Release 7.1.1

2013 General Release

January 2014

Please distribute to all Spectra users in your company.
Startup Error Message............................................................................................................. 4
System Tasks .......................................................................................................................... 4
  • Report Notes - Report Groups................................................................................................. 4
  • Spectra Utilities .................................................................................................................. 4
Find ............................................................................................................................................. 5
  • Tenants .................................................................................................................................. 5
  • Supplier .................................................................................................................................. 5
Building ....................................................................................................................................... 6
Start a Task .................................................................................................................................. 6
  • Monthly Processes .................................................................................................................. 6
Select a Report ............................................................................................................................. 6
  • Rent Reports-Custom (M to Z) ............................................................................................... 6
  • Financial Statements (all) ......................................................................................................... 6
  • General Ledger ....................................................................................................................... 6
  • Database Listing ..................................................................................................................... 6
Tenant ........................................................................................................................................... 7
Start a Task ................................................................................................................................... 7
  • Tenant Receivables Display ..................................................................................................... 7
  • Notice of Rent Increases ........................................................................................................... 8
Select a Report ............................................................................................................................. 8
  • Tenants .................................................................................................................................... 8
  • Aged Trial Balance ................................................................................................................... 8
  • Aged Trial Balance – Historical ............................................................................................. 8
  • Tenant Ledger .......................................................................................................................... 9
  • Tenant Ledger – Colyvan ......................................................................................................... 9
  • Minnesota CRP Form ............................................................................................................... 10
  • Tenant Invoices/Statements .................................................................................................... 10
Supplier ......................................................................................................................................... 11
Start a Task ................................................................................................................................... 11
  • Work Order ............................................................................................................................ 11
  • Purchase Order ....................................................................................................................... 11
  • Invoices ................................................................................................................................... 11
  • A/P Year End ........................................................................................................................... 12
Select a Report ............................................................................................................................. 14
  • Aged Analysis ........................................................................................................................... 14
  • Aged analysis – Historical ....................................................................................................... 14
Banking ......................................................................................................................................... 14
  • Receipts ................................................................................................................................... 14
  • Checks .................................................................................................................................... 15
Select a Report ............................................................................................................................. 16
  • Checks .................................................................................................................................... 16
Background Screening ............................................................................................................... 16
Financial Statement Report Writer ............................................................................................. 16
Crystal Reports ............................................................................................................................. 16
New Authorization ......................................................................................................................... 17
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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 2013 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. The full instructions for this new authorization are at the end of these release notes.

STARTUP ERROR MESSAGE

If you installed Release 7.1, you may have encountered the rather scary “Stop” sign.

This “error” has been replaced by a less intimidating “Caution” sign. It is a warning that you have data files that need to be re-indexed. As the primary effect of missing indexes is slow processing, this is a good message, as it alerts you to a solution.

You may carry on processing, but we suggest that you arrange to have your data files uploaded and re-indexed by the Support Department. These will be returned to you a.s.a.p. During this re-indexing period, you will of course be down until the data files are sent back to you.

SYSTEM TASKS

Report Notes - Report Groups

We’ve done some fine tuning of this function to bypass buildings which have nothing to report for the selected period for any reports instead of stopping with a “No Data” message.

We have corrected the wording of the SMTP email message for emailed report groups.

Spectra Utilities

Configuration File – Extras

If you have the Standard 005 Multi-Bank PAP or EDI module, we have added a field to this configuration file to enable you to specify your Logical File Format.

- Single Logical File with Payment Distribution – This is a single physical file with various bank accounts in the file with distribution that tells the bank how much to put in each bank. This may be the more common format of the two, but you should ask your bank if yours is a Payment Distribution file.

- Multiple Logical Files – This is one physical file with several single files in it.
**FIND**

**Tenants**

**Toolbar – Send – Send Letter**

We have modified the format of any email addresses that are set up in a letter template.

**Leases**

We have expanded the information available on the Add Leases screen to show the Move Out date.

