tenant with quotation marks, e.g. Accounting "+" Plus, we have resolved this error. You will see the double quotation marks changed to single quotation marks.

Supplier Name	Building ID	Invoice Number	Invoice Date	Discount Date	Due Date	Invoice Amount	Balance Due	Amount To Pay	Un Hold
Accounting '+' Plus	M103	Aug03-144	03-Aug-2012		03-Aug-2012	3,000.00	3,000.00	3,000.00	<input type="checkbox"/>

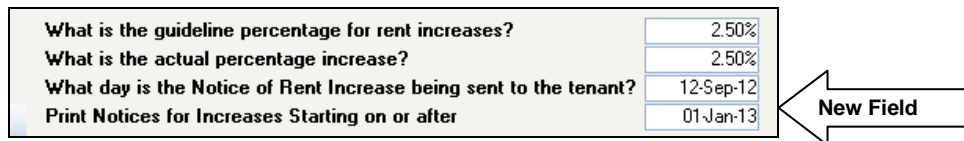
#### Notices of Rent Increases Ontario

As the Province of Ontario has often given a property tax refund effective January 1<sup>st</sup> that must be passed on to the tenants, this has interfered with any Notice of Rent Increases issued for the months following. We have modified the Ontario NORI program to allow you to specify an effective date instead of the system's assumption that the NORI is for the next rent change. We have also resolved an issue with parking charges discovered by a pre-release client.

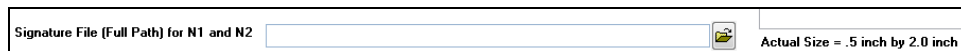
Example of Rent that decreases on December 1st by 1.5% and increases January 1st by 2.5%



Building	Unit	Code	Base	Rcv	Start	End	Frq	Amount
Capri Apartments	0303	Res Rent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-Jan-2013		M	1,245.00
Capri Apartments	0303	Res Rent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-Dec-2012	31-Dec-2012	M	1,215.00
Capri Apartments	0303	Res Rent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-Sep-2009	30-Nov-2012	M	1,234.00



We have added the electronic signature to all the N1 Legal Forms. If you would like to add the electronic signature feature to your N1 forms, go to **Find – Buildings – Accounting – Banking/Control** screen, and add the Signature File location at the bottom of the screen:

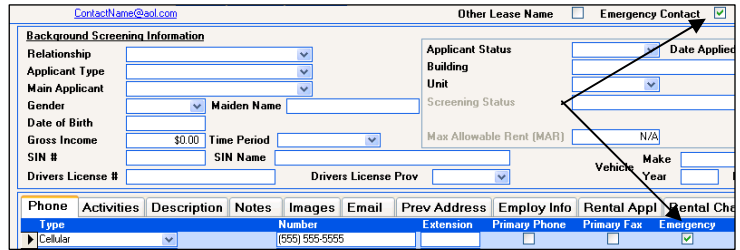


## SELECT A REPORT

### Tenants

#### Tenant Emergency Contact List

We have added the option to show the contact's primary email address to this report. To print on this report, the contact must be designated as an emergency contact and have one phone number flagged as "Emergency".



#### Pre-Payment Listing

A client made a very valid suggestion to hide bank account numbers to preserve privacy. Starting with this release, the Pre-Authorized Payment Listing will default to hide most of the banking information. An option exists to show full details for a security officer, if these are required.

Building: Capri Apartments		Pre-Authorized Payment Listing						By Date	For: September 2012	04-Sep-2012
Payment Date	Tenant	Start Date	End Date	Floor/Unit	Bank Name	Transit Number	Account Number	Payment Amount	Page 1	
Building: Capri Apartments										
01-Sep-2012	Ryan, Antonio & Samantha	01-Oct-2008		1 0101	Royal Bank	XXXXXXXX XXXX-462	Checking	\$945.00		
01-Sep-2012	Jones, Denise	01-Dec-2009		1 0102	TMPT Bank	XXXX XXX-996	Checking	\$733.00		

#### Tenant Ingoing/Outgoing Confirmation

We have expanded the Move In and Move Out date fields have been expanded slightly to avoid the truncating of any dates.

