

# Release 7.2.4.1

## Hotfix Release

## January 2016

**Please distribute to all Spectra users in your company.**

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## GENERAL ENHANCEMENTS

### ***INCORRECT EMAIL ATTACHMENT***

When generating any report and exporting to PDF, the Spectra.PDF file is opened to display the selected report detail. If the file is left open while additional reports are created and emailed, the attachment that is added to emails will be the report that was originally opened. This has been resolved and an error message will appear stating the Spectra.PDF file must be closed in order to proceed.

### ***TERMINAL SERVER LICENSING***

For terminal server installations it was determined that the licensing is not properly tracking logged on users. This unfortunately allowed for more users to be logged into Spectra on a terminal server than what the server was licensed for. The logging has been updated to prevent more users from being logged on than what the license allows for.

## SYSTEM TASKS

### ***BUDGETS – BUDGETS IMPORT FROM EXCEL***

G/L accounts setup with a sub-account that has leading spaces generated an invalid account error when importing a budget from Excel. Budgets with G/L accounts where the sub-account has leading spaces no longer generates an error when importing.

### ***SPECTRA UTILITIES – TABLE UTILITY – TBLBANKDEPOSITPRINT***

The batch number is now being added to the tblBankDepositPrint table to assist with removing entries if a cash receipts posting crashes.

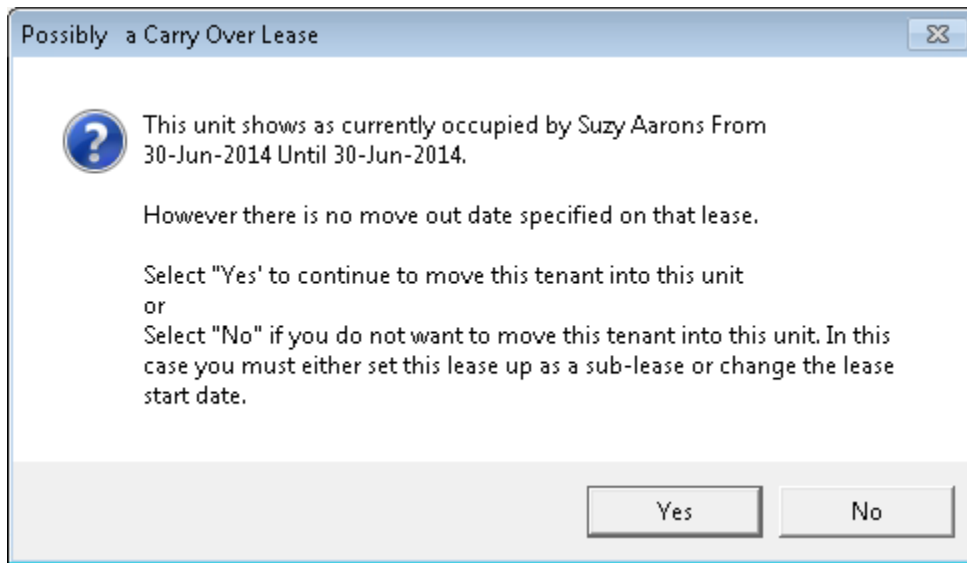
### ***SPECTRA UTILITIES – SYSTEM ASSURANCE – SHOW MISAPPLIED A/R***

Transactions that zero balanced for a lease and transactions that were flagged as history but the ARamount didn't equal the ARapplied did not show in this table. These transactions will now show when viewing Show Misapplied A/R.

## FIND

### ***TENANTS – LEASES***

A warning message now appears if a lease is being created for a tenant where the building and unit the lease is being created for is currently occupied. The warning message identifies the current tenant and lease dates. Select **Yes** to continue to move the tenant into the unit or **No** to create a sub-lease or change the lease start date.



### TENANTS – PRE-PAYMENTS (7.2.4.1)

Dashes could no longer be entered in the Transit # field on Tenant PreAuthorized Payments. Dashes can once again be added in version 7.2.4.1.

