



# Release 8.1.2

## June 2018

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

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

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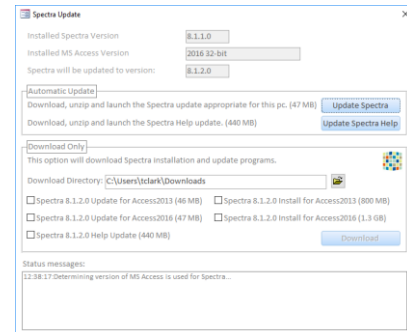
## BEFORE INSTALLING THIS UPGRADE

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. It is recommended reading through the **Installation Guide** before beginning.

## GENERAL ENHANCEMENTS





### Update Patch/Installer

The Update process has been enhanced to make the process easier. Once you download and install the update utility, it will detect what version of the patch is required by your machine, download, unzip and execute the patch program. There is an **“Advanced User”** option for IT professionals. Please refer to the **8.1.2 Upgrade Guides** for detailed instructions.



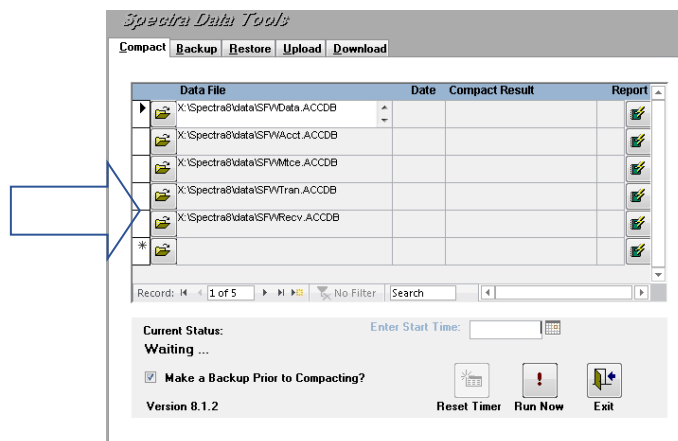
### Database Size Limitations

If your SFWData.accdb file becomes too large, around 1.5-1.7 GB, after compacting, you should reach out to Support to have your data analyzed. We have added the option to move the A/R related data to a separate database. This will help to further alleviate issues related to database size. This process will follow the same guidelines as with the SFWAcct.ACCDB, and does not eliminate the need to run a daily backup and compact.

	SFWRecv	4/27/2018 3:54 PM	Microsoft Access ...	194,380 KB
	SFWMtce	5/30/2018 10:49 AM	Microsoft Access ...	42,540 KB
	SFWData	5/30/2018 2:14 PM	Microsoft Access ...	84,228 KB
	SFWAcct	5/30/2018 11:03 AM	Microsoft Access ...	1,438,092 KB

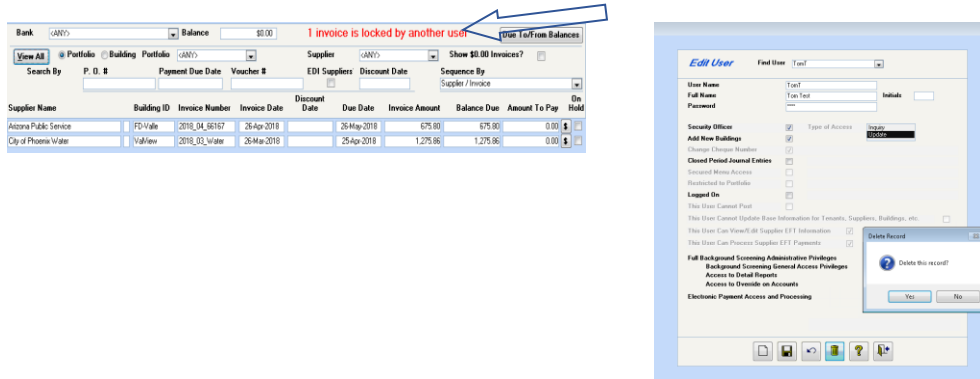
### Compact, Backup Restore Tool


The Compact, Backup and Restore tool (CBR Tool) has been updated. After you install 8.1.2, the CBR Tool will automatically pull the SFWRecv.ACCDB (from the AR Split) and the SFWTran.ACCDB (From the G/LTransactions Split), if applicable, the first time the tool is launched.

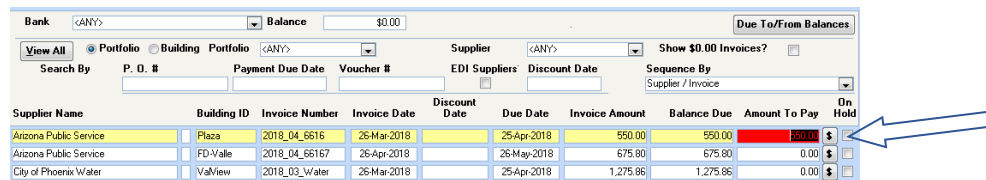


## User Maintenance

In past versions of Spectra, if a user has been deleted from Spectra, the AP Invoices that they had selected to pay or on hold were unavailable to other users to access. The "Delete User" Command has been enhanced to release the invoices locked by the deleted user.

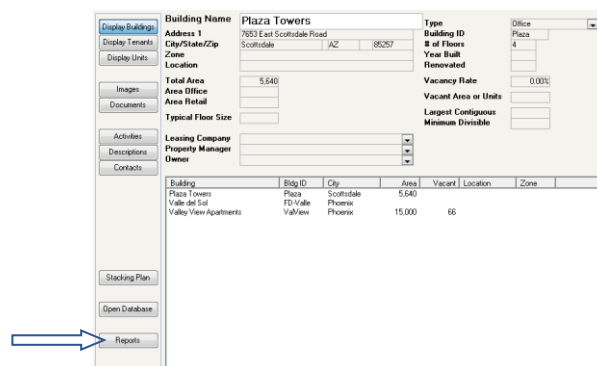


After the user has been deleted, return to Banking > Checks/Cheques > Select Invoices to pay. Click the toggle button  next to the amount to pay for the invoice to release it. You will now be able to select the invoice to pay, or cancel the invoice as needed.