#### Aged Trial Balance – Historical

Tenants with zero balances on the requested date will no longer print on this report.

#### Aged Trial Balance - Historical to Excel

This export to Excel now gives you the option to include tenant details or last payment information.

Tenant Aged Trial Balance		As Of Date: January 31, 2012							
Tenant	Floor #	Unit #	Current	31 - 60 Days	61 - 90 Days	Over 90 Days	Balance	Last Paid	Amount
Capri Apartments									
Building ID: Cap									
Smith Joe			-	-	-	68.00	68.00	25-Apr-2011	48.00
Ryan, Antonio & Samantha	1	0101	38.00	(945.00)	961.00	-	54.00	15-Jan-2012	945.00
Jones, Denise	1	0102	33.00	-	-	-	33.00	15-Jan-2012	733.00
Delany Smith	1	0103	849.00	-	805.00	-	1,654.00	07-Nov-2011	805.00

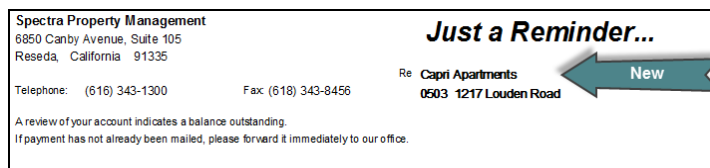
#### Billed, Collected & Aging – Majors

This report, done to a client's specifications, shows the amount billed and the amount collected for the requested month (which can be any historical month) plus the net receivable for each tenant for the previous three months. Tenants with zero balances are also included.

January Billings, Collection & Accounts Receivable at 1/31/12							13-Aug-2012
Tenant	Amount Billed	Amount Collected	January 2012	December 2011	November 2011	October 2011 & Prior	Total
Smith Joe						68.00	\$68.00
Ryan, Antonio & Samantha	983.00	(945.00)	38.00	16.00			\$54.00
Jones, Denise	786.00	(733.00)	33.00				\$33.00
Delany Smith	849.00		849.00	805.00			\$1,654.00
Rogers, Camille						1,801.00	\$1,801.00
Anderson, Carley	1,065.00	(1,065.00)					\$0.00

#### Tenant Late Reminder

A client made an excellent suggestion to add the building name to the Late Reminder Notice.





### Minnesota CRP Form

We have modified the form to match the 2012 government changes.

**Tip:** The form will print whatever is entered on the Find – Building – Accounting – Property Identification field in the “Property ID number or parcel number” field on the form.

### Invoices/Statements

#### Tenant Statements-Towle

One of our clients was using the option to summarize tenants with multiple units on one statement and found that the totals were incorrect. This has been corrected. While working on this issue, we also resolved the page numbering.

#### Tenant Statements – CityCom

This client requested that the statement show invoice dates instead of posting dates.

## SUPPLIER

### START A TASK

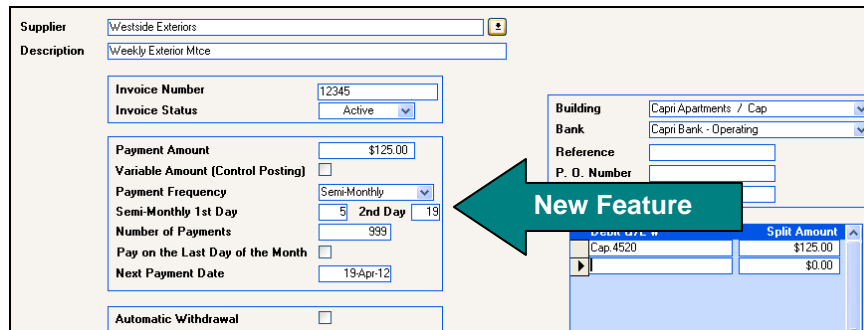
#### Invoices

##### Supplier Invoices Batch Entry

After installing the pre-release, one client reported that the system allowed the entry of duplicate invoice numbers in the same batch. This has been corrected.

