

Release 7.3.3

December 2016

Please distribute to all Spectra users in your company.

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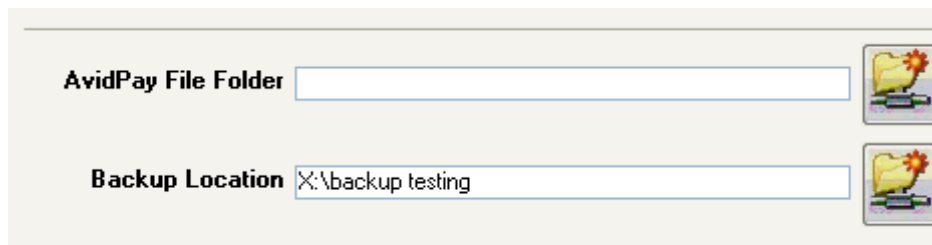
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GENERAL ENHANCEMENTS

COMPACT, BACKUP, RESTORE

We enhanced the program to allow you to save a default backup path in the database. All backups will default to this location.

- After installing release 7.3.3.
- Go to System Tasks – Spectra Utilities – Configuration File (Extras)
- Enter your desired backup location



The screenshot shows a configuration window with two text input fields. The first field is labeled 'AvidPay File Folder' and is empty. The second field is labeled 'Backup Location' and contains the text 'X:\backup testing'. To the right of each field is a folder selection icon (a yellow folder with a red flower).

SCHEDULER

When adding tasks to Outlook you may have received a message “Method Body of object _Taskitem failed”, this has now been fixed.

SPECTRA AIDXCHANGE MODULE !

This is a NEW *SPECTRA* module.

Through integration with Avidxchange, you have the ability to easily import and export payable information between the two software products. Please see the Help Files under Other Modules for more information.

This is an addition module that requires licensing. If you wish to purchase the Avidxchange Module, contact your Client Account Manager via email to CAM@Spectra.ca or by toll free telephone to 1-800-731-8668.

SYSTEM TASKS

SECURITY- USER MAINTENANCE

For security reasons we have created two new user rights for processing Supplier EFT banking files.

If the user has the “view/edit supplier EFT information”, ticked the user will be able to enter the supplier banking information. Otherwise these fields are not visible to the user.

If the user has the “user can process supplier EFT payments”, ticked the user will be allowed to create Eft bank file, if it is not ticked authorization from a security officer is needed before the file can be created.

| | |
|---|--------------------------|
| This User Can View/Edit Supplier EFT Information | <input type="checkbox"/> |
| This User Can Process Supplier EFT Payments | <input type="checkbox"/> |

BUILDING

START A TASK

RECOVERIES

When processing Recoveries a Summary report is produced. If an override percent was entered on the tenant’s recovery record it was not showing correctly on the Summary report. This has now been corrected.

SELECT A REPORT

BUILDING – MASTER LISTINGS – BUILDING MANAGEMENT FEE LISTING

This is a new report! The report will give you a list of each management fee assigned to your buildings. The report may be sorted by Building Name or Building ID.

BUILDING – RETAIL

It was reported by a client that the retail report “Sales Spread – Lurie & Assoc “, would not work when added to a Report Group. We have corrected that problem and ensured that all Retail reports will work if added to a Report Group..

FINANCIAL STATEMENTS

We have created a new Report named 10A Trial Balance with year to date Debit and Credit columns. This report is also available to export to excel!

INCOME STATEMENT
 For the 11 Months Ending November 30, 2014
 Best Warehousing Inc.

| | Debit Balance | Credit Balance | Adjustment | Profit/Loss | Bal: |
|----------------------|---------------|---------------------|------------|-------------|-------|
| REVENUE | | | | | |
| Retail Rent | 0.00 | (224,390.88) | _____ | _____ | _____ |
| Parking Revenue | 0.00 | (3,021.16) | _____ | _____ | _____ |
| Storage | 0.00 | (643.68) | _____ | _____ | _____ |
| Common Area Recovery | 0.00 | (103,937.85) | _____ | _____ | _____ |
| Tax Recovery | 0.00 | (33,393.78) | _____ | _____ | _____ |
| Cleaning and Damages | 0.00 | (2,199.42) | _____ | _____ | _____ |
| Late Fee Revenue | 0.00 | (178.35) | _____ | _____ | _____ |
| Other Revenue | 0.00 | (40.00) | _____ | _____ | _____ |
| TOTAL REVENUE | 0.00 | (367,805.12) | _____ | _____ | _____ |

DATABASE LISTING

We have added a new selection criteria item. You can now select leases by Portfolio.

