

Release 7.2.3

General Release

October 2015

Please distribute to all Spectra users in your company.

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GENERAL ENHANCEMENTS

BATCH POST PROCESSING

A new logging mechanism has been added to the batch posting process for Regular Receipts, Rapid Receipts, and General Ledger postings. The logging mechanism was added to help capture all error messages during the posting process to assist with identifying why and where some batches are not successful when posting.

This logging adds status messages during the posting process. If an error occurs during posting this information is also logged. As always, contact support immediately if you encounter any errors during the batch posting process. This logging will be helpful to the support and development staff in resolving the error and correcting the programming.

DAILY PROCEDURES – COMPACT & BACKUP

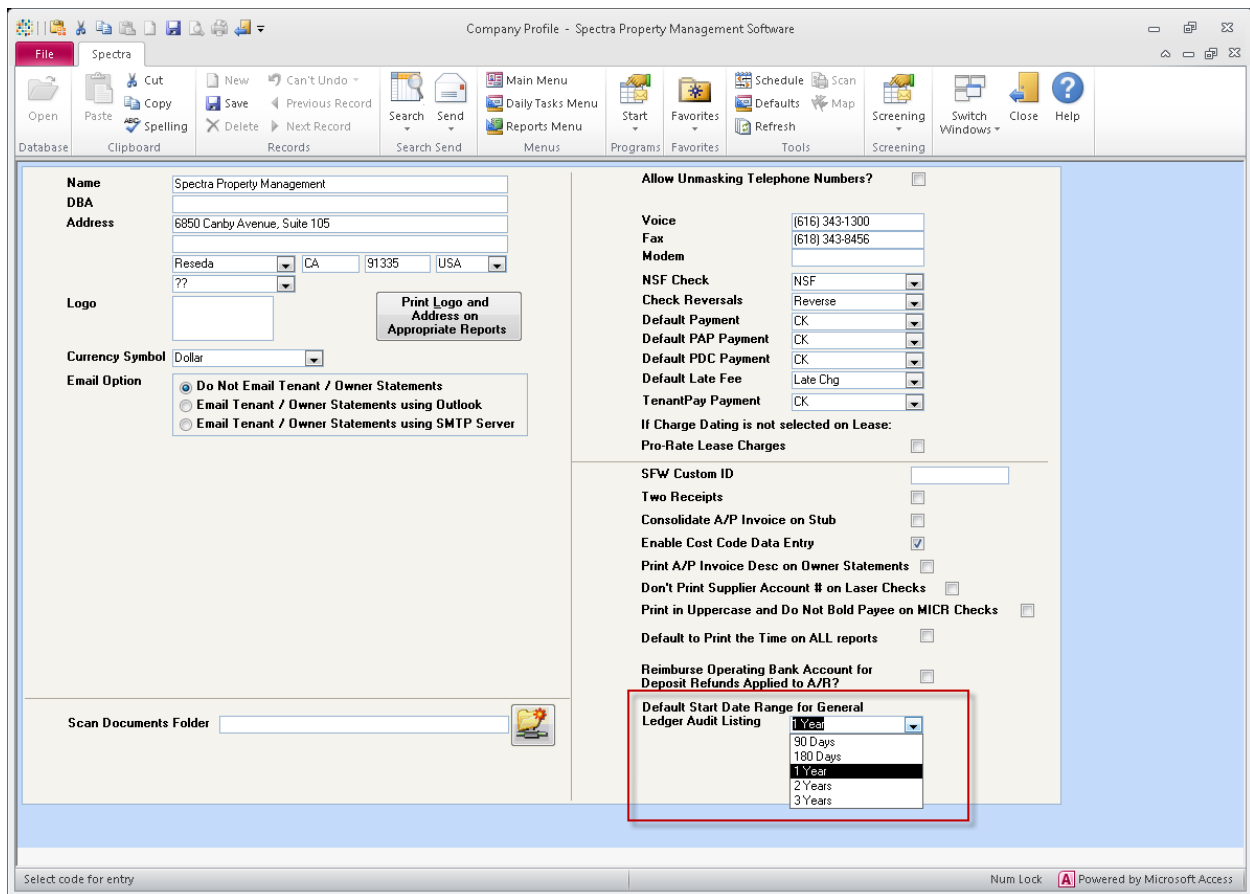
It is highly recommended that a backup is created prior to compacting. If the compact process encounters database corruption, data loss could occur. Having a backup prior to compacting might allow the Spectra developers to prevent the data loss. A new checkbox option to “Make a Backup Prior to Compacting” has been added to the Compact tab of the CBR. When checked, a backup is made before compacting. See ***Spectra Data Tools – Compact, Backup, & Restore (CBR)*** for more information about the changes to the CBR.

SYSTEM TASKS

SPECTRA UTILITIES – CONFIGURATION FILE

A new *Default Start Date Range for General Ledger Audit Listing* option is available in the configuration file. By default, this new option will be set to 1 Year. Additional options are 90 days, 180 days, 2 years, or 3 years. The option selected in the configuration file will be used to display the list of general ledger audit reports.

For example, if 1 year is selected as the default option, when navigating to **Building > Select a Report - General Ledger > Audit Reports**, the audit list will display all batches from 1 year prior to the current system date. This change was made to increase the speed with which the audit list is displayed.