##### Add/Change Standard Invoices

We have added a semi-monthly option to the Payment Frequency and the option to specify which two days of the month these payments are to be made.

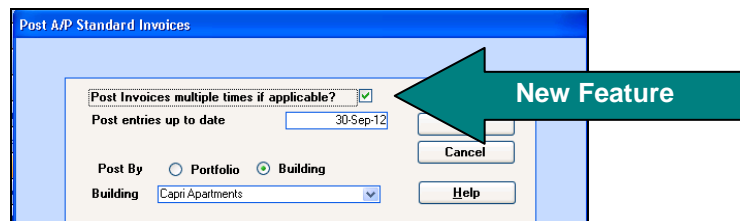


The screenshot shows the 'Supplier Invoices Batch Entry' form. The 'Supplier' is 'Westside Exteriors' and the 'Description' is 'Weekly Exterior Mtce'. The 'Invoice Number' is 12345 and the 'Invoice Status' is 'Active'. The 'Payment Amount' is \$125.00. The 'Payment Frequency' is set to 'Semi-Monthly', with '2nd Day' and '19' selected for the first and second days of the month. The 'Number of Payments' is 999. The 'Next Payment Date' is 19-Apr-12. A green arrow points to the 'Semi-Monthly' option with the text 'New Feature'.

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

In the 2011 General Release, when we expanded the Payment Frequency options, we gave you instructions that if you had weekly invoices, for example, you would have to run the Post Standard Invoices to A/P four or five times in the month.

We have modified the Post Standard Invoices to A/P so that you have the option to “Post Invoices multiple times if applicable.” This means that, if your Payment Frequency is Semi-Monthly, as shown above, you only have to run this process once in the month, if you select this new option. If the Payment Frequency is Weekly, the system will set up four or five invoices to be paid for the month, depending on the payment date.



The screenshot shows the 'Post A/P Standard Invoices' dialog box. The 'Post Invoices multiple times if applicable?' checkbox is checked. The 'Post entries up to date' is 30-Sep-12. The 'Post By' radio buttons are 'Portfolio' and 'Building', with 'Building' selected. The 'Building' dropdown is 'Capri Apartments'. A green arrow points to the 'Post Invoices multiple times if applicable?' checkbox with the text 'New Feature'.



## A/P Year End IRS Form 1099 Processing

We have expanded the range of Federal Tax Identification Numbers to meet recent revisions. An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine-digit number that always begins with the number 9 and has a range of 70-88 or 90-92 or 94-99 in the fourth and fifth digits.

<b>Examples:</b>	9XX-89-XXXX	Invalid
	9XX-90-XXXX	Valid
	9XX-91-XXXX	Valid
	9XX-93-XXXX	Invalid

Keeping up to date with IRS “enhancements” is an ongoing effort, so if you hear of changes required for 1099 processing, please be sure to let us know.

We have modified the 1096 Summary so that it will print for Owner 1099's. As a reminder, the 1096 Summary must be printed after running either the 1099's for Suppliers or the 1099's for Owners.

### Interest and Dividend Forms

New fields have been added for the Interest and Dividend 1099 forms, namely State, State Identification No., and State Tax Withheld. These fields will need some clarification.

If any state tax has been withheld, enter the amount in the “13 State Tax Withheld” field. Fields 11 and 12 are only required if an amount has been entered in Field 13.

<b>11 State</b>	<input type="text"/>
<b>12 State Identification No.</b>	<input type="text"/>
<b>13 State Tax Withheld</b>	<input type="text" value="0.00"/>

#### 11 State

If an amount has been entered in “13 State Tax Withheld”, the 1099 for this supplier will default to print the abbreviation of the Payer’s state. Or, you may enter a different state abbreviation.

