Release 8.2.0.2

JANUARY 2019

Please distribute to all Spectra users in your company.

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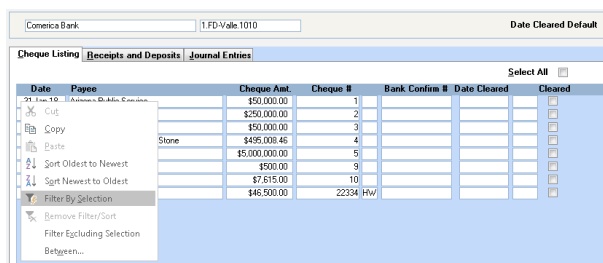**TABLE OF CONTENTS**

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 you read the **Installation Guide** before beginning the installation process or the **Upgrade Guide** if you are running the upgrade patch.

BANKING

Start a Task

Bank Reconciliation Step

When working through the *Bank Reconciliation Step* process and right-clicking on the date column, then choosing to **Filter By Selection** under the **Check/Cheque Listing** tab to sort the checks by a date, the checks would disappear instead of sorting. This functionality has been restored.

TenantPay Payments

There was an issue when importing the TenantPay file, where there were BuildingID's started with a zero. The file would drop the leading zero and the import would error out. This error caused the need to manually edit the file prior to importing. The import process will now handle these Building ID's automatically without the need to manually edit the file.

Handwritten Check Batch

The Batch Preview report has been updated to show that this batch is paying an existing invoice. After you enter the Handwritten Check batch if you print or preview, the memo "**Paying Existing Invoice # xxxxx**" will print if a check is paying an existing invoice.

Supplier	Bank	Cheque Number / Invoice #	Check Date / Inv. Date	Bank Confirmation # / Post Date Voucher #	Check Amt. / Purchase Order #
				Batch Number: 292	15-Nov-2018
		A/P Handwritten Checks		Batch Date: Nov-15-2018	Page 1
Arizona Public Service	Comerica Bank	55001	Nov-15-2018		$385.00
	Paying Existing Invoice #	229467-001	Aug-01-2018	Nov-15-2018	

Reference #	Description	Building	Cost Code	Debit G/L #	Split Amount	G/L Acct Description
		Adobe Mills		Adobe.4400	385.00	Utilities - Electricity
		Invoice Amount:	$385.00	Sum:	385.00	

Number of Checks:	1			Batch Total:	$385.00

Handwritten Check, Check Writing, Auto-Withdrawal, Void Check Batches

We have updated the Handwritten Check, Check Writing, Auto-Withdrawal, and Void Check batch processes to show the check number in the G/L Transaction Memo, If an invoice is paid prior to being expensed. This will make it easier to identify these batches.

FD-Valle.2000	Accounts Payable					Beginning Balance:	3,368.20
Comfort Zone			291 15-Nov-2018 CW	A/P C# 12		15-Nov-2018 6,789.48	
						Transaction Totals: 6,789.48	0.00
						Ending Balance: 3,421.28	

Select a Report
Amortization Schedule

We have corrected an issue where the Total Interest amount in the summary section was not calculating correctly and did not match the cumulative total.

Number of Payment Periods:	24
Principal Amount:	$37,343.85
Payment Amount:	$1,637.47
Total Payments:	$39,299.25
Total Interest:	$1,955.40
Compounding Frequency:	Semi-Annually
Payment Frequency:	Monthly

