Release 7.2

General Release

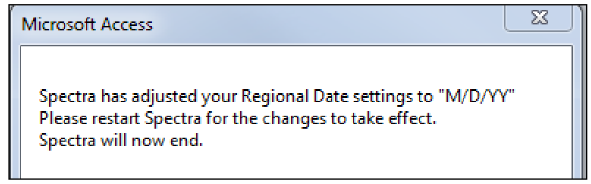
January 2015

Please distribute to all Spectra users in your company.

Support Email: support@Spectra.ca
Visit us online at: www.Spectra.ca
Support Telephone: (866) 718-2345
Support Fax: (866) 513-0961

STARTUP MESSAGE

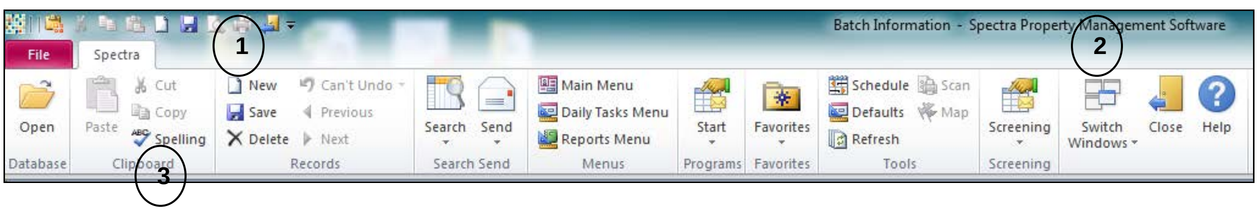
The correct date format for Spectra is M/D/YY (Month – Day – Year). If you had a different date format specified in your Control Panel and encountered an error message that an invalid date and time was encountered, we have modified the startup process to correct the date format and eliminate the error about the invalid date and time. If you encounter the message below, restart Spectra.



NEW RIBBONS

We have converted our old toolbars into ribbons. You should experiment to get familiar with it, but here are some features for you to note in particularly:

1. In your daily processing when you save and then add a new record, we have put the Save and New icons together to facilitate data entry.
2. Switch Windows now functions the way it used to. However, be careful when using this feature to be sure that all windows are closed before you exit Spectra.
3. Spell Checker: The runtime version of Access does not include the spell checker. Spell checking will only work in Spectra if Office is installed on the machine with a version that matches the Spectra version. Therefore, Spectra 7.x requires that Office 2010 is installed.
4.



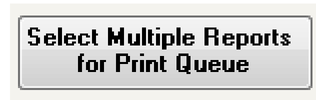
Quick Access Toolbar

At the top of your screen, you'll find the Quick Access Toolbar with commonly used ribbon buttons. This toolbar is always visible regardless of what ribbons are displayed.

SYSTEM TASKS

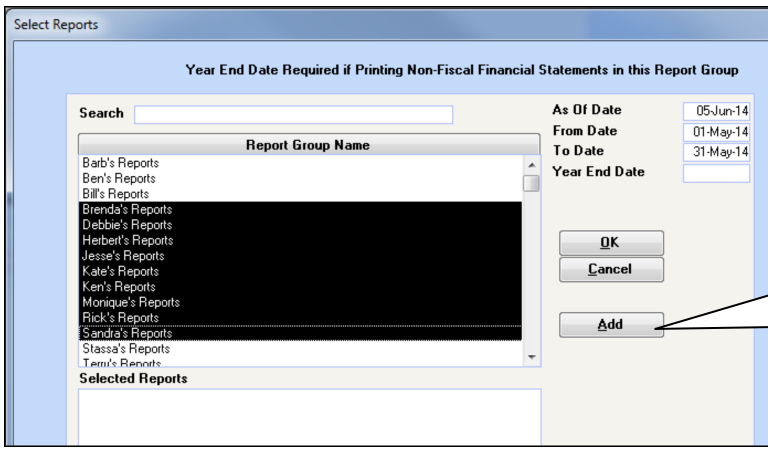
Report Notes - Report Groups

We have added a new option on the Report Groups screen to enable you to select multiple reports for the Print Queue. This will enable you to select a range of report groups to add to the Report Q.



To use this new feature, add individual report groups or use your mouse to highlight a range of report groups and click on the Add button.

Important: Your date ranges must be entered on the new Multiple Reports screen to use this feature.

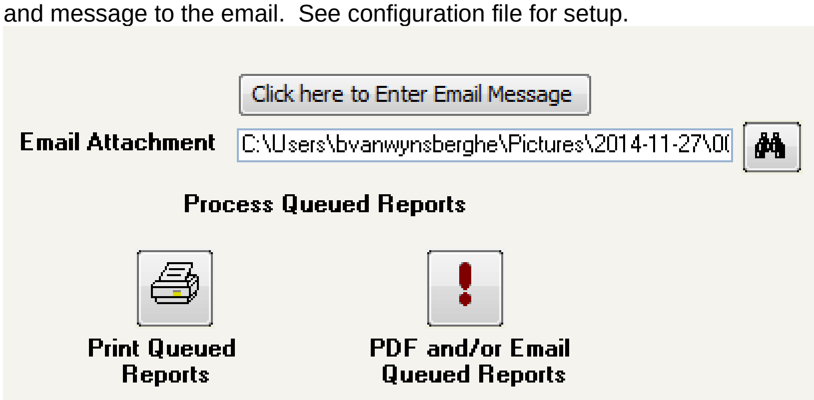


Click on the Add button to add these report groups to your Selected Reports

Report Notes – Print Report Groups

Report Groups are created to automate the production of monthly reports. A new option to print the entire contents of a report group allows users to view the list of reports included in the group as well as the order in which the reports will be generated. If the options to **Save as PDF** or **Email** are configured for the report group, the file name of the PDF and email address will be included.

When adding reports to the Report-Q there is a new enhancement to include adding a PDF attachment and message to the email. See configuration file for setup.

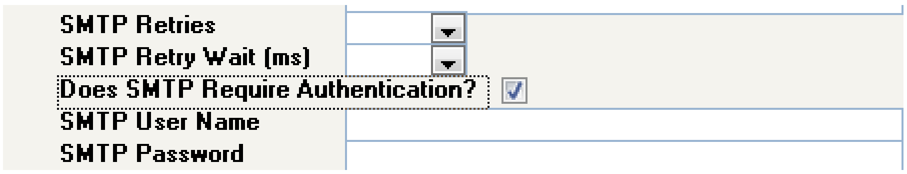


Spectra Utilities – Update Sample Chart of Accounts

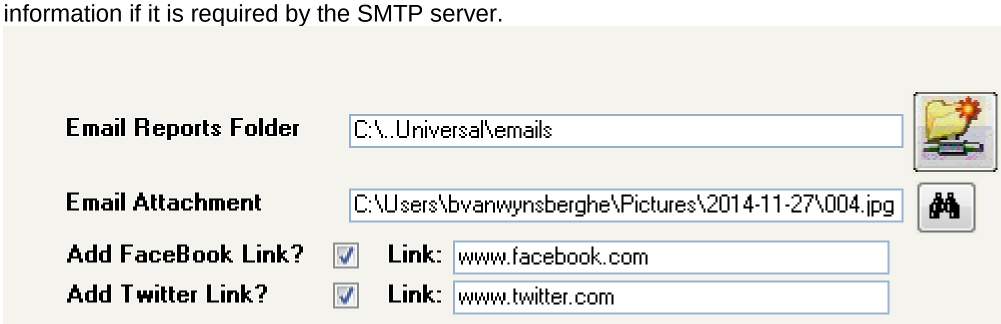
We have added a “Copy to a New Sample Chart” button to copy a sample chart of accounts.