### PROSPECTS – BACKGROUND SCREENING OVERRIDE

Overriding and approving a household using the ribbon menu items now changes the status to the appropriate approved status.

### BANKS – BANK EDIT

The **Due To / Due From G/L Acct** field now validates the number entered. If the number entered is invalid, an error message will appear asking for a valid number to be entered. In prior versions, if an invalid number was entered, errors would occur when generating general ledger detail reports.

## BUILDING

### START A TASK

#### UTILITY BILLING – ENTER / PROCESS METER READINGS

For tax codes with a long description that is greater than 25 characters, an error would appear stating the value entered isn't valid for this field when entering meter readings. This error has been resolved and will no longer appear when entering meter readings if the tax code long description is greater than 25 characters.

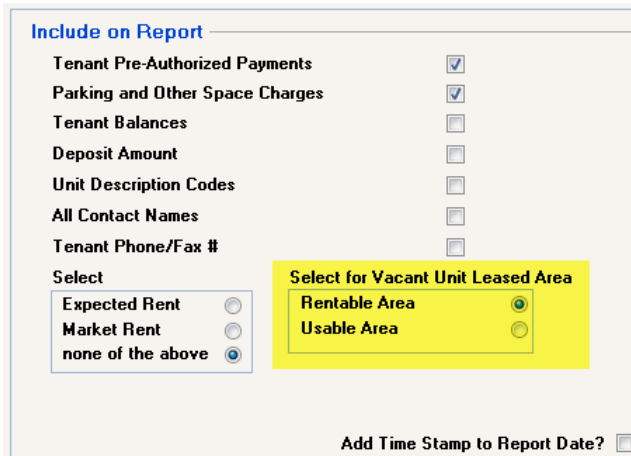
Additionally, the Utility Billing Batch Listing report now includes a column for Taxes.

| Batch # 8166                 |         | Posting Date: 01-Jul-2014      |          | Utility Billing Batch Listing |                 |                       |                    | 23-Dec-15 |          |
|------------------------------|---------|--------------------------------|----------|-------------------------------|-----------------|-----------------------|--------------------|-----------|----------|
| Service To Date: 30-Jun-2014 |         | Due Date: 31-Jul-2014          |          |                               |                 |                       |                    | Page 1    |          |
| Building ID                  | Unit ID | Service Address / Tenant       | Meter ID | Utility                       | Current Reading | Previous Reading Date | Consumption Amount |           | Taxes    |
| M103                         | 0101    | 126 - 103rd Street Unit # 0101 | 0101     | Gas                           | 1300            | 1100 31-May-2014      | 106.48             | \$81.69   | \$8.17   |
| M103                         | 0102    | 126 - 103rd Street Unit # 0102 | 0102     | Gas                           | 1300            | 1100 31-May-2014      | 106.48             | \$81.69   | \$8.17   |
| M103                         | 0201    | 126 - 103rd Street Unit # 0201 | 0201     | Gas                           | 1300            | 1200 31-May-2014      | 53.24              | \$48.53   | \$4.85   |
| M103                         | 0202    | 126 - 103rd Street Unit # 0202 | 0202     | Gas                           | 1300            | 1100 31-May-2014      | 106.48             | \$0.00    | \$0.00   |
| M103                         | 0701    | 126 - 103rd Street Unit # 0701 | 0701     | Gas                           | 1300            | 1100 31-May-2014      | 106.48             | \$81.69   | \$8.17   |
| <b>Total:</b>                |         |                                |          |                               |                 |                       |                    | \$293.60  |          |
|                              |         |                                |          |                               |                 |                       | 479.16             |           | \$29.36  |
| <b>Total Billing:</b>        |         |                                |          |                               |                 |                       |                    |           | \$322.96 |

## SELECT A REPORT

### RENT REPORTS – RENT ROLL (7.2.4.1)

Added the option on the standard Rent Roll to select which area from the unit to be shown on vacant units and used in calculations.



### RENT REPORTS – CUSTOM (M TO Z) – RENT ROLL - MB

Updated the count of available parking spaces to report the number entered on the tenth custom field of a unit. Previously, the count of available spaces was determined by subtracting the number entered on the tenth custom field of a tenants lease from the number entered on the tenth custom field of the unit.