#### 12 State Identification No.

If an amount has been entered in “13 State Tax Withheld”, the 1099 for this supplier will print the Payer’s State Identification # in the order of:

1. A State ID # you have entered.
2. The State ID # from the Print - Payer Information screen.
3. The State ID # from the Configuration File.

#### 13 State Tax Withheld

Enter any amount that you have withheld for state tax.

**Note:** The “Preview” button will show any entries you have made to these three fields, but only the “Print” button will show the default State and State Identification No. Therefore, click on the “Print” button to preview these forms for accuracy.

## SELECT A REPORT

### Work Order

#### Work Order Status - MPW

This report, which was done to a client's specifications, shows the following columns with options to show the Contractor, W/O Short Description, W/O Detail Description, Follow Up Description, and Follow Up Completed Description:

Work Order Status Report							From Date:	13-Aug-2012
							To Date:	Page: 1
W.O.#	Tenant	Status Code	Unit	Work Order Logged	Category	Type	WO Total Cost \$	
		Contractor						

#### W.O. Summary by Service Provider

This new report will provide information by Technician. The Count refers to the number of work orders each technician has worked on.

Work Order Summary by Service Provider					06-Mar-12
Status = Completed					Page: 1
Completion Dates From					To
Service Provider Name	Count	Labor Hours	Labor \$	Average Response Time (Days)	
Frank	4	8.00	\$173.00	0.50	
George	2	6.00	\$66.00	0.00	

#### Work Order Analysis

This new report prints the Technicians' names. If the work orders use your own staff or contractors with the "Show Technician on Work Orders" option, the actual names will print. If a contractor without that option is used, the technician's name will show as "External Labor." On this report, the WO Count reflects the number of technicians on the work order.

Work Order Analysis										06-Mar-2012
Grouped by: Work Order										Page: 1
Status = Completed										
Completion Dates From 01-Mar-2012 To										
W.O.#	Technician Name	Building ID	Property Address	WO Count	Labor Hrs	Material \$	Labor \$	Total \$	# Days to Complete	
46	External Labour	Cap	1217 Loudon Road	1	4.00	\$193.00	\$193.00	\$387.20	906.00	
52	External Labour	M102	4578 - 51st Avenue	1	12.00	\$193.60	\$492.00	\$685.60	786.00	
54	External Labour	M102	4578 - 51st Avenue	1	12.50	\$259.00	\$198.98	\$457.98	0.00	
56	External Labour	M102	4578 - 51st Avenue	1	4.00	\$0.00	\$90.00	\$90.00	0.00	
57	Martin	M102	4578 - 51st Avenue	1	4.00	\$0.00	\$242.00	\$242.00	0.00	
58	External Labour	M102	4578 - 51st Avenue	1	4.00	\$193.60	\$98.00	\$291.60	0.00	
59	Martin & Frank & George	M102	4578 - 51st Avenue	3	11.00	\$220.00	\$225.50	\$445.50	0.00	
60	External Labour	M102	4578 - 51st Avenue	1	4.00	\$193.60	\$193.00	\$387.20	0.00	

## BANKING

### START A TASK

#### Receipts

##### Regular

We have tweaked the order that open items will display on the tenant receipts. The default order is by Pay Off Priority and then by Date. If the Retail charge code has a higher priority than Parking, all outstanding Retail charges will show first and Parking will be at the bottom of the list.

You can control the order by right clicking on the Ref, Due Date, or Code columns and selecting either the option to sort in Ascending or Descending order.

Ref	Due Date	Code	Description
▶ 13596	01-Sep-12	CAM	Common Area Estimate
13518	01-Aug-12	CAM	Common Area Estimate
13440	01-Jul-12	CAM	Common Area Estimate
13596	01-Sep-12	Fed Tax	
13518	01-Aug-12	Fed Tax	
13440	01-Jul-12	Fed Tax	
13596	01-Sep-12	Parking	
13518	01-Aug-12	Parking	
13440	01-Jul-12	Parking	
13596	01-Sep-12	Retail	Retail Item

Right click on the Ref, Due Date, or Code columns to sort in Ascending or Descending order.

