

Release 7.4

May 2017

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

General Enhancements	3
Compact, Backup, Restore (CBR)	3
Company Page – Daily Reminder	3
System Tasks	4
Spectra Utilities –Maintenance Dept. Configuration	4
Spectra Utilities –Wizards – Copy Chart of Accounts Wizard	4
Spectra Utilities –Configuration File	4
Spectra Utilities –Configuration File (Extras)	4
Building	5
Select a Report	5
Building – Rent reports & Rent Reports Custom.....	5
Building – Rent reports Custom – Rent Increases – Devon.....	5
Building – Management Fees.....	5
Financial Statements.....	5
Supplier	5
Start a Task.....	5
A/P Year End – IRS Form 1099 Processing	5
Select Report.....	6
Outstanding/Paid Invoice Listing	6
Banking	6
Start a Task.....	6
Start a Task.....	6
Print Checks.....	6
Find	6
Tenant	6
Lease - Insurance.....	6
Jobs	6
Job Cost Supplier Invoice Batch	6
RealPage Secure FTP Setup and Usage Guide	7
Overview	7
Entering User Credentials (Spectra)	7
Uploading Files (CBR)	8
Downloading Files (CBR)	9
Legal Notices	11

Before installing this upgrade

Make a backup of your Spectra databases before installing this upgrade. If for some reason the upgrade fails or there is an issue in the new version that prevents you from using the upgrade, having a final backup before the upgrade may allow you to reinstall the previous version and resume working.

You must be on Spectra release 7.0.1 or higher in order to use the 7.4 Patch update.

GENERAL ENHANCEMENTS

COMPACT, BACKUP, RESTORE (CBR)

We enhanced the CBR program and now the time will be added to the backup file name as well as the date. If you make more than one backup in a day they will no longer overwrite each other and you can now clearly identify each backup.

For example, the backup name will be: Backup_2017-05-05--13-27-19
This backup was made on 5/5/2017 at 1:27:19PM

NOTE: Be sure to manage your disk space where these backups are stored as multiple backups made on the same day no longer overwrite each other. We recommend that you keep backups just prior to big posting operations like month end/begin month for a year or so as in the past these have been invaluable to support in the event of data loss.

The file transfer features inside of the CBR program have been enhanced these key ways:

1. CBR now communicates with a new server at RealPage using a Secure FTP connection (SFTP). This means that file transfers between your location and RealPage are encrypted
2. In addition to upload, the CBR program now handles the downloading of support files from Spectra Support to your location. Once again, this transfer is encrypted.
3. Improved auditing and tracking on our end to assist research of any reported issues.
4. File transfers now have a progress bar to show the status and it includes a cancel button if you should need to stop the transfer.

The current FTP solution utilized in Spectra versions 7.3.3 and prior will be disabled on June 30, 2017. If you are unable to upgrade to Spectra 7.4 prior to this date, please contact Spectra Support to get manual file transfer instructions.

See the [RealPage Secure FTP Setup and Usage Guide](#) at the end of this document for additional information.

COMPANY PAGE – DAILY REMINDER

Building Scheduled Maintenance items will now include items 90 days into the future.


SYSTEM TASKS

SPECTRA UTILITIES – MAINTENANCE DEPT. CONFIGURATION

We have added the ability to enter your maintenance department's Logo.

Go to System Tasks- Spectra Utilities – Maintenance Dept. Configuration file

Use Windows Explorer to find your Logo file and then copy and paste it in the Company Logo square.

Company Logo 	Name	<input type="text" value="Chicago Office Maint Department"/>		
	Address	<input type="text" value="123 Anywhere St."/>		
		<input type="text"/>		
		<input type="text" value="Chicago"/>	<input type="text"/>	<input type="text" value="60606"/>
	County	<input type="text" value="??"/>		
	Voice	<input type="text" value="(610) 837-1030"/>	Federal ID#	<input type="text"/>
Fax	<input type="text" value="(604) 837-1010"/>	State ID #	<input type="text"/>	
<hr/>				
Overhead Tenant	<input type="text" value="5.00%"/>			

SPECTRA UTILITIES – WIZARDS – COPY CHART OF ACCOUNTS WIZARD


The Copy Chart of Accounts Wizard will now copy the general ledger account status as well as the account description. Using this feature, you can de-active accounts in a global fashion.

SPECTRA UTILITIES – CONFIGURATION FILE

You now have the ability to send email to SMTP servers using port 587 in addition to port 465. These ports are used for sending of encrypted emails. Many SMTP services require the usage of encrypted emails for enhanced security and with this change, Spectra is now compatible.