The screenshot shows the 'Company Profile - Spectra Property Management Software' window. The 'Default Start Date Range for General Ledger Audit Listing' dropdown menu is highlighted with a red box, showing the following options: 1 Year, 90 Days, 180 Days, 2 Years, and 3 Years. The '1 Year' option is currently selected.

FIND

BUILDINGS – ACCOUNTING – BUILDING TAB

The Building tab of the Accounting module now includes a button to **List Portfolios That Contain This Building** when editing a building. Clicking this button opens the Portfolios That Contain This Building report and displays all portfolios that contain this building.

Accounting	Banking / Control	Building	Other	Residential Complex	Abstract	Services
Building	0008	Surprise Condos	<input checked="" type="checkbox"/>	Active Building		
Building Type	Residential		Location			
Status			Zone			
Unit Of Measure	Square Feet		# of Floors	1		
Building Area	11000		# of Units	10		
Area - Office	0		Parking Lot Type	Numbered		
Area - Retail	0		# of Stalls	0		
Common Area	1000					
Gross Leaseable Area	10000					
Typical Floor Size	0					
Minimum Divisible	0		Vacancy %	60.00%		
Largest Contiguous	0		Vacant Space	6		
Owner Information						
Owner	Address				Ownership	Active

Portfolios That Contain This Building		24-Sep-15 Page 1								
0008	Surprise Condos									
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">Begin Month/Tenant Month End</td> <td></td> </tr> <tr> <td>Commercial</td> <td></td> </tr> <tr> <td>Houses</td> <td></td> </tr> <tr> <td>Residential</td> <td></td> </tr> </table>			Begin Month/Tenant Month End		Commercial		Houses		Residential	
Begin Month/Tenant Month End										
Commercial										
Houses										
Residential										

BANKS – BANK EDIT

A new PAP transaction code dropdown list is available for banks that require a specific transaction code in the PAP file. The PAP transaction code dropdown list requires authorization in order for the list to appear.

EDI / PAP Info	PAP Transaction Code <input type="text"/>
	Bank Number <input type="text"/>
	Branch Number <input type="text"/>
	Account Number <input type="text"/>

BANKS – MICR SETUP

A new field, Deposit Slip Transaction Code (if required), is now available when editing the MICR Setup for a bank. The transaction code is available for banks that require a specific number for deposit slips. When printing or previewing deposit slips through regular or rapid entry, selecting the option MICR – ARTINA US/CDN Form # 378-LD8 will report the transaction code on the printout. Additionally, printing or previewing the Daily Cash Receipt report and selecting deposit slip format MICR – ARTINA US/CDN Form # 378-LD8 will report the transaction code added to the bank.

Edit Bank MICR Surprise Bank

Company Name <input type="text"/>	Logo <input type="text"/>
Company Address <input type="text"/>	
Bank Name/Address <input type="text"/>	Description Above Signature <input type="text"/>
Account # <input type="text"/> #	Signature Lines <input type="text" value="1"/>
Transit # <input type="text"/> #	Print Per ? <input type="text" value="Yes"/>
Routing A <input type="text"/>	
Routing B <input type="text"/>	
Routing C <input type="text"/>	
Transit # Deposit Slip <input type="text" value="12345-003"/> # 2345-0031	
Deposit Slip Transaction Code (if required) <input style="border: 2px solid red;" type="text" value="51"/>	

BUILDING

START A TASK

Cost Recovery - Format 1

We have corrected the tax calculation when not passing credits through to the tenant

SELECT A REPORT

Lease Reports – Lease Expiration – Beverly Wilshire

The Lease Expiration – Beverly Wilshire report has been updated based on feedback received.. The heading for the lease type and the actual type have been removed. The report is now sorted only by lease expiration date. Month-to-month leases will not be reported. All totals for month, year, and building have been removed.

Building: Capri Apartments		Lease Expirations			From: 1-Jan-2007 To: 31-Dec-2015		17-Sep-2015 Page 2
Expiry Date	Unit Tenant Name	Rentable Area	Current MO. Rent	Current MO. Rent Rate	Options	Security Deposit	
31-Aug-2012	0503 Pritchard, Julian	1,150	\$1,120.00	\$0.97		\$1,059.00	
31-Oct-2012	0202 Anderson, Carley	1,000	\$1,025.00	\$1.03		\$1,000.00	
31-Oct-2012	0501 Augustina Talo	900	\$897.00	\$1.00		\$0.00	
30-Nov-2012	0103 Delany Smith	1,150	\$769.00	\$0.67		\$0.00	
30-Nov-2012	0502 Miskimmin, Sheryl & Brian	1,000	\$885.00	\$0.89		\$0.00	
31-Dec-2012	0101 Ryan, Antonio & Samantha	650	\$856.00	\$1.32		\$815.00	
31-Jan-2013	0401 Suzie Armstrong	900	\$977.00	\$1.09		\$925.00	
31-Mar-2013	0302 Dubois, Steven	0	\$994.00	\$0.00		\$935.00	
30-Apr-2013	0102 Jones, Denise	1,000	\$751.00	\$0.75		\$750.00	
30-Apr-2013	0303 Lightfoot, Drew	1,150	\$1,265.00	\$1.10		\$1,028.00	
30-Sep-2013	0301 Franklin, Kevin	900	\$819.00	\$0.91		\$0.00	

Lease Reports – Lease Expiration

The reporting options for the Lease Expiration report now include an option to report Term Leases. Selecting this new option creates a new section on the report for Term leases.