### LEASE REPORTS – LEASE EXPIRATION – BEVERLY WILSHIRE

The Expiry Date column on the lease expirations report has been widened to prevent the date from being cutoff when printed or previewed.

### BUILDING – RETAIL – SALES SPREAD – DETAIL

When previewing or printing the sales spread detail report a message stating “Error 2450 Spectra Property Management Software cannot find the referenced form frmReportSalesSpreadTenant” would appear. This has been corrected and the error will no longer appear.

### FINANCIAL STATEMENTS – FINANCIAL STATEMENTS – FISCAL

The financial report “69 Actual and Budget Current Period and Year to Date with Variance and Explanation (\$ Only)” has been corrected to report the explanation on the report.

### GENERAL LEDGER – G/L DETAIL EXPORT TO EXCEL

The G/L Detail Export to Excel report did not report all system generated entries due to incorrect data when saving the transactions to the database. This is resolved so system generated entries will now report on the G/L Detail Export to Excel report.

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## TENANT

### *START A TASK*

#### ***NOTICES OF RENT INCREASES – ONTARIO***

The notice of rent increase (N1) form now includes Other Space Charge amounts when reporting the amount rent will increase to and the amount of the rent increase.

### *SELECT A REPORT*

#### ***TENANTS – CONTACT MASTER LIST – PARAMOUNT***

When selecting a building where the Unit Type has not been set on a unit and then previewing the report, a message appeared stating “No data meets the selected criteria”. This is resolved so that the report will now display and the unit type will report as unknown.

#### ***MINNESOTA CRP FORM***

The 2015 Minnesota CRP Form is now available.

#### ***TENANT INVOICES / STATEMENTS – PRINT INVOICES***

When printing tenant invoices, statements, or ledgers and selecting the option to export to PDF, the border lines were missing from the printout. All printouts now print the border lines when selecting the option to export to PDF.

## SUPPLIER

### *START A TASK*

#### ***A/P YEAR END – IRS FORM 1099 PROCESSING***

The 1099 form processing has been updated for 2015 and now allows for up to 40 characters for the Payer's Name, Recipient's Name, DBA, and Address fields. If more than 40 characters are entered a warning message will appear at the bottom of the display indicating which field exceeds 40 characters.