#### Print Receipt

If you print payment receipts for your tenants from either the Regular or Rapid Entry Receipt programs, you will notice a new feature, namely that the remaining Balance Owing will print on the receipt. This balance is the "posted" balance, which means that, if you have any pending charges or receipts, they will not be included in the "posted" Balance Owing amount.

**Payment Receipt**

**Spectra Property Management**  
 6650 Canby Avenue, Suite 135  
 Redwood, California 91335


Telephone: (818) 340-1000      Fax: (818) 340-0458      Building: Best Warehousing Inc.  
 Unit: 0101

Received From:  
**Weekend Wholesale**  
 #0101 - 4575 - 51st Avenue  
 Minneapolis, MN 55639

Batch Number: 7004  
 Date: September 15, 2012

Payment Received: **\$5,000.00**  
 Ct Payment

Balance Owing: **\$28,111.19**



**New Feature!**

#### Rapid Entry

The Rapid Entry – Automatic feature lists all tenants with a balance to enable you to enter receipts quickly during those busy days at the beginning of the month. If some tenants haven't paid, you have two choices: drill down on the pencil to the left of the tenant and delete the tenants from the batch or simply change the amounts to zero.

However, starting in Release 6.7.1, these zero payments started to be reflected on the Tenant Ledger. We have modified the program so that these zero payments will no longer show on the Tenant Ledger.

Tenant / Search Options (PC - by Contact ?U - by Unit)		Unit	Current Balance	Amount	Payment Type	Date
	Anderson, Carley	0202	\$2,705.00	\$2,000.00	Clk. Payment	30-Sep-12
<input type="text"/>	Cheque # 443	Description				
	Augustine Talo	0501	\$2,625.00	\$0.00	Clk. Payment	30-Sep-12
<input type="text"/>	Cheque #	Description				
	Delany Smith	0103	\$2,415.00	\$2,000.00	Clk. Payment	30-Sep-12
<input type="text"/>	Cheque # 215	Description				
	Dubois, Steven	0302	\$3,183.00	\$0.00	Clk. Payment	30-Sep-12
<input type="text"/>	Cheque #	Description				
	Franklin, Kevin	0301	\$2,787.00	\$2,500.00	Clk. Payment	30-Sep-12
<input type="text"/>	Cheque # 135	Description				

## Checks

### Select Invoices to Pay

We have added a number of banks for electronic payment of supplier invoices, namely EDI Multi for TD Bank and EDI Multi Standard 005.

We have corrected the item count for the number of credits in the file for the Bank of Nova Scotia EDI.

### Check Printing

A few clients discovered that the 6.8.2 download installation process was not installing the MICR font correctly. This has been resolved, and we apologize for any inconvenience that caused.

Does your American bank require a "45" on the MICR line? To incorporate this feature to the MICR module, two things are required:

- Go to Find - Banks - Bank Edit screen, enter the Bank Currency as "U.S. Funds." It must be entered exactly as shown in this screenshot.
- If the Bank Currency shows as "U.S. Funds", this option will display on the MICR Setup screen.



Bank Currency: U.S. Funds



This bank's currency is set to show "U.S. Funds"  
 Does the bank require a "Transaction Code" on the MICR line?  U.S. Funds Transaction Code: 45

