Release 7.0.1

for Microsoft Access 2010

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CONTENTS

Office 2010 or Office 2013 64-bit **3**

Access 2010 .... **4**

- Conversion to Access 2010 4
- Toolbar 4
- Send 4

System Tasks **5**

- Wizards 5
- Financial Statement Control 5

Building **5**

Start a Task **5**

- Monthly Processes 5

Select a Report **5**

- Rent Reports 5
- Rent Reports-Custom (A to L) 5
- Rent Reports-Custom (M to Z) 5
- Parking / Other Spaces Control 5
- Owners 5
- Financial Statements 6
- General Ledger 6
- Database Listing 6

Tenant **7**

Start a Task **7**

- Termination Notices 7

Select a Report **7**

- Tenants 7
- Aged Trial Balance 7
- Tenant Ledger 7
- Tenant Invoices/Statements 7

Supplier **8**

Start a Task **8**

- Work Order 8
- Purchase Order 8
- Invoices 9
- A/P Year End 9

Select a Report **9**

- A/P Export to Excel 9

Banking **10**

- Receipts 10
- Checks 10

Appendix **11**

OFFICE 2010 OR OFFICE 2013 64-BIT

If you are running Office 2010 64-bit or Office 2013 64-bit, you will need to switch to Office 32-bit.

To find out what version you have installed, Open Word – File – Help and you'll see the version at the right.

If you have the 64-bit version installed, uninstall Office and reinstall selecting the 32-bit option **before** you install Release 7.0.1

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ACCESS 2010

Conversion to Access 2010

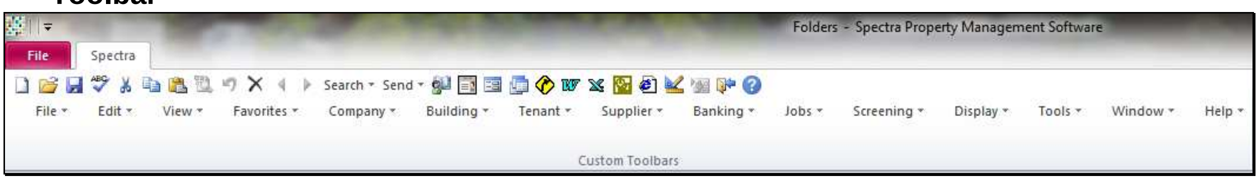
One of the main features of our Spectra 7.0.1 release has been the upgrade to utilize Access 2010. We are excited to keep Spectra moving forward and giving you the best tools to run your business. Access 2010 will pay us all dividends under the hood as well as on the surface. The 7.0.1 release represents the first step of getting the database layer up to date. In future releases you will see cosmetic improvements as well.

As you may have experienced with Spectra version 6.8, Microsoft pushed out an update which caused a few of our forms to stop functioning. This was due to a change/bug by Microsoft in which they broke backward compatibility of their own controls. This affected a tremendous amount of software. This mistake by Microsoft caused us to refresh some forms and recompile our code which was part of our 6.9 release. This recompile then required your computers to be up to date with ***all*** Microsoft Windows and Office 2003 updates.

Spectra Version 7.0.1 will be installing the Access2010 runtime on your machine. This means that once version 7.0.1 is installed on your machine(s), you will need to check Windows and Office updates again. As you know, these updates may take hours to run and each update may reveal subsequent updates that also need to be run if your machine has not checked for updates in a long time. You must continue to rerun updates on each workstation until you have the message that no further updates are required. Our advice is to install Spectra 7.0.1 and then check for Microsoft updates.

If you want to run updates **prior** to installation to get current with Windows, that's fine. But, you must still run Microsoft updates **after** installation as well.

Toolbar



The first item you may notice is the new toolbar. The same icons remain on the toolbar, but the straight conversion to Access 2010 has "shrunk" them. We're hoping to enlarge them on our next release. They will work the same, but you'll find that you will have to spend a little time to get used to them.

Send

New Letter

The system will now check what version of Word you are using before it opens the Letter Templates. Thus, if you are using Word 2003, it will look for and open templates using the .dot extension.
If you are using Word 2007/2010/2013, it will look for and open templates with the .dotx extension.