## EIS Dashboard

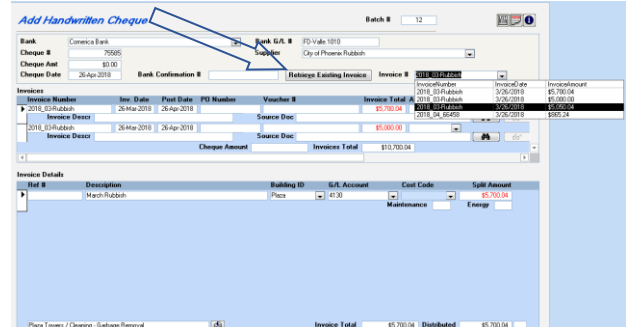
All reports under the dashboard have been changed to use the same process as the equivalent Select a Report menu item and will be much faster.



## BANKING

### Handwritten Checks

The ability to pay existing invoices has been enhanced so that multiple invoices can be paid with one handwritten check.



### Handwritten Checks- Batch Posting

In an ongoing effort to reduce the impact from crashed and partially posted batches, the *Handwritten Check* posting process has been enhanced to lock out the use of the "Escape Key". This measure will prevent users from using the escape key to improperly abort the batch posting process, leading to crashed or partially posted batches. The posting process has also been added to the *Batch Logging* process.

## BUILDING

### START A TASK

#### MPAC Update

MPAC has upgraded their server to require a higher-level encryption method (TLS 1.2) when uploading to their servers. Some of you may have already experienced issues with this. Users have reported receiving the error:

**"BASMPAC: Connect Error 2147012867. A Connection with the server could not be established."**

We have made a code change that will use the required encryption method in Windows 8, Windows 10, and Server 2012 or newer.

#### **WINDOWS 8, WINDOWS 10, AND MICROSOFT SERVER 2012 AND NEWER-**

You will need to upgrade to Spectra Release Version 8.1.2, scheduled for release before the end of June 2018.

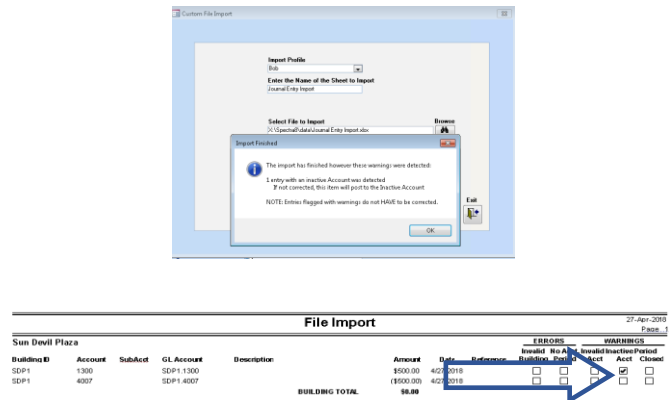
#### **Windows 7, Microsoft Server 2008**

1. Install the 8.1.2 Update, scheduled for release before the end of June 2018.
2. Ensure windows updates are up to date and that the following are installed:
  - a. KB3080079
  - b. KB3140245 - this can be downloaded independently from the link below
3. Run the Easy Fix program inside of this page (about ¾ of the way down the page):
  - a. <https://support.microsoft.com/en-ca/help/3140245/update-to-enable-tls-1-1-and-tls-1-2-as-a-default-secure-protocols-in>

\*You may wish to have your IT professional assist you with this process.

## Building Journal Entry Import

The Journal Entry Import process imported entries for inactive accounts. This process will now flag inactive accounts on the Import Report to give you the option to make the corrections needed. If the corrections are not made, they will post as usual.



**File Import** 27-Apr-2018 Page 1

Building ID	Account	SubAccount	GL Account	Description	Amount	Date	Reference	Imported	Has Active	Included In Last Period	Acct	Closed
SDP1	1300		SDP1 1300		\$100.00	4/27/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SDP1	4007		SDP1 4007		\$100.00	4/27/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>BUILDING TOTAL</b>					<b>\$8.00</b>							

## Recoveries

We received reports that the Recoveries Process was taking a longer than normal time to process. There were some minor changes made to the code that should speed this up process up.

**Start a Task**

Utility Billing	Recovery Setup Edit Report
Journal Entries	Cost Recoveries
Inquiries	Tax Recoveries (Mill Rate Based)
Display Pending Batches	<b>Next Year Recovery Budgeted Bill</b>
Property Profile	Cost Recoveries Summary
Monthly Processes	
<b>Cost Recovery - Format I</b>	

## SELECT A REPORT

### MPAC Residential Property Income and Expense Report

The **Residential Property Income and Expense Report**, has been updated, as the number of residential units is not required for MPAC. The *Number of Residential Units* field has been changed to *Residential Records*, so that the user will see the number of records

#### Property Income & Expense Questionnaire

**Building:** Valley View  
Valley View Apartments  
600 North 4th Street  
Phoenix, AZ 85004

Number Of Properties	1
Number Of Units & Residential Records	2
Number Of Commercial Units	0
Number Of Industrial Units	0
Number Of Residential Records	2