Spectra Utilities – Configuration File

The configuration file has had some new fields added to be used with the new enhancements to emailing tenant statements, invoices and report groups.



The user may now specify the number of retries, the wait time between retries and authentication information if it is required by the SMTP server.



Email Reports Folder – Enter the location to store a copy of what you are emailing.

Email Attachment –When emailing tenant statements or invoices if you want to send a PDF attachment with the email, the location of the PDF needs to be selected here.   This is a default selection and you may override it on the statement/invoice and report groups selection screen.

Add Facebook Link? - check this box and enter the link that will show on your email.
Add Twitter Link? - check this box and enter the link that will show on your email.

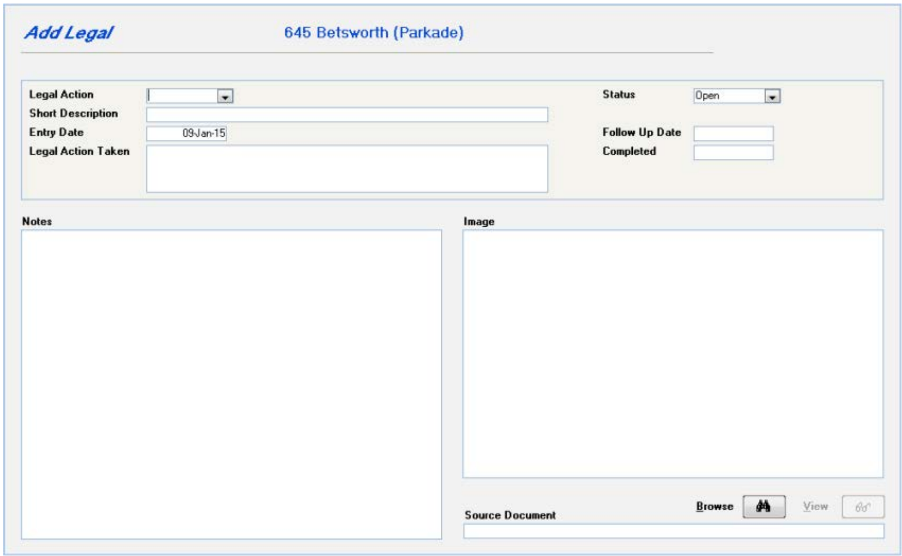
Security – Access Codes

Creating or editing access codes allows Tenants Pre-Payments to be set to Inquiry Only. This option will prevent users with inquiry only access from viewing banking information for tenants with pre-payments. Users with inquiry only access will see a label blocking the banking information. See screenshot in **Find – Tenants** section below.

FIND

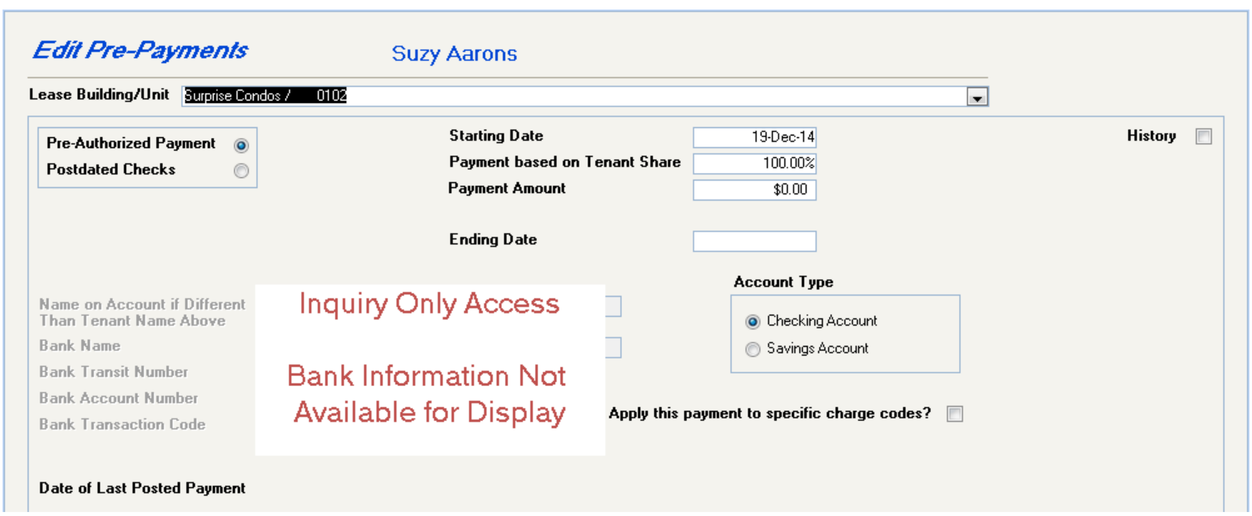
Buildings - Legal

We have added a Legal Tracking screen on the building similar to the Tenant Legal screen.



Tenants

Users with Inquiry Only access to prepayments will no longer be able to view banking information for a tenant with prepayments setup. The banking information on the prepayments screen will now be blocked with a label indicating the user has Inquiry Only Access.



Suppliers

Resolved error when entering sub accounts on the Default GL Account field of the supplier accounting display. The default GL account field now accepts up to 20 characters.

COMPANY - VISIT OUR WEBSITE

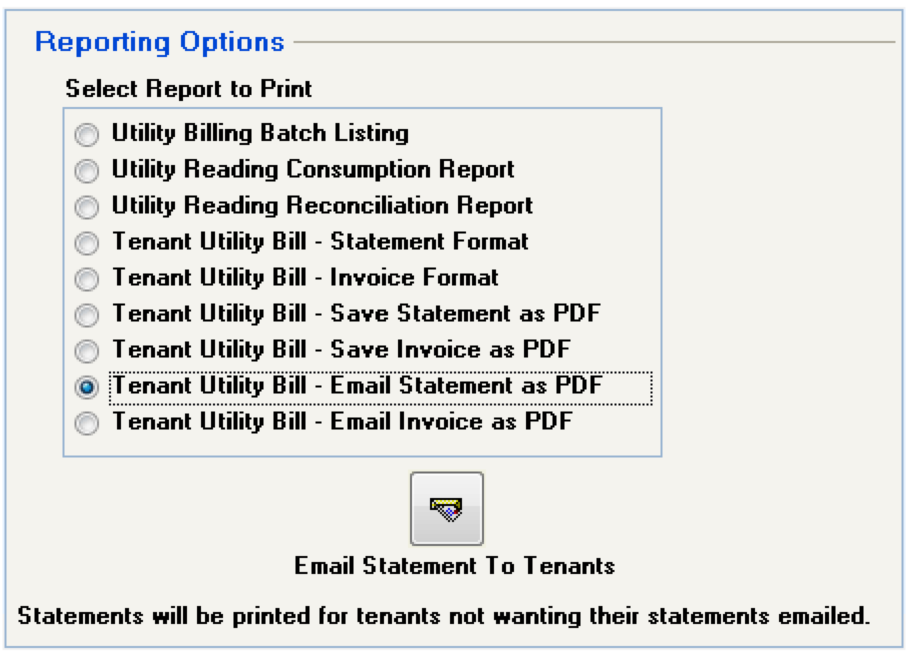
We have corrected the link to our website