Period	Date	Principal	Interest	Principal Balance	Cumulative Principal	Cumulative Interest	Cumulative Payment
1	28-Nov-2018	$1,483.47	$154.00	$35,860.38	$1,483.47	$154.00	$1,637.47
2	28-Dec-2018	$1,489.58	$147.89	$34,370.80	$2,973.05	$301.89	$3,274.94
3	28-Jan-2019	$1,495.73	$141.74	$32,875.07	$4,468.78	$443.63	$4,912.41
4	28-Feb-2019	$1,501.90	$135.57	$31,373.17	$5,970.68	$579.20	$6,549.88
5	28-Mar-2019	$1,508.09	$129.38	$29,865.08	$7,478.77	$708.58	$8,187.35
6	28-Apr-2019	$1,514.31	$123.16	$28,350.77	$8,993.08	$831.74	$9,824.82
7	28-May-2019	$1,520.55	$116.92	$26,830.22	$10,513.63	$948.66	$11,462.29
8	28-Jun-2019	$1,526.82	$110.65	$25,303.40	$12,040.45	$1,059.31	$13,099.76
9	28-Jul-2019	$1,533.12	$104.35	$23,770.28	$13,573.57	$1,163.66	$14,737.23
10	28-Aug-2019	$1,539.44	$98.03	$22,230.84	$15,113.01	$1,261.69	$16,374.70
11	28-Sep-2019	$1,545.79	$91.68	$20,685.05	$16,658.80	$1,353.37	$18,012.17
12	28-Oct-2019	$1,552.17	$85.30	$19,132.88	$18,210.97	$1,438.67	$19,649.64
13	28-Nov-2019	$1,558.57	$78.90	$17,574.31	$19,769.54	$1,517.57	$21,287.11
14	28-Dec-2019	$1,564.99	$72.48	$16,009.32	$21,334.53	$1,590.05	$22,924.58
15	28-Jan-2020	$1,571.45	$66.02	$14,437.87	$22,905.98	$1,656.07	$24,562.05
16	28-Feb-2020	$1,577.93	$59.54	$12,859.94	$24,483.91	$1,715.61	$26,199.52
17	28-Mar-2020	$1,584.44	$53.03	$11,275.50	$26,068.35	$1,768.64	$27,836.99
18	28-Apr-2020	$1,590.97	$46.50	$9,684.53	$27,659.32	$1,815.14	$29,474.46
19	28-May-2020	$1,597.53	$39.94	$8,087.00	$29,256.85	$1,855.08	$31,111.93
20	28-Jun-2020	$1,604.12	$33.35	$6,482.88	$30,860.97	$1,888.43	$32,749.40
21	28-Jul-2020	$1,610.74	$26.73	$4,872.14	$32,471.71	$1,915.16	$34,366.87
22	28-Aug-2020	$1,617.38	$20.09	$3,254.76	$34,089.09	$1,935.25	$36,024.34
23	28-Sep-2020	$1,624.05	$13.42	$1,630.71	$35,713.14	$1,948.67	$37,661.81
24	28-Oct-2020	$1,630.71	$6.73	$0.00	$37,343.85	$1,955.40	$39,299.25

The final payment is: $1,637.44   All other payments were: $1,637.47

BUILDING

Find Building

Building and Unit Abstracts

Once Abstract items were created on either the Building or the Unit, they could not be deleted. You now have the ability to delete by individual line item or multiple line items. You simply click on the selector and press the **Delete** key on your computer keyboard.

To delete multiple line items, click the selector on the first line that you wish to delete, hold down the **Shift** key on your keyboard, click the selector on the last line that you want to delete and then use the **Delete** key on your keyboard.

Start A Task

Journal Entry – Standard Journal Entry

Previously, if you needed to add a record to an existing *Standard Journal Entry* and needed to change the sequence, you would have to create a new standard journal entry. We have added a **Sequence** column to the detail lines and a **Re-Sequence Details** button giving you the ability to add a line and re-sequence details on an existing standard journal entry.

This option has also been added to the Setup/Edit Journal Entry Template.

Post Standard Journal Entries

We have made some improvements to the **Standard Journal Entry Posting Error** report that automatically displays when you are posting after skipping a month.
1. The report will now only show the buildings with errors.
2. We have changed the "**Last Posting Date**" header to "**Entries Have Been Posted Up To**"
3. The date format has been changed to Month DD, YYYY instead of MM/DD/YY.