11-Jun-2018 1:39 PM

**INTERNAL USE ONLY  
DO NOT SUBMIT  
THIS FORM TO MPAC**

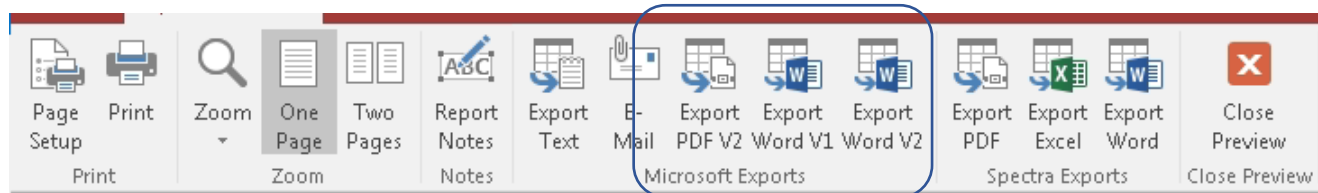
**Roll Number:** 0000000777020010000

**Web Access Code:** 99sp01tr

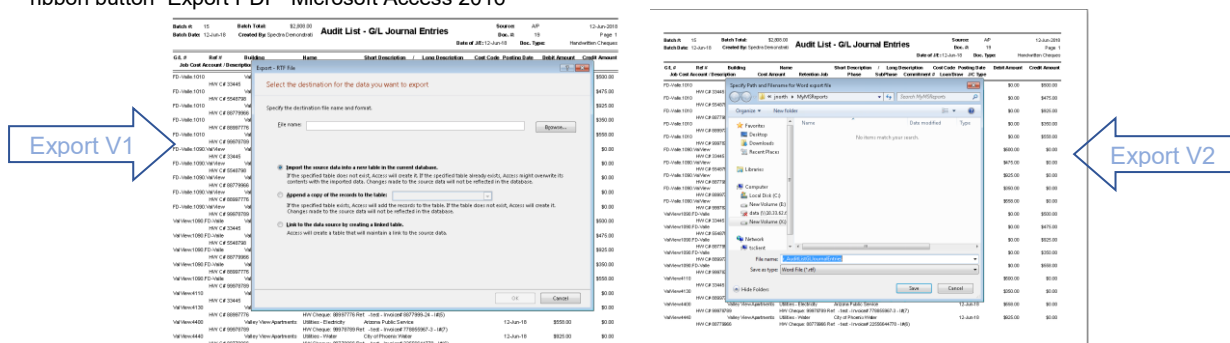
**Report Year:** 2018

**Fiscal Year:** 2017 end of fiscal year: 2017/1/2/31

## Microsoft Export “PDF or XPS” Option



After the transition to Access 2016, the ribbon button for Microsoft Export to PDF was not working, we have added a new ribbon button "Export PDF" Microsoft Access 2016



The Microsoft Export to Word formatting was changed from previous versions of the export, and while some clients like this new formatting, other clients have requested the previous formatting be returned, and we have added a new ribbon button "Export Word V2" "Export Word" which will export the report in the previous formatting style.

## Tenancy Schedule-Gulf Pacific

The Lease Notes field would not display more than 27 lines, due to restrictions of the field size. This has been modified to include more lines. The field initially shows up to 27 lines, but now, by double clicking the field, it will expand to display the additional notes, up to 197 lines.

FINANCIAL SCHEDULE		JUNE 10, 2014									
LAST	TERMINAL	DATE	LEAS	LEAS	EXPEN	EXPEN	RENT	ANNUAL	RENT	TYPE OF	
DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	
1	2	3	4	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	30	31	32	33	
34	35	36	37	38	39	40	41	42	43	44	
45	46	47	48	49	50	51	52	53	54	55	
56	57	58	59	60	61	62	63	64	65	66	
67	68	69	70	71	72	73	74	75	76	77	
78	79	80	81	82	83	84	85	86	87	88	
89	90	91	92	93	94	95	96	97	98	99	
100	101	102	103	104	105	106	107	108	109	110	
111	112	113	114	115	116	117	118	119	120	121	
122	123	124	125	126	127	128	129	130	131	132	
133	134	135	136	137	138	139	140	141	142	143	
144	145	146	147	148	149	150	151	152	153	154	
155	156	157	158	159	160	161	162	163	164	165	
166	167	168	169	170	171	172	173	174	175	176	
177	178	179	180	181	182	183	184	185	186	187	
188	189	190	191	192	193	194	195	196	197	198	
199	200	201	202	203	204	205	206	207	208	209	
210	211	212	213	214	215	216	217	218	219	220	
221	222	223	224	225	226	227	228	229	230	231	
232	233	234	235	236	237	238	239	240	241	242	
243	244	245	246	247	248	249	250	251	252	253	
254	255	256	257	258	259	260	261	262	263	264	
265	266	267	268	269	270	271	272	273	274	275	
276	277	278	279	280	281	282	283	284	285	286	
287	288	289	290	291	292	293	294	295	296	297	
298	299	300	301	302	303	304	305	306	307	308	
309	310	311	312	313	314	315	316	317	318	319	
320	321	322	323	324	325	326	327	328	329	330	
331	332	333	334	335	336	337	338	339	340	341	
342	343	344	345	346	347	348	349	350	351	352	
353	354	355	356	357	358	359	360	361	362	363	
364	365	366	367	368	369	370	371	372	373	374	
375	376	377	378	379	380	381	382	383	384	385	
386	387	388	389	390	391	392	393	394	395	396	
397	398	399	400	401	402	403	404	405	406	407	
408	409	410	411	412	413	414	415	416	417	418	
419	420	421	422	423	424	425	426	427	428	429	
430	431	432	433	434	435	436	437	438	439	440	
441	442	443	444	445	446	447	448	449	450	451	
452	453	454	455	456	457	458	459	460	461	462	
463	464	465	466	467	468	469	470	471	472	473	
474	475	476	477	478	479	480	481	482	483	484	
485	486	487	488	489	490	491	492	493	494	495	
496	497	498	499	500	501	502	503	504	505	506	
507	508	509	510	511	512	513	514	515	516	517	
518	519	520	521	522	523	524	525	526	527	528	
529	530	531	532	533	534	535	536	537	538	539	
540	541	542	543	544	545	546	547	548	549	550	
551	552	553	554	555	556	557	558	559	560	561	
562	563	564	565	566	567	568	569	570	571	572	
573	574	575	576	577	578	579	580	581	582	583	
584	585	586	587	588	589	590	591	592	593	594	
595	596	597	598	599	600	601	602	603	604	605	
606	607	608	609	610	611	612	613	614	615	616	
617	618	619	620	621	622	623	624	625	626	627	
628	629	630	631	632	633	634	635	636	637	638	
639	640	641	642	643	644	645	646	647	648	649	
650	651	652	653	654	655	656	657	658	659	660	
661	662	663	664	665	666	667	668	669	670	671	
672	673	674	675	676	677	678	679	680	681	682	
683	684	685	686	687	688	689	690	691	692	693	
694	695	696	697	698	699	700	701	702	703	704	
705	706	707	708	709	710	711	712	713	714	715	
716	717	718	719	720	721	722	723	724	725	726	
727	728	729	730	731	732	733	734	735	736	737	
738	739	740	741	742	743	744	745	746	747	748	
749	750	751	752	753	754	755	756	757	758	759	
760	761	762	763	764	765	766	767	768	769	770	
771	772	773	774	775	776	777	778	779	780	781	
782	783	784	785	786	787	788	789	790	791	792	
793	794	795	796	797	798	799	800	801	802	803	
804	805	806	807	808	809	810	811	812	813	814	
815	816	817	818	819	820	821	822	823	824	825	
826	827	828	829	830	831	832	833	834	835	836	
837	838	839	840	841	842	843	844	845	846	847	
848	849	850	851	852	853	854	855	856	857	858	
859	860	861	862	863	864	865	866	867	868	869	
870	871	872	873	874	875	876	877	878	879	880	
881	882	883	884	885	886	887	888	889	890	891	
892	893	894	895	896	897	898	899	900	901	902	
903	904	905	906	907	908	909	910	911	912	913	
914	915	916	917	918	919	920	921	922	923	924	
925	926	927	928	929	930	931	932	933	934	935	
936	937	938	939	940	941	942	943	944	945	946	
947	948	949	950	951	952	953	954	955	956	957	
958	959	960	961	962	963	964	965	966	967	968	
969	970	971	972	973	974	975	976	977	978	979	
980	981	982	983	984	985	986	987	988	989	990	
991	992	993	994	995	996	997	998	999	1000	1001	
1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	
1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	
1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	
1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	
1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	
1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	
1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	
1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	
1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	
1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	
1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	
1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	
1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	
1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	
1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	
1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	
1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	
1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	
1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	
1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	
1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	
1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	
1244	1245	1246	1247	1248	1249	1250	1251	1252	1253	1254	
1255	1256	1257	1258	1259	1260	1261	1262	1263	1264	1265	
1266	1267	1268	1269	1270	1271	1272	1273	1274	1275	1276	
1277	1278	1279	1280	1281	1282	1283	1284	1285	1286	1287	
1288	1289	1290	1291	1292	1293	1294	1295	1296	1297	1298	
1299	1300	1301	1302	1303	1304	1305	1306	1307	1308	1309	
1310	1311	1312	1313	1314	1315	1316	1317	1318	1319	1320	
1321	1322	1323	1324	1325	1326	1327	1328	1329	1330	1331	
1332	1333	1334	1335	1336	1337	1338	1339	1340	1341	1342	
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1354	1355	1356	1357	1358	1359	1360	1361	1362	1363	1364	
1365	1366	1367	1368	1369	1370	1371	1372	1373	1374	1375	
1376	1377	1378	1379	1380	1381	1382	1383	1384	1385	1386	
1387	1388	1389	1390	1391	1392	1393	1394	1395	1396	1397	
1398	1399	1400	1401	1402	1403	1404	1405	1406	1407	1408	
1409	1410	1411	1412	1413	1414	1415	1416	1417	1418	1419	
1420	1										