### Create Positive Pay File

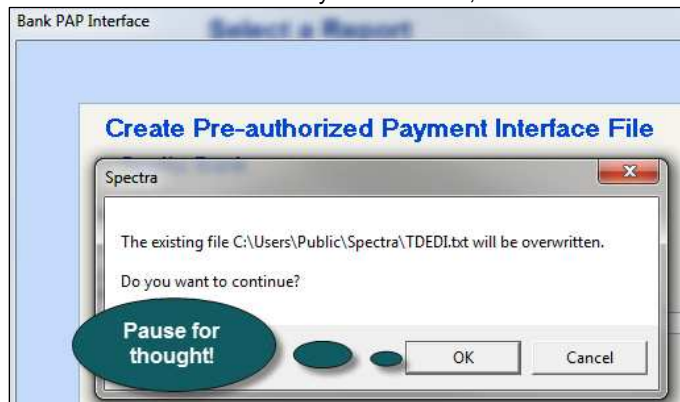
We have added a new Positive Pay file definition for the City National Bank.

We have added the new file format for the Bank of Nova Scotia with Payee match.

### Create Bank PAP Interface File

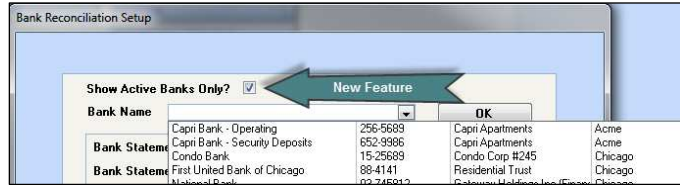
Many clients have accidentally double clicked on the Process PAP Payments button, which resulted in an empty file being uploaded to the Bank. The reason is that the first processing emptied the temporary file and created the file to be uploaded. The second processing found nothing in the temporary file, so it created an empty file to be uploaded to the Bank.

To prevent this we have added an onscreen warning if an existing file will be overwritten. This may well be legitimate, as the same file name can be used repeatedly, but it will stop anyone from accidentally double clicking on the Process PAP Payments button and uploading an empty file to the Bank.

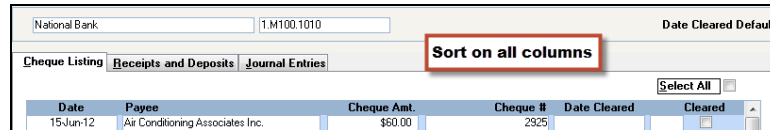


## Bank Reconciliation Reconciliation Step

For those of you who have a gazillion banks – both active and inactive, we have modified the Bank Reconciliation program to default to show only Active Banks.



We have also added the ability to sort all columns in the Bank Reconciliation program.



## Tenant Pay Generic

The Tenant Pay Generic module is a new module for tenants who are making their payments online. It is an import/export process with a third-party online vendor that allows you to create a 14-digit account number for your tenant payments. Please contact [sales@spectra.ca](mailto:sales@spectra.ca) and we can provide you with the file format to be used. Your payments vendor in turn supplies you with a .csv file that you can easily import into Spectra and which will automatically create your tenant cash receipts.

## NEW AUTHORIZATION

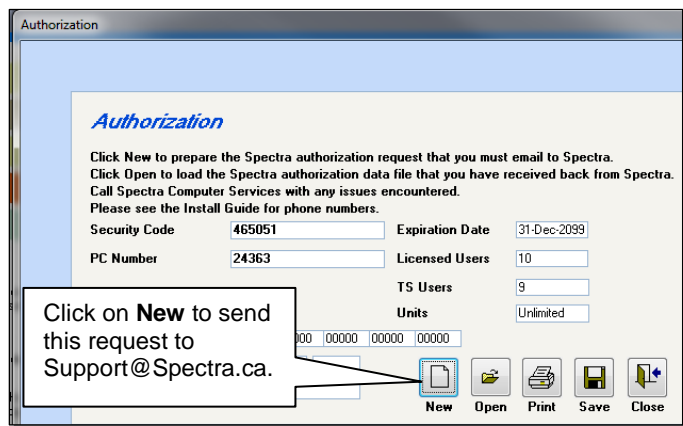
If this upgrade is installed correctly, your system will **not** need a new authorization at the time of upgrading. You will be prompted for a new authorization **only** if you selected the **wrong destination folder** for the Spectra data files.

