



Release 8.1.3

September 2018

Please distribute to all Spectra users in your company.

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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

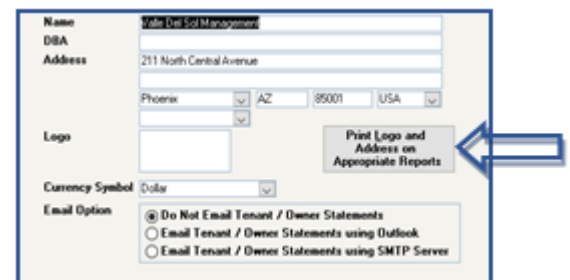
Auto Log-Off

Some issues can arise when users fail to log out of Spectra properly, when no longer working in the program, including Backup and Compact failure, and database corruption. Spectra will now warn users that they have been idle for an extended period of time, and if shutdown is not cancelled, the idle users will be logged out of Spectra automatically. As a precaution, Spectra will **not** log users out unless they are on the *Menu Screen*.



Configuration File

It was reported that after upgrading to 8.1.2, if a user clicked the "Print Logo and Address on Appropriate Reports" button, and there was no logo or address entered, the Remit to Address would no longer appear on Tenant and Owner statements and invoices, even if the user exited without saving. This has been corrected.

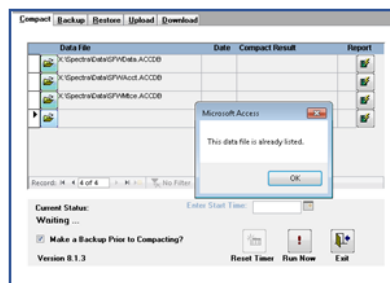
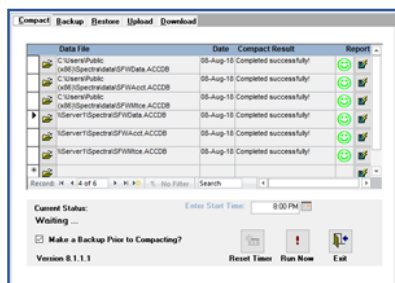


Compact and Backup Tool

When running Configure Spectra to point to the database file, after it was moved, the Compact and Backup tool would also retain the location previously indicated. If the user did not remove the path to the old location, this could cause the backups to become corrupted. In 8.1.3, Running Configure Spectra will replace the old path.

The Compact and Backup tool will now prevent a duplicate file from being added manually.

Additionally, it will detect and add an existing SFWTran.ACcdb or SFWRecv.ACcdb file, if they have not already been added.

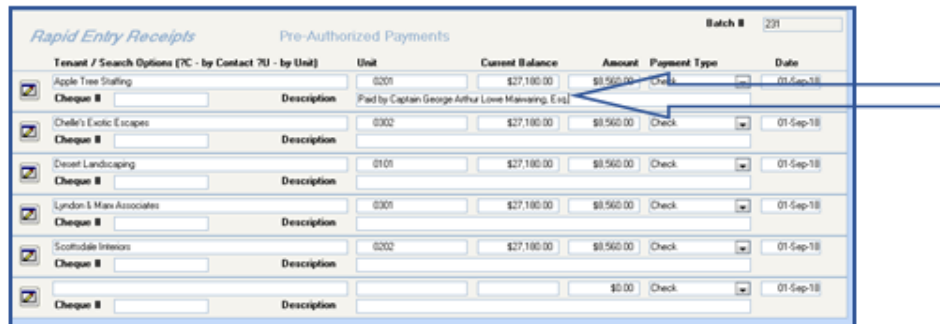


BANKING

Start A Task

Tenant Preauthorized Payments

It was discovered, that when a particularly long name is entered in the field "Name on Account if Different Than Tenant Name Above", users are getting the error: **"tdeMakePreCQ; Error 3163"** after we added the text "Paid by" in the description field. The name will be truncated to fit properly.