Unfortunately, it's not just a matter of changing the file extension because Microsoft has changed the file format for their Word templates, not just the file extension. Thus, only templates created in Word 2007/2010/2013 will work in those versions of Word. We have changed our process that creates templates to create the proper template format based on the version of Word installed.

This does mean that, if you are using Word 2007, 2010, or 2013 with our existing .dot templates, these will need to be upgraded to your installed Word version. Please see the appendix at the end of the release notes for detailed instructions.

SYSTEM TASKS

Wizards

Tenant Setup Wizards

We have modified the Tenant Setup Wizards to show only Active buildings.

Financial Statement Control

Row Definition

One of our very advanced users recently discovered that the highest sequence number available for the row definition was roughly 32,760. The sequence numbers of each row definition previously automatically advanced by an interval of 10, with the result that this highest number could be reached after 3,276 lines. To rectify this issue, we have modified the "Resequence" button to reset the sequence interval to an interval of 5. Therefore, if your sequence number approaches 30,000, hit the "Resequence" button to reset the sequence numbers to lower the highest sequence number.

BUILDING

START A TASK

Monthly Processes

Begin Month / Charge Rent

We have modified the Begin Month program to ignore applicants entirely to resolve the incorrect vacancy calculation which resulted if an applicant was set up in a unit.

SELECT A REPORT

Rent Reports

Rent Projection – Monthly

One of our major clients does a rolling 12-month projection each month for multiple buildings. To facilitate this project that involves hundreds of buildings we have added a portfolio total at the end of the report and the option not to print each building on a separate page.

Please note that the Export to Excel button will continue to create a separate worksheet for each building without a report total.

Rent Reports-Custom (A to L)

Rent Roll – Goldmanco II

We have done a modification to ensure that the Total Basic Rent on the Goldmanco II rent roll matches the Total Basic Rent on the Goldmanco I rent roll.

Rent Reports-Custom (M to Z)

Rent Roll – Mammoth

Report notes may now be added to this custom rent roll.

Parking / Other Spaces Control

Report notes added at the tenant level will now print for both Parking Control and Other Spaces Control reports if the Print Report Notes option is selected.

Owners

Owner Statements

The Owner Payout Report will now show totals for Balance, Reserve I, Reserve II, and Accounts Payable.

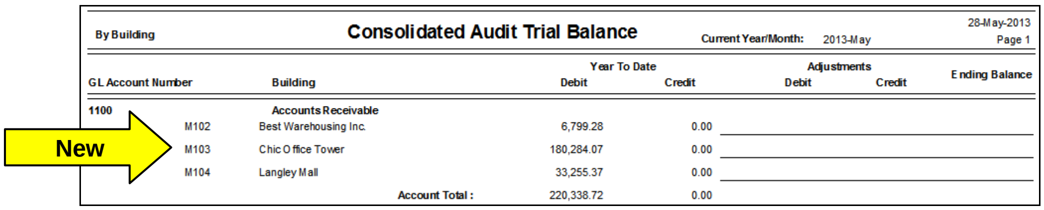
Financial Statements

We have modified the location for printing the optional GL account numbers for Report Names 11, 11a, 11b, and 11c to avoid truncating the description field.

General Ledger

Trial Balance Reports

We have added the option to print the Building ID on both the regular and audit consolidated trial balances. This is a great addition for those clients who use the consolidated trial balance to create monthly journal entries.



By Building — **Consolidated Audit Trial Balance** — Current Year/Month: 2013-May — 28-May-2013, Page 1

GL Account Number		Building	Year To Date Debit	Year To Date Credit	Adjustments Debit	Adjustments Credit	Ending Balance
1100		Accounts Receivable					
	M102	Best Warehousing Inc.	6,799.28	0.00			
	M103	Chic Office Tower	180,284.07	0.00			
	M104	Langley Mall	33,255.37	0.00			
		Account Total :	220,338.72	0.00			

Database Listing

The Contact Phone Number has been added as an Output Option – Merge Field.

TENANT

START A TASK

Termination Notices

Ontario

We have made a modification to enable the printing of the N4 forms using Adobe X and XI.