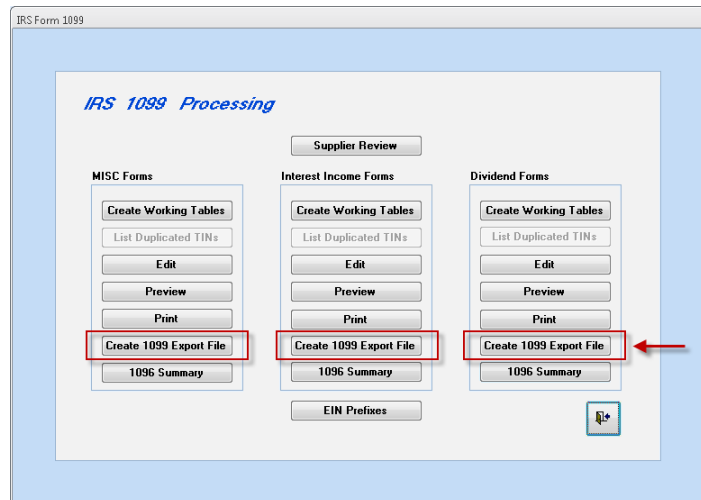


*1099 Miscellaneous Income*

|   |   |
|---|---|
| <p><b>PAYER'S name, street address, city, state, ZIP code</b></p> <p>Spectra Property Management Of The Valle<br/>6850 Canby Avenue, Suite 105 C/O Jennife<br/>6850 Canby Avenue, Suite 105 C/O Jennife<br/>6850 Canby Avenue, Suite 105 C/O Jennife<br/>Reseda CA 91335<br/>(616) 343-1300</p> <p><b>PAYER'S Federal ID 17 State/Payer's State #</b></p> <p>95-1234567 65-4565</p> <p><b>RECIPIENT'S ID</b></p> <p>123-45-6789</p> <p><b>RECIPIENT'S Name</b></p> <p>Great West Heating Of The Valley of the Sun</p> <p><b>DBA</b></p> <p>4567 Canby Avenue, Suite 105 C/O Jennifer</p> <p><b>Street Address (Including Apartment Number)</b></p> <p>4567 Canby Avenue, Suite 105 C/O Jennifer</p> <p><b>City, State And ZIP Code</b></p> <p>Reseda CA 26689</p> | <p>Don't Print <input type="checkbox"/> Corrected <input type="checkbox"/> Void <input type="checkbox"/> 2nd TIN <input type="checkbox"/> FATCA <input type="checkbox"/></p> <p><b>1 Rent</b></p> <p>0.00</p> <p><b>2 Royalties</b></p> <p>0.00</p> <p><b>3 Other Income</b></p> <p>0.00</p> <p><b>4 Federal Income Tax Withheld</b></p> <p>0.00</p> <p><b>5 Fishing Boat Proceeds</b></p> <p>0.00</p> <p><b>6 Medical/Health Care Payments</b></p> <p>0.00</p> <p><b>7 Nonemployee Compensation</b></p> <p>1000.00</p> <p><b>8 Substitute Payment In Lieu Of Dividends or Interest</b></p> <p>0.00</p> <p><b>9 Payer Made Direct Sales of \$5000 or more of Consumer Product to a Buyer (Recipient) for Resale</b> <input type="checkbox"/></p> <p><b>10 Crop Insurance Proceeds</b></p> <p>0.00</p> <p><b>13 Excess Golden Parachute Payments</b></p> <p>0.00</p> <p><b>14 Gross Proceeds Paid to an Attorney</b></p> <p>0.00</p> <p><b>15a Section 409A deferrals</b></p> <p>0.00</p> <p><b>16 State Income Tax Withheld</b></p> <p>0.00</p> <p><b>15b Section 409A Income</b></p> <p>0.00</p> <p><b>18 State Income</b></p> <p>0.00</p> |
|---|---|

Recipient Name exceeds 40 characters. Recipient DBA exceeds 40 characters. Recipient Address exceeds 40 characters. ←

Additionally, once all 1099 information is updated, after creating the working tables for the MISC, Interest Income, or Dividend forms, a new option is available to **Create 1099 Export File**. Click the create 1099 export file button and select where to save the 1099 file in CSV format.



IRS Form 1099

*IRS 1099 Processing*

Supplier Review

| MISC Forms                     | Interest Income Forms          | Dividend Forms                 |
|--------------------------------|--------------------------------|--------------------------------|
| Create Working Tables          | Create Working Tables          | Create Working Tables          |
| List Duplicated TINs           | List Duplicated TINs           | List Duplicated TINs           |
| Edit                           | Edit                           | Edit                           |
| Preview                        | Preview                        | Preview                        |
| Print                          | Print                          | Print                          |
| <b>Create 1099 Export File</b> | <b>Create 1099 Export File</b> | <b>Create 1099 Export File</b> |
| 1096 Summary                   | 1096 Summary                   | 1096 Summary                   |

EIN Prefixes

←

Finally, the **1096 Summary** now includes options to print the 1096 information using the existing report output format, which is just a summary, or to print the 1096 information using forms from Greatland, Office Depot, or Staples. Simply load the forms into the printer, select the correct output format for the forms, click OK, and when the preview opens click Print in the upper left-hand corner.