## Financial Statements

The following Financial Statement Reports have now been optimized to export to Excel.

22. Current Month, Previous Month, and Variance

37b. Actual and Budget Current Period, and Year to Date with Variance\$ Plus Annualized Current Actual and YTD per Sq.Ft.

42. Current Month, Previous Month, and Variance

56b. Actual and Budget Current Period and Year To Date with Variance \$ and % plus Annual Budget and Forecast

64. 12 Month Spread  
64a. 12 Month Spread Plus Total \$ per Unit  
71. 1 Actual and Budget Current Period, Year to Date and Current Year Projection plus \$ per SqFt.  
71a. Annual Budget, Current Year Projection, Variance plus \$ per SqFt.,



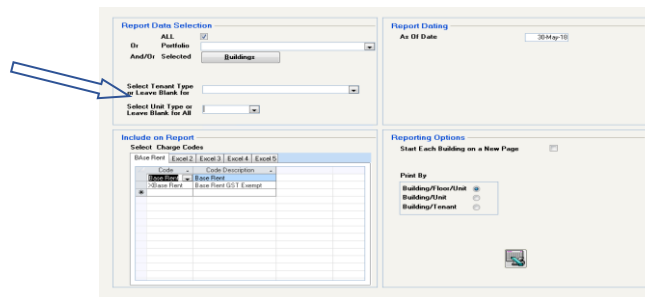
## Lease Expiration Report

Previously if you selected to have Lease Options print on the Lease Expiration Report, the description would cut off if there were 2 lines or more. The report has been modified to increase the field size and now wraps the text and no longer cuts off the ends of the words.

Lease Expirations										
Building: Plaza Towers		From: 1-Jan-2015 To: 31-Dec-2035							12-Jun-2018 Page 1	
Expiry Date	Unit	Unit Type	Tenant Name	Area Leased	Monthly Rent at Expiry	Rent Expected	Deposit Amount	Parking Charge	Base Rent Rate	Annual
28-Feb-2019	0301	Office	Lyndon & Marx Associates	705	\$8,560.00	\$8,560.00	\$0.00		\$145.70	\$102,720.00
Unit Descriptions:										
* Total Expiry Area for:				February 2019	705					
** Total Expiry Area for:				2019	705					
28-Feb-2020	0201	Office	Apple Tree Staffing	705	\$8,560.00	\$8,560.00	\$0.00		\$145.70	\$102,720.00
Unit Descriptions:										
* Total Expiry Area for:				February 2020	705					
** Total Expiry Area for:				2020	705					

## Rent Roll-Export to Excel

This report was pulling *Parking Only Tenants*, despite selecting a *Tenant Type* or *Unit Type*. The *Parking Only* tenants will now be excluded when either one of these options is selected.

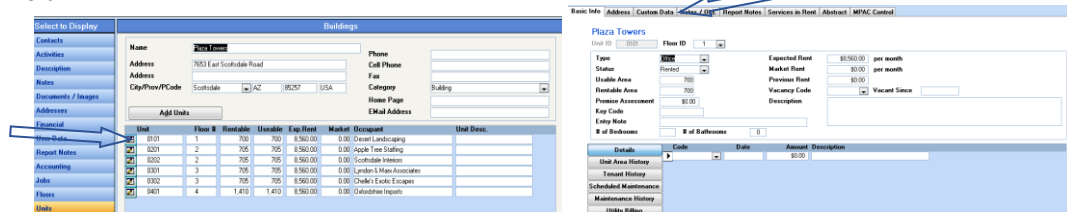


## Rent Roll Beverly Wilshire

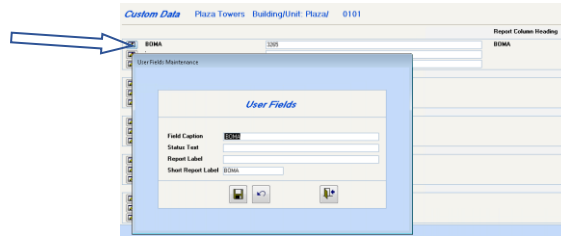
We have fulfilled a request to create a custom Rent Roll Report to add Columns for *BOMA Area*, and *Percentage Rent Adjustment / Miscellaneous*.