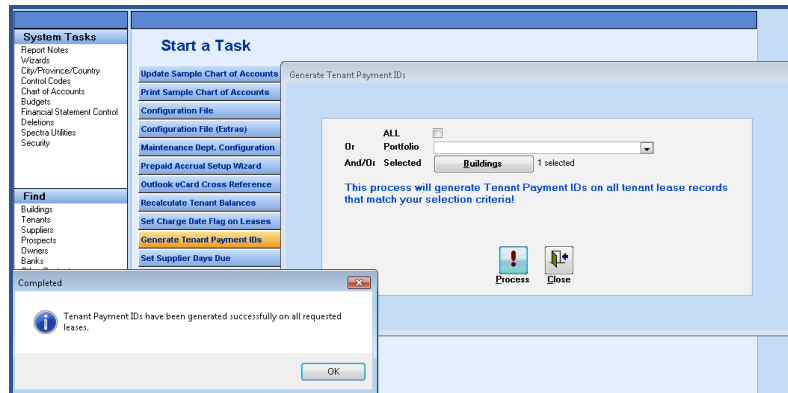
Tenant / Search Options (TC - by Contact 70 - by Unit)	Unit	Current Balance	Amount	Payment Type	Date
Apple Tree Staffing	0208	\$27,180.00	\$8,560.00	Check	01-Sep-18
Chelle's Exotic Escapes	0302	\$27,180.00	\$8,560.00	Check	01-Sep-18
Desert Landscaping	0108	\$27,180.00	\$8,560.00	Check	01-Sep-18
London & Max Associates	0308	\$27,180.00	\$8,560.00	Check	01-Sep-18
Scottsdale Interiors	0202	\$27,180.00	\$8,560.00	Check	01-Sep-18
			\$0.00	Check	01-Sep-18

BUILDING

Start A Task

Tenant Charges-Tenant Charge Import

We have added the ability to generate the TenantPay Ids in bulk, under **System Tasks > Spectra Utilities > Start A Task > Generate Tenant Payment IDs**. You can still choose to generate the Tenant Pay IDs per Tenant, if you prefer.



System Tasks

- Report Notes
- Wizards
- City/Province/Country
- Control Codes
- Chart of Accounts
- Budgets
- Financial Statement Control
- Deletions
- Spectra Utilities
- Security

Find

- Buildings
- Tenants
- Suppliers
- Prospects
- Owners
- Banks

Start a Task

- Update Sample Chart of Accounts
- Print Sample Chart of Accounts
- Configuration File
- Configuration File (Extras)
- Maintenance Dept. Configuration
- Prepaid Accrual Setup Wizard
- Outlook vCard Cross Reference
- Recalculate Tenant Balances
- Set Charge Date Flag on Leases
- Generate Tenant Payment IDs**
- Set Supplier Days Due

Generate Tenant Payment IDs

ALL ☐ Portfolio ☐ And/Or Selected ☒ Buildings 1 selected

This process will generate Tenant Payment IDs on all tenant lease records that match your selection criteria!

Process **Close**

Completed

Tenant Payment IDs have been generated successfully on all requested leases.

OK



MPAC Apartment Rental Data Forms

The “**Number or Residential Units**” and “**Total Surface Uncovered Parking Spaces**” counts were not reporting correctly on the MPAC upload. This has been corrected.

Before:

Residential Parking	Spaces (not included in rent)	Rate / Spot	Spaces (included in rent)	Total Spaces
Surface / Uncovered	0	\$0.00	8	34
Indoor / Covered	72	\$50.00	34	108
			Total Spaces	140

After:

Residential Parking	Spaces (not included in rent)	Rate / Spot	Spaces (included in rent)	Total Spaces
Surface / Uncovered	0	\$0.00	6	6
Indoor / Covered	72	\$50.00	34	106
			Total Spaces	112

The “**Items Included in Rent**” check boxes were reporting incorrectly on the upload, despite appearing correctly in Spectra. The field mapping has been corrected, so that these fields match the MPAC form.

Before:

<input type="checkbox"/> Is Heat Included	<input type="checkbox"/> Is Access Doorman / Concierge
<input checked="" type="checkbox"/> Is Hydro Included	<input type="checkbox"/> Is Access Controlled
<input checked="" type="checkbox"/> Is Water Included	<input type="checkbox"/> Is Onsite Security
<input type="checkbox"/> Is Cable Included	<input checked="" type="checkbox"/> Is Onsite Staff
<input type="checkbox"/> Is Internet Ready	<input type="checkbox"/> Has Pool / Sauna / Fitness Room
<input type="checkbox"/> Is Laundry Ensuite	<input type="checkbox"/> Is Airconditioned
<input checked="" type="checkbox"/> Is Laundry Common	<input type="checkbox"/> Has Elevators
<input checked="" type="checkbox"/> Is Storage Unit Internal	
<input type="checkbox"/> Is Storage Unit External	

