

Release 7.2.2

General Release

July 2015

Please distribute to all Spectra users in your company.

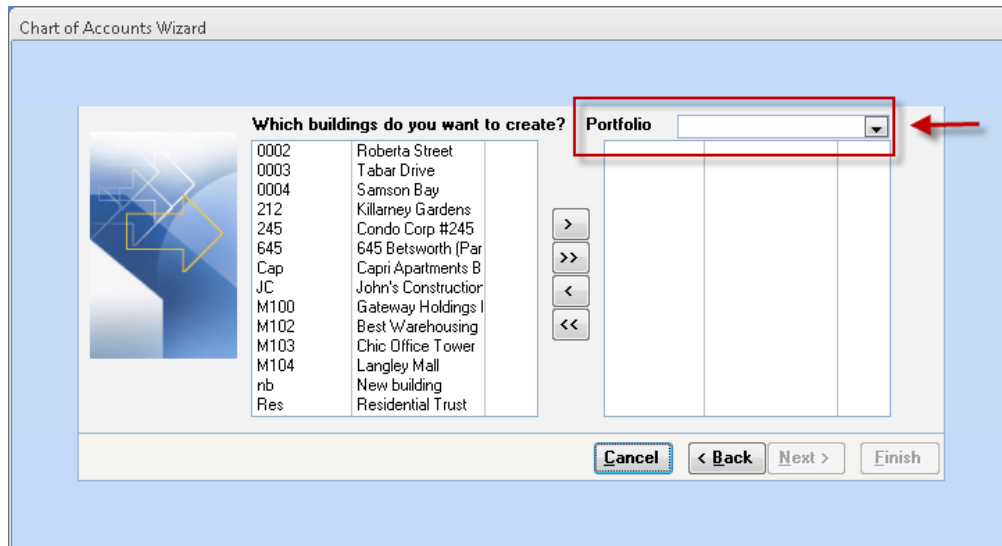
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SYSTEM TASKS

Wizards – Copy Chart of Accounts Wizard

The Copy Chart of Accounts wizard now includes an option to copy to a Portfolio instead of selecting each building separately. Selecting a portfolio from the dropdown list automatically loads the buildings in the list to copy to.



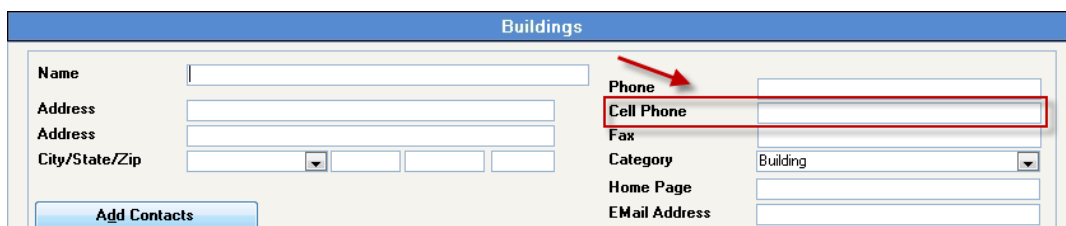
Spectra Utilities – Configuration File

Color logos added to the configuration file will print in color on tenant invoices, tenant statements, tenant ledgers, and reports where a logo is printed. In order to print the logo in color, the default printer properties must support color printing and must be set to print in color by default.

FIND

Buildings – Building Edit

A new field for Cell Phone is now available when editing a building. The cell phone number can be added with or without an area code. The Cell Phone field was also added to the Tenants, Suppliers, Prospects, Owners, Banks, and Other Contract detail. The cell phone number will be included on the following tenant reports: Tenant Ledger, Lease Abstract, Invoices, Statements, Monthly Collection Report, and Aged Trial Balance.



Buildings – Building Edit – Energy

The Energy module will now be updated with energy amounts and units added when selecting Edit Open Unposted Invoices for variable standard invoices. Previously the energy amounts and units had to be added manually. Editing the energy detail will display the amount and units entered on the variable standard invoice.