We have corrected the N4 reporting that resulted from an NSF cheque and NSF fee.

SELECT A REPORT

Tenants

Contact Master List – Paramount

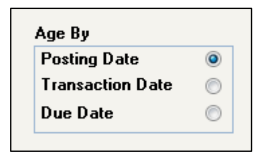
We have modified the current option to print by Building/Unit to exclude any reference to floor numbers and have added another option of Building/Floor/Unit to accommodate every possible sort order.

Tenant Prepayment Listing

We have corrected the Error 94 Invalid Use of Null if no banking information is entered for tenants.

Aged Trial Balance

Periodically we have received the request for the Tenant Aged Trial Balance to show the aging of the tenant receivables by either the transaction date or the due date instead of just the posting date. We have added this feature in this release.



Tenant Ledger

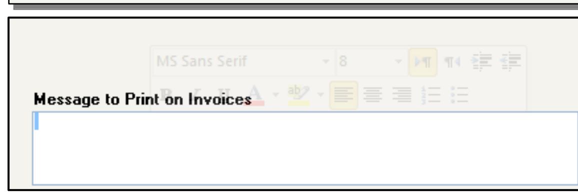
For our clients in Quebec we have expanded the French terminology on the tenant ledger and the tenant invoices and statements. For these French reports, the date formats will show YYYY.MM.DD.

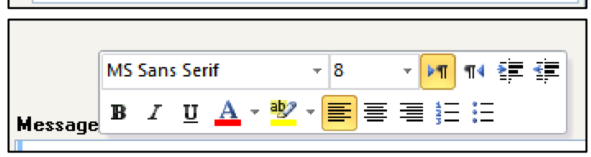
Tenant Invoices/Statements

Print Invoices

We have added the option to enable you to print a free format message on tenant invoices.

Do you want to jazz up your invoice or statement messages? We have added the option to control the font size and color. There are some tricks you need to know to use this feature:





- Enter your message and then double click on each word to be changed as each word is handled separately.
- When you double click on the word, your font and color options toolbar will show very faintly on the screen.
- Move your mouse to the font/color toolbar for your options to display clearly.

What you are seeing is one of Microsoft's floating toolbars – that faint toolbar is by design. You will see the same thing in MS Word 2010 – pull up a document, highlight a word and you get the faint toolbar. When you move your mouse on top of it, it gets dark. This is their way of saying that this toolbar is available for your use, but until then, we'll keep it mostly transparent to stay out of your way.

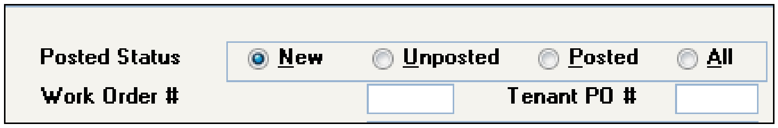
SUPPLIER

START A TASK

Work Order

Customer Work Order

Some of our clients are making excellent use of our Work Order module and have made the excellent suggestion to incorporate the option to choose "New" to facilitate adding new work orders to the system.

