

Release 8.1

December 2017

Please distribute to all Spectra users in your company.

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General Enhancements	3
Access 2016.....	3
Tenant Profile.....	3
Building	3
Select a Report	3
Building – Rent reports – Rent Roll – Format II.....	3
Building – Rent reports – Rent Schedule.....	3
Building – Rent reports – Custom (A to L) - Rent Schedule - Concord	3
Building – Rent reports – Custom (A to L) - Rent Roll – East Brown Cow	3
Building – Financial Statements – Fiscal	4
Building – Quebec RL-31 Processing	4
Tenant	4
Start a Task.....	4
Tenant Charges – Charges.....	4
Select a Report	4
Minnesota CRP form	4
Supplier	4
Start a Task.....	4
Invoices- Supplier Invoice Batch Entry-Import AP Invoice Batch	4
A/P Year End	4
IRS Form 1099 Processing	4
Select Report.....	5
Insurance Expiry.....	5
Banking	5
Start a Task.....	5
Checks – Handwritten Checks	5
Find	5
Tenant	5
Pre-Payments.....	5
Building	5
Accounting	5
Legal Notices	6

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.

GENERAL ENHANCEMENTS

ACCESS 2016

As Microsoft has made some changes with Office there is now two different installation types to choose from, please read the install instructions carefully as they have changed.

TENANT PROFILE

There was a problem retrieving source documents through the Tenant profile. This has been corrected.

BUILDING

SELECT A REPORT

BUILDING – RENT REPORTS – RENT ROLL – FORMAT II

There was a problem with the amount of rentable square feet when the report was generated with ‘Unit Type’ selected. This has now been corrected.

BUILDING – RENT REPORTS – RENT SCHEDULE

We have added an additional filter option to this report. You may now exclude certain types of units.

BUILDING – RENT REPORTS – CUSTOM (A TO L) - RENT SCHEDULE - CONCORD

We have made a minor change to this report that you now have the option to show the renewal code or not.

BUILDING – RENT REPORTS – CUSTOM (A TO L) - RENT ROLL – EAST BROWN COW

We have made some minor adjustments to this rent roll. The PSF rate is now being calculated correctly on the rent and monthly escrow. The building summary will show the vacancy percent and subleases will no longer show as vacant units.

BUILDING – FINANCIAL STATEMENTS – FISCAL

We have a new report format. Report Format 29B (portrait) and 63A (landscaped). This report is a 12 month spread that shows actual for this year and last year.

BUILDING – QUEBEC RL-31 PROCESSING

The RL -31 Export file is up to date there were no changes.

TENANT

START A TASK

TENANT CHARGES – CHARGES

We now have an import for Tenant Charges. If you are interested in this module, please contact your Client Account Manager at:
realpagesales@spectra@RealPage.com

SELECT A REPORT

MINNESOTA CRP FORM

We have updated the Minnesota Certificate of Rent Paid to the 2017 form.

SUPPLIER

START A TASK

INVOICES- SUPPLIER INVOICE BATCH ENTRY-IMPORT AP INVOICE BATCH

We have added a few new fields to the A/P invoice import from AvidXchange, the fields are:

Posting Date - if blank will default to invoiced date
Payment Due Date - if blank will default to supplier definition
Maintenance code
Unit

When the imported batch is posted your maintenance history is automatically updated.

A/P YEAR END

IRS FORM 1099 PROCESSING

The 1099 forms are up to date – there were no changes.

SELECT REPORT
INSURANCE EXPIRY

When creating a mail merge file for 'Suppliers without insurance' the file would only stop after the first page. This has been corrected and the file will now contain all pages of suppliers.

BANKING

START A TASK

CHECKS – HANDWRITTEN CHECKS

We have added a new enhancement to handwritten checks. You may now retrieve an invoice already entered in accounts payable for payment. We have also added a field for your bank confirmation if you are recording a payment you made online.

With this feature, you can only pay one invoice per check
You can only pay the full value of the invoice
Any partially paid invoices are not available for selection

The Bank Confirmation number will show on the batch listing, check register and your bank reconciliation reports.

FIND

TENANT
PRE-PAYMENTS

It was possible to create a pre-payment record for a tenant that began before the lease start date or the move in date. You will now receive a message to alert you that the record starts prior to occupancy.

BUILDING
ACCOUNTING

At the request of our client's we have now expanded the Federal Tax field to accept the fifteen character business number for those that want to include the Program Identifier and Reference Number.

LEGAL NOTICES

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