However, a few days after you have installed the 2012 release, you will be prompted to have your system re-authorized. We have implemented this new authorization process to serve you better, as this will allow us to understand the types of portfolios our clients are managing, provide updated contact information, and help us to plan for the future.



This isn't a panic situation, as you will have 120 days to get this new authorization. As the screenshot shows, you will be able to see the number of days remaining on your current authorization.

As the authorization request includes updated contact information, we suggest that a Spectra Security Officer or a senior manager complete the re-authorization request.



When the authorization screen is presented, click on **Yes** and then **New** to send an email to Spectra's Support Department.

Other users should click on **No**.

Please fill in your contact information and click on the **Save** button. A file will be sent by email to Spectra's Support Department.

Please be aware that the file that is sent to us will contain some of your building and unit information for us to gain some information on the types of properties our clients are managing and to help us plan for the future.



**Authorization Request**

Complete this form and then click to save to create the license request file. Email this file to support@spectra.ca to obtain an Authorization Number.

**Property Management Company Information**

Company Name	Spectra Property Services
DBA Name	
Address Line 1	6850 Canby Avenue, Suite 105
Address Line 2	
City	Reseda
State	California
Country	USA
Zip	91335
Contact Name	Mr. Anthony Smith
Contact Title	General Manager
Contact email	A.Smith@aol.com
Contact Phone	(616) 343-1300
PC Number	24363

Save Close

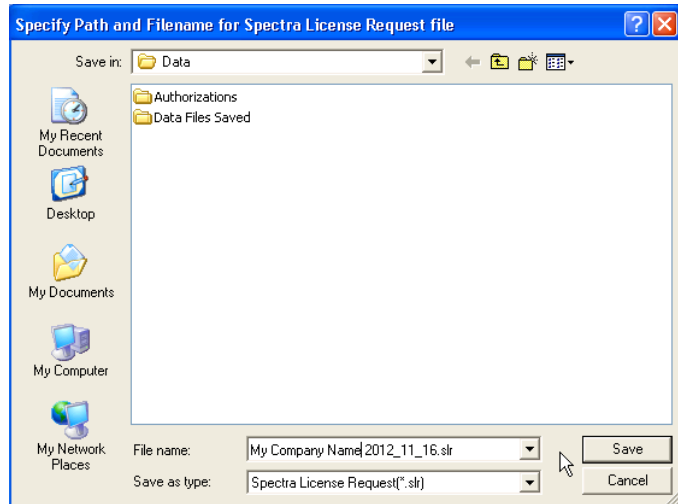
After sending this email to Spectra Support, you may carry on working in Spectra as your existing authorization is valid until the 120 days has expired.

### No Email?

If Email is not available, you will be prompted to save a file, which can be attached to a separate email. We are assuming that any clients, who do not have email functioning from within Spectra, do have email available elsewhere.

The file name will incorporate your company name and be saved in your Spectra data file folder.

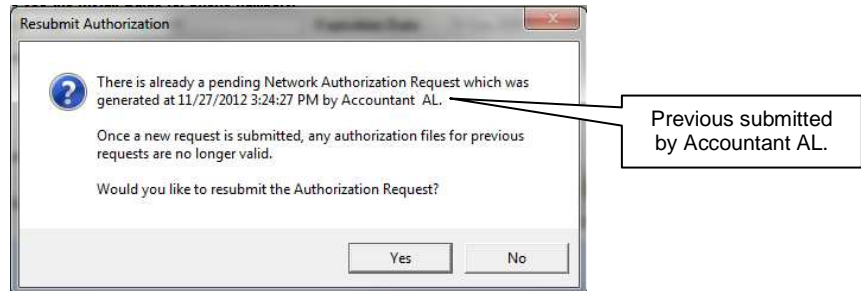
Attach this file to an email and send it to Support@Spectra.ca.