<table>
<thead>
<tr>
<th>Building</th>
<th>Unit</th>
<th>Term</th>
<th>Area</th>
<th>Start</th>
<th>End</th>
<th>Move In</th>
<th>Move Out</th>
<th>Lease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartments</td>
<td>602</td>
<td>1 yr</td>
<td>1,000</td>
<td>3-Dec-2013</td>
<td>3-Dec-2014</td>
<td>11-Dec-2013</td>
<td>M-14</td>
<td></td>
</tr>
<tr>
<td>Apartments</td>
<td>602</td>
<td>1 yr</td>
<td>1,000</td>
<td>3-Dec-2013</td>
<td>3-Dec-2014</td>
<td>11-Dec-2013</td>
<td>M-14</td>
<td></td>
</tr>
</tbody>
</table>

**Charges**

If a tenant has multiple leases – some with a moved out date, the Charges screen will default to the current lease.

**Supplier Accounting**

If you have our Supplier EDI module, we have added the ability to email the supplier with details of the remittance paid to suppliers by electronic funds transfer. On the Supplier – Accounting screen set up the option to send this remittance email:

Please refer to the Banking – Checks section for the final stage of this process.
BUILDING

START A TASK

Monthly Processes
Global Charge Change
One of our clients reported that Global Charge Changes for parking charges were not carrying the parking permit code to the new record. This has been corrected.

SELECT A REPORT
Rent Reports-Custom (M to Z)
Rent Roll – Mammoth
We have expanded the unit number field to avoid truncating.

Financial Statements (all)
One client found that the mouse scroll button ceased to function after installing the Access 2010 upgrade in the Financial Statement drill down. This has been resolved.

If you use the Export to Excel button, the Print Zeroes and Print Date / Time Stamp option will now be transferred to Excel.

We have added two new column formats. In both formats, the % is the user-defined ratio expressing the current month’s and YTD amounts as a percentage of total revenue.

- Devon – Actual and Budget Current Period and Year to Date with Ratios (Legal Size)

<table>
<thead>
<tr>
<th>Current Month</th>
<th>Current Budget</th>
<th>%</th>
<th>Current YTD</th>
<th>YTD Budget</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>134,529.87</td>
<td>134,000.00</td>
<td>81.29%</td>
<td>1,481,124.33</td>
<td>1,474,000.00</td>
<td>80.55%</td>
</tr>
<tr>
<td>(8,398.65)</td>
<td>(8,000.00)</td>
<td>-5.07%</td>
<td>(83,579.91)</td>
<td>(88,000.00)</td>
<td>-5.99%</td>
</tr>
</tbody>
</table>

- Devon – Actual and Last Year current Period and Year to Date with Ratios (Legal Size)

<table>
<thead>
<tr>
<th>Current Month</th>
<th>Last Year</th>
<th>%</th>
<th>Current YTD</th>
<th>Last Year YTD</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>134,529.87</td>
<td>134,961.79</td>
<td>81.29%</td>
<td>1,481,124.33</td>
<td>1,484,579.69</td>
<td>80.55%</td>
</tr>
<tr>
<td>(8,398.65)</td>
<td>(8,920.57)</td>
<td>-5.07%</td>
<td>(83,579.91)</td>
<td>(87,040.27)</td>
<td>-5.99%</td>
</tr>
</tbody>
</table>

General Ledger
Print Journal Entries - Towle
Auditors often want to review journal entries that have been entered on the system. We have modified this report to report a date range of journal entries rather than one month at a time.

Database Listing
We have modified the database listing program to allow you to select tenants by language preference. This Correspondence Language field is also available as a Merge Field.

To select English-speaking tenants, click on the Leases button – Correspondence Language – equals – E for English. This will select tenants who show English as Correspondence language and tenants who show no language preference.

To select non-English-speaking tenants, click on the Leases button – Correspondence Language – equals – F for French or S for Spanish.
**Tenant**

**Start a Task**

Tenant Receivables Display

Many clients have requested the ability to reprint tenant invoices. We thought it couldn't be done, but more research found a way.

On the Tenant Receivables Display screen – after selecting the tenant and Display, you'll find the new “Reprint Invoice” option on the extreme right.