BUILDING

START A TASK

Utility Billing – Enter/Process Meter Readings

Printing options for utility billings have been updated to include the ability to email tenant utility bills rather than saving as a PDF and mailing. The option to email tenant utility bills is available in the Reporting Options area when printing utility bills. Select the radio button to email tenant utility bills and click the Email Statements to Tenants icon.

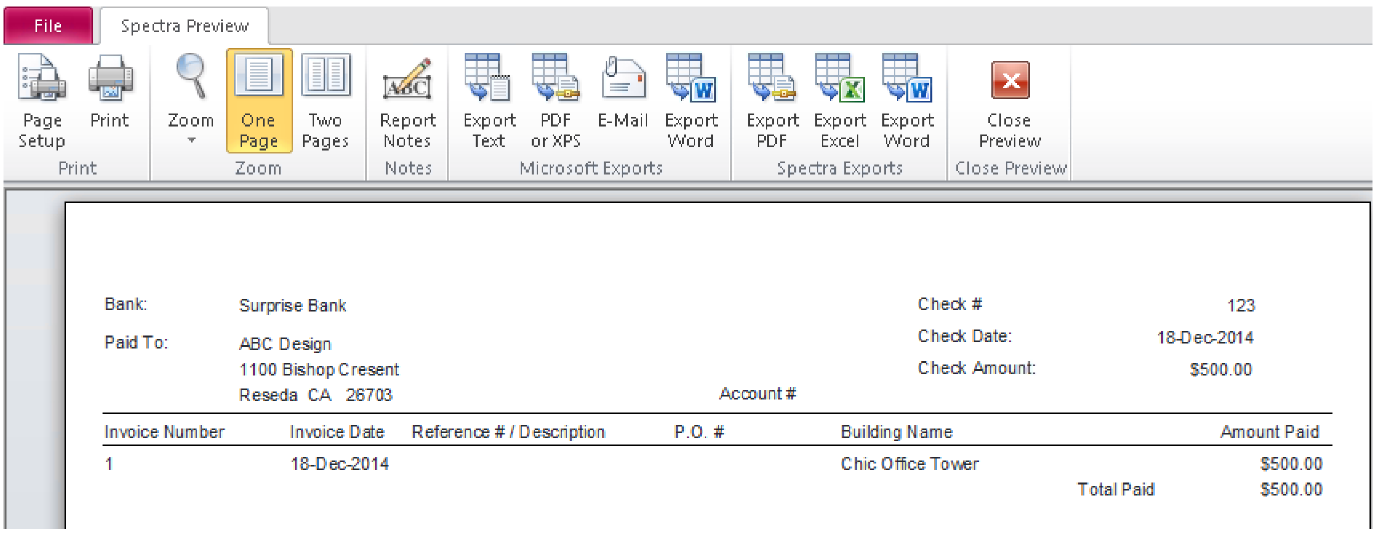


Journal Entries - Post Standard Journal Entries

If you select "All" buildings, only Active buildings will now post. Inactive buildings will not be processed.

Inquiries – Check Detail Display

Payments that are not auto withdrawals or preauthorized payments can now be exported to PDF or Excel. When viewing the Check Detail Display for a bank, select the magnifying glass next to the payment to view. The check reprint window will open showing the details of the check. Menu items to Export to PDF or Export to Excel are now available on the ribbon at the top of the page.



Cost Recovery – Format I or II

If any Asset accounts are included in the recovery calculation, we have corrected the amount included in the recovery calculation.

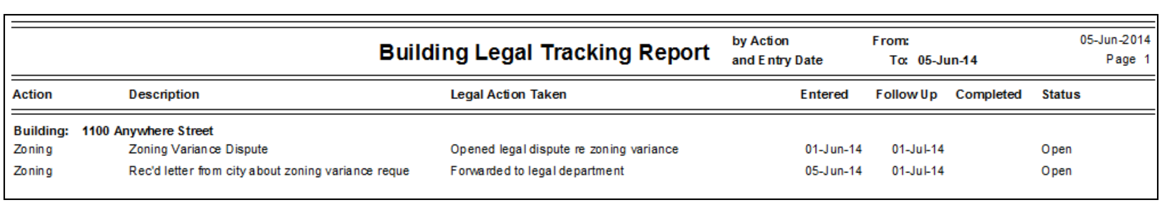
Retail – Percentage Sales Calculation

Sales Exclusion amounts added to Retail Sales for tenants will now be deducted from the Gross YTD Reported Sales when executing the Percentage Sales Calculation. Previously sales exclusions amounts were not being deducted accordingly.

SELECT A REPORT

Master Listings - Building Legal Tracking

This new report prints information from the Building – Legal screen:



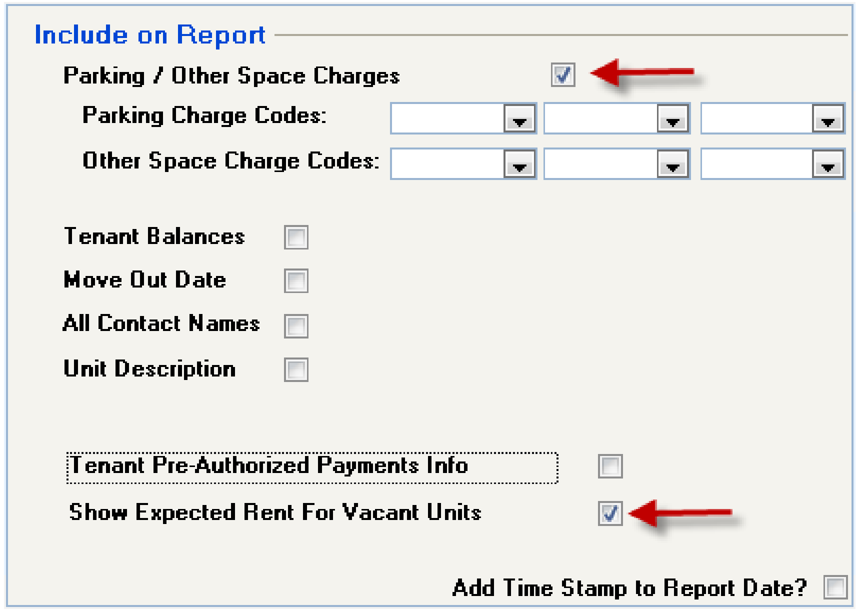
Building Legal Tracking Report by Action and Entry Date From: To: 05-Jun-14 05-Jun-2014 Page 1