### What if my company sends in multiple authorization requests?

When sending in an authorization request, the security code that was used for the authorization is saved in your copy of Spectra. Only one authorization request is necessary and another request should not be submitted.

To help you know if a request has already been sent, a message will show on the screen to let you know when and who most recently sent in an authorization request.



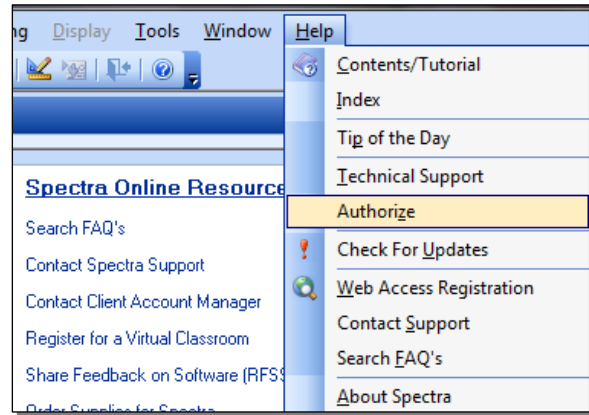
If that person hasn't received and installed the authorization after a week or so, you may click on **Yes** to resubmit the Authorization Request, but this will override the previous request, so please communicate with the person named in the message to ensure that the authorization should be requested again.

## Authorization Email Received?

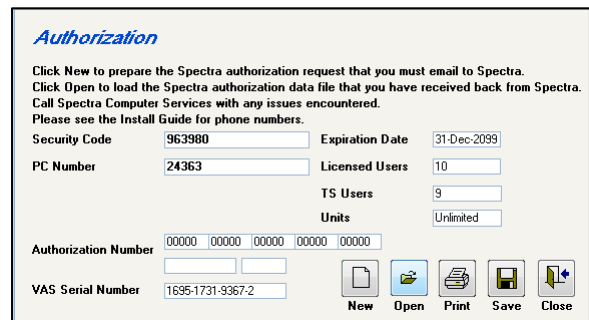
Spectra Support will return an email to you with a Spectra License file attached.

To install this license file:

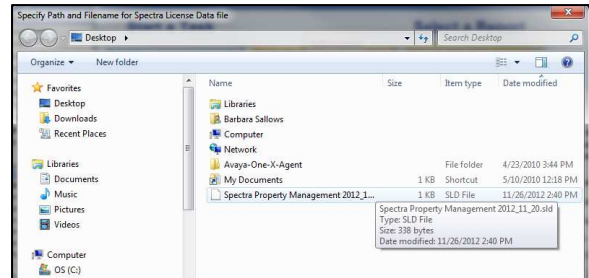
1. Save the attached file to your computer, e.g. your Desktop.
2. Open Spectra.
3. Go to **Help – Authorize**.



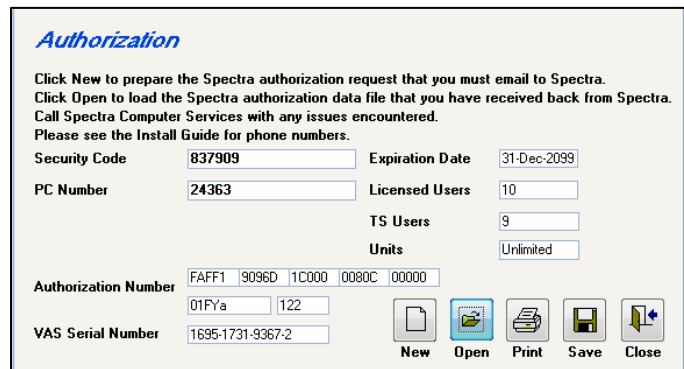
4. Click on the **Open** button.



5. Select the file that you saved to your computer in Step 1 above.



6. All the Authorization fields will be automatically completed. The Security Code number has changed, but that's okay.



7. Click on the **Save** button to save this authorization.
8. Click on the **Close** button to exit the Authorization screen and return to the **Spectra** menu.



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