Buildings

Name <input type="text" value="Surprise Condos"/> Address <input type="text" value="123 W. Port au Prince Ln"/> Address <input type="text" value="Office"/> City/State/Zip <input type="text" value="Surprise"/> <input type="text" value="AZ"/> <input type="text" value="85379"/> <input type="text" value="USA"/>	Phone <input type="text" value="(623) 666-6545"/> Cell Phone <input type="text"/> Fax <input type="text" value="(623) 666-6545"/> Category <input type="text" value="Building"/> Home Page <input type="text"/> E Mail Address <input type="text"/>
---	--

Year	Description	G/L #	U of M	YTD Amount
<input checked="" type="checkbox"/>	2015 Electric Supply	4400	KwH	\$100.00

Tenants – Tenant Edit – Financial – View / Print Tenant Ledger

Include on Report options are now available when selecting **View / Print Tenant Ledger** from the **Financial** module when editing a tenant. The Include on Report options allow users to select the tenant address to use when viewing or printing the tenant ledger.

Address types available are *Tenant*, *Tenant Billing*, *Tenant Forwarding*, *Tenant Legal Address*, *Tenant Copy*, *Tenant Parent Company*, *Insurance Company*, *Collection Agency*, and *Personnal*.

If *Tenants* is selected from the dropdown list, then the Tenant Basic Address will be printed. Selecting any other option from the dropdown list will print the corresponding address type from the **Addresses** module and enables addition options if the address does not exist. Additional options are to *Use Tenant Basic Address for this Tenant* or *Do Not Print the Ledger for this Tenant*.

Include on Report

Select Tenant Address to Use

If this address does not exist for a tenant then:

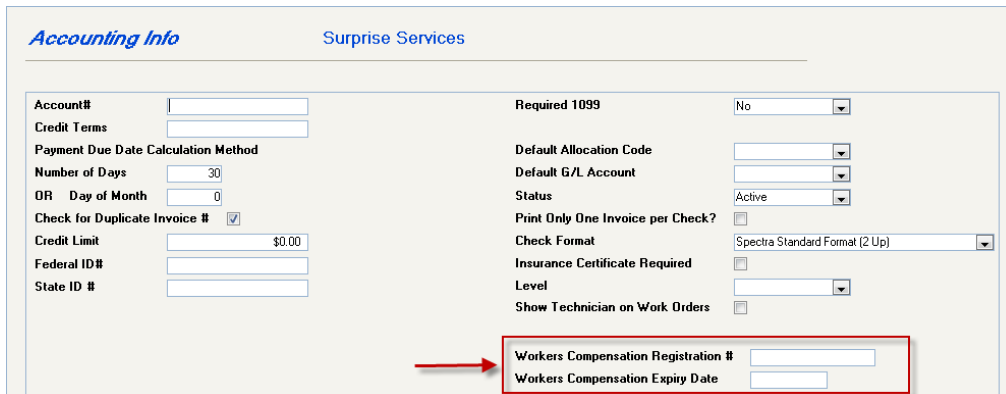
Use Tenant Basic Address for this Tenant
 Do Not Print the Ledger for this Tenant

Tenants – Tenant Edit – Lease

User fields have been added to the lease output file. The user fields added are TenantUserField1 through TenantUserField15 and LeaseUserField1 through LeaseUserField15.

Suppliers – Supplier Edit – Accounting

The Accounting module now includes a new field for Workers Compensation Registration # and Workers Compensation Expiry Date. The workers compensation registration number allows up to 20 characters.



Accounting Info Surprise Services

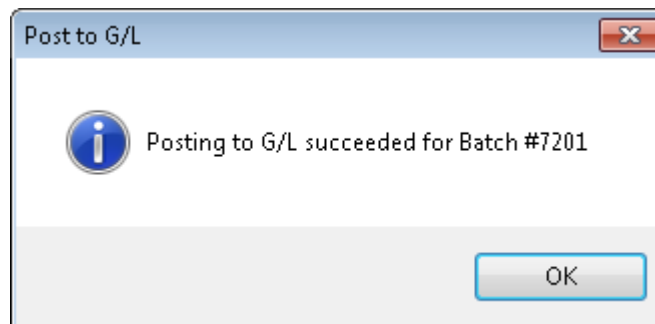
Account#	<input type="text"/>	Required 1099	No <input type="text"/>
Credit Terms	<input type="text"/>	Default Allocation Code	<input type="text"/>
Payment Due Date Calculation Method		Default G/L Account	<input type="text"/>
Number of Days	<input type="text" value="30"/>	Status	Active <input type="text"/>
OR Day of Month	<input type="text" value="0"/>	Print Only One Invoice per Check?	<input type="checkbox"/>
Check for Duplicate Invoice #	<input checked="" type="checkbox"/>	Check Format	Spectra Standard Format (2 Up) <input type="text"/>
Credit Limit	<input type="text" value="\$0.00"/>	Insurance Certificate Required	<input type="checkbox"/>
Federal ID#	<input type="text"/>	Level	<input type="text"/>
State ID #	<input type="text"/>	Show Technician on Work Orders	<input type="checkbox"/>
		Workers Compensation Registration #	<input type="text"/>
		Workers Compensation Expiry Date	<input type="text"/>

BUILDING

START A TASK

Journal Entries – Import J/E File and Post to G/L

The batch number is now included on the successful posting message for clients with a license to import J/E files and post to the G/L.