Action	Description	Legal Action Taken	Entered	Follow Up	Completed	Status
Building: 1100 Anywhere Street						
Zoning	Zoning Variance Dispute	Opened legal dispute re zoning variance	01-Jun-14	01-Jul-14		Open
Zoning	Rec'd letter from city about zoning variance reque	Forwarded to legal department	05-Jun-14	01-Jul-14		Open

Rent Reports – Rent Schedule

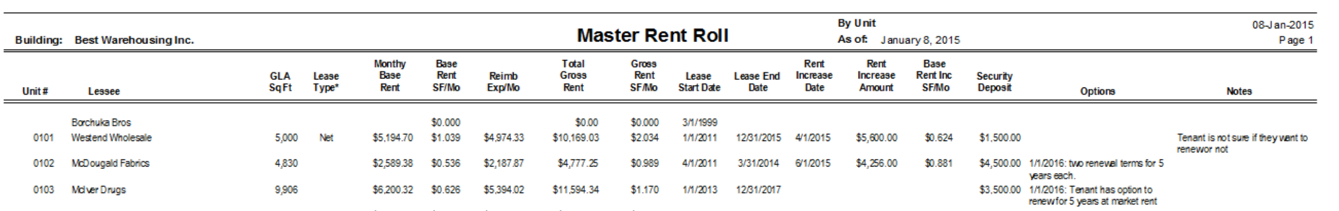
The **Include on Report** area of the Rent Schedule report now includes a checkbox to show Parking/Other Space Charges. When this checkbox is selected additional options are available to select the Parking and Other Space charge codes to show on the report. Up to three parking and three other space charge codes may be selected. The rent schedule report will show a separate column for Parking Charges and Other Space Charges.

Additionally, the **Include on Report** area of the Rent Schedule report has been updated to include a checkbox to Show Expected Rent for Vacant Units. If unchecked, vacant units will appear on the report but the rent charges will be reported as $0.



Rent Reports – Custom (A to L) – Rent Roll - Borstein

This is a new custom rent roll. This report allows users to select which charge codes should appear on the report. Some columns specific to this report are the Lease Type (is gathered from the first custom data field of the lease), Reimbursement Expense is a total of all specified charge codes and Option descriptions.



Building: Best Warehousing Inc. **Master Rent Roll** By Unit As of: January 8, 2015 08-Jan-2015 Page 1

Unit #	Lessee	GLA SqFt	Lease Type*	Monthy Base Rent	Base Rent SF/Mo	Reimb Exp/Mo	Total Gross Rent	Gross Rent SF/Mo	Lease Start Date	Lease End Date	Rent Increase Date	Rent Increase Amount	Base Rent Inc SF/Mo	Security Deposit	Options	Notes
	Borchuka Bros				$0.000		$0.00	$0.000	3/1/1999							
0101	Westend Wholesale	5,000	Net	$5,194.70	$1.039	$4,974.33	$10,169.03	$2.034	1/1/2011	12/31/2015	4/1/2015	$5,600.00	$0.624	$1,500.00		Tenant is not sure if they want to renewor not
0102	McDougald Fabrics	4,830		$2,589.38	$0.536	$2,187.87	$4,777.25	$0.989	4/1/2011	3/31/2014	6/1/2015	$4,256.00	$0.881	$4,500.00	1/1/2016: two renewal terms for 5 years each.	
0103	McIver Drugs	9,906		$6,200.32	$0.626	$5,394.02	$11,594.34	$1.170	1/1/2013	12/31/2017				$3,500.00	1/1/2016: Tenant has option to renewfor 5 years at market rent	
0104	Sutherland Supply	5,805		$6,531.25	$1.125	$1,874.73	$8,405.98	$1.448	3/1/2012	2/28/2017						

Lease Reports - Lease Expiration

The residential tenancy rules are always changing and a client reported that one agency has made it more difficult to evict a tenant. The new rules are that, unless a tenant has a fixed-term lease (where the end date is stated in the lease), the lease is automatically renewed and the tenant has the right to stay until he gives notice to the landlord. Therefore, the client has a mix of Annual, Month-to-Month, and now Term leases, but no way to indicate which leases are Term leases.

We have added “Term” to the Lease Type on the Tenant’s Leases screen, plus the Lease Expiration Report will now group lease expirations by Lease Type.

Building: Dynasty Center **Lease Expirations** From: 5-Jun-2014 To: 30-Jun-2014 05-Jun-2014 Page 1

Expiry Date	Unit	Unit Type	Tenant Name	Area Leased	Monthly Rent at Expiry	Rent Expected	Base Rent Rate	Annual
Lease Type:	Term							
30-Jun-2014	A	Retail	Dollars and Cents Laundry	1,750	$1,875.00	$0.00	$12.86	$22,500.00
	* Total Expiry Area for:	June 2014	1,750					

Maintenance Reports - Maintenance Cost Comparison

We have corrected the variance percentage of 9999.99% when the difference is zero

Vacancy Reports - Vacancy Analysis

We have corrected this report where the previous amount was incorrect if the last tenant had a charge dated after their move out date.

Management Reports - Management Summary 6-in-1 Report

We have corrected the revenue and expense section of the 6-in-1 Cash Flow section for buildings with non-calendar fiscal years.

General Ledger – Purchase Journal

Reporting options now include a checkbox to Start Each Building on a New Page. This report will now show each building on a new page if the checkbox is selected. The report is sorted by GL number and then invoice date.

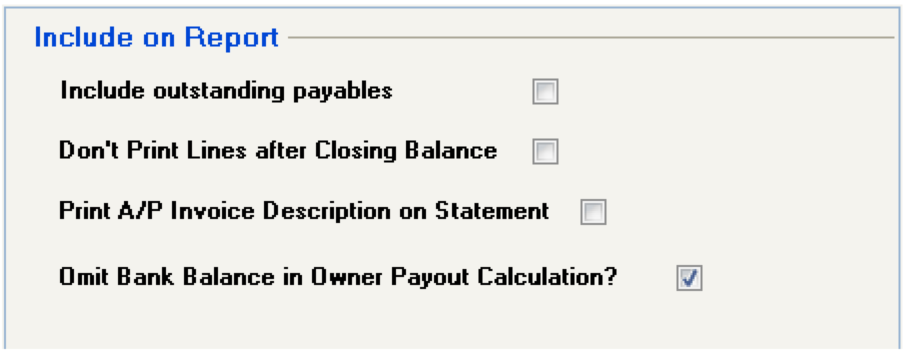
General Ledger (Archived) – Selected General Ledger Detail

Addressed issue with the Selected General Ledger Detail report showing incorrect ending balances of $0 for some ledger accounts. If the last month in the range of months selected has no transaction then the closing balance was not being updated accordingly and reported as $0.