* Check all utilities and amenities that are included in the rent. Unchecked items will be considered as not included in the rent.													
Heat	Hydro	Water	Cable	Internet ready	Laundry	Storage Unit	Access	On-Site	Pool / Sauna / Fitness Area	A/C	Elevators		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensuite	Common	Internal	External	Doorman / Concierge	Controlled	Security	Staff	
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

After:

<input type="checkbox"/> Is Heat Included	<input type="checkbox"/> Is Access Doorman / Concierge
<input checked="" type="checkbox"/> Is Hydro Included	<input type="checkbox"/> Is Access Controlled
<input checked="" type="checkbox"/> Is Water Included	<input type="checkbox"/> Is Onsite Security
<input type="checkbox"/> Is Cable Included	<input checked="" type="checkbox"/> Is Onsite Staff
<input type="checkbox"/> Is Internet Ready	<input type="checkbox"/> Has Pool / Sauna / Fitness Room
<input type="checkbox"/> Is Laundry Ensuite	<input type="checkbox"/> Is Airconditioned
<input checked="" type="checkbox"/> Is Laundry Common	<input type="checkbox"/> Has Elevators
<input checked="" type="checkbox"/> Is Storage Unit Internal	
<input type="checkbox"/> Is Storage Unit External	

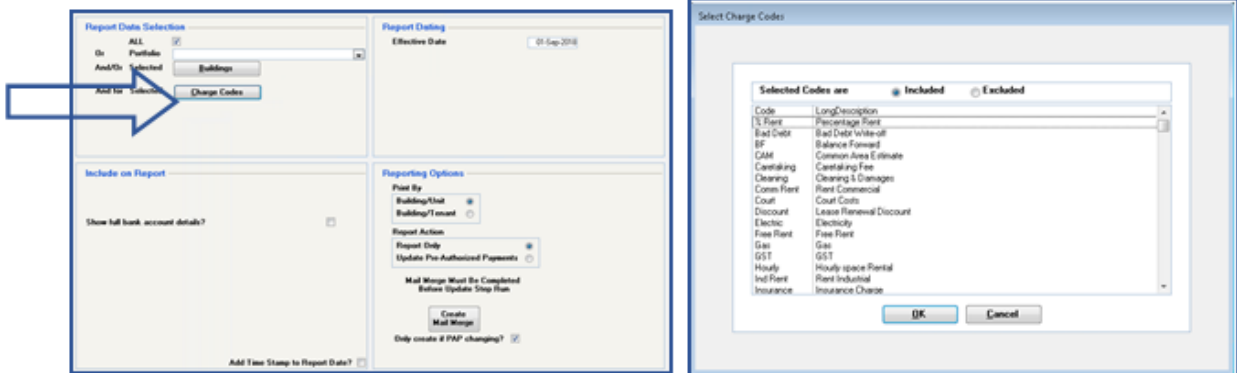
* Check all utilities and amenities that are included in the rent. Unchecked items will be considered as not included in the rent.													
Heat	Hydro	Water	Cable	Internet ready	Laundry	Storage Unit	Access	On-Site	Pool / Sauna / Fitness Area	A/C	Elevators		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensuite	Common	Internal	External	Doorman / Concierge	Controlled	Security	Staff	
					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MPAC Residential Property Income and Expense Report

The label “Number of Residential Units” had been previously been changed to indicate “**Number of Residential Records**” however it was determined that the number of units should be recorded, and this has been changed back to the original label.

Pre-Authorized Payments Update

We have fulfilled a request to be able to update the pre-authorized payments by an individual Charge Code.



Select a Report

Tenancy Schedule-Gulf Pacific

We have fulfilled a request to make the following modifications to this custom report:

- 3 additional columns have been added- **EXC REST** (Exclusive Restrictions), **EXC USE** (Exclusive Use) and **ROFR** (Right of First Refusal). The columns utilize the Lease Custom fields
- The Report will now show the **Historic Rent per Square footage** and **Escalation Dates**, from the commencement of the lease to the date of the report.
- Rent Per Square Foot** rate will no longer be calculated based on the annual dollar amount of Rent/Gross Leased Area, rather it will now calculate based on the Rent/ Gross Leased Area as of the date of the report.