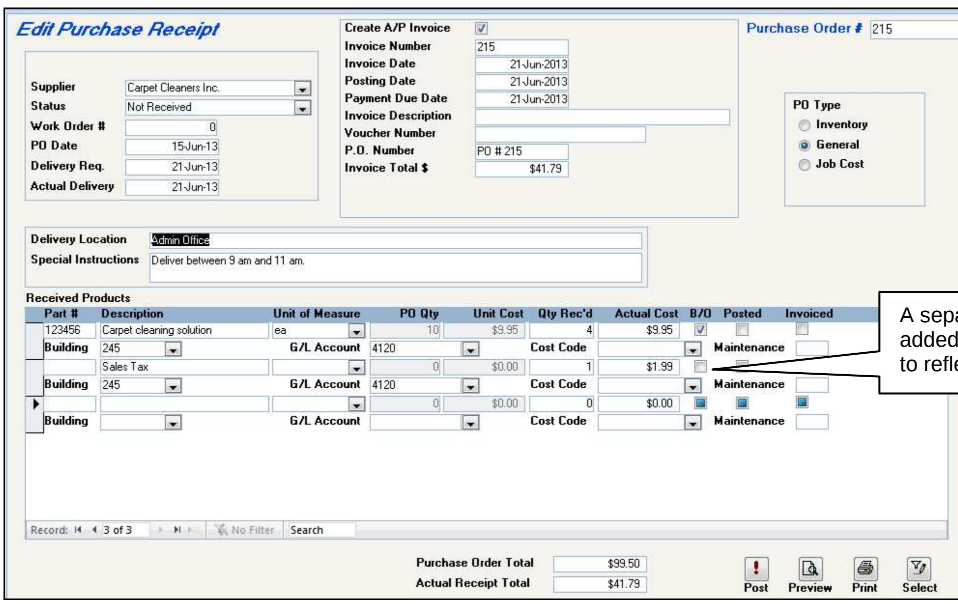


Purchase Order

Purchase Receipt

We have made a major enhancement to the General Purchase Order process. If a purchase order is now partially received, you have the option to transfer the backordered items to a separate purchase order. This will allow you to create a Supplier AP Invoice for each part order.

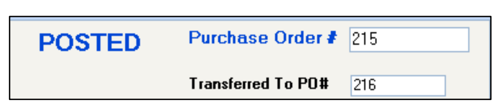
Here's a General purchase order showing 4 items of 10 received:



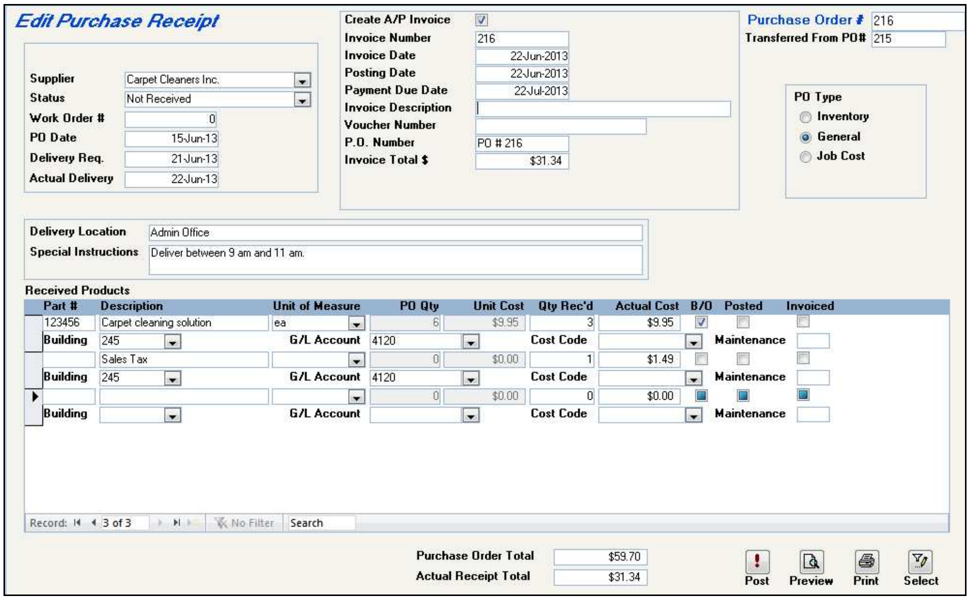
A separate line was added in the Receipt to reflect sales tax.

Click on the Post button, and the system will give you the option:

Yes? Click on "Yes", and the original Purchase Order 215 will indicate that the balance has been transferred to a new purchase order number.



Purchase Order 216 now gives you the same options as the original purchase order, namely to create A/P Invoices or to create a new purchase order for backordered items.



No? If you click on “No”, the backordered items will remain on the original purchase order number as new line items added to the bottom of the purchase order.

When these items are received, receive them on the purchase order receipt screen and enter the supplier’s invoice in the Supplier Invoices Batch Entry screen.

Invoices

Standard Invoices

One client discovered that the check option to print only one invoice per check could not be used with standard invoices because the same invoice number was used for each month. We have modified the program to incorporate the invoice date in the invoice number to allow the printing of one invoice per check.