Owner Statements

Voted #8

A new option is available to **Omit Bank Balance in Owner Payout Calculation** when generating an owner payout summary report or owner statement detail report. If this option is selected, the owner statement detail report will indicate the bank balance was omitted in payout calculations.



TENANT

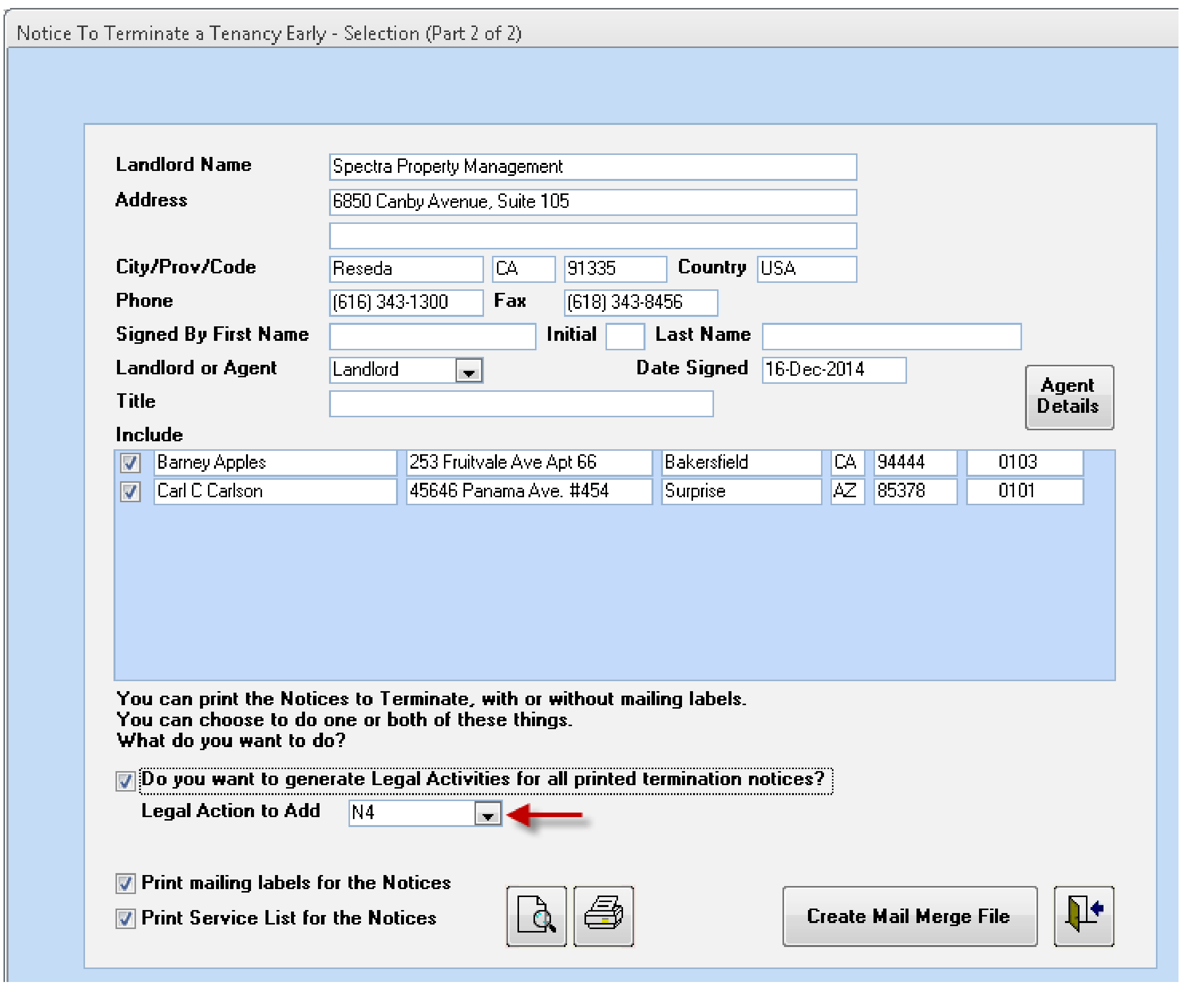
START A TASK

Tenant Profile

Addressed issue with the tenant profile display showing date fields as ######## if the formatting does not fit the field length. Dates will now show in the correct format and will no longer report as ########.

Termination Notices – Generic Mail Merge

We have enhanced the Generic Termination Notices to include an option to add a legal activity to the tenant. If this option is selected an entry will automatically be created on the legal tab for all tenants receiving the termination notice.



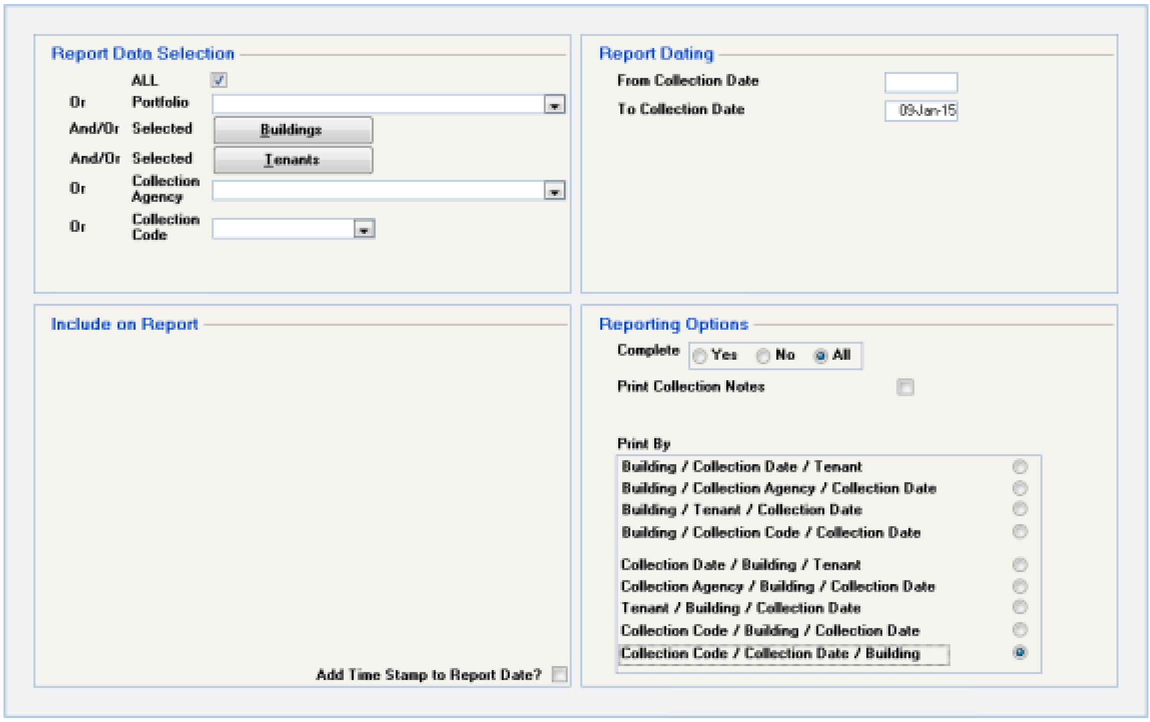
SELECT A REPORT

Tenants - Tenants Without Insurance Coverage

If tenants were entered in a building without a unit number, the report showed the wrong total for the number of tenants without insurance. This is now corrected.