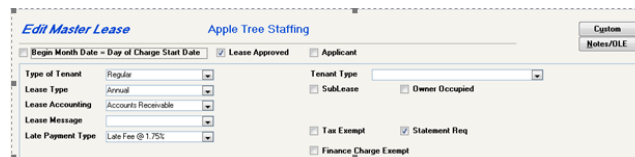
The *BOMA Area* would be recorded under **Find > Building > Units > Drill Down > Custom Data > Field 1**



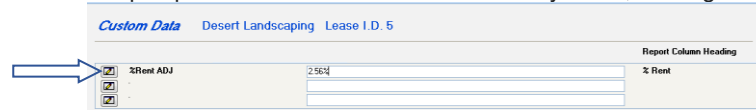
The column title and content are able to be changed by drilling down:



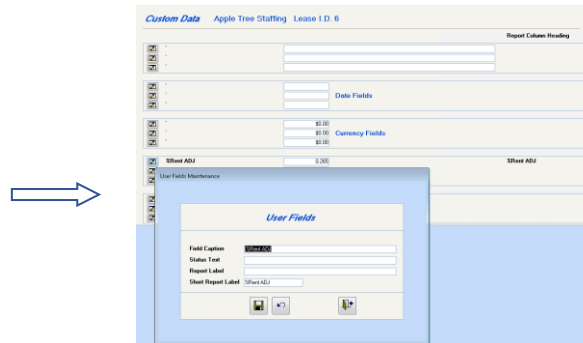
The *Percentage of Rent Adjustment/Miscellaneous* Field is set under **Find > Tenant > Lease > Custom Field**



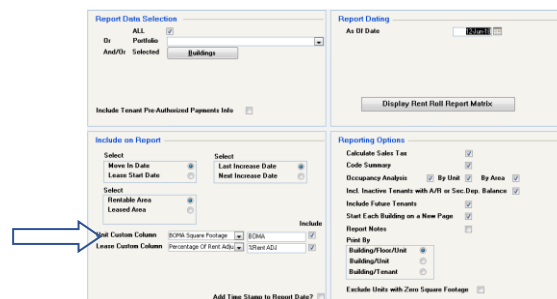
The *Rent Adjustment Percentage/Miscellaneous* Header can also be changed. You can use any of the custom fields depending on what you would like the field to show. For example, Custom 1-3 are general text fields, and will accept alphanumeric characters as well as symbols, making this a flexible use field.



Where Custom 10-12 are Number fields.



Under the Include on Report section, you have the option to include these custom columns, or run the report without them by unchecking the box.





Master Rent Roll												By Floor/Unit		14-Jun-2018	
Building: Plaza Towers												As of: 14-Jun-18		Page 1	
Unit	Tenant Name	Rentable Area	BOMA	% Rent ADJ	Monthly Rate	Move In Date	Lease Expiry	Last Increase	Deposits	Monthly Rent	Other Charges	Balance Due			
0101	Desert Landscaping	700	1575	Remeasure	2.56%	\$12.23	01-Mar-2018	28-Feb-2024	01-Mar-2018	\$8,560.00	\$0.00				
0201	Apple Tree Staffing	705	2365			\$12.14	01-Mar-2018	28-Feb-2020	01-Mar-2018	\$8,560.00	\$0.00				
0202	Scottsdale Interiors	705	2365			\$12.14	01-Mar-2018	28-Feb-2030	01-Mar-2018	\$8,560.00	\$0.00				
0301	Lyndon & Marx Associates	705	3250			\$12.14	01-Mar-2018	28-Feb-2019	01-Mar-2018	\$8,560.00	\$0.00				
0302	Chelle's Exotic Escapes	705				\$12.14	01-Mar-2018	28-Feb-2024	01-Mar-2018	\$8,560.00	\$0.00				
0401	Oxfordshire Imports	1,410	2500			\$12.14	01-Mar-2018	28-Feb-2038	01-Mar-2018	\$17,120.00	\$0.00				
**** Totals for Building: Plaza Towers		4,930			\$12.15				\$0.00	\$59,920.00	\$0.00				

If you prefer to have the custom column header text to wrap instead of being in-line,

Master Rent Roll											
Building: Plaza Towers											
By Floor/Unit As of: 14-Jun-18											
Unit	Tenant Name	Rentable Area	BOMA	% Rent ADJ	Monthly Rate SqF	Move In Date	Lease Expiry	Last Increase	Deposits	Monthly Rent	Other Charges
0101	Desert Landscaping	700	1575	Remeasure	2.56%	\$12.23	01-Mar-2018	28-Feb-2024	01-Mar-2018	\$8,560.00	\$0.00

you can use **ctrl+enter** when typing the header name into the Short Report Label Field under Lease Custom Data

User Fields Maintenance

*User Fields*

Field Caption: %Rent Adjustment

Status Text:

Report Label: % Rent Adj

Short Report Label: % Rent

The Column Defaults can be set under **System Task > Spectra Utilities > Configuration File (Extras)**. By setting the defaults, the report will automatically have these fields set when you select the report.