Reporting Options

Applicants

All Tenant Names

Lease Options

Monthly Leases

Yearly Leases

Term Leases

Print Report Notes

Start Each Building on a New Page

Select Sequence

Building / Expiry Year / Expiry Month / Unit

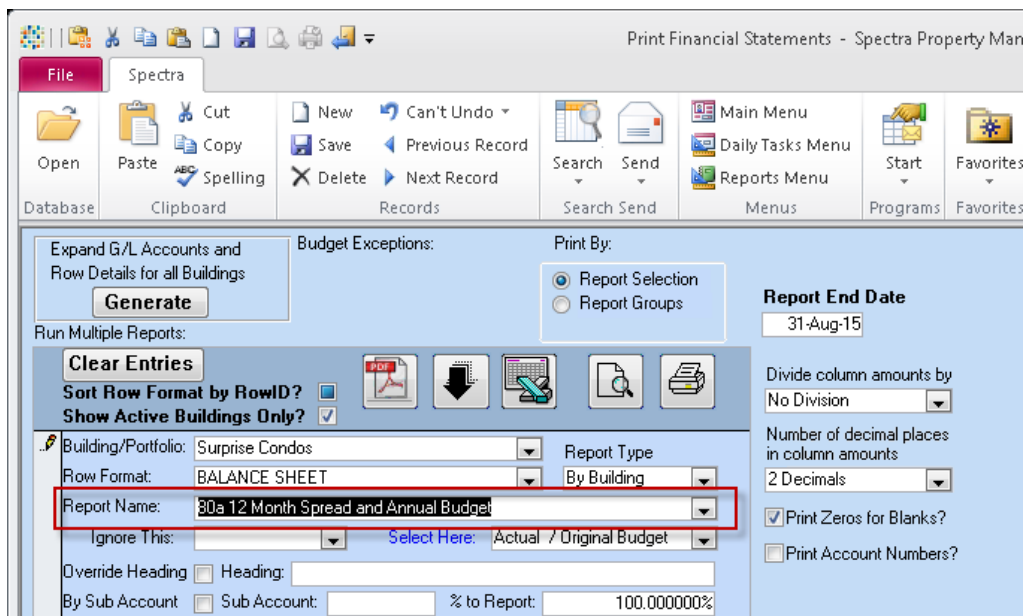
Expiry Date / Building / Unit

Building:		Lease Expirations						17-Sep-2015	
Surprise Condos		From: 1-Jan-2014 To: 31-Dec-2014						Page 3	
Expiry Date	Unit	Unit Type	Tenant Name	Area Leased	Monthly Rent at Expiry	Rent Expected	Base Rent Rate	Annual	
Lease Type: Annual									
30-Nov-2014	0101	1 BR 1B	Carl C Carison	1,000	\$854.00	\$854.00	\$10.25	\$10,248.00	
* Total Expiry Area for: November 2014				1,000					
** Total Expiry Area for: 2014				1,000					
Lease Type: Month to Month									
Monthly Lease	0103	1 BR 1B	Bamey Apples	1,000	\$864.00	\$854.00	\$10.37	\$10,368.00	
* Total Expiry Area for: December 2014				1,000					
** Total Expiry Area for: 2014				1,000					
Lease Type: Term									
30-Nov-2014	0104	1 BR 1B	Adam Aarons	1,200	\$902.00	\$854.00	\$9.02	\$10,824.00	
* Total Expiry Area for: November 2014				1,200					
** Total Expiry Area for: 2014				1,200					
*** Total Expiry Area for Building:				3,200	Surprise Condos				
**** Total Expiry Area for Report:				12,375					

Financial Statements – Financial Statements – Fiscal (New Report)

A new 12 Month Spread and Annual Budget report is now available. This report is identical to the 12 Month Spread report but also includes a new column for Annual Budget. The report name in the dropdown list is **80a 12 Month Spread and Annual Budget**.

***Note:** The Annual Budget amounts are added in **System Tasks > Budgets**. To get a printout of the budget, go to the **Financial Statements – Fiscal** and select Report Name 63, which is a 12-month spread. Enter the last day of the fiscal year and select Original Budget / Nothing in the Select Here field.



Print Financial Statements - Spectra Property Man

File Spectra

Open Paste Copy Spelling X Delete Save Previous Record Next Record Search Send Search Send

Database Clipboard Records Menus Programs Favorites

Expand G/L Accounts and Row Details for all Buildings **Generate**

Budget Exceptions: Print By: Report Selection Report Groups

Report End Date: 31-Aug-15

Run Multiple Reports: **Clear Entries** **Sort Row Format by RowID?** **Show Active Buildings Only?**

Building/Portfolio: Surprise Condos Report Type: By Building

Row Format: BALANCE SHEET

Report Name: 80a 12 Month Spread and Annual Budget

Ignore This: Select Here: Actual / Original Budget

Override Heading Heading:

By Sub Account Sub Account: % to Report: 100.000000%

Divide column amounts by: No Division

Number of decimal places in column amounts: 2 Decimals

Print Zeros for Blanks? Print Account Numbers?