1096 Filer Information - Misc

|  |                |       |  |  |  |
|--|----------------|-------|--|--|--|
| Spectra Property Management  |                |       | <b>Output Format</b><br><input checked="" type="radio"/> Report<br><input type="radio"/> 1096 Form-Greatland<br><input type="radio"/> 1096 Form-OfficeDepot<br><input type="radio"/> 1096 Form-Staples |  |  |
|  |                |       |  |  |  |
| 6850 Canby Avenue, Suite 105   |                |       |  |  |  |
|  |                |       |  |  |  |
| Reseda   | CA             | 91335 |  |  |  |
| <b>Federal Identification Number</b>   |                |       |  |  |  |
| <b>State Identification Number</b>   |                |       |  |  |  |
| <b>Name of Person to Contact</b>   |                |       |  |  |  |
| <b>Email Address</b>   |                |       |  |  |  |
| <b>Telephone Number</b>  | (616) 343-1300 |       |  |  |  |
| <b>Fax Number</b>  |                |       |  |  |  |
| <b>Box7: If this is your final return, check here</b> <input type="checkbox"/> |                |       | <b>OK</b>  |  |  |
|  |                |       | <b>Cancel</b>  |  |  |

**SELECT A REPORT**

**SUPPLIER PAYMENT SUMMARY (7.2.4.1)**

Supplier Payment Summary was showing the encrypted version of the FederalID. This has been corrected.

## BANKING

### START A TASK

#### CHECKS - CANCEL / VOID CHECKS

When voiding a negative check number, all checks with that negative check number that were entered in the batch were voided. This is corrected so that only the selected check with the negative check number will be voided.

## JOBS

### SELECT A REPORT

#### PROJECT COST DETAIL REPORTS – PROJECT COST DETAIL – CLAREMONT

A new **Project Cost Detail – Claremont** report is now available. The Report Data Selection, Report Dating, Include on Report, and Reporting options are identical to the existing project cost detail Tonko and Chandler reports.

| <b>Project Cost Detail</b>     |                                      | Actuals as of December 15, 2015 |           |               | 15-Dec-2015 |              |          |
|--------------------------------|--------------------------------------|---------------------------------|-----------|---------------|-------------|--------------|----------|
|                                |                                      | Summarize Phases and Sub Phases |           |               | Page 1      |              |          |
|                                |                                      | ORIGINAL                        |           | ACTUAL        | VARIANCE    |              |          |
|                                |                                      | Original Estimate               | Revisions | Total To Date | \$          | %            |          |
| <b>Building</b>                | JC                                   | John's Construction Company     |           |               |             |              |          |
| <b>Job</b>                     | GMD                                  | Green Meadows Development       |           |               |             |              |          |
| <b>Site Construction</b>       |                                      |                                 |           |               |             |              |          |
| 02-050                         | Lot                                  | 139,000.00                      | 0.00      | 139,000.00    | 1,100.00    | (137,900.00) | -99.21%  |
| 02-100                         | Plans and Architecture Drawings      | 5,050.00                        | 0.00      | 5,050.00      | 0.00        | (5,050.00)   | -100.00% |
| 02-200                         | Site Preparation                     | 0.00                            | 0.00      | 0.00          | 0.00        | 0.00         | 0.00%    |
| 02-450                         | Foundation and Load-bearing Elements | 0.00                            | 0.00      | 0.00          | 0.00        | 0.00         | 0.00%    |
| 02-500                         | Utility Services                     | 0.00                            | 20,000.00 | 20,000.00     | 0.00        | (20,000.00)  | -100.00% |
| <b>Total Site Construction</b> |                                      | 144,050.00                      | 20,000.00 | 164,050.00    | 1,100.00    | (162,950.00) | -99.33%  |
| <b>Concrete</b>                |                                      |                                 |           |               |             |              |          |
| 03-100                         | Concrete Basement                    | 88,700.00                       | 0.00      | 88,700.00     | 1,500.00    | (87,200.00)  | -98.31%  |
| 03-200                         | Concrete Foundation                  | 0.00                            | 0.00      | 0.00          | 0.00        | 0.00         | 0.00%    |
| 03-400                         | Precast Concrete                     | 0.00                            | 0.00      | 0.00          | 0.00        | 0.00         | 0.00%    |
| <b>Total Concrete</b>          |                                      | 88,700.00                       | 0.00      | 88,700.00     | 1,500.00    | (87,200.00)  | -98.31%  |