UNIT	TENANT NAME	G.L.A. (Lease)	% SHARE (Lease)	LEASE START DATE	LEASE EXPIRY DATE	ESCALATION DATE	RENT P.S.F.	ANNUAL RENT (Lease)	LEASE TERM	OPTIONS	% RENT LEVEL	EXC REST	EXC USE	ROFR	TYPE OF LEASE	COMMENTS
305 Milner																
0101	AZ Fitness	1,709	0.637%	11/1/2022	10/31/2027	11/01/2022	\$19.00	\$32,471.00 5 Years	5.81x5			Yes	Yes	Yes	NNN	See Notes
0102	KutPoppers	970	0.361%	11/1/2016	10/31/2021	11/01/2016	\$8.00	\$7,760.00 5 Years	5.81x5			Yes	Yes	Yes	NNN	See Notes
0103	DessertDress	904	0.337%	11/1/2016	10/31/2019	11/01/2016	\$12.00	\$10,848.00 3 Years							NNN	See Notes
0104	Screenz and Lidz	1,848	0.689%	10/1/2016	09/30/2027	10/01/2016	\$9.00	\$16,632.00 11 Years	5.82x5						NNN	See Notes
0105	Peash Purses	308	0.115%	6/1/2016	05/31/2021	06/01/2016	\$10.00	\$3,080.00 5 Years	5.81x5						NNN	See Notes
0106	Twinkle Toes	1,582	0.589%	Type	09/31/2026	09/01/2016	\$10.00	\$25,312.00 10 Years	5.81x5						NNN	See Notes
0107	Paradise Furnishings	514	0.192%	5/1/2008	04/30/2013	05/01/2008	\$18.00	5 Years							NNN	See Notes
0108	Javis Hut	459	0.171%	11/1/2012	10/31/2022	11/01/2012	\$28.00	\$12,852.00 10 Years	5.81x5						NNN	See Notes
0109	La Seniors	8,743	3.257%	11/1/2014	10/31/2019	11/01/2014	\$11.00	\$96,173.00 5 Years	5.81x5						NNN	See Notes
0110	J.K. Seams	4,349	1.617%	12/1/2015	01/31/2022	02/01/2015	\$10.00	\$43,490.00 6 Years 2 Months							NNN	See Notes
						02/01/2017	\$10.00									
						02/01/2019	\$11.00									
						02/01/2021	\$12.00									



Master Rent Roll Format II

We received a request to make a change to the Rent Roll Format II. When a tenant has 2 units, the charges, rent per square footage, and balance will show on the main unit, while the secondary unit will retain the square footage, it will not show any balances.

NOTE: The lease that contains the charges needs the **Override Leased Area** filled in with the sum of the total area leased, that the charges area based on.

Master Rent Roll										
By Floor/Unit As of: 11-Jul-18										04-Sep-2018 Page 1
Unit	Tenant Name	Leased Area	Rent Expected	Annual Rate SqF	Move In Date	Lease Expiry	Last Increase	Deposits Monthly Rent	Other Chg.	Balance Due Tax Amt.
201	Two Unit Tenant	1,387	\$3.00	\$0.03	01-Aug-2010	31-Jul-2015	01-Oct-2017	\$5,138.00	\$0.00	\$0.00 \$5,138.00
202	Two Unit Tenant	1,081	\$0.00	\$0.00	01-Aug-2010	31-Jul-2015		\$0.00	\$0.00	\$0.00 \$0.00

Rent Roll Export to Excel

The Rent Roll Export to Excel report has been enhanced to include weekly charges.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
1	Rent Roll																											
2	As Of: September 4, 2018																											
3	Tenant	Floor #	Unit #	Unit Type	Move In	Lease Start	Lease Expiry	Move Out	Last Increase	Next Increase	Vacant Since	MTD Days Vacant	YTD Days Vacant	Usable Area	Rentable Area	Leased Area	Override Area	Expected Rent	Market Rent	Parking	Total Charges	Security Deposit	Current Balance					
4																												
5					Building ID: TEST				City / Prov																			
6	Test Tenant	1st	1-101		01-Jan-99	01-Sep-02	31-Aug-29		01-Jan-17	01-Sep-19				0	0	0	0	\$0.00	\$0.00	\$85,399.00	\$95.80	\$85,494.80		\$0.00				

Master Listing - Owner Master Listing

We have added the owner e-mail address to the **Owner Master Listing Report**.