Spectra Property Management
BALANCE SHEET
For the 8 Months Ending August 31, 2015
Surprise Condos

September 14, 2015 12:41 PM
Page 1

	ACTUAL / BUDGET												Total	Annual Budget	
	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Budget	Oct Budget	Nov Budget	Dec Budget			
ASSETS:															
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,333.33	8,333.33	8,333.33	8,333.33	33,333.32	100,000.00	
Bank	(1,250.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,250.00)	0.00	
Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00	120,000.00	
Allowance for Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00	400.00	1,200.00	
Total Current Assets	(1,250.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,433.33	18,433.33	18,433.33	18,433.33	72,483.32	221,200.00	
TOTAL ASSETS	(1,250.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,433.33	18,433.33	18,433.33	18,433.33	72,483.32	221,200.00	

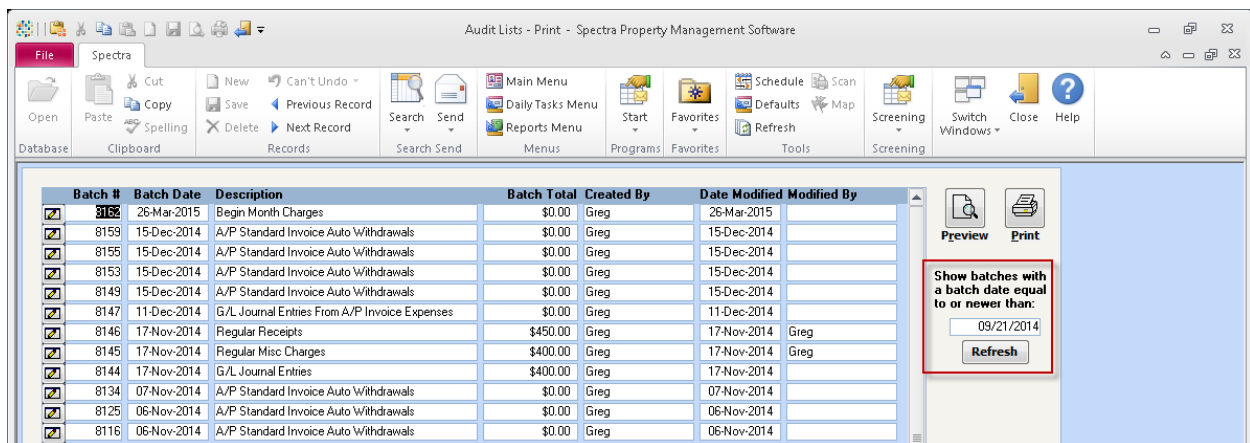
Financial Statements – Financial Statements – Fiscal (Louis Dreyfus Property Group)

The Louis Dreyfus Property Group – 12 Month Spread – Budget, Actual and Variance income statement report now checks for either actual amount activity or budget amounts to determine printing. Prior to this release the report only checked for actual amount activity to determine printing. If there was no actual activity, the account was not printed on the report but, the budget amounts were included in the totals section of the report when printed.

General Ledger – Audit Reports

The general ledger audit report now displays the list of batches based on the default start date range for general ledger audit listing option selected in the configuration file.

For example, if the default start date range for general ledger audit listing is set to 1 year, the list of batches displayed will be from one year prior to the current system date. Additionally, the general ledger audit report includes a new date field displaying batches with a batch date equal to or newer than the default setting selected. To change the date rate simply enter a new date to display the batch from and click Refresh.



Audit Lists - Print - Spectra Property Management Software

Batch #	Batch Date	Description	Batch Total	Created By	Date Modified	Modified By
8166	26-Mar-2015	Begin Month Charges	\$0.00	Greg	26-Mar-2015	
8159	15-Dec-2014	A/P Standard Invoice Auto Withdrawals	\$0.00	Greg	15-Dec-2014	
8156	15-Dec-2014	A/P Standard Invoice Auto Withdrawals	\$0.00	Greg	15-Dec-2014	
8153	15-Dec-2014	A/P Standard Invoice Auto Withdrawals	\$0.00	Greg	15-Dec-2014	
8149	15-Dec-2014	A/P Standard Invoice Auto Withdrawals	\$0.00	Greg	15-Dec-2014	
8147	11-Dec-2014	G/L Journal Entries From A/P Invoice Expenses	\$0.00	Greg	11-Dec-2014	
8146	17-Nov-2014	Regular Receipts	\$450.00	Greg	17-Nov-2014	Greg
8145	17-Nov-2014	Regular Misc Charges	\$400.00	Greg	17-Nov-2014	Greg
8144	17-Nov-2014	G/L Journal Entries	\$400.00	Greg	17-Nov-2014	
8134	07-Nov-2014	A/P Standard Invoice Auto Withdrawals	\$0.00	Greg	07-Nov-2014	
8125	06-Nov-2014	A/P Standard Invoice Auto Withdrawals	\$0.00	Greg	06-Nov-2014	
8116	06-Nov-2014	A/P Standard Invoice Auto Withdrawals	\$0.00	Greg	06-Nov-2014	