Tenant Collections

At client request we have modified the Collection Report to add the ability to select and sequence by Collection Code.



Aged Trial Balance – Historical

When generating the Aged Trial Balance – Historical report and selecting Building Totals Only, if Group By Active/Inactive Tenants was selected the report will now report the building totals for active and inactive tenants. Previously, if Building Totals Only was selected, the Group by Active/Inactive Tenants option was disabled.

Billed, Collected & Aging – Majors

Three fields have been added to this report based on the first three User Data fields from the Tenant, namely Type, Name, and Responsibility.

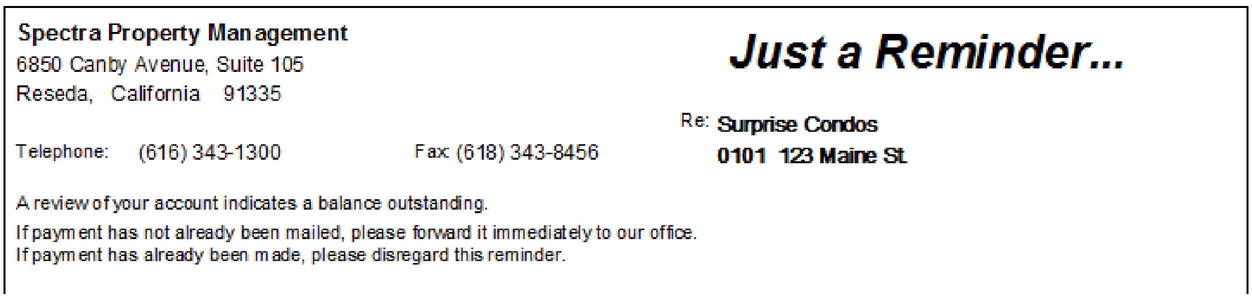
Monthly A/R Collection Report

Voted #4

A checkbox is now available in the Include on Report area of the report screen to include contacts and phone numbers. If selected, a list of all contacts and their phone numbers along with phone type code (if specified) will be reported. If the number is designated as Primary or Emergency that will be shown as well.

Tenant Late Reminder

The tenant late reminder notice now includes verbiage that says "If payment has already been made, please disregard this reminder."



Spectra Property Management
6850 Canby Avenue, Suite 105
Reseda, California 91335

Telephone: (616) 343-1300 Fax (618) 343-8456

Just a Reminder...

Re: **Surprise Condos**
0101 123 Maine St.

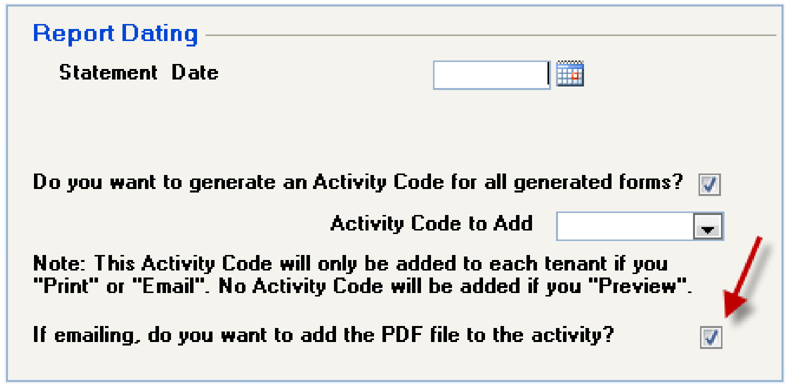
A review of your account indicates a balance outstanding.
If payment has not already been mailed, please forward it immediately to our office.
If payment has already been made, please disregard this reminder.

Minnesota CRP 2014

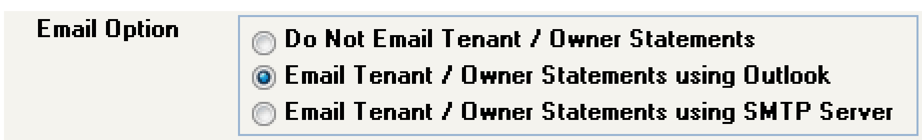
The Minnesota CRP (Certificate of Rent Paid) form has been updated for 2014.

Tenant Invoices / Statements – Print Invoices and Tenant Statements

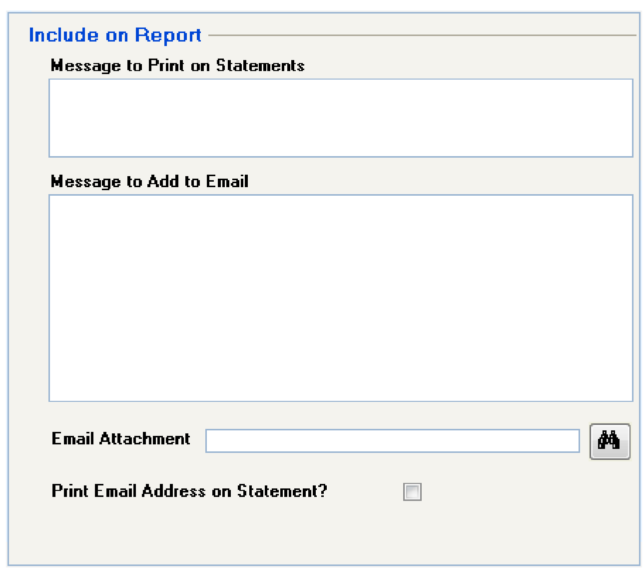
Report Dating options when printing tenant invoices or statements (all types) now include the ability to add the PDF file to the tenant activity if emailing the invoice or statement. To add the PDF file, select the checkbox under the report dating area.



Additional enhancements include new functionality to add a message or attach a letter when emailing tenant invoices or statements. To enable this new functionality, the option to email tenant / owner statements must be selected in **Spectra Utilities – Configuration File**.