Requested Posting Date:
January 1, 2019

Standard Journal Entry Posting Error

16-Nov-2018
Page 1

Building Name	Building ID	Entries Have Been Posted Up To	Error
Ontario Heights	Ontario	November 30, 2018	☑
Test Building	0011	November 30, 2018	☑

An Error indicates that the last Standard Journal Entry posting date for that building was more than 1 month before the posting date requested.

Begin Month Charge Rent

We have added the option to choose to print an **Extended Description for Parking and Other Spaces** charges to the *Begin Month Charge Rent* process. The extended description will print the Parking or Other Spaces unit number. *Under Include on Report > Print Description Type*, you can choose either the standard **Charge Code Description** or **Extended Description – Parking / Other Spaces.**

We have also corrected an issue, where Parking charges added under **Find Tenant** > **Parking**, that do not have a parking stall assigned, are not processing during the *Begin Month Charge Rent* process.
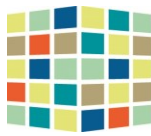
Select a Report
Lease Reports - Lease Expiration

We have corrected an issue where the report notes would not print if you selected the sequence;
Expiry Date / Building / Unit.

Monthly Rent Projection

We received a request for an option to have the *Rent Projection* carry on beyond the lease expiration
date. Under Reporting Options, select **Continue Rent Projection Past Lease Expiry Date.** When
choosing to export to Excel, you will now also have the option to have a separate worksheet for each
building.

Rent Reports – Master Rent Roll

The Master Rent Roll report has been modified to add an option to display Summarized Deposits or Detail Deposits by Code. Under the **Include on Report** section, when generating the Rent Roll select Deposit Amount then choose either Summarized Deposits or Detail Deposits by Code.

Summarized Deposits: Detail Deposits By Code:

Rent Schedule

We have made a modification to the **Rent Schedule** to provide additional reporting options. You now have the option to run the report to include either *Parking charges* or *Other Spaces* charges, or both.

We have also added a 4th deposit write in area if only one option is selected:

and a 5th deposit write in option if neither are selected:

General Ledger Detail Report

When exporting the **General Ledger Detail** report to PDF, Excel or Word, and choosing **Consolidated**, the ending balance on the preview screen would change.

Before:

This has now been corrected.

After:

The **Report Dating** selection for the **General Ledger Detail** has been given a cosmetic update for ease of use. We have eliminated the drop down menu for the month selection, instead there are two columns with the months listed.

Before:

After:

Financial Statement Reports

We have added a new Financial Statement report, 17aa. Instead of reporting **Current Month** and **Year to Date**, 17aa will report **Current Quarter** and **Year to Date**.

Valle Del Sol Management						November 9, 2018 1:09 PM	
INCOME STATEMENT							Page 1
For the 10 Months Ending October 31, 2018							
Adobe Mills					Budget Comparison to Original Budget		
	C U R R E N T Q U A R T E R				**Y E A R T O D A T E**		
	Actual	Budget	Variance $	Var. %	Actual	Budget	Variance $	Var.%

	Actual	Budget	Variance $	Var. %	Actual	Budget	Variance $	Var.%
REVENUE								
Office Rent	159,726	0	159,726		(166,515)	0	(166,515)	
Retail Rent	0	0	0		470,372	0	470,372	
Parking Revenue	125	0	125		125	0	125	
Common Area Recovery	0	0	0		17,370	0	17,370	
Shared Utilities Recovery	1,500	0	1,500		1,500	0	1,500	
TOTAL REVENUE	161,351	0	161,351		322,852	0	322,852	

We have fulfilled a request for a custom report format **28a Current Year Actual** and **Next Year Budget.**

Valle Del Sol Management
November 28, 2018 12:48 PM
INCOME STATEMENT
Page 1
For the 12 Months Ending December 31, 2017
Adobe Mills