Retail – Percentage Sales Calculation

When processing the % Rent year end, the system created a new record for the next year even if one already existed. This has been resolved so that processing the % Rent year end will not create duplicate % Rent records.

SELECT A REPORT

Rent Reports – Custom (M to Z) – Rent Roll - Tomarchio

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 Move-In Date, Base Rent Sq Ft/Yr, Gross Rent SF/Yr, and a new line at the bottom of the summary section labeled “Annual Total”. The annual total will report for the Monthly Base Rent, Reimb Exp/Mo, and total Gross Rent.

Master Rent Roll											By Unit		22-Jun-2015	
											As of: June 22, 2015		Page 1	
Unit #	Lessee	GLA Sq Ft	Move In Date	Monthly Base Rent	Base Rent SF/Yr	Reimb Exp/Mo	Total Gross Rent	Gross Rent SF/Yr	Lease Start Date	Lease End Date	Rent Increase Date	Rent Increase Amount	Options	
0101	Carl C Carlson	1,000	12/1/2013	\$854.00	\$10,248	\$854.00	\$1,708.00	\$20,496	12/1/2014	11/30/2015				
0102	Suzy Aarons	1,000	6/18/2014	\$854.00	\$10,248	\$854.00	\$1,708.00	\$20,496	6/18/2014	6/17/2015			6/18/2014: Two Renewals - 5 years each	
0103	Barney Apples	1,000	3/12/2014	\$864.00	\$10,368	\$864.00	\$1,728.00	\$20,736	3/12/2014	4/11/2015				
0104	Bob Building	1,000	6/1/2014	\$722.00	\$8,664	\$722.00	\$1,444.00	\$17,328	6/1/2014	5/31/2015				
0105	***Vacant - Not included in totals ***	1,000		\$854.00	\$0,000									
0106	***Vacant - Not included in totals ***	1,000		\$854.00	\$0,000									
0107	***Vacant - Not included in totals ***	1,000		\$854.00	\$0,000									
0108	***Vacant - Not included in totals ***	1,000		\$854.00	\$0,000									
0109	***Vacant - Not included in totals ***	1,000		\$854.00	\$0,000									
0110	***Vacant - Not included in totals ***	1,000		\$854.00	\$0,000									
*** Totals: Surprise Condos														
Occupied: 4 Units		4,000	40.00%	\$3,294.00	\$9,882	\$3,294.00	\$6,588.00	\$19,784						
Vacant: 6 Units		6,000	60.00%	\$5,124.00										
Total: 10 Units		10,000		\$8,418.00	\$10,102	\$3,294.00	\$6,588.00	\$7,906						
Annual Total:				\$101,016.00		\$39,528.00	\$79,056.00							

Lease Reports – Lease Expiration – Beverly Wilshire

A new lease expiration report is available for clients who requested to have the current monthly rent added to the lease expiration report instead of the rent expected. The new report is labeled Lease Expiration – Beverly Wilshire. This report shows the lease expiration date, unit, tenant name, rentable area, current month rent, current rent rate, options, and security deposit.

Lease Expirations							From: 4-Dec-2007 To: 31-Dec-2015		16-Jun-2015	
									Page 1	
Expiry Date	Unit	Tenant Name	Rentable Area	Current MO. Rent	Current MO. Rent Rate	Options	Security Deposit			
Lease Type: Annual										

Energy Reports – Energy Consumption and Cost

The Energy Consumption and Cost report now reports the energy amount and cost that was added to variable standard invoices. Previously the energy had to be manually added to the building energy module before being reported. Energy amounts and units added to variable standard invoices are now being automatically added to the building energy module and therefore now report correctly on the Energy Consumption and Cost report.

Parking / Other Spaces – Parking List

A new report called Parking List is now available. The Parking List report can be generated for all buildings, a portfolio, or by selected buildings. The reporting options include reporting only in use parking stalls, vacant, or both. Secondary vehicles may also be included in the report. The Print By option are by Stall/Unit, Unit/Stall, License/Stall, Tenant Name/Stall, or Parking Permit Number.