TENANT

START A TASK

CHARGES – TENANT CHARGES

There was an issue when creating an invoice to tenants if you use a Company Logo and under Enter Invoice Text you were using the 'Attention' field. If you used a Company Logo the 'Attention' field was not appearing on the invoice. We have relocated this field to the right side of the invoice when a Logo is used.

TENANT DEPOSITS – DEPOSIT REFUNDS

When refunding deposits and using the 'Pay To:' field it was possible to enter very long names and this would cause the batch to get stuck when posting. This field is now restricted to 60 characters.

NOTICES OF RENT INCREASES- GENERIC MAIL MERGE

As requested we have added the Tenant Billing Address fields to the Generic mail Merge.

The following fields have been added:

- BillToName
- BillToAddressLine1
- BillToAddressLine2
- BillToCity
- BillToProvince
- BillToPostalCode

SELECT A REPORT

TENANT LEDGER - COLYVAN

We have added the option ability to select the tenant address to be used on the ledger.

MONTHLY A/R SUMMARY-DATE SPAN

This is a new report! It is very similar to the Monthly A/R Summary but allows you to enter a date range. There is also an option print a monthly summary for the requested date range for each building

MINNESOTA CRP FORM

We have updated to the 2016 form.

SUPPLIER

START A TASK

A/P YEAR END – IRS FORM 1099 PROCESSING

We have updated to the 2016 forms.

SELECT REPORT

OUTSTANDING/PAID INVOICE LISTING

For those using Supplier EFT payments we have added an option to this report to only include EFT paid suppliers.



The screenshot shows a light gray rectangular box with a thin blue border at the top. Inside the box, the text "Include on Report" is written in blue. Below this, the text "Only Include EFT Paid Suppliers" is written in black, followed by a small, unchecked checkbox.

BANKING

START A TASK

CHECKS – PRINT CHECKS – AVIDX EXPORT

There was a problem with the Avidx export create file button being enabled again after the file had already been created. This has now been corrected.

CHECKS – PRINT CHECKS – SUPPLIER EFT

Please note that we have enhanced security for the creation Supplier EFT files. If you use this module there are some changes you need to make before running the print check process and creating your Eft file.

Under System Tasks – Security – User Maintenance

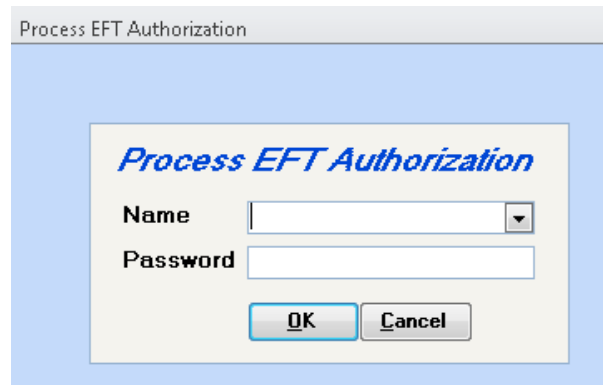
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| | |
|---|--------------------------|
| This User Can View/Edit Supplier EFT Information | <input type="checkbox"/> |
| This User Can Process Supplier EFT Payments | <input type="checkbox"/> |

If the User does not have rights to create the EFT file clicking any EFT button will bring up the “Process EFT Authorization” screen. If a Security Officer enters their login credentials the user will be able to continue.



Process EFT Authorization

Process EFT Authorization

Name

Password

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