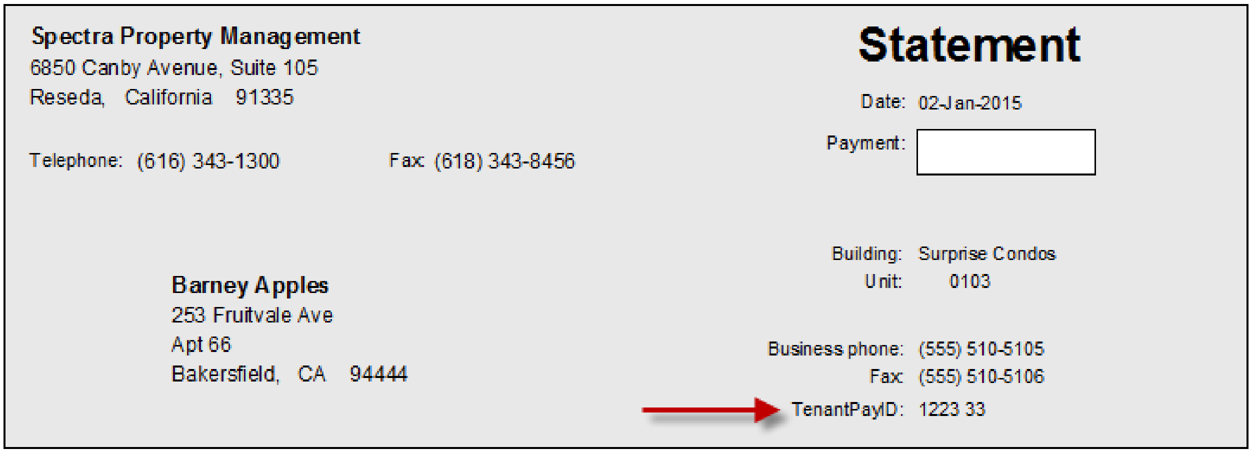


Once the option to email tenant/owner statements is enabled, a text box will be available in the Include on Report area for a message to add to the email. Type the message to be added to the email in the text box. If attaching a PDF when emailing tenant invoices or statements, click the Find Folder icon next to the email attachment field and select the PDF to send with the email.



Tenant Invoices / Statements – Tenant Statements CityCom & Investec

Updated tenant statements for CityCom and Investec to print the TenantPay ID if authorized for TenantPay or TenantPay Generic. The tenantpayID must be added to the TenantPay field of the lease.



Spectra Property Management
6850 Canby Avenue, Suite 105
Reseda, California 91335

Telephone: (616) 343-1300 Fax (618) 343-8456

Statement

Date: 02-Jan-2015
Payment:

Building: Surprise Condos
Unit: 0103

Barney Apples
253 Fruitvale Ave
Apt 66
Bakersfield, CA 94444

Business phone: (555) 510-5105
Fax (555) 510-5106
TenantPayID: 1223 33

SUPPLIER

START A TASK

Work Order – Customer Work Order

Once a work order is posted, when you come back to the WO the taxes button is now disabled preventing taxes from being recalculated. Previously the taxes button could be selected on a posted work order which recalculated taxes.

Invoices – Supplier Invoices Batch Entry

Only active buildings will now show for selection. This will prevent invoices being accidentally posted to inactive buildings.

Additionally, it was discovered that it was possible to bypass the **Check for Duplicate Invoice Numbers** checkbox on a supplier by creating an invoice for a supplier, entering an invoice number that was already used by another supplier, and then changing the supplier to the one where the invoice number was already used. The system asks if you want to change suppliers, but it does not re-validate the invoice number. To correct this, when a supplier is changed, the invoice number will be reset to blank and will be required to be re-entered.

Import A/P Invoice Batch

If you have this module, we have modified it to handle sub accounts.

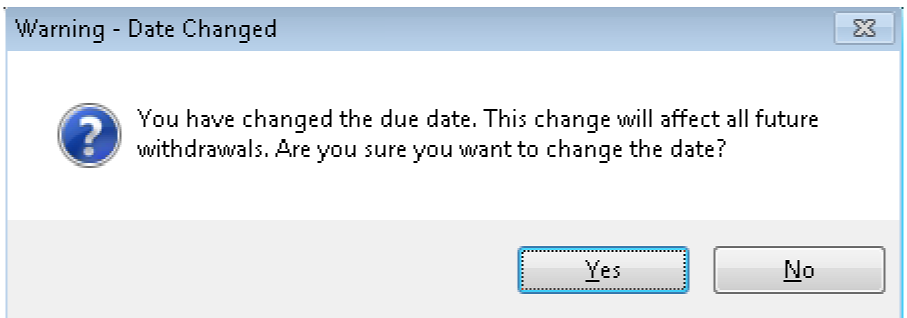
Invoices – Add or Change Standard Invoices

When adding or changing standard invoices, the dropdown list for **Payment Frequency** now includes an option for Semi-Monthly.

Energy Usage amounts may be added when editing an Automatic Withdrawal Invoice with Variable Amount (Control Posting) enabled. This option has been added when **Adding or Changing Standard Invoices** as well as when **Editing Variable Auto Withdrawal** invoices. To edit the Energy Usage, double left-click the folder icon in the **Energy** column for the line item that needs energy amounts entered. The ***Update Building Energy Consumption*** window will open. Select the Energy Code from the dropdown list and enter the Energy Consumption amount. A unit may be selected if needed. Click OK to save changes.

Invoices – Edit Variable Auto Withdrawal Invoices

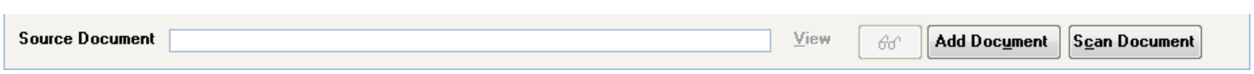
Editing of variable auto withdrawal invoices now allows for the due date to be changed. Once the date is changed, a confirmation message will appear. Click **Yes** to change the date. Click **No** to edit the due date and change to the correct due date. Please note this is not just a one time change but changes the due date on the original record



We have also modified this screen, so that if you change the amount, the Split Amount will automatically be updated if there is one distribution.

Invoices – Edit Open Unposted Invoices

Editing open un-posted invoices now allows for documents to be added to the invoice. To add the document, click the Add Document icon at the bottom of the screen and select the file to be added.



You also now have the option to enter any energy or maintenance information.

Invoices - Post Standard Invoices to A/P

If you select “All” buildings, only Active buildings will now post. Inactive buildings will not be processed.

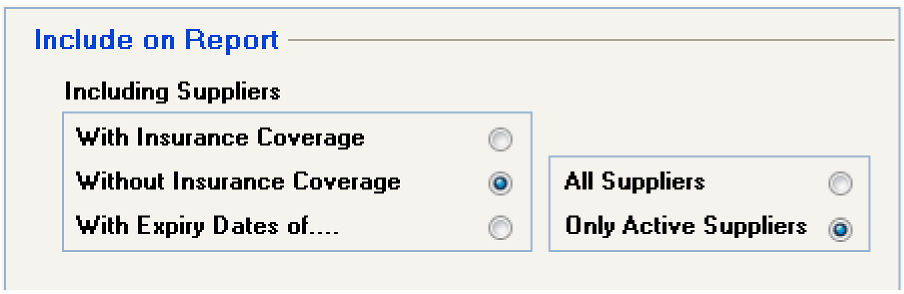
A/P Year End – IRS Form 1099 Processing

New IRS 1099 Forms have been added for 2014.