Name: Value Del Set Management

Address: 211 North Central Avenue

Background Screening: Log Background Screening

atPay (Electronic Payments): Log Electronic Payments

Job Cost: Over Estimate and/or Commitment Warnings

Format Commitment Numbers: Digit

Default Job: Job

Default Phase: Phase

Default SubPhase: SubPhase

J/C Report Select Column: Rent Roll - Beverly Wilshire - Set Column Defaults

Unit Custom Column: BOMA Square Footage

Lease Custom Column: % Rent ADJ

Standard 005 Banking Information: Client Number, File Creation Number, Interface File, Data Combine Number (5 digits)

Fill Trace Number with: Zeros

Logical File Format: Multiple Logical Files

Tenant Payment Portal: Application Options

AvailPay File Folder: Backup Location

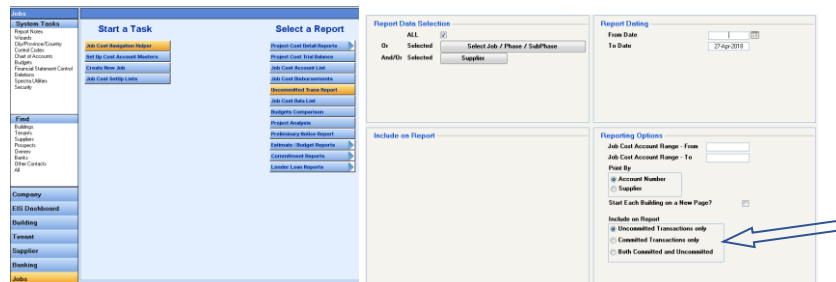
Spectra Secure FTP Settings

## JOB COST

### SELECT A REPORT

#### Job Cost Uncommitted Transaction

For the **Job Cost Uncommitted Transaction** report, we have added the option to select **Uncommitted Only**, **Committed Only**, or **Both Committed and Uncommitted transactions**. This will give you the option to view all transactions for the selected Job.



## SUPPLIER

### FIND SUPPLIER

#### Supplier Accounting

We have fulfilled a request to add the ability to assign a G/L Account with Sub-Account, to a Supplier. This would allow you to have multiple vendors for one expense account by assigning a unique sub-account to an individual supplier.



### START A TASK

#### AP Invoice Import Module

Some clients using this module had to manually edit the .CSV import file to add the quotation marks for the BuildingID column, and to add the cents (.00) to the amount column, since upgrading to Microsoft Office 2016.

Instead of time-consuming manual editing, just click on **Import A/P Invoice Batch**; select your .CSV file and import

We have added an enhancement to the **AP Invoice Import Module**, where the following columns will automatically add the quotation marks added:

**BUILDINGID**  
**TENANTPAYID**  
**INVOICENUMBER**  
**VOUCHERNUMBER**  
**PURCHASEORDERNUMBER**  
**REFERENCENUMBER**  
**COMMITMENTNUMBER**

**JOBCODE**  
**PHASECODE**  
**SUBPHASECODE**  
**COSTACCOUNT**  
**JOB COSTTYPE**  
**LENDERLOANDRAW**

The following currency fields will also be corrected automatically, to add the 2 decimal places if missing:

**INVOICEAMOUNT**  
**INVOICEAMOUNT**  
**COSTAMOUNT**  
**RETENTIONAMOUNT**  
**CHARGEAMOUNT**

**TAXAMOUNT1**  
**TAXAMOUNT2**  
**TAXAMOUNT3**

## Edit Auto Variable Withdrawal Invoices

Utility bills are rarely due on the exact same day each month, so we have added the option to be able to edit the Date for the Auto Withdrawal as well as the amount.

## Customer Work Order Status Report

It was reported that this report was taking a longer than normal time to process. There were some minor changes to the code, and this report is running much faster.

Start a Task		Select a Report	
Work Order	Customer Work Order	Work Order	Customer Work Order
Purchase Order	Inventory Transfer	Purchase Order	Customer Invoice
Invoices	Maintenance Control Codes	A/P Export to Excel	Customer Work Order Status

## SYSTEM TASKS

### WIZARDS

#### Move Tenants Wizard

There was an issue where Parking Stalls or Other Spaces were not maintaining the connection to the tenants after moving tenants to the new building. This has been modified to maintain the tenant assignment.



## TENANTS

### FIND TENANTS

#### Custom Data

We have fulfilled a request to add the ability to see Unit Custom Data on Lease Detail, Parking Charges Screen and Other Spaces Charges screen. A button has been added so that Unit Custom Data can be viewed or modified.



#### Find Tenant - Financial

The Print Tenant Ledger process was very slow. This has been updated to use the same process as the menu Tenants > Select a Report > Tenant Ledger, and will print much faster.

### SELECT A REPORT

#### Tenant AR Summary

There have been reports that when selecting by a specific building, this report would run slowly, or not generate at all. Some changes have been made to the query process, that should correct this issue.

#### Riverpark Custom Tenant Schedule of Rent Report

A/R Only and Parking Only tenants were not showing on the report. The report has been modified to reflect these tenants.



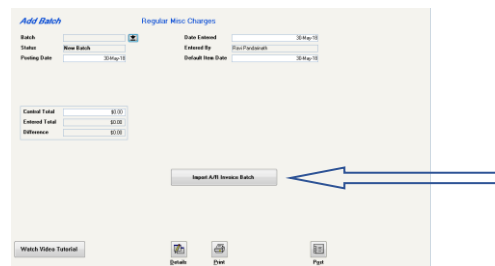
## Lease Expiration Report

When printing the Lease Expiration Report by date and selecting to include Report Notes, notes were being printed for all buildings, and not just the buildings selected for the report. This has been changed so that only the Report Notes for the selected buildings will print.



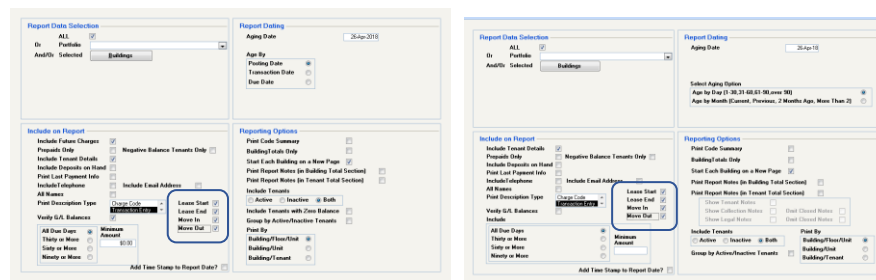
## Tenant Charge A/R Invoice Import

Some of you have had to manually edit the .CSV import file, to add the quotation marks for the BuildingID, TenantPayID columns, and to add the cents (.00) to the amount column, after upgrading to Microsoft Office 2016. We have added an enhancement to the **Tenant Charge Import Module**, where these corrections will happen automatically, in the background when you click the import button, if they are missing.