	2017 Actual	2018 Budget
REVENUE		
Retail Rent	1,869,012.00	1,869,012.00
Common Area Recovery	69,000.00	69,000.00
TOTAL REVENUE	1,938,012.00	1,938,012.00
EXPENSES		
Cleaning Expenses		
Cleaning - Contract Services	186,000.00	186,000.00
Total Cleaning Expenses	186,000.00	186,000.00
Repairs and Maintenance		
Utilities		
Outside Maintenance		
Outside Mtce - Landscaping	130,500.00	130,500.00
Total Outside Maintenance	130,500.00	130,500.00
Security		
Security - Contract Services	224,400.00	224,400.00
Total Security	224,400.00	224,400.00
Total Operating Costs	540,900.00	540,900.00
Administration and Other Expenses		
TOTAL EXPENSES	540,900.00	540,900.00
NET INCOME <LOSS>	1,397,112.00	1,397,112.00

Building - Retail – Tenant Sales Ranking II

The Building total percentage was being skewed by units with $0 sales. The report has been updated so that it will no longer use the $0 sales in the calculation.

Your Store:	THIS YEAR		LAST YEAR	
	This Month	Year to Date	This Month	Year to Date
Dollar Sales:	102,330.50	494,248.00	126,908.50	512,006.15
Sales Per Sq. Ft.:	231.52	1,118.21	287.12	1,158.38
% Increase Over Last Year:	-19.37	-3.47		
Area:	442	442	442	442
Your Ranking Within Category:	2 Of 17	2 Of 17		
Category Totals:				
Category Leader:				
Avg. Sales per Sq. Ft.:	94.75	594.45	100.43	583.73
% Increase Over Last Year:	-5.66	1.84		
Building Totals:				
Avg. Sales per Sq. Ft.:	89.64	588.95	99.45	568.07
% Increase Over Last Year:	-9.86	3.68		

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JOB COST
Jobs – Set Up Cost Account Masters

We have added a timesaving feature to the **Set Up Cost Account Masters** process that will allow you create a new *Cost Account Master* by copying an existing one. You will select the current master that you want to copy and click the **Copy to a New Account Master** button, enter a name, and click **OK**.

SUPPLIERS
Start a Task

Cancel Supplier Invoices

We have corrected an issue discovered after installing Release 8.2.0. Some clients reported getting the following error when trying to cancel Supplier Invoices:

Supplier Invoice Batch Entry

We have added an auto-drop-down feature to the **Supplier Invoice Batch** entry process **Detail Screen**. Instead of scrolling through a list, or having to type the full supplier name, the auto-dropdown list will open to the section based on the letters that you have started to type in the **Select Supplier** field.

AP Import Module

When importing an A/P Invoice batch, where the **Invoice Date** *month* differs from the **Posting Date** *month*, the system is posting with the accounting period for the **Invoice Date** in error.

For Example: The Invoice below shows and Invoice Date of June 30, 2018 and a Posting date of July 11, 2018. For the selected building, the system assigned Accounting Period is June = 358 and July = 359. Currently, if you post this invoice as is, it will post with the June accounting period.

The module will now use the Post Date to determine the accounting period.

AvidXchange Invoice Import

There was an issue reported where importing and invoice, with a negative amount (- $50), would cause an error. This has been corrected in this version. The import will handle the negative amount correctly.

Post Auto Withdrawal Invoices

We have added an enhancement to the **Post Auto Withdrawal Invoices**. The batch number when posting the **A/P Invoice Expenses to G/L** will use the same batch number as the invoice posting batch.

A/P Year End – IRS Forms 1099/1096

We have updated and tested the 2018 1099 and 1096 Tax forms.