SPECTRA UTILITIES – CONFIGURATION FILE (EXTRAS)

The security credentials used for the RealPage Secure FTP server are stored on the lower right area of this screen.

Backup Location	<input type="text"/>	
<hr/>		
Spectra Secure FTP Settings		
Host	<input type="text" value="spectramft.realpage.com"/>	
UserName	<input type="text" value="EXT-WINNPROPERTIES_SPECTRA"/>	
Password	<input type="password"/>	<input type="button" value="Change Password"/>

See the [RealPage Secure FTP Setup and Usage Guide](#) at the end of this document for additional information.

BUILDING

SELECT A REPORT

BUILDING – RENT REPORTS & RENT REPORTS CUSTOM

We have gone through most of the Rent Rolls and added the option to “Exclude units with zero square feet”. This is not on every Rent Roll as in some cases it was not applicable.

Exclude Units with Zero Square Footage

BUILDING – RENT REPORTS CUSTOM – RENT INCREASES – DEVON

This report displayed whole numbers; we have added an option to print with two decimal places.

Show Rent Amounts

Whole \$
2 Decimals

BUILDING – MANAGEMENT FEES

There was a case reported where the Management Fee Report detail was different from the summary. This has now been corrected.

FINANCIAL STATEMENTS

We have reduced the font on report format 29 and 29A in order to fit more on one page.

SUPPLIER

START A TASK

A/P YEAR END – IRS FORM 1099 PROCESSING

A client reported to us that when owner rent 1099's are generated, the owners' supplier record with a 1099 Address specified on it was not showing on the 1099 form. The 1099 payment address will now print on the 1099.

SELECT REPORT

OUTSTANDING/PAID INVOICE LISTING

For those using the Outstanding/Paid Invoice report when the report is run for paid items we have inserted a column between the check number and the amount. If there is asterisk in the column then the check has been marked as cleared in a bank reconciliation.

BANKING

START A TASK

START A TASK

PRINT CHECKS

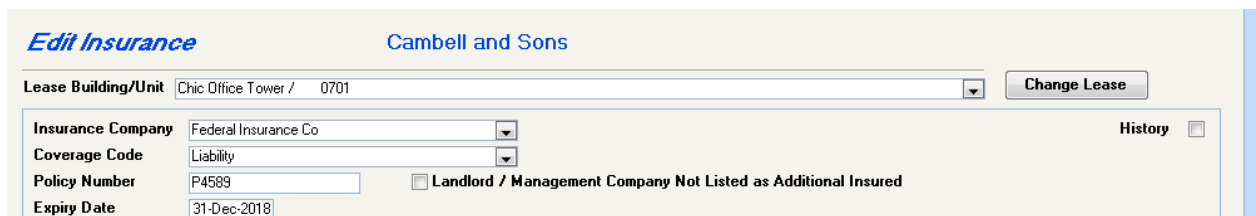
When printing checks the check total will now print on both check stubs.

FIND

TENANT

LEASE - INSURANCE

You can now change the lease on a Tenant's existing insurance record. This matches functionality on the other tenant buttons.



Edit Insurance Cambell and Sons

Lease Building/Unit: Chic Office Tower / 0701 Change Lease

Insurance Company	Federal Insurance Co	History	<input type="checkbox"/>
Coverage Code	Liability		
Policy Number	P4589	<input type="checkbox"/>	Landlord / Management Company Not Listed as Additional Insured
Expiry Date	31-Dec-2018		

JOBS

JOB COST SUPPLIER INVOICE BATCH

When deleting a commitment and that commitment is assigned on a job cost invoice in a pending batch, the batch would fail when posting. Now when trying to delete a commitment pending batches are reviewed to make sure the commitment is not used.