For tenants with multiple charges drill down on any of the charges and the invoice will reprint all charges with that same invoice reference number.
**Notice of Rent Increases**  
**Ontario**

Some of our Ontario clients offer a discount for early payment. This discount was then incorporated into the NORI calculations. We have therefore modified this NORI program to give you the ability to ignore one specific charge code. Here’s an example of a tenant with a Discount on the Charges screen:

<table>
<thead>
<tr>
<th>Code</th>
<th>Base</th>
<th>Rev</th>
<th>Start</th>
<th>End</th>
<th>Freq</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount</td>
<td>☑</td>
<td>☑</td>
<td>01-Jan-2013</td>
<td></td>
<td>M</td>
<td>-0.00</td>
</tr>
<tr>
<td>Res Rent</td>
<td>☑</td>
<td>☑</td>
<td>01-Jan-2014</td>
<td></td>
<td>M</td>
<td>1.676 25</td>
</tr>
<tr>
<td>Res Rent</td>
<td>☑</td>
<td>☑</td>
<td>01-Jan-2013</td>
<td>31-Dec-2013</td>
<td>M</td>
<td>1.650 03</td>
</tr>
</tbody>
</table>

When the Notice of Rent Increase – Ontario is run, select the Discount code to be excluded:

**SELECT A REPORT**

**Tenants**

**Abstracts**

Tenant Abstracts will now display Other Space Charges.

**Tenant Address List**

The Mail Merge file will now include the Correspondence Language, which will show E for English, F for French with a blank field indicating the default of English.

**Aged Trial Balance**

**Aged Trial Balance – Historical**

On both of these reports, you now have the option to include report notes in the body of the report (Tenant Total Section) or at the end of the report (Building Total Section).

**Example of Tenant Total Section:**

**Tenant Aged A/R Trial Balance**

- Tenant Note: Tenant disputes rent increase in view of construction disruption.
- Tenant Note: Tenant gets a credit of $2601.09 for their 2000 CAM - we have no forwarding address.
Aged Trial Balance – Historical to Excel

You now have the option to export Tenant Report notes to Excel which will then print beside each tenant.

You have the option to Include Tenants: Active or Inactive or Both.

Tenant Ledger
Tenant Ledger – Colyvan

These two ledgers have a new option to “Print by Summarize Code.” If your tenants are charged multiple charges every month and you wish to summarize these on the tenant ledger, you now have the option to set up Summarize codes on the Accounting Codes. Here’s an example:

Without the Summarize option:

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
<th>Charges</th>
<th>Payments</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail</td>
<td>14249</td>
<td>14,883.75</td>
<td></td>
<td>14,883.75</td>
</tr>
<tr>
<td>CAM</td>
<td>14249</td>
<td>364.23</td>
<td></td>
<td>16,237.98</td>
</tr>
<tr>
<td>Tax</td>
<td>14249</td>
<td>249.89</td>
<td></td>
<td>15,487.67</td>
</tr>
<tr>
<td>Fed Tax</td>
<td>14249</td>
<td>1,084.14</td>
<td></td>
<td>16,571.81</td>
</tr>
<tr>
<td>St/Pr Tax</td>
<td>14249</td>
<td>42.27</td>
<td></td>
<td>16,614.08</td>
</tr>
<tr>
<td>CK</td>
<td>14258</td>
<td>6,614.08</td>
<td>-10,000</td>
<td>21,497.83</td>
</tr>
<tr>
<td>Retail</td>
<td>14258</td>
<td>14,883.75</td>
<td></td>
<td>21,497.83</td>
</tr>
<tr>
<td>CAM</td>
<td>14258</td>
<td>364.23</td>
<td></td>
<td>21,852.06</td>
</tr>
<tr>
<td>Tax</td>
<td>14258</td>
<td>249.89</td>
<td></td>
<td>22,101.75</td>
</tr>
<tr>
<td>Fed Tax</td>
<td>14258</td>
<td>1,084.14</td>
<td></td>
<td>23,185.89</td>
</tr>
<tr>
<td>St/Pr Tax</td>
<td>14258</td>
<td>42.27</td>
<td></td>
<td>23,228.15</td>
</tr>
</tbody>
</table>

To use the new Summarize option, add a Regular Charge Accounting code for each group to be summarized. Our example shows all rent charges under “Monthly Rent”:

The flag has been removed from the “Misc. Charges OK” field on this Summarize code, so that it won’t be used to charge tenants.

Add the new Summarize Code to the existing charge codes.

Our example shows that the summarize code “Monthly Rent” has been added to Retail, CAM, Tax, Fed Tax, and St/Pr Tax.

While our example summarizes all monthly charges into one code, you may set up as many summarize codes as you wish.