Preview Print

Show batches with a batch date equal to or newer than:
09/21/2014
Refresh

TENANT

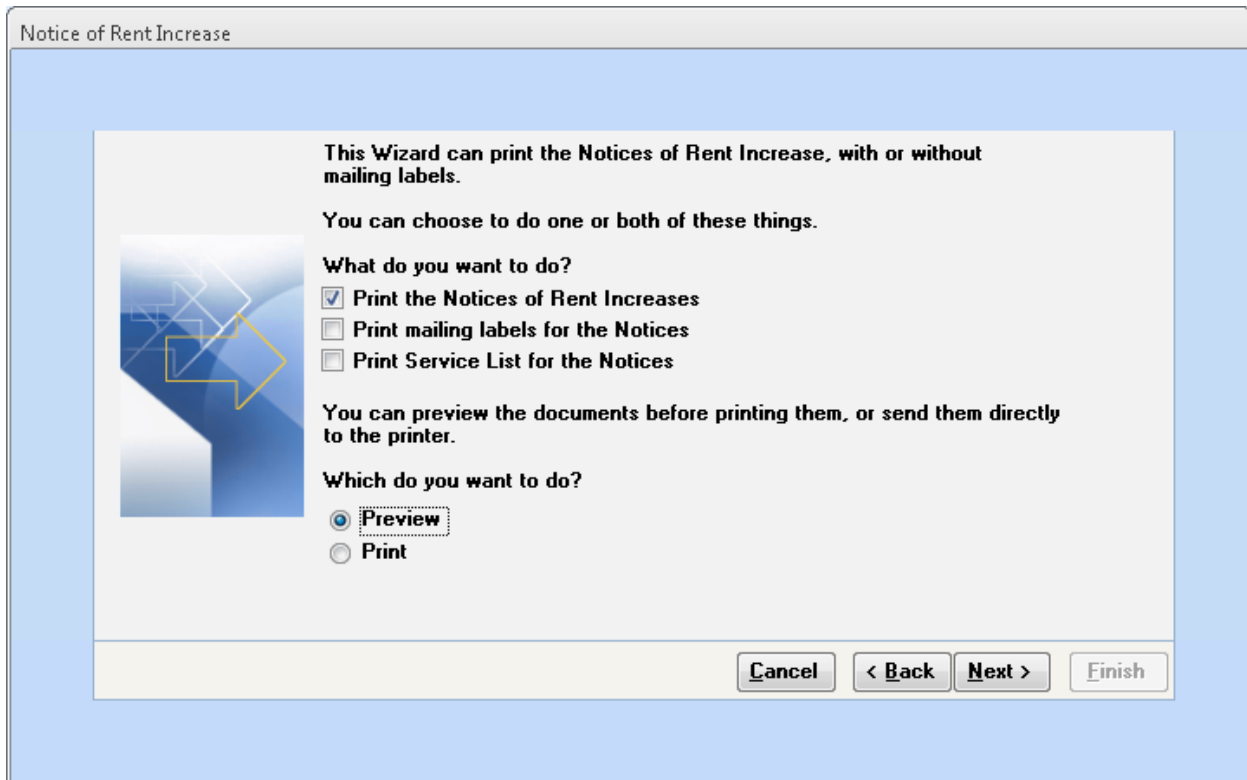
START A TASK

Charges – Tenant Charges

When entering tenant charges > selecting a building > selecting a tenant > entering the charge amount and then continually adding tenants, an error would eventually appear stating “Cannot open any more databases”. This error has been corrected so the error will no longer appear and tenants can continually be added.

Notices of Rent Increases – Ontario

The release of Spectra version 7.2.1 introduced a new button to print the notice of rent increase form using the special Ontario Rental Housing Tribunal (ORHT) PDF format. Selecting the button did not allow the form to be previewed prior to printing it. If the ORHT button was not selected and the option to preview was selected, the old form would be previewed. The new ORHT button has been removed from version 7.2.3. The old process of previewing and printing the form has been reinstated.



Notice of Rent Increase

This Wizard can print the Notices of Rent Increase, with or without mailing labels.

You can choose to do one or both of these things.

What do you want to do?

- Print the Notices of Rent Increases
- Print mailing labels for the Notices
- Print Service List for the Notices

You can preview the documents before printing them, or send them directly to the printer.

Which do you want to do?