Cancel Supplier Invoices

We have corrected the situation where it was possible to cancel an invoice that had been flagged as “Do not post to G/L or Pay this Invoice.” Previously, while the invoice was cancelled, it still showed on the “Print List of Unpostable Invoices.”

A/P Year End

IRS Form 1099 Processing

We have added the 765 prefix to the allowable social security numbers.

Select a Report

A/P Export to Excel

We have added the Invoice Date to the file exported to Excel.

BANKING

Receipts

Regular or Rapid Entry

If you have multiple tenants with the same name, these will now be listed in Building/Unit order.

At client request we have removed the option to create a new security deposit code from within the Regular Receipts – Security Deposit session type.

Print Daily Cash Receipts

If you have a cash only deposit and print the either the MICR – Artina or NEBS deposit slips, the top portion of the deposit slip will now populate.

Print DCR – Morris Weinman

We have modified this report to print in Building/Unit number order.

Checks

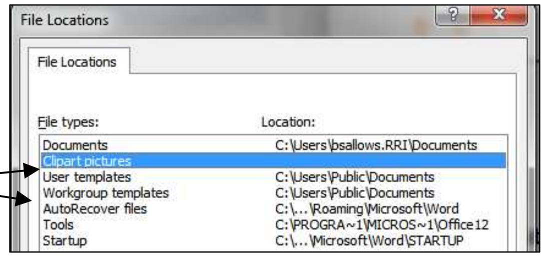
Check Printing

One client discovered that the check option to print only one invoice per check could not be used with standard invoices because the same invoice number was used for each month. We have modified the program to incorporate the invoice date in the invoice number to allow the printing of one invoice per check.

APPENDIX

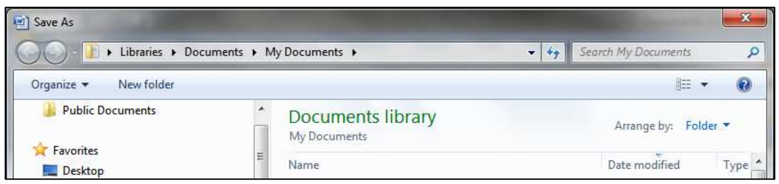
Updating Word 2003 Templates to Word 2007/2010/2013

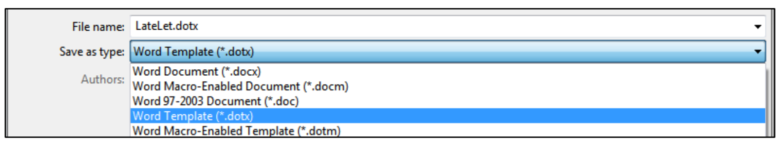
If you are using Word 2007, 2010, or 2013, you need to upgrade your Spectra letter templates for use with Release 7.0.1. If you are using Word 2003, Spectra will continue to use the .dot templates and no conversion is required, but you should save these instructions for when you do upgrade your version of Word.



1. The first thing to know is where Word saves your documents and templates. Open Word – click on the Office Button - Word Options – Advanced – File Locations and take note of where the Documents and the User Templates are stored. The exact instructions to find these File Locations will differ with each version of Word.

2. Using your current version of Word (2007, 2010 or 2013), open one of your .dot templates. Word will automatically open it in "compatibility mode."





3. When you "Save As," Word will default to save it as a document. You will have to do two things:
   - re-enter the template file name and
   - select the Word Template (.dotx) option.

Note: This template will be saved in your documents directory from #1 above. Conversely, you could change the file location with each template saved or you can save them all in your documents directly and move them in Step #5 to your template location.

4. Repeat the above steps for all your templates.

5. When all templates have been upgraded from the Word 2003 .dot file to the current Word .dotx file, use Windows Explorer to copy them **your** Word's User Templates directory shown in your Word Options – Advanced – File Locations – User Templates location.

We apologize for the additional work required to convert these templates, but, as explained earlier in the release notes, this is because Microsoft has changed the file format for their Word templates, not just the file extension.

If you have never used Spectra's Letter Templates, please refer to the Help Files – Index – Letter Templates.