With the Summarize option:

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
<th>Charges</th>
<th>Payments</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>14249</td>
<td>16,614.08</td>
<td>-10,000</td>
<td>16,614.08</td>
</tr>
<tr>
<td>CK</td>
<td>14258</td>
<td>6,614.08</td>
<td></td>
<td>6,614.08</td>
</tr>
<tr>
<td>Monthly</td>
<td>14258</td>
<td>16,614.08</td>
<td></td>
<td>23,228.15</td>
</tr>
</tbody>
</table>
Minnesota CRP Form
We have incorporated the 2013 changes to this form, which also includes the new option to print via the government PDF form.

If you are using Adobe X or later, the “trust” process has changed:

Open Adobe Reader – Edit – Preferences – Security (Enhanced) – Privileged Locations – Add File:

![Add File to Privileged Locations](image)

Select the CRP.pdf file found in the Spectra\PDF folder:

![Select CRP.pdf](image)

Tenant Invoices/Statements
Print Invoices
Many clients have requested the ability to reprint tenant invoices. We thought it couldn’t be done, but more research found a way. You will find this new feature on the Tenant – Tenant Receivables Display screen. Please refer to this section above for specific details.
SUPPLIER

START A TASK

Work Order

Customer Work Order

We have modified this program to record who created the work order and who last modified it, so that the Ctrl W keystroke combination will display this information.

Purchase Order

Purchase Order Receipt

Release 7.0.1 included a major enhancement to the General Purchase Order process to give you the option to create a separate purchase order for backordered items. It was discovered that, under certain circumstances, the backordered purchase order was not updating the original purchase order and marking the original purchase as posted. This should now be corrected.

Invoices

Supplier Invoices Batch Entry

If you encountered the issue of duplicate invoices as a result of the Ctrl' keystroke combination, we have disabled this feature on the Bldg ID field.

We have modified the Supplier Allocation Code to default the $ to Allocate field to the Invoice Total Amount less the GST/HST (for Canadian clients). Just tab through the field or press <Enter> and the $ to Allocate will be distributed.

Using this example, our Canadian clients would then click on the Distribute GST/HST button to distribute the GST/HST sales tax:

![Image of Distribute GST/HST]

Import A/P Invoice Batch module

We have modified our Import A/P Invoice Batch module to include the line item description.

Standard Invoices

We have a new feature and a new menu item to enable you to modify changes in the amounts on auto withdrawal invoices. An example of this would be utility bills that are automatically deducted from your bank account(s). Here’s the process:

Edit the Invoices – Add or Change Standard Invoices to add the Variable Amount (Control Posting) flag to the auto withdrawal invoice.

The screen will display a message that the variable amount flag doesn’t control the posting. What this means is that, if you run the Post Auto Withdraw Invoices, it will expense and deduct from your bank account whatever is shown on the standard invoice at that point. You must revise the amounts in the Edit Variable Auto Withdrawal Invoices program first.
Edit Variable Auto Withdrawal Invoices

This new menu item will display all auto withdrawal invoices that are flagged as Variable Amount (Control Posting).

Simply drill down and change the amount prior to running the Post Auto Withdraw Invoices.

Summary of the new process:

- Flag the auto withdrawal standard invoice as Variable Amount (Control Posting)
- Edit the amount in the Edit Variable Auto Withdrawal Invoices screen.
- Post Auto Withdraw Invoices for the month.

A/P Year End
IRS Form 1099 Processing

We have updated the Interest Income form to print two per page.

Our original 2013 1099 forms were based on the sample form provided by the IRS. Users have reported that the forms they have purchased from some office supply stores are different and do not match our programming. We have made some changes to accommodate these forms, as follows:

Payer’s Block

The samples provided by some of our clients show a larger header than our sample, so we have moved our text down in the payer’s box to accommodate this change. This applies to all pages of the 1099-MISC form.

Recipient’s Block

The problem with this block of information is that the preprinted forms from different vendors is formatted differently on COPY A versus the remaining pages (COPY B, COPY C, COPY 2).

We have added a new checkbox to the 1099 Print window labeled “Use Alternate Copy Print.”

Form A: Do not use the Use Alternate Copy Print option.
Form B – Office Depot: If your Form B looks like this one from Office Depot, where the Recipient title is all on one line, do not use the Use Alternate Copy Print option

Form B – Staples or Office Max: If your Form B looks like this one, where the Recipient title is on two lines, use the Use Alternate Copy Print option
**SELECT A REPORT**

Aged Analysis

Aged analysis – Historical

For clients using Accrual Accounting, reconciling the supplier sub ledger to the payables G/L control account has always been a “challenge.” To facilitate this process, we have added the reporting option to “Verify G/L Balances.”