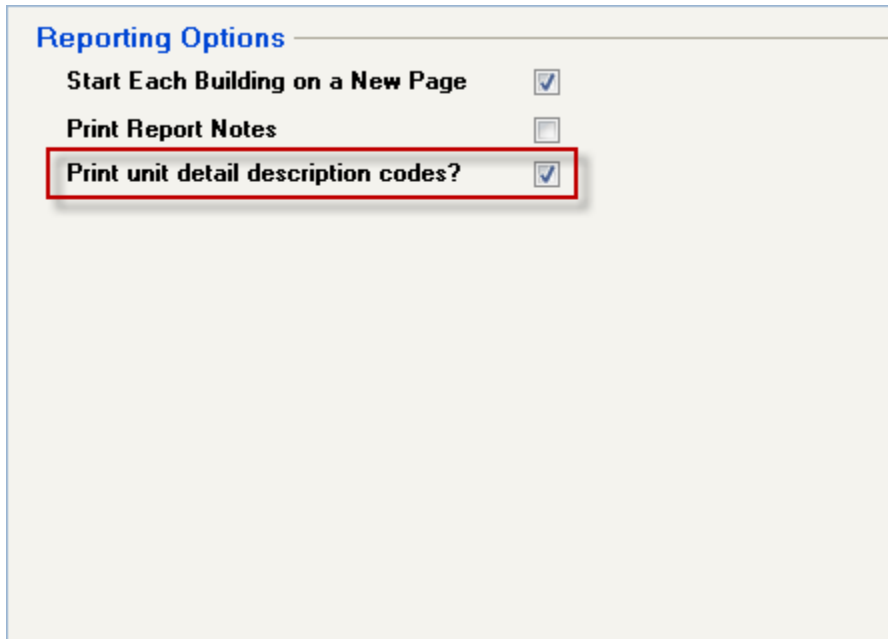
- Preview
- Print

Cancel < Back Next > Finish

SELECT A REPORT

Tenants – Tenant Ingoing/Outgoing Confirm

A new reporting option is available on The Tenant Ingoing/Outgoing Confirm report to print the unit detail description codes. This option is selected by default and will print the unit detail description codes as it currently does. Unselecting this option will no longer print the unit detail description codes.



Reporting Options

Start Each Building on a New Page

Print Report Notes

Print unit detail description codes?

Tenants – Monthly A/R Collection Report

The monthly A/R collection report was not showing charge descriptions for some charge codes that should be showing on the report. The charge code descriptions did not show on the report because the report was designed to hide duplicate description codes. This has been corrected to no longer hide duplicate description charges.

Tenant Invoices/Statements – Tenant Statements – Continental & Towle

Clients configured to email tenant invoices or statements were sending blank tenant statements to tenants who were moved out, their lease ended, deposits refunded, and no new charges or balances due. This is resolved so that blank statements will no longer be emailed to tenants who are not eligible for a statement.

SUPPLIER

SELECT A REPORT

Work Order – Work Order Summary – Plus Mgmt

The reporting options now include the ability to print the report by work order number. Selecting this option removes the ability to print each building on a separate page.

Reporting Options

Print By

Building / Unit

Actual Completion Date

Work Order Status

Work Order Number

Unposted Work Orders Only		Work Order Summary Report							From Date:		17-Sep-2015	
									To Date:		Page: 1	
Building	Unit	W/O Category	W.O.#	Logged Date	Dispatch Date	Request Complete	Actual Complete	Invoice #	Invoice Date	W/O Status	W/O \$	
Langley Mall	0202	General	33	03/22/2006	03/22/2006		03/22/2006	951399	03/29/2006	In Progress	\$298.20	
Capri Apartments	0301	General	46	09/05/2009				0		In Progress	\$10,560.00	
Best Warehousing Inc.	0102	General	50	01/04/2010		01/06/2010		0		Completed	\$11.00	
Best Warehousing Inc.		General	52	01/25/2010		04/01/2010		0		Not Started	\$11.00	
Best Warehousing Inc.		General	53	01/25/2010		02/01/2010		0		In Progress	\$0.00	
Report Total											\$10,880.20	

EXTERNAL TOOLS

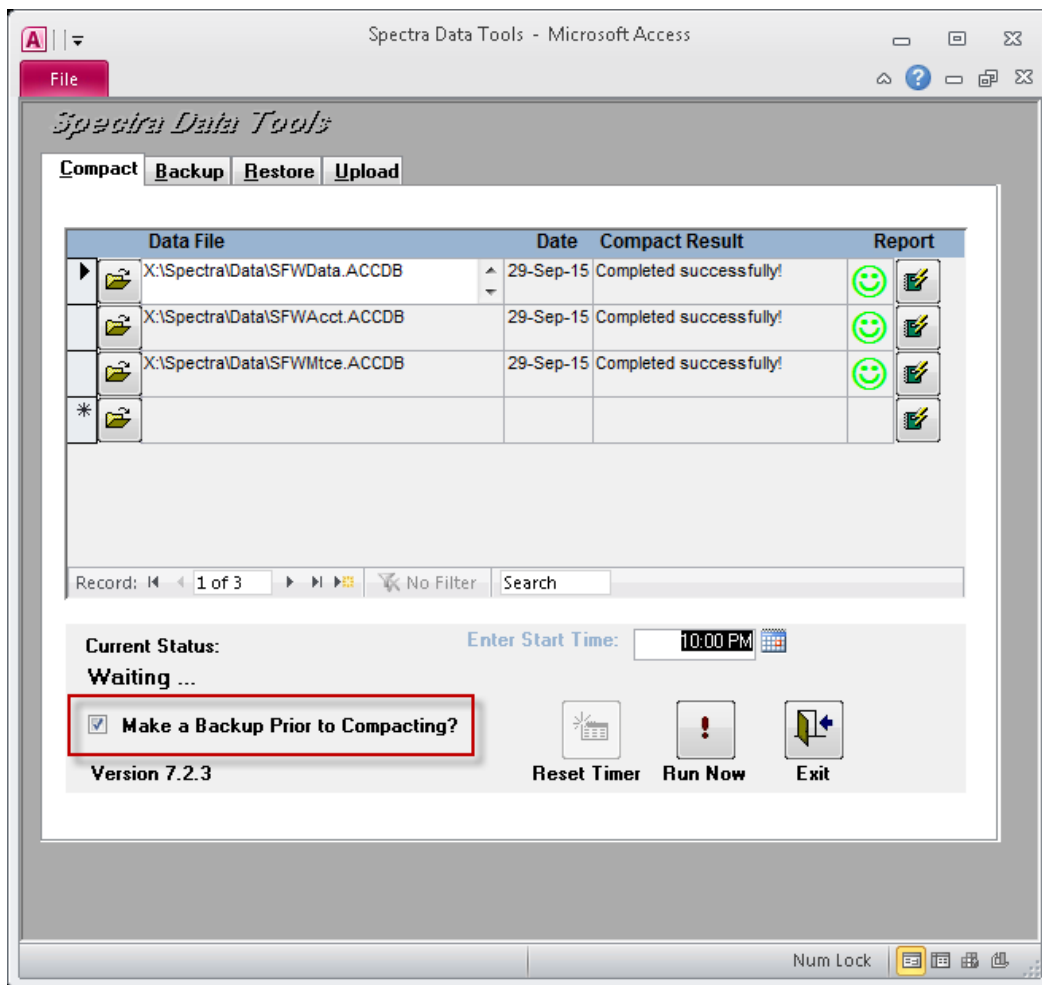
Spectra Data Tools – Compact, Backup, & Restore (CBR)