## Tenant Aged Trial Balance and Tenant Aged Trial Balance Historical

An option to include *Lease Start Date*, *Lease End Date*, *Move In*, and *Move Out Dates*, have been added to the **Tenant Aged Trial Balance** and the **Tenant Aged Trial Balance Historical** reports.





Tenant Aged A/R Trial Balance					Aging Date: 07-Jan-18 By Floor / Unit		07-Jan-2018 Page 1		
Tenant		Floor / Unit		*Note: An "x" indicates an amount posted to a future period					
Batch #	Reference	Posting Date	Code	Description	Current	31 - 60 Days	61 - 90 Days	Over 90 Days	Current Balance
Bob Testly									
			1 1001	Lease Start: 01-Jan-18 Lease End: 01-Apr-18 Move In: 01-Jan-18 Move Out:					
2332 5801	01-Jan-18	Res Rent		Rent Residential				1,575.00	
2333 5804	01-Feb-18	Res Rent		Rent Residential				1,575.00	
2334 5807	01-Mar-18	Res Rent		Rent Residential				1,575.00	
Tenant Total					0.00	0.00	0.00	4,725.00	4,725.00
Test Gertsen									
			1 1002	Lease Start: 01-Jan-18 Lease End: 01-Apr-18 Move In: 01-Jan-18 Move Out:					
2332 5802	01-Jan-18	Res Rent		Rent Residential				1,575.00	
2333 5805	01-Feb-18	Res Rent		Rent Residential				1,575.00	
2334 5808	01-Mar-18	Res Rent		Rent Residential				1,575.00	
Tenant Total					0.00	0.00	0.00	4,725.00	4,725.00
George King									
			1 1003	Lease Start: 01-Jan-18 Lease End: 01-Apr-18 Move In: 01-Jan-18 Move Out:					
2332 5803	01-Jan-18	Res Rent		Rent Residential				1,575.00	
2333 5806	01-Feb-18	Res Rent		Rent Residential				1,575.00	
2334 5809	01-Mar-18	Res Rent		Rent Residential				1,575.00	
Tenant Total					0.00	0.00	0.00	4,725.00	4,725.00
Building Total					0.00	0.00	0.00	14,175.00	14,175.00
** Memo - Future Amounts					0.00	Actual Current:	0.00	Actual Current Period Balance:	14,175.00
						The current G/L Account balance for this building agrees with this report.			14,175.00

## START A TASK

### Manitoba Notice of Rent Increase

- The actual percent increase is rounded to 2 decimals (i.e. 2.600458% would be 2.60%) before checking fourth item in Section D. This rounded value would then be used to determine answer to # 2, below.

Notice of Rent Increase

What form should be used for the Notices of Increase?

Original Notice

Landlord Name: Test PHC

Address: Test Avenue

City/Prov/Code: Edmonton MB T2H 1Y6 Country: CAN

Phone: FAX:

What is the guideline percentage for rent increases?

Has the landlord applied for an increase above the Maximum? ☒

Cancel < Back Next > Finish

Notice of Rent Increase

What form should be used for the Notices of Increase?

Original Notice

Landlord Name: Test PHC

Address: Test Avenue

City/Prov/Code: Edmonton MB T2H 1Y6 Country: CAN

Phone: FAX:

What is the guideline percentage for rent increases?

Has the landlord applied for an increase above the Maximum? ☒

Cancel < Back Next > Finish

- If field "The landlord has applied for an increase above the maximum:" on selection screen is ticked but the tenant does not have an increase over guideline then it can be set to No on the report, however if the field on the selection screen is not ticked then the report will never show Yes thus the field should always be ticked if they want Yes shown.

**A. Tenant Information**

Name of Tenant: Bob Testly Address: 2332 Test Blvd

Unit Number: 1002 City: Edmonton Postal Code: T5B 8B6

Date of Occupancy: January 1, 2018 Type of Unit (including number of bedrooms):

Is the unit registered as a condominium? No

**B. Services and facilities included in Basic Rent**

☐ Heat ☐ Water ☐ Electricity ☐ Gas ☐ Storage Facilities ☐ Cable/Satellite TV ☐ Laundry

☐ Sewing ☐ Appliances ☐ Furniture ☐ Sauna ☐ Air-Conditioning ☐ Central ☐ Pool

**C. Notice of Increase in Rent**

The rent for this rental unit will be increased on: **April 1, 2018**

	Present Rent	Proposed Rent
Basic Rent	\$1,575.00	\$1,615.95
Parking	\$0.00	\$0.00
Other (Specify)	\$0.00	\$0.00
Rent Payable	\$1,575.00	\$1,615.95
Less: Rent Discount (if any) - see Section D	\$0.00	\$0.00
Actual Amount Tenant Must Pay	\$1,575.00	\$1,615.95

The Rent Payable is increased by: **\$40.95** or **2.60%**

The rent cannot be increased unless written notice of at least 3 months is given to the tenant. For non-exempt rental units, the maximum increase permitted by the regulations without making an application to the Residential Tenancies Branch is 2.60%.

The landlord has applied for an increase above the maximum: ☒ Yes ☐ No

If the unit is exempt from any part of The Residential Tenancies Act date reason(s):

**D. Rent Discount** Complete this section if there is a rent discount.

☐ Discount in the rent as set year or increased by

☐ Discount is reduced by

☐ Discount is removed

☐ The proposed Rent Payable is subject to an application to the Residential Tenancies Branch for an above-guideline rent increase. The discount may be reduced or removed depending on the final decision on the landlord's application. In any event, the Actual Amount Tenant Must Pay will not exceed.

Note: A landlord is not required to offer a rent discount, but if a discount is given, it must be provided for in a written agreement. Reducing or removing a rent discount is not considered a rent increase under The Residential Tenancies Act. However, an unconditional discount cannot be reduced or removed unless the tenant receives written notice of at least 3 months. If an agreement providing for a discount is for a fixed term, a landlord cannot reduce or remove an unconditional discount during the term of the agreement. If a discount is subject to a condition, e.g. paying the rent on time, the landlord can withdraw it without notice if the tenant does not meet the condition.