Here’s a building with a problem:

<table>
<thead>
<tr>
<th>Building Subtotal</th>
<th>$42,595.02</th>
<th>$42,595.02</th>
</tr>
</thead>
<tbody>
<tr>
<td>The G/L Account balance for this building does not agree with this report</td>
<td>$42,575.02</td>
<td></td>
</tr>
<tr>
<td>The variance to the G/L Balance is</td>
<td>$19.90</td>
<td></td>
</tr>
</tbody>
</table>

If you encounter a variance, what should you do?

- Post Invoice Expenses to G/L – Run this process to a date far in the future to post all supplier invoices. The Aged Analysis report will print all unpaid invoices even invoices dated in the future, as the date on this report is for aging purposes only.
- Temporary Year End – Run the G/L Year End – Close Fiscal Year for the last year to update the opening balance for the current fiscal year.
- Edit Open Unposted Invoices – Check this report to see if there are any invoices that have been flagged with “Do not post to G/L or Pay this Invoice.”

**BANKING**

Receipts

Rapid Entry

To avoid confusion for your tenants, you now have the option to change the default payment type for pre-authorized payments (PAP) or postdated checks (PDC). Two new fields have been added to the Configuration File found on the System Tasks – Spectra Utilities menu to enable you to select the appropriate Payment Code from your Accounting Control Codes.
Checks

Select Invoices for Payment

If you select an invoice for a building that is flagged as Inactive, the system will warn you before allowing you to continue:

Similarly, if there are outstanding invoices for a supplier, who is now flagged as “Inactive”, the system will warn you before allowing you to continue:

Check Printing

If you have our Supplier EFT/EDI modules, you now have the option to email remittance advices to the suppliers paid by electronic funds transfer. You will notice new fields on the Check Printing screen:

The order of processing is important:

1. **Preview or Print EFT Advice** the remittance advices for your records.
2. **Process EDI** to create the file to be uploaded to your bank.
3. **Email EFT Advice** will generate emails to be sent to the suppliers based on the information recorded on the Supplier – Accounting screen (see above). If an email address does not exist on the Supplier – Accounting screen, the remittance advice will be sent to the printer.
4. **Post**: This must be the last function, as you will not be able to print or email the remittance advice after the batch has been posted. The Post button will be grayed out until the EFT Advice has been previewed or printed.
Example of EFT Payment Advice attached to supplier email:

**SELECT A REPORT**

**Checks**

**Monthly Disbursements Report**

We have corrected this report so that the Building Account Detail - Print summary by Building & GL Account will only print the summary if this option is selected.

**BACKGROUND SCREENING**

As Windows 8 uses IE 10 by default, we now support IE 10 for printing of the report.

**FINANCIAL STATEMENT REPORT WRITER**

The Financial Statement Report Writer found on the Windows – Start – Programs – Spectra menu was the original financial statement program. It enables you to design your column formats as well, but it processes slower than the newer financial statement program found on your Building – Reports menu with the pre-defined column formats.

We do have clients who have designed their own column formats, so they are using this report writer. We have updated it to function with the Access 2010 upgrade.

**CRYSTAL REPORTS**

One of our clients uses Crystal Reports extensively and requested the following views which are now available for all clients:

- **Building View**: Include Bldg ID, Bldg Name, All user data free form fields (15 fields), Owner Name, Building Type, Active Building, Supplier ID of Management Company

- **Unit View**: Bldg ID, Building Name, Type, Status, Usable Area, Rentable Area, Key Code, # of Bedrooms, # of bathrooms, expected rent, market rent, previous rent, description, all user custom data free form fields (15), floor ID

- **Prospect View**: Name, Contact First and Last Name joined, contact phone, contact email, applicant status, date applied, building applied, unit applied, screening status.
**NEW AUTHORIZATION**

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 Close.

Please fill in your contact information with the primary contact for your company to whom releases should be sent.

**Save and Email** to send the authorization file by email to Spectra’s Support Department.

**Save to Disk:** If you “lock up” when trying to email, after closing Spectra, you may come back to this screen and click on this button which will prompt you with a Save As box. Create an email and attach the file that was just created and send to support@spectra.ca.

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.

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.