Report Data Selection

ALL

Or Portfolio

And/Or Selected

Report Dating

As Of Date

Include on Report

Reporting Options

Include Parking Stalls

In Use Vacant Both

Include Secondary Vehicles

Print By

Stall / Unit

Unit / Stall

Licence / Stall

Tenant Name / Stall

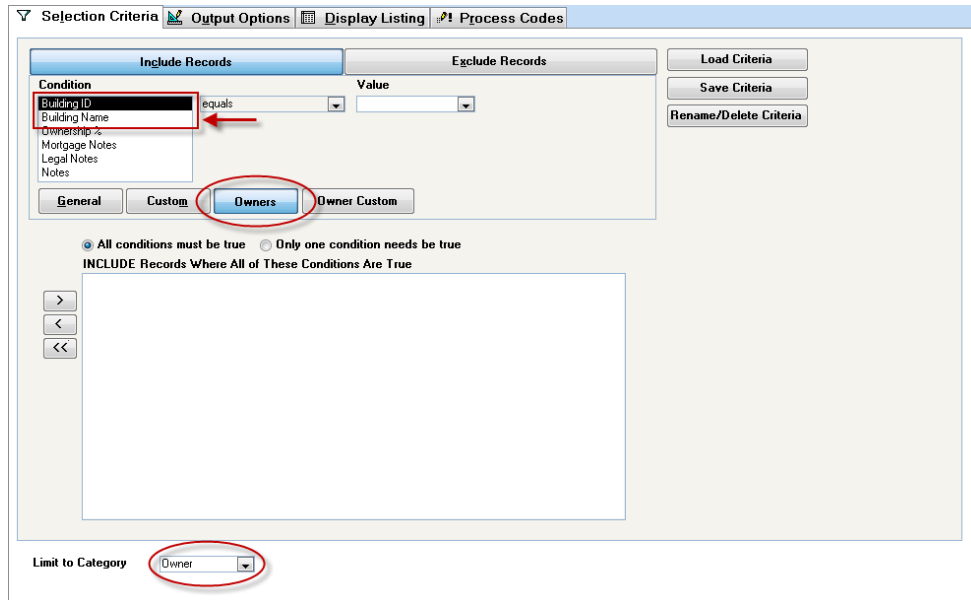
Parking Permit Number

Add Time Stamp to Report Date?

Building: Surprise Condos	Parking List			As Of: 25-Jun-15	25-Jun-2015		
By Unit / Stall				All Stalls	Page 1		
Unit	Tenant	Phone	Cell	Stall #	License	Permit #	Vehicle Description
	* Vacant			1			
0102	HarryHouses			2	XXYY556	2563	Ford Focus
** Building Totals:		Stalls:	1 In Use	1 Vacant		2 Total	

Database Listing

BuildingID and Building Name are now available when selecting the Owner Category and then selecting Owners.



Selection Criteria | Output Options | Display Listing | Process Codes

Include Records | Exclude Records

Condition	Value
Building ID	equals
Building Name	
Ownership %	
Mortgage Notes	
Legal Notes	
Notes	

Buttons: General, Custom, **Owners**, Owner Custom

Radio buttons: All conditions must be true | Only one condition needs to be true

INCLUDE Records Where All of These Conditions Are True

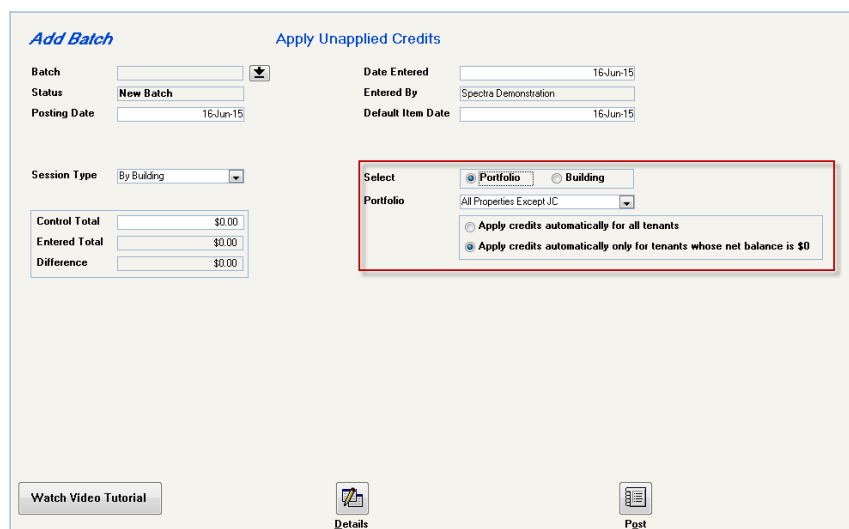
Limit to Category: **Owner**

TENANT

START A TASK

Apply Unapplied Credits

When applying unapplied credits and selecting the Session Type as By Building, a new option to apply by Portfolio is now available. Once the radio button for Portfolio is selected a dropdown list to select the portfolio will be available. Select the portfolio and apply unapplied credits as usual.