SYSTEM TASKS
DELETIONS
DELETE BUILDINGS

Some clients reported getting the following error when trying to delete a building after splitting the Accounts Receivable tables to a separate database:

Error #3078: Access database engine cannot find the input table or query 'tblARHeader'. Make sure it exists and that its name is spelled correctly.
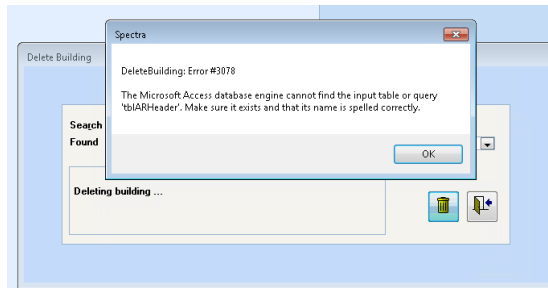
This has been corrected, and the buildings delete without error.
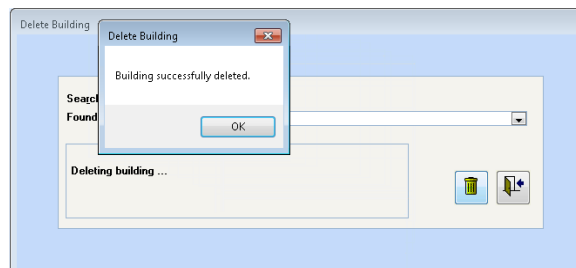
TENANTS
Find Tenants
Tenant Charges

Under **Find Tenant** > **Charges** > **Add a Charge**, we have made a modification to the *Lease Building/Unit* drop down. When adding charges to a tenant with a prior lease, the former lease building/unit will move to the bottom on the list, making the current lease building/unit the default.

Start a Task
Tenant Charge Import

We have corrected an issue where, when adding a GST charge to a **Tenant Charge** import file, the GST was not posting to the Tenant Ledger.

We have also added an enhancement to use the posting date as the invoice date if the invoice date is not included in the import file.

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Last Modified January 21, 2019   P a g e 16 | 20

Tenant Ledger/Tenant Ledger Colyvan

The fields on the **Tenant Ledger** and **Tenant Ledger Colyvan** have been adjusted to allow more charracters to print in the *Description* field.

Before:

Date	Description	Reference	Charges	Payments	Balance
	Balance Forward:				0.00
01-Mar-2018	Res Rent	Rent Residential	8	2,500.00		2,500.00
01-Mar-2018	Check	Check			-3,628.74	-1,128.74
06-Mar-2018	Cleaning	Replace Window	111456008	1,128.74		0.00
01-Apr-2018	Res Rent	Rent Residential	216	2,500.00		2,500.00
02-Apr-2018	Check	April Rent	22222		-2,500.00	0.00
01-Sep-2018	Electric	Utility-Electric	2232118-30	50.00		50.00
01-Sep-2018	GST	GST	2232118-30	5.00		55.00
01-Sep-2018	Electric	Utility_Electric	2232118-30	50.00		105.00
01-Sep-2018	GST	GST	2232118-30	5.00		110.00
01-Oct-2018	Electric	Utility_Electric	2232118-30	50.00		160.00
01-Oct-2018	GST	GST	2232118-30	5.00		165.00
01-Nov-2018	Parking	Parking - Parking- Sp#1- Perm	373	50.00		215.00

Current Balance: $215.00

After:

Date	Description	Reference	Charges	Payments	Balance
	Balance Forward:				0.00
01-Nov-2018	Res Rent	Rent Residential	376	1,585.00		1,585.00
01-Nov-2018	Check	Rent	380		-1,585.00	0.00
01-Nov-2018	Parking	Parking- Sp#1- Permit # 223-1874 - Marroon Austin-	381	50.00		50.00

Current Balance: $50.00

Tenant Schedule of Rent – Riverpark

The message "**For information purposes only – Auto Withdrawal Notification**" also prints for tenants with post-dated checks. Per request, this message will only print for tenants set up for direct debit pre-authorized payments.