Note*: It is highly recommended that a backup is created prior to compacting. If the compact process encounters database corruption, data loss could occur. Having a backup prior to compacting might allow the Spectra developers to prevent the data loss.

A new checkbox option to “Make a Backup Prior to Compacting” has been added to the Compact tab of the CBR. When checked, a backup is made before compacting. If the user unchecks this box, when they click the compact button a message will appear asking the user if they want to proceed with compact without making a backup first as data corruption could occur.

When processing a backup we have implemented a new default backup name to help prevent users from overwriting the same backup file each time a backup is complete. The new default backup name is:

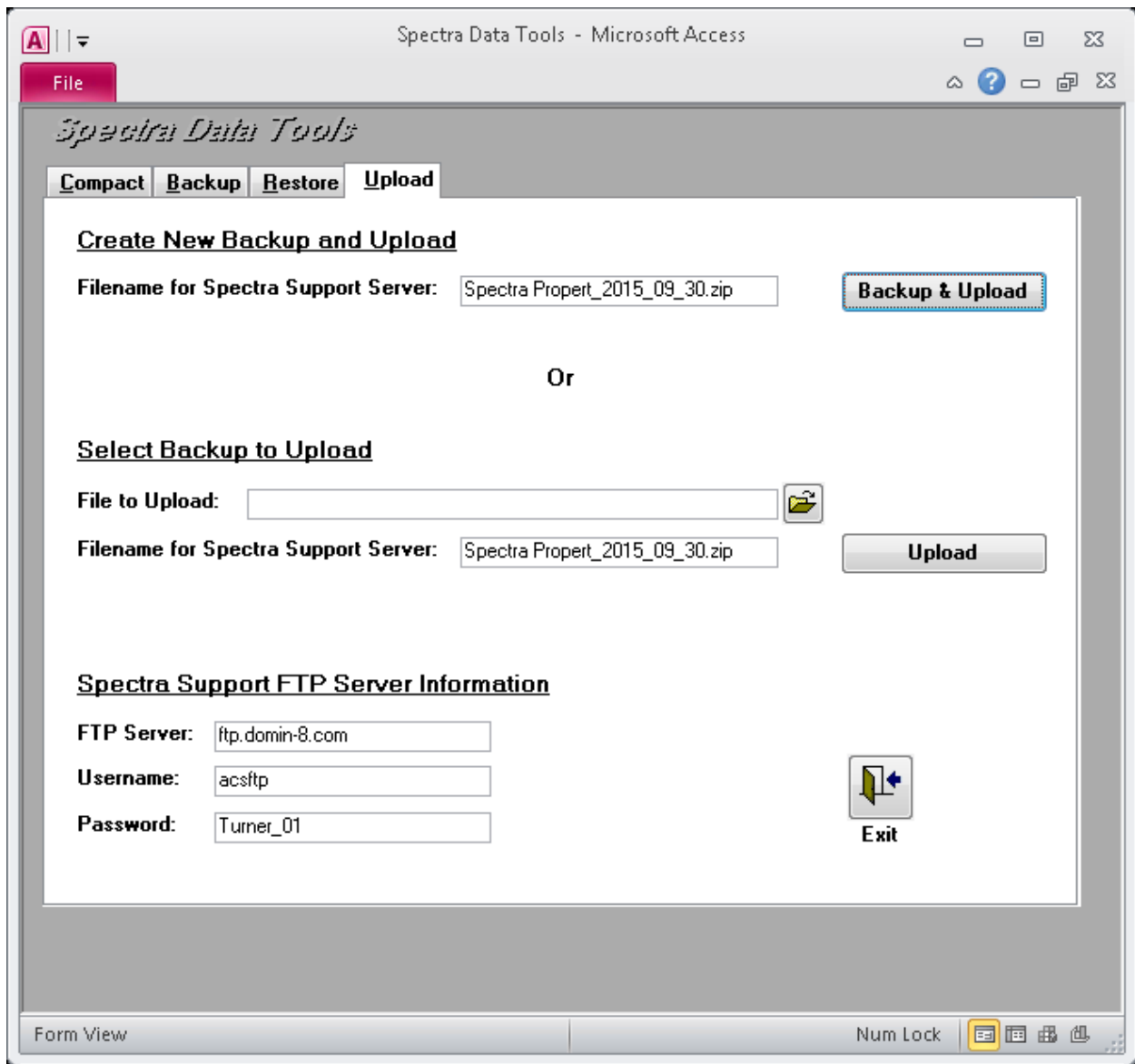
Backup_YYYY_MM_DD.zip.