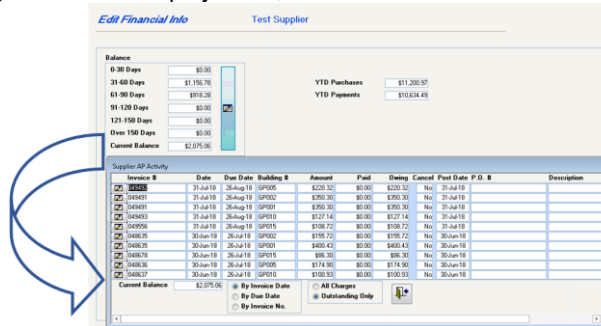
Owner Master Listing					04-Sep-2018
					Page 1
Owner Name / Address	Phone/Cell/Fax Number	Tax I.D.	Buildings	Ownership %	
Daniel Levy 1 White Hart Lane N17 Phoenix, AZ SpurKing@HotSpur.co.uk	(602) 555-2010		Payments: <No Automatic Payouts> Adobe Mills 4250 W. Adobe Mills Way Phoenix	100.000000%	

SUPPLIERS

Find Supplier

Supplier Financial

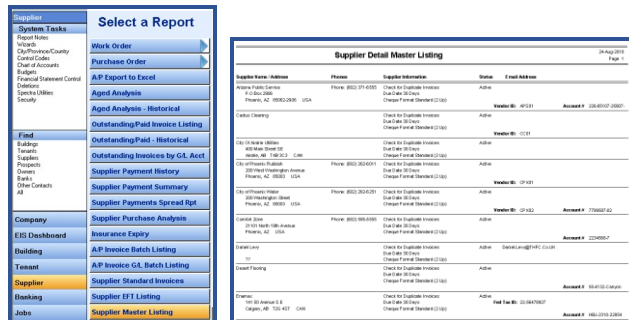
It was reported that the balances on the Supplier Financial Screen and the Supplier AP Activity Screen were not matching. This was a display issue, that has been corrected.



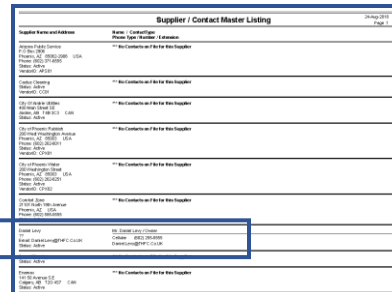
Select a Report

Supplier Master Listing

The Supplier Master Listing Report has been enhanced to give you more details. Under Reporting Options, in addition to the Supplier Summary Master Listing, you can now choose to run a Detail Master Listing:



We have also added the supplier contact email address to the **Supplier Master Listing**:





Start a Task

AP Import Module

We have added the ability to import Energy Charges to the A/P Import Module. To use this feature, your Energy Codes will have to have an A/P Import Code added.

System Tasks

- Report Notes
- Vendors
- On/Provision/County
- Cost Codes
- Chart of Accounts
- Budgets
- Financial Statement Control
- Deletions
- Special Utilities
- Security

Find

- Buildings
- Tenants
- Suppliers
- Prospects
- Owners
- Banks
- Other Contacts
- All