REALPAGE SECURE FTP SETUP AND USAGE GUIDE

OVERVIEW

Starting with version 7.4 of Spectra, automated file transfers with Spectra Support are now completed using a new file server to enhance transfer speeds and to better safeguard your data. The file transfer features inside of the Compact, Backup, Restore program (CBR) have been enhanced these key ways:

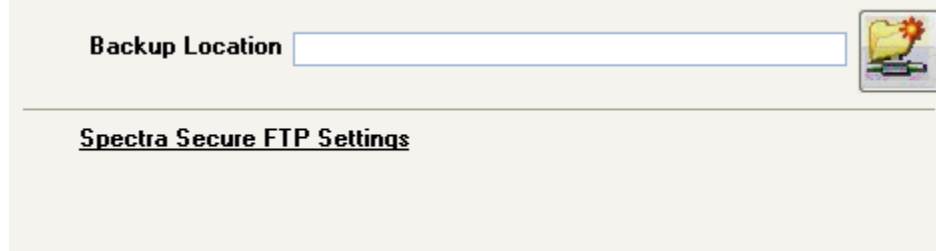
1. CBR now communicates with a new server at RealPage and is using a Secure FTP connection (SFTP). This means that file transfers between your location and Spectra Support are encrypted
2. In addition to upload, the CBR program now handles the downloading files from Spectra Support to your location. Once again, this transfer is encrypted.
3. Improved auditing and tracking on our end to assist research of any reported issues.
4. File transfers have a progress bar to show the status and it includes a cancel button if you should need to stop the transfer.
5. Each PMC has their own secure account on the SFTP server.

The current FTP solution utilized in Spectra versions 7.3.3 and prior will be disabled on June 30, 2017. If you are unable to upgrade to Spectra 7.4 prior to this date, please contact Spectra Support to get manual file transfer instructions.

ENTERING USER CREDENTIALS (SPECTRA)

Prior to using the Compact, Backup and Repair (CBR) Utility to exchange files with the RealPage Secure FTP server, the host name and user credentials need to be entered in Spectra. This will require a user with Security Officer access rights to enter the information on the Spectra Utilities –Configuration File (Extras) screen.

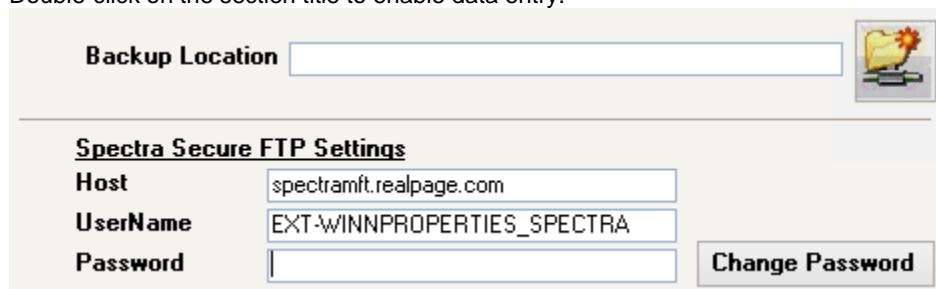
In the lower right of the screen you will see a section named Spectra Secure FTP Settings.



Backup Location

Spectra Secure FTP Settings

Double-click on the section title to enable data entry.



Backup Location

Spectra Secure FTP Settings

Host

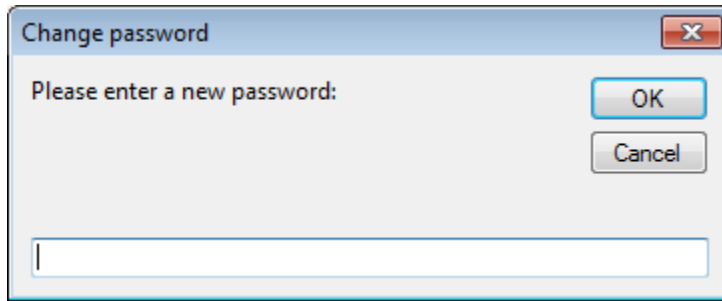
UserName

Password

Change Password

Contact Spectra support to get the account information for your company.