**E. Tenant Information**

Name of Tenant: Test Oertzen Address: 2332 Test Blvd

Unit Number: 1002 City: Edmonton Postal Code: T5B 8B6

Date of Occupancy: January 1, 2018 Type of Unit (including number of bedrooms):

Is the unit registered as a condominium? No

**B. Services and facilities included in Basic Rent**

☐ Heat ☐ Water ☐ Electricity ☐ Gas ☐ Storage Facilities ☐ Cable/Satellite TV ☐ Laundry

☐ Sewing ☐ Appliances ☐ Furniture ☐ Sauna ☐ Air-Conditioning ☐ Central ☐ Pool

**C. Notice of Increase in Rent**

The rent for this rental unit will be increased on: **April 1, 2018**

	Present Rent	Proposed Rent
Basic Rent	\$1,575.00	\$1,615.95
Parking	\$0.00	\$0.00
Other (Specify)	\$0.00	\$0.00
Rent Payable	\$1,575.00	\$1,615.95
Less: Rent Discount (if any) - see Section D	\$0.00	\$0.00
Actual Amount Tenant Must Pay	\$1,575.00	\$1,615.95

The Rent Payable is increased by: **\$40.95** or **2.60%**

The rent cannot be increased unless written notice of at least 3 months is given to the tenant. For non-exempt rental units, the maximum increase permitted by the regulations without making an application to the Residential Tenancies Branch is 2.60%.

The landlord has applied for an increase above the maximum: ☒ Yes ☐ No

If the unit is exempt from any part of The Residential Tenancies Act date reason(s):

**D. Rent Discount** Complete this section if there is a rent discount.

☐ Discount in the rent as set year or increased by

☐ Discount is reduced by

☐ Discount is removed

☐ The proposed Rent Payable is subject to an application to the Residential Tenancies Branch for an above-guideline rent increase. The discount may be reduced or removed depending on the final decision on the landlord's application. In any event, the Actual Amount Tenant Must Pay will not exceed.

Note: A landlord is not required to offer a rent discount, but if a discount is given, it must be provided for in a written agreement. Reducing or removing a rent discount is not considered a rent increase under The Residential Tenancies Act. However, an unconditional discount cannot be reduced or removed unless the tenant receives written notice of at least 3 months. If an agreement providing for a discount is for a fixed term, a landlord cannot reduce or remove an unconditional discount during the term of the agreement. If a discount is subject to a condition, e.g. paying the rent on time, the landlord can withdraw it without notice if the tenant does not meet the condition.

- If field "The landlord has applied for an increase above the maximum:" on selection screen is not ticked, then it will always show NO and option 4 in the discount section will never be ticked regardless of whether or not the increase is over guideline.





**Notice of Rent Increase**

What form should be used for the Notices of Increase?

Original Notice ☐ Test Notice ☒

Landlord Name:

Address:

City/Prov/Code:    Country:

Phone:  FAX:

What is the guideline percentage for rent increases?

Has the landlord applied for an increase above the Maximum? ☐

**If this notice is not completed and given to the tenant as required by The Residential Tenancies Act, any increase in rent may be void.**

**A. Tenant Information**

Name of Tenant:  Unit Number:  Address:  City:  Postal Code:

Date of Occupancy:  Type of Unit (including number of bedrooms):

**B. Services and/or utilities included in Basic Rent**

☐ Heat ☐ Water ☐ Electricity ☐ Storage Facilities ☐ Cable/Satellite TV ☐ Laundry ☐ Parking ☐ Appliances ☐ Furniture ☐ Swimming Pool ☐ Sauna ☐ Air-Conditioning ☐ Central ☐ Mail ☐ Other (Specify):

**C. Notice of Increase in Rent**

Tenant for this rental unit will be increased on: **April 1, 2018**

	Present Rent	Proposed Rent
Basic Rent	\$5,575.00	\$7,626.00
Parking - Indoor	\$0.00	\$0.00
Parking - Outdoor	\$0.00	\$0.00
Other (Specify)	\$0.00	\$0.00
Rent Payable	\$5,575.00	\$7,626.00
Less: Rent Discount (if any - see Section D)	\$0.00	\$0.00
<b>Actual Amount Tenant Must Pay</b>	<b>\$5,575.00</b>	<b>\$7,626.00</b>

The Rent Payable increased by: **\$2,051.00** or **3.25%**

The rent cannot be increased unless written notice of at least 3 months is given to the tenant. For non-exempt rental units, the maximum increase permitted by the regulations without making an application to the Residential Tenancies Branch is 2.6%.

The landlord has applied for an increase above the maximum: ☐ Yes ☒ No

If the unit is exempt from any part of The Residential Tenancies Act date reason(s):

**D. Rent Discount (Complete this section if there is a rent discount)**

☐ Discount is the same as last year's or increased by

☐ Discount is reduced by

☐ Discount is removed

☐ The proposed Rent Payable is subject to an application to the Residential Tenancies Branch for an above-guideline rent increase. The discount may be reduced or removed depending on the final decision on the landlord's application. In any event, the Actual Amount Tenant Must Pay will not exceed.

Note: A landlord is not required to offer a rent discount, but if a discount is given, it must be provided for in a written agreement. Reducing or removing a rent discount is not considered a rent increase under The Residential Tenancies Act. However, an unconditional discount cannot be reduced or removed unless the tenant receives written notice of at least 3 months. If an agreement providing for a discount is for a fixed term, it

## Tenant Preauthorized Payments

When a name is entered in the field "Name on Account if Different Than Tenant Name Above", this name will now show as "Paid by" in the description field.

**Rapid Entry Receipts** Pre-Authorized Payments Batch # 14

Tenant / Search Options [?C - by Contact ?U - by Unit]	Unit	Current Balance	Amount	Payment Type	Date
Chelle's Exotic Escapes	0302	\$9,135.80	\$0.00	Check	05-Jun-18
Cheque # <input type="text"/> Description Paid by George Mainwaring					
<input type="button" value="New"/> <input type="button" value="Print"/>			\$0.00	Check	05-Jun-18
Cheque # <input type="text"/> Description					

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