Start a Task

Master Codes

Accounting Codes

Cost Codes

Lease Payment Types

Management Fee Types

Deposit Types

Address Types

Supplier Allocation Codes

Building Maintenance Codes

Building Energy Codes

CPA Evaluation Codes

Porter's Wage Evaluation Codes

Building Energy Codes

Find Energy Code

Description: Electrical

Unit of Measure: KWH

BTU per Unit: 0.0001

Other per Unit: 0.0000

G/L Base Number: 4400

A/P Import Code: Electrical

A/P Invoice Batch List											
Batch Number: 127											
Batch Date: 08/04/18											
Page: 1											
Supplier	Building	Start	Inv. Date	Prod Date	Ship Date	Invoice #	Invoice Amt	Invoice Amt	Invoice Amt	Invoice Amt	Invoice Amt
G/L Account	Job Cost Account	Reference	Description	Item	Split Amt	Cost Amt	Retention	Job	Phase	SubPhase	
Arizona Public Service	Address 1815	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-001	385.00				
Address 1815	Utility - Electric	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-002	385.00				
Plaza 4420	Utility - Electric	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-003	385.00				
Plaza 4420	Utility - Electric	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-004	385.00				
CARTON 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-005	385.00				
Valley View Apartments	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-006	385.00				
Valley View Apartments	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-007	385.00				
GALA 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-008	385.00				
GALA 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-009	385.00				
ARLON 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-010	385.00				
ARLON 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-011	385.00				
FT-Valley 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-012	385.00				
FT-Valley 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-013	385.00				
Southwest Gas	Address 1815	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-014	385.00				
Address 1815	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-015	385.00				
Plaza 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-016	385.00				
Plaza 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-017	385.00				
CARTON 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-018	385.00				
Valley View Apartments	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-019	385.00				
Valley View Apartments	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-020	385.00				
GALA 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-021	385.00				
GALA 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-022	385.00				
ARLON 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-023	385.00				
ARLON 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-024	385.00				
FT-Valley 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-025	385.00				
FT-Valley 4420	Utility - Gas	Conestoga Bank	01-Aug-18	01-Aug-18	01-Sep-18	229467-026	385.00				
Batch Total											\$6,750.00

```
VendorID, VendorName, BuildingID, BankID, InvoiceNumber, InvoiceDate, PostingDate, PaymentDueDate, InvoiceAmount, GLAccount, InvoiceDescription, VoucherNumber, PurchaseOrderNumber,
EnergyUnits, JobCode, PhaseCode, SubPhaseCode, CommitmentNumber, CostAccount, CostAmount, RetentionAmount, JobCostType, LenderLoanDraw
AP001, Arizona Public Svc (General), SEM102Y000, N5343, 7/6/2018, 420.4400, , , 180706_N5343, Electric Service
AP001, Arizona Public Svc (General), 100E855057, N5339, 7/6/2018, 17.64, 4400, , , 180706_N5339, Electric Service
AP001, Arizona Public Svc (General), C006888083, N5333, 7/5/2018, 1039.5, 4400, , , 180705_N5333, Electric Service
AP001, Arizona Public Svc (General), NORE162000, N5332, 7/4/2018, 31.5, 4400, , , 180704_N5332, Electric Service
AP001, Arizona Public Svc (General), W7T0538096, N5331, 7/4/2018, 31.5, 5000, , , 180704_N5331, Electric Service
AP001, Arizona Public Svc (General), SEA3362000, N5330, 7/5/2018, 1564.5, 4400, , , 180705_N5330, Electric Service
AP001, Arizona Public Svc (General), W101035000, N5329, 7/4/2018, 15.75, 4400, , , 180704_N5329, Electric Service
AP001, Arizona Public Svc (General), RUM5691000, N5328, 7/3/2018, 1470.4400, , , 180703_N5328, Electric Service
AP001, Arizona Public Svc (General), 102133P182, N5327, 7/3/2018, 732.38, 4400, , , 180703_N5327, Electric Service
AP001, Arizona Public Svc (General), CART08667, N5317, 6/30/2018, 52.5, 4400, , , 180630_N5317, Electric Service
```

The import process has also been updated to handle the occurrence of an underscore being used in column text such as the *Purchase Order Number*. The import will now process without error.

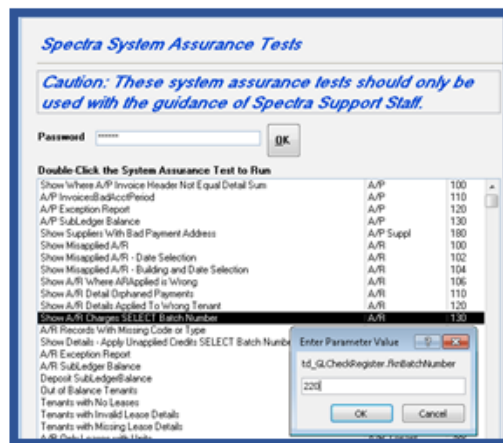
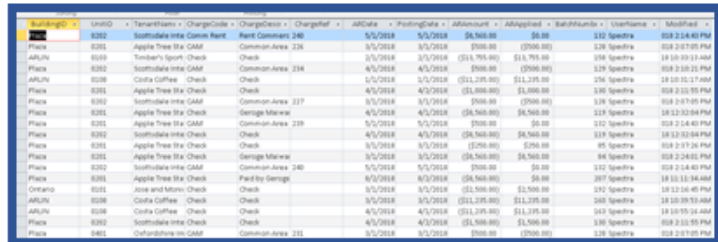
```
VendorID, VendorName, BuildingID, InvoiceNumber, InvoiceDate, InvoiceAmount, GLAccount, InvoiceDescription, VoucherNumber, PurchaseOrderNumber, L
ineDescription
AP001, Arizona Public Svc (General), SEM102Y000, N5343, 7/6/2018, 420.4400, , , 180706_N5343, Electric Service
AP001, Arizona Public Svc (General), 100E855057, N5339, 7/6/2018, 17.64, 4400, , , 180706_N5339, Electric Service
AP001, Arizona Public Svc (General), C006888083, N5333, 7/5/2018, 1039.5, 4400, , , 180705_N5333, Electric Service
AP001, Arizona Public Svc (General), NORE162000, N5332, 7/4/2018, 31.5, 4400, , , 180704_N5332, Electric Service
AP001, Arizona Public Svc (General), W7T0538096, N5331, 7/4/2018, 31.5, 5000, , , 180704_N5331, Electric Service
AP001, Arizona Public Svc (General), SEA3362000, N5330, 7/5/2018, 1564.5, 4400, , , 180705_N5330, Electric Service
AP001, Arizona Public Svc (General), W101035000, N5329, 7/4/2018, 15.75, 4400, , , 180704_N5329, Electric Service
AP001, Arizona Public Svc (General), RUM5691000, N5328, 7/3/2018, 1470.4400, , , 180703_N5328, Electric Service
AP001, Arizona Public Svc (General), 102133P182, N5327, 7/3/2018, 732.38, 4400, , , 180703_N5327, Electric Service
AP001, Arizona Public Svc (General), CART08667, N5317, 6/30/2018, 52.5, 4400, , , 180630_N5317, Electric Service
```