Add Batch | **Apply Unapplied Credits**

Batch: [Dropdown] | Date Entered: 16-Jun-15

Status: New Batch | Entered By: Spectra Demonstration

Posting Date: 16-Jun-15 | Default Item Date: 16-Jun-15

Session Type: By Building

Control Total	\$0.00
Entered Total	\$0.00
Difference	\$0.00

Select: Portfolio | Building

Portfolio: All Properties Except JC

Apply credits automatically for all tenants

Apply credits automatically only for tenants whose net balance is \$0

Buttons: Watch Video Tutorial, Details, Post

Notice of Rent Increases – Ontario

The PDF fillable forms for the Ontario Notice of Rent Increase have been modified to be compatible with Adobe Reader DC. The notice of rent increase PDF form will now be automatically filled out for clients using Adobe Reader DC.

Notice of Rent Increases – Generic Mail Merge

Three new fields are available for the generic mail merge. The three new fields are CAM Amount, Tax Amount, and Insurance Amount. Custom mail merge documents will need to be updated to separate these new fields from the Other Amount.

Termination Notices – Ontario

The PDF fillable forms for the Ontario termination notice have been modified to be compatible with Adobe Reader DC. The termination notice PDF form will now be automatically filled out for clients using Adobe Reader DC.

The Ontario termination notice has also been corrected to include parking in the rent charged and rent paid for tenants with parking charges. It is recommended when running the termination notices to exclude any NSF payment codes. This will give the notice the look of a payment not being received if it was later recorded as an NSF payment.

SELECT A REPORT

Tenants – Pre-Payment Listing

The Pre-Payment Listing report has been updated to include the move out date. The move-out date will be reported for both Pre Authorized Payments and Post Dated Checks.

Pre-Authorized Payment Listing								24-Jun-2015
Building: Surprise Condos								Page 1
Payment Date	Tenant	Start Date	End Date	Floor/Unit	Bank Name	Transit Number	Account Number	Payment Amount
01-Jun-2015	Harry Houses	01-Jan-2015		1 0102	Surprise Bank	XXXXXXXXXX	XXXX4464	Checking \$1,800.00
					Move Out: 6/24/2015			
** Totals for Building: Surprise Condos								\$1,800.00

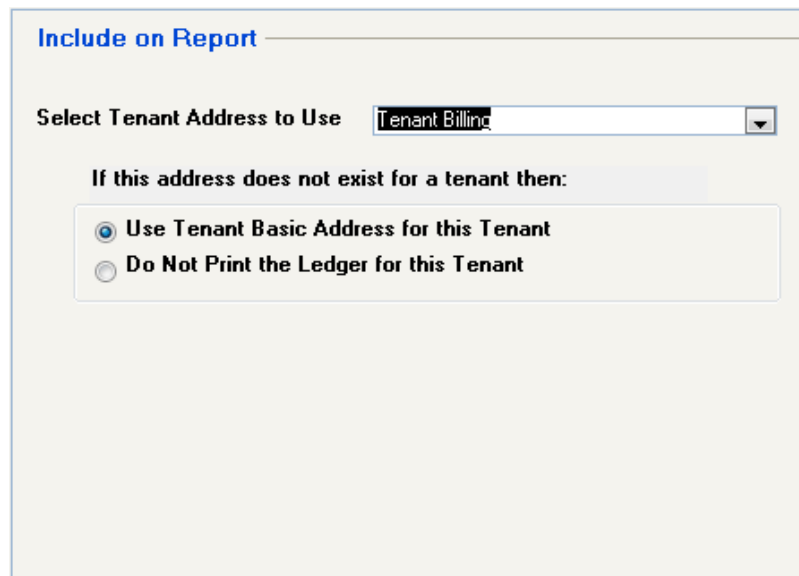
Postdated Check Listing							24-Jun-2015
Building: Surprise Condos							Page 1
Check Date	Tenant	Floor/Unit	Move Out	Check Amount	Checks Remaining	Last Posted	
01-Jun-2015	Harry Houses	1 0102	6/24/2015	\$16,600.00	4		
Tenant Sub-Totals				\$16,600.00	1		
** Totals for Building: Surprise Condos				\$16,600.00	1		

Tenant Ledger

Include on Report options are now available when printing tenant ledgers. The Include on Report options allow users to select the tenant address to use when viewing or printing the tenant ledger.