VALLE DEL SOL MANAGEMENT

211 North Central Avenue
Phoenix, AZ 85001
(602) 555-5555

Property Name **Gala Apartments**

Premise Address: 0202, 12740 W. Indian School Road Litchfield Park, AZ 85340

Rent Schedule

Tenant Name: **Ben Davies**

Billing Address: 12740 W. Indian School Road #0202 Litchfield Park, AZ 85340

Monthly Charge

For information purposes only - Auto Withdrawal Notification

Valle Del Sol Management

211 North Central Avenue
Phoenix, Arizona   85001

Telephone: (602) 555-5555

GST reg no:

Tenants - Payment Application History

We have added a new report to show Payment Application History for a 12-month period. This report gives you the ability to quickly identify any unapplied credits for tenants by building or portfolio. This tool will help you identify variances between Accounts Receivable and the General Ledger.

You will have the option to include unapplied payments and there is an option to choose Print Code Summary to get building totals for the selected 12-months.

If the payment is fully applied to a charge, the report will display the amount applied by the Charge Code used [1], if there is an unapplied amount or partially applied amount, you will see see a Check amount and the charge codes with posted charges.[2]

| Building: Ontario Heights | | | Payment Application History | | | | Dollars From: 01-Jan-18 | | Detail To: 31-Dec-18 | | 12-Nov-2018 Page 5 | |

Tenant	Unit	Area Leased	Code	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Jose and Monica Abreu	0101	900	Res Rent	0	0	2,500	1,250	1,250	1,250	2,500	1,275	0	0	0	0	10,025
De'Andre Yeddlin	0102	900	Res Rent	0	0	2,500	1,250	1,250	1,250	2,500	1,275	0	0	0	0	10,025
Nicola and Martin Stugeo	0201	900	Res Rent	0	0	2,500	1,250	1,250	1,250	1,250	2,525	0	0	0	0	10,025
Uche Ikpeazu	0202	900	Check	0	0	0	0	0	0	0	0	0	0	1,275	0	1,275
			Res Rent	0	0	2,500	1,250	1,250	1,250	2,500	1,275	0	0	0	0	10,025
Austin Mcphee and Liam	0203	900	CAM	0	0	106	53	53	53	106	54	0	0	0	0	425
			Parking	0	0	30	15	15	15	30	15	0	0	0	0	120
			Res Rent	0	0	2,500	1,250	1,250	1,250	2,500	1,275	0	0	0	0	10,025
Building Totals:		4,500		0		12,636		6,318		11,386		0		1,275		51,945
					0		6,318		6,318		7,694		0		0	

Summary by Code:

Code	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Annual Total
CAM	0	0	106	53	53	53	106	54	0	0	0	0	425
Check	0	0	0	0	0	0	0	0	0	0	1,275	0	1,275
Parking	0	0	30	15	15	15	30	15	0	0	0	0	120
Res Rent	0	0	12,500	6,250	6,250	6,250	11,250	7,625	0	0	0	0	50,125
Totals	0		12,636		6,318		11,386		0		1,275		51,945
		0		6,318		6,318		7,694		0		0	

Tenant Montly A/R Summary

We have added the option to print the **Transaction Entry** description or the standard **Charge Code** description on the Monthly A/R Summary. Selecting the Transaction Entry description will print the Parking or Other Spaces unit number in the charge description field.

Building:	Valley View Apartments		Monthly A/R Summary		by Unit	For: May 2018	13-Dec-2018 Page 1

Unit	Tenant	Opening Balance	Charge Description	Charge Amount	Payment Received	Current Balance
0201	Bob Newby	$2,545.00				
			*** Total ***	$0.00	$0.00	$2,545.00
0202	Jane and Harry Kane	$0.00	Parking - Underground : 10	$75.00	$0.00	
			Rent Residential	$2,500.00		
			*** Total ***	$2,575.00	$0.00	$2,575.00

Minnesota Certificate of Rent Paid

The Minnesota Certificate of Rent Paid form has been updated for 2018

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