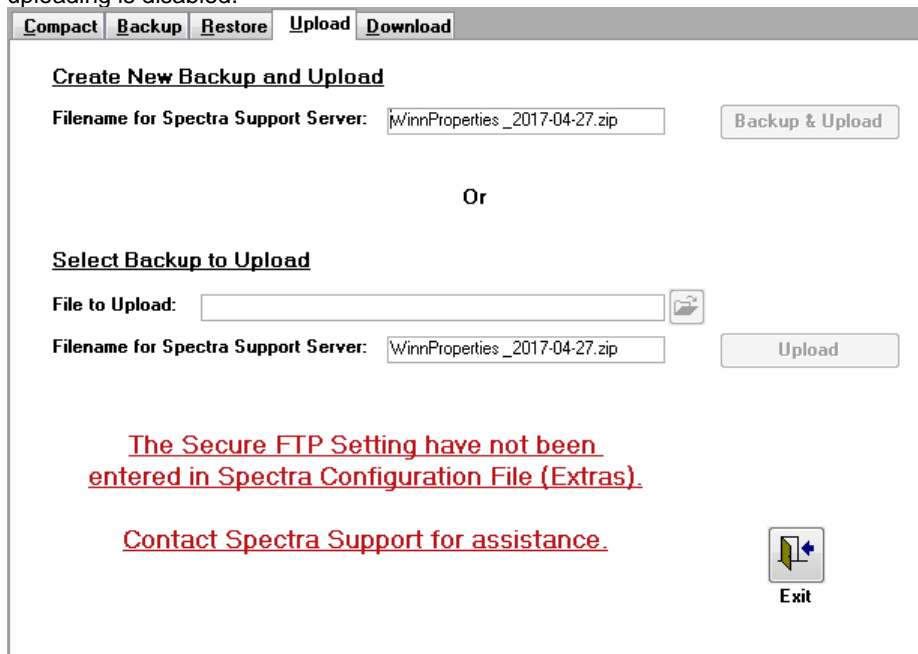
New accounts on the Secure FTP server require the password to be changed prior to using the account. After entering the credentials, when you click Save or close the screen and save the information, Spectra will automatically prompt you for a new password and to confirm that password.



If the new passwords match, Spectra will communicate with the server to set the new password.

UPLOADING FILES (CBR)

Before files can be upload to the new RealPage Secure FTP server, the host and user credentials need to be set in Spectra. If they have not been entered, you will see the following on the Upload tab and uploading is disabled.

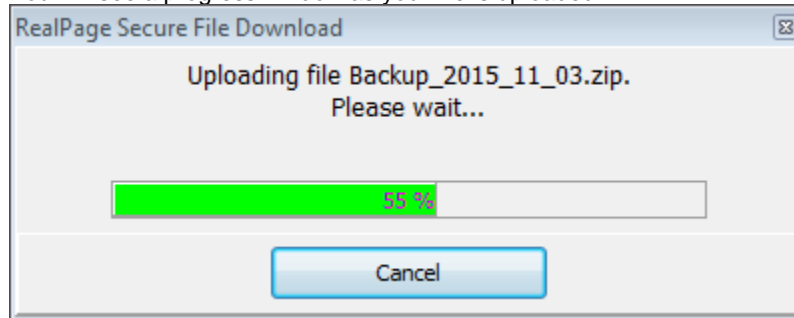


There are two options available to upload:

1. Create a new backup and upload that backup to the SFTP site.
 - a. A default name for the backup ZIP file will be automatically filled in. You may change the name in the box if you wish.
 - b. When you click the Backup & Upload button a backup is made and will be uploaded to the SFTP server into the upload directory in your SFTP account. Spectra Support will retrieve the backup from there.
2. Upload an existing backup (or any other file) to the FTP site.
 - a. If you wish to upload a previous backup file, click the Open Folder icon to select a file on your hard drive or network.

- b. Specify what you want that file to be named on the Spectra Support Server. A default name is provided but you may change it as needed to make the upload file name descriptive for Spectra Support.
- c. Click the Upload button to upload the file to the upload directory of your account on the SFTP server.

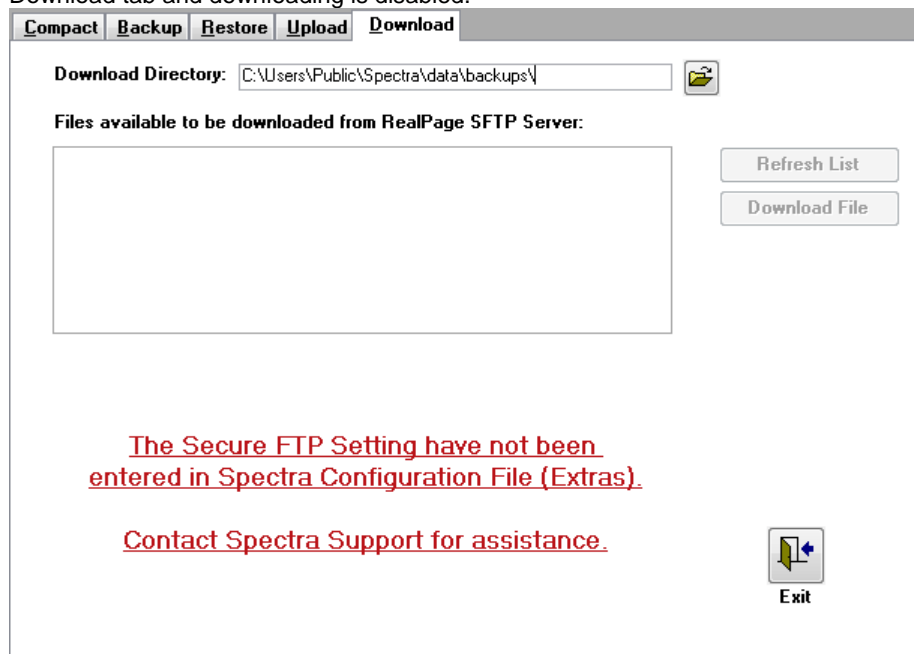
You will see a progress window as your file is uploaded:



If you need to abort the file transfer, please click the Cancel button.

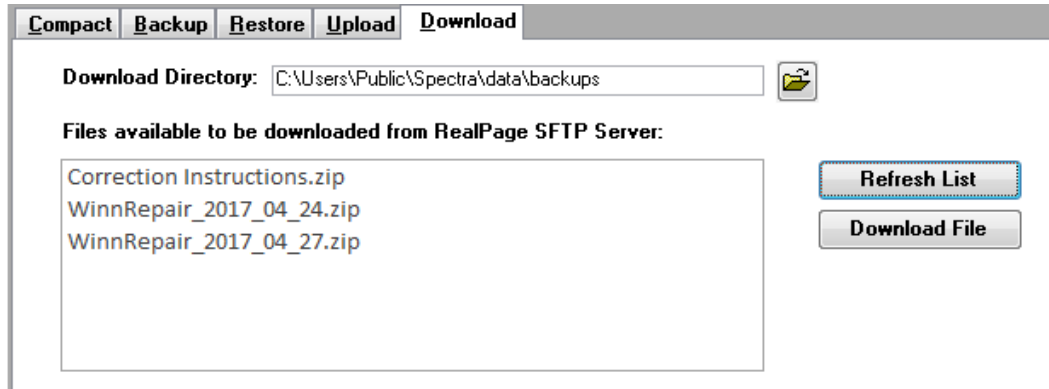
DOWNLOADING FILES (CBR)

Before files can be downloaded from the new RealPage Secure FTP server, the host and user credentials need to be entered in Spectra. If they have not been set, you will see the following on the Download tab and downloading is disabled.

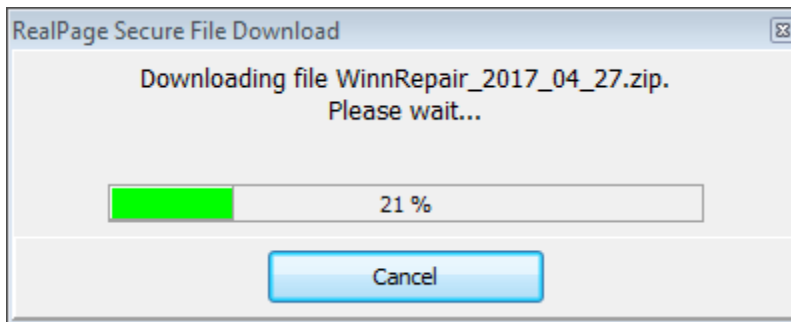


The download directory will default to be the Backups Directory from Spectra Utilities –Configuration File (Extras) screen.

Inside your account on the SFTP server, there is a download directory which is where Spectra support will place files that are ready to be returned to you. Click the Refresh List button to see a list of the files available to be downloaded.



Select a file from the list and click the Download File button. The file will be download to your Download Directory.



If you need to abort the file transfer, please click the Cancel button. If you click the Cancel button, the partially downloaded file will be deleted from the Download Directory.

LEGAL NOTICES

Proprietary Rights

The information in this release notice is the copyrighted and proprietary information of RealPage, Inc. Any duplication, distribution, disclosure or other use except as expressly authorized in writing by RealPage, Inc. is strictly prohibited.

Trademarks

RealPage® is a registered trademark and *SPECTRA*™ is a registered trademark of RealPage, Inc. Any use of RealPage's trademarks or service marks without prior consent is prohibited.

Microsoft, Windows, and Windows Vista™ are registered trademarks of Microsoft Corporation.

Other product and company names mentioned herein are the trademarks of their respective owners and no affiliation, connection, or sponsorship should be implied or assumed based upon the use of such trademarks in this document or in any accompanying materials.

Copyright 2017 © RealPage, Inc. All rights reserved.

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