System Tasks

System Assurance Tests

For buildings using Cash Accounting, Tenant Charge batches do not post to the G/L or create a G/L Audit report, until a payment is applied to them. If you need to see what charges were posted in that batch, and did not print it before posting, you can now run **Show A/R Charges SELECT Batch Number** under: **System Tasks > Spectra Utilities > System Assurance Tests**.

Note: The System Assurance Tests do require the password of the day, Support will be happy to provide this to you.

Unit	Description	Date	Amount	Status
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra
Unit 100	Apple Tree the G/L	3/5/2018	\$1,500.00	3/5 Spectra

Report Notes- Print Report Groups

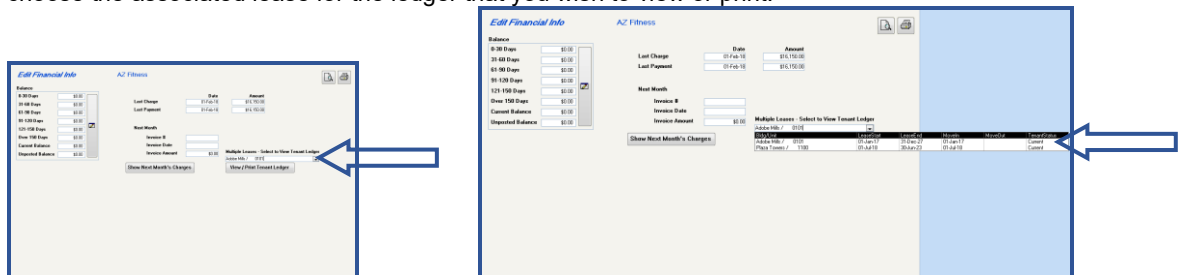
An issue was reported, that when printing Report Groups containing the Monthly Bank Cash Balance Report, users were being prompted to enter a Bank Number. This has been corrected. The bank will be determined based on the buildings selected for the Report Group.

TENANTS

Find Tenants

View / Print Tenant Ledger

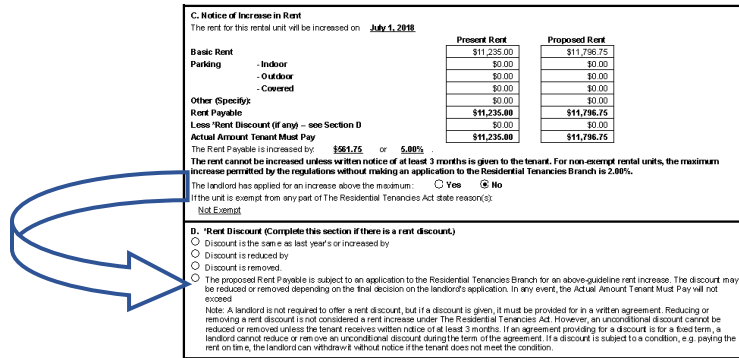
When going to **Find > Tenant > Financial** and clicking **View / Print Tenant Ledger**, you will now be able to select additional Units / Leases. If the selected tenant has more than one lease, you will have a dropdown box, **"Multiple Leases - Select to View Tenant Ledger"**. You can click the dropdown and choose the associated lease for the ledger that you wish to view or print.