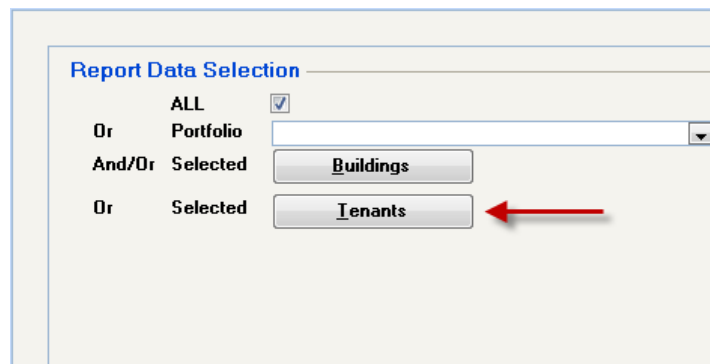
Address types available are *Tenant*, *Tenant Billing*, *Tenant Forwarding*, *Tenant Legal Address*, *Tenant Copy*, *Tenant Parent Company*, *Insurance Company*, *Collection Agency*, and *Personnal*.

If *Tenants* is selected from the dropdown list, then the Tenant Basic Address will be printed. Selecting any other option from the dropdown list will print the corresponding address type from the **Addresses** module and enables addition options if the address does not exist. Additional options are to *Use Tenant Basic Address for this Tenant* or *Do Not Print the Ledger for this Tenant*.



Tenant Payment Summary

The Report Data Selection for the Tenant Payment Summary report now includes an option to generate the report by selected Tenants. Clicking the Tenants button displays a list of all tenants. At the top, select the appropriate radio button to display a list of Active or Inactive tenants or Both. A search bar is also available to search for tenants. Once all tenants have been selected, click OK to return to the report.



Select Tenants

Active
 Inactive
 Both

Search

Tenant Name	Building	Building ID/Unit		Status
M. & M. Meats	Langley Mall	M104	0104	Current
Our Pet Shoppe	Langley Mall	M104	0201	Current
Hats N Bows	Langley Mall	M104	0202	Current
Valdi's	Langley Mall	M104	0203	Current
The Flower Shop	Langley Mall	M104	0204	Current
Izzy Insurance	Langley Mall	M104	0205	Current
Smith, Frank & Ruth	Roberta Street	0002	0101	Current
Ramsey, Colin	Samson Bay	0004	0101	Current
Carl C Carlson	Surprise Condos	0008	0101	Current
Suzy Aarons	Surprise Condos	0008	0102	Applicant
Barney Apples	Surprise Condos	0008	0103	Current
Bob bonnett	Surprise Condos	0008	0104	Current
Carruthers, Harry	Tabar Drive	0003	0101	Current

Selected Tenants

Tenant Invoices/Statements – Tenant Statements

Performance has been significantly improved when emailing or printing tenant rent statements. Prior to this release, clients reported that generating tenant statements was taking twice as long as normal. This is resolved so that processing tenant rent statements will no longer take twice as long as normal.

SUPPLIER

SELECT A REPORT

Supplier Payment History

Selecting a bank and supplier was generating an OR condition. This is corrected so that the selection is now an AND condition when selecting both bank and supplier.

Supplier Payment Summary

Similar to the Supplier Payment History, selecting a bank and supplier was generating an OR condition. This is corrected so that the selection is now an AND condition when selecting both bank and supplier.

BANKING

START A TASK

Receipts – Rapid Entry

When processing rapid receipts, if the session type is Post Dated Checks or Pre-Authorized Payments, selecting the option to Print Deposit Slip will now print a deposit slip.

Checks – Select Invoices to Pay

When selecting the Due To/From Balances button for new buildings an Invalid Use of Null error would occur. This has been corrected and will no longer generate an error.

Additionally, when selecting the Due To/From Balances button clients reported a delay in loading the display. Improvements were made to load the display quickly.

Create NACHA PAP Interface File

The NACHA PAP file will now report tenants with multiple pre-authorized payments as two separate records in the file.

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