SELECT A REPORT

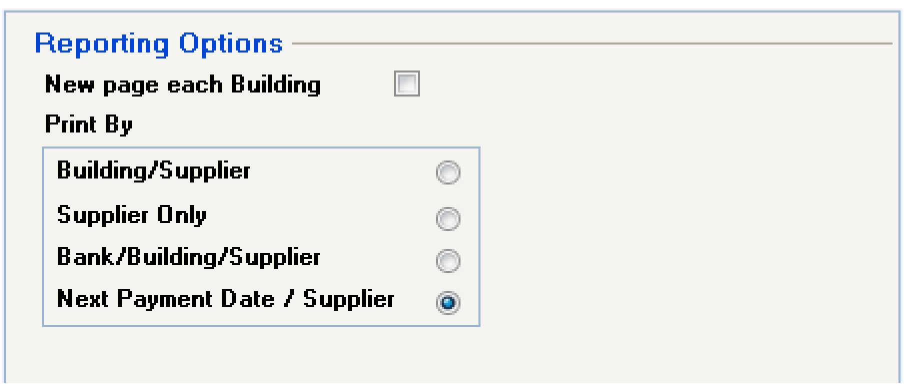
Insurance Expiry

Provided new option to include *Only Active Suppliers* on the Suppliers Without Insurance report. The option for *Only Active Suppliers* is only available when Without Insurance Coverage is selected.



Supplier Standard Invoices

Reporting options now include an option to Print by Next Payment Date/Supplier. If selected the report is sorted by Next Payment Date (oldest to current) and then by supplier.



Supplier EFT Listing

Now that more of our clients are paying their suppliers via Electronic Funds Transfer, we have added a report to show suppliers set up for EFT payment, their banking information, and email addresses.

BANKING

START A TASK

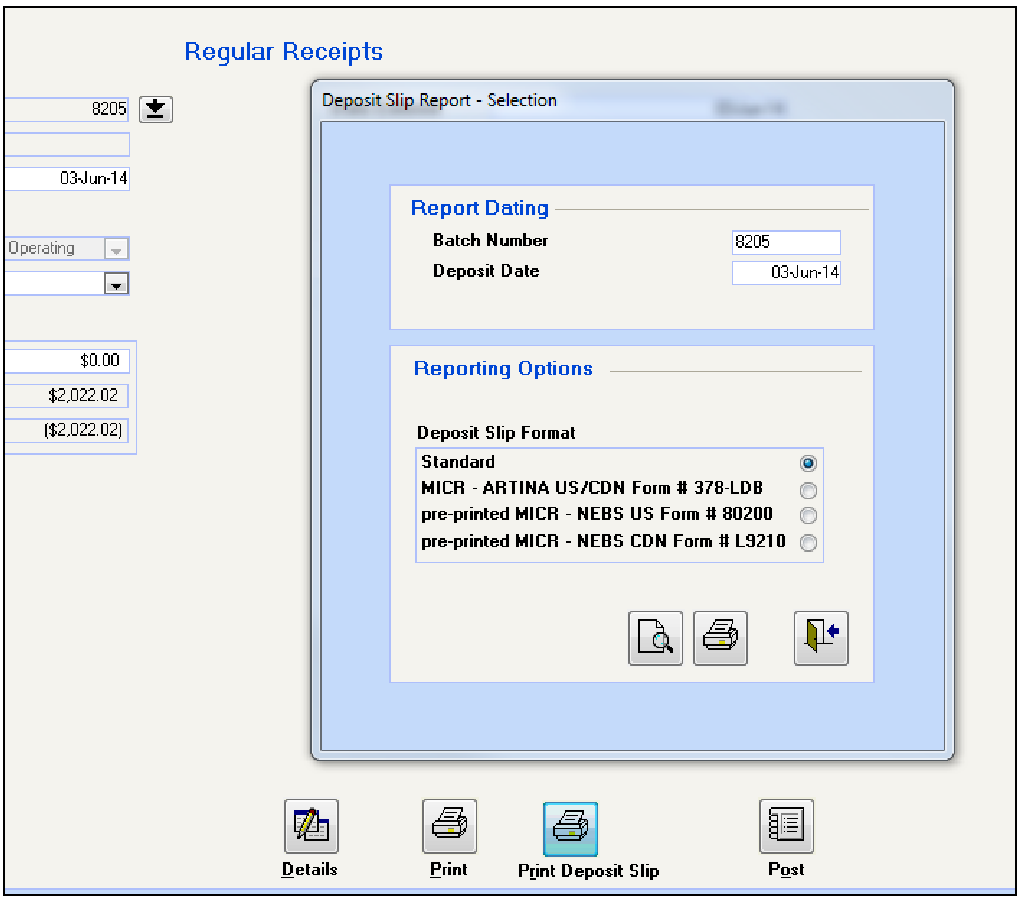
Receipts

Regular & Rapid Entry

At client request we have added the same deposit slip reports that exist under the Print Daily Cash Receipts menu.

Why? This excellent suggestion came from a client who told us that they don't post their cash receipts in Spectra until they return from the bank – just in case.

In some cases when printing a receipt for the tenant payment the balance due was not correct, this has been fixed



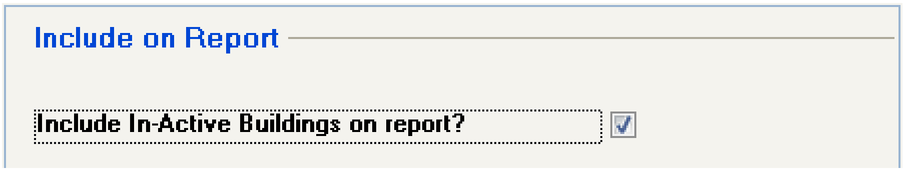
Checks – Select Invoices to Pay

Zero amount invoices will now show so they may be processed for any GL account changes

SELECT A REPORT

Bank / Cash Reports

All Bank/Cash reports now include functionality to report inactive buildings. When generating the **Daily Bank Cash Balance** or **Monthly Bank Cash Balance** reports, a checkbox is now available to Include In-Active Buildings on the report.



The **Cash Balance Report** allows for inactive buildings to be reported when selecting the buildings to include on the report. To report both active and inactive buildings on the Cash Balance Report, click the Buildings button, select the **BOTH** radio button at the top, and add all buildings to the Selected Buildings area. Close the form and generate the report. Active and inactive builds will now be reported.

Crystal Report Views Added or Updated

New views have been added or existing views have been updated. New views or updates are as follows:

UNITS - From the building table, added building active check box.
TENANTS - Company ID Number for indexing
PROSPECTS - Company ID number for indexing

New Views:

PARKING: BuildingID, Unit, Stall, Type of Parking, Charge Code, RNT, Amount, Start Date, Ending Date, Parking Stall, Vehicle Description, License, Parking Permit Number, Notes, Tenant Name, Phone, Email, Vehicle Make, Year, and Plate numbers from contacts.