### LENDER LOAN REPORTS – SCHEDULE OF VALUES – CLAREMONT

A new Schedule of Values – Claremont report is now available. When generating the report, enter the Change Order Current Date Range from and to dates. Under the Reporting Options, select the source of scheduled values and select the Loan/Draw to report on. Select Preview Report or Print report at the top of the page to generate the report.

|                                      |  |
|--------------------------------------|--|
| <b>Report Data Selection</b><br><br> | <b>Report Dating</b><br>Change Order Current Date Range - From <input type="text" value="15-Dec-2015"/><br>To <input type="text" value="15-Dec-2015"/>   |
| <b>Include on Report</b><br><br>     | <b>Reporting Options</b><br><br>Select Source of Scheduled Values<br><input type="text" value="Lender Categories / Original Estimate"/><br>Select Loan/Draw<br><input type="text" value="GMD02/30"/> |

| Schedule of Values   |                           |                 |                       |                  |                  |                                    | 15-Dec-2015 |                   |                  |  |
|--|---------------------------|-----------------|-----------------------|------------------|------------------|------------------------------------|-------------|-------------------|------------------|--|
| Builder Loan/Draw Number: GMD02/30   |                           |                 |                       |                  |                  |                                    | Page 1      |                   |                  |  |
| Building: JC (John's Construction Company) Job: GMD Green Meadows Development Phase: 002 Lot 2 |                           |                 |                       |                  |                  |                                    |             |                   |                  |  |
| Item Number  | Description of Work       | Work Completed  |                       |                  |                  | Total Completed And Stored To Date | % Completed | Balance To Finish | Retention Amount |  |
|  |                           | Scheduled Value | Previous Applications | This Application | Stored Materials |                                    |             |                   |                  |  |
| 0  | No Category               | 0.00            | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 0.00              | 0.00             |  |
|  | Total No Category         | 0.00            | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 0.00              | 0.00             |  |
| 100  | Mechanical                | 0.00            | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 0.00              | 0.00             |  |
|  | Total Mechanical          | 0.00            | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 0.00              | 0.00             |  |
| 210  | 2 Construction            | 50,000.00       | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 50,000.00         | 0.00             |  |
|  | Total 2 Construction      | 0.00            | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 0.00              | 0.00             |  |
| 220  | 2 Concrete                | 36,500.00       | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 36,500.00         | 0.00             |  |
|  | 03-100 Concrete Basement  | 36,500.00       | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 36,500.00         | 0.00             |  |
|  | Total 2 Concrete          | 36,500.00       | 0.00                  | 0.00             | 0.00             | 0.00                               | 0.00%       | 36,500.00         | 0.00             |  |
| 240  | 2 Wood and Plastics       | 58,829.00       | 2,000.00              | 0.00             | 0.00             | 2,000.00                           | 3.34%       | 57,800.00         | 200.00           |  |
|  | 06-100 Rough Carpentry    | 58,829.00       | 2,000.00              | 0.00             | 0.00             | 2,000.00                           | 3.40%       | 56,829.00         | 200.00           |  |
|  | Total 2 Wood and Plastics | 58,829.00       | 2,000.00              | 0.00             | 0.00             | 2,000.00                           | 3.40%       | 56,829.00         | 200.00           |  |

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## EXTERNAL TOOLS

### ***SPECTRAU MODULE***

Tenant security deposits have been added to the tenant and lease queries in SpecwinU.

### ***SPECTRA DATA TOOLS – COMPACT, BACKUP, & RESTORE (CBR)***

In previous versions of the CBR, when the compact program has encountered an error, clicking the error report button always reported "no further information is available". This has been resolved and will now report the contents of the MSSysCompactErrors table.

Additionally, when a new version of the CBR is released it auto adds the three spectra databases to the list of files for compacting and backup. The problem with this is that if the customer has a 4th database file (SFWTran) that file was not being automatically added. This means customers may not be backing up the 4<sup>th</sup> database file, if they did not manually add this file themselves. The CBR has been updated to add the SFWTRAN file if it exists.

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