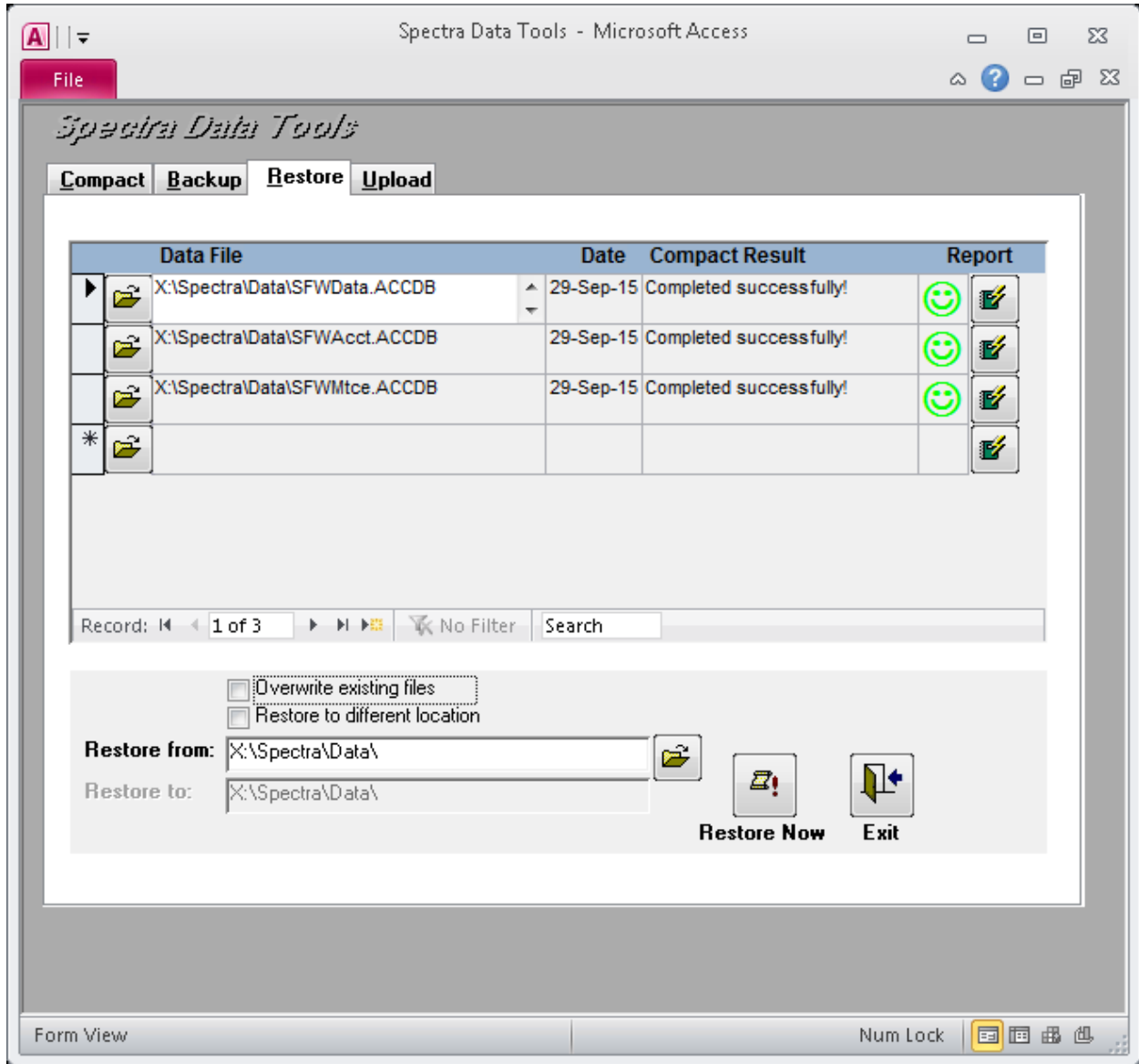
Additionally, a new Upload tab is available in the CBR. This new tab is designed to give users a quick and easy method of providing a backup to support or development for data fixes or general review. There are two options available to upload a backup. The options are as follows:

1. Create a new backup and upload the backup to the FTP site.
2. Upload an existing backup to the FTP site.

The Upload tab also contains the FTP login credentials. The credentials are hard coded with this release but in the event the credentials change for any reason users can update the credentials as needed.



Finally, on the Restore tab, in previous versions, the Backup file was defaulted to the backup path + backup.zip. Now there is no default filename set since we are giving backups unique names. There is now a file picker (folder icon) button for the user to pick the backup they want to restore.



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Support Fax: (866) 513-0961