Start a Task

Notice of Rent Increase – Manitoba

We have corrected an issue, where the 4th option, “*The proposed Rent Payable is subject to an application to the Residential Tenancies Branch.*” under Section D. ‘Rent Discount’, was being selected in error when the user had selected “No” for “*The Landlord has applied for an increase above the maximum.*” in Section C.



C. Notice of Increase in Rent
 The rent for this rental unit will be increased on July 1, 2018.

	Present Rent	Proposed Rent
Basic Rent	\$11,235.00	\$11,796.75
Parking	\$0.00	\$0.00
- Indoor	\$0.00	\$0.00
- Outdoor	\$0.00	\$0.00
- Covered	\$0.00	\$0.00
Other (Specify):	\$0.00	\$0.00
Rent Payable	\$11,235.00	\$11,796.75
Less 'Rent Discount (if any) – see Section D	\$0.00	\$0.00
Actual Amount Tenant Must Pay	\$11,235.00	\$11,796.75

The Rent Payable is increased by \$561.75 or 5.00%.
 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 2.00%.

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):
 Not Exempt

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

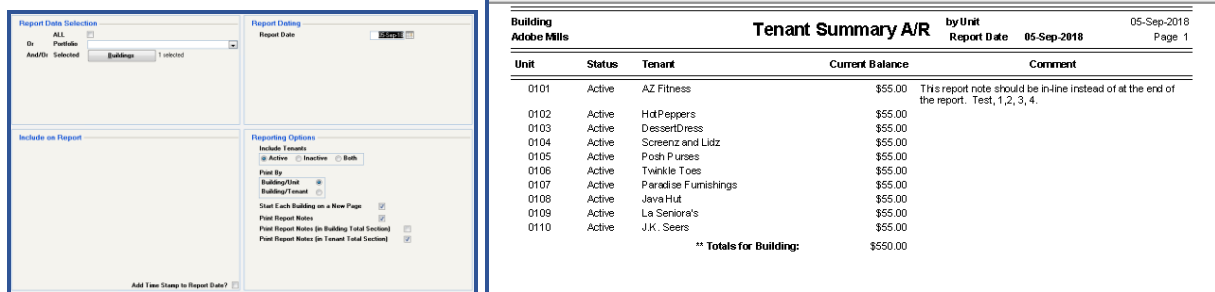
☐ Discount is the same as last year's or increased by
☐ Discount is reduced by
☐ Discount is removed.
☐ The proposed Rent Payable is subject to an application to the Residential Tenancies Branch for an above-guideline rent increase. The discount may be reduced or removed depending on the final decision 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, 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.

Select a Report

Tenant A/R Summary – Landsdowne

We have added an enhancement to the Tenant A/R Summary – Landsdowne, to allow you to choose whether report notes are added at the end for the building totals, or in-line with the tenant totals.



Report Data Selection
 ALL Profiles
 Audit: Selected Buildings: 1 selected

Report Details
 Report Date: 05-Sep-18

Include on Report

Reporting Options
 Include Totals: ☒ Active ☐ Inactive ☐ Both
 Print By: Building/Unit
 Print Report Notes: ☒
 Print Report Notes (on Building Total Section): ☒
 Add Time Stamp to Report Date? ☐

Building Adobe Mills				Tenant Summary A/R		by Unit	05-Sep-2018
Unit	Status	Tenant	Current Balance	Report Date 05-Sep-2018 Page 1			
0101	Active	AZ Fitness	\$55.00	This report note should be in-line instead of at the end of the report. Test, 1, 2, 3, 4.			
0102	Active	HotPeppers	\$55.00				
0103	Active	DessertDress	\$55.00				
0104	Active	Screenz and Lidz	\$55.00				
0105	Active	Posh Purses	\$55.00				
0106	Active	Twinkle Toes	\$55.00				
0107	Active	Paradise Furnishings	\$55.00				
0108	Active	Jeva Hut	\$55.00				
0109	Active	La Seniors	\$55.00				
0110	Active	J.K. Seers	\$55.00				
** Totals for Building:			\$550.00				

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