



# Release 8.2.0.2

**JANUARY 2019**

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

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## BEFORE INSTALLING THIS UPGRADE

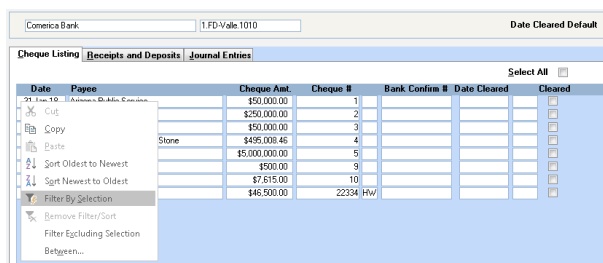
Make a backup of your Spectra databases before installing this upgrade. If for some reason, the upgrade fails or there is an issue in the new version that prevents you from using the upgrade, having a final backup before the upgrade may allow you to reinstall the previous version and resume working.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



Comerica Bank

1.FD-Valle.1010

Date Cleared Default

Cheque Listing

Receipts and Deposits

Journal Entries

Select All ☐

Date	Payee	Cheque Amt.	Cheque #	Bank Confirm #	Date Cleared	Cleared
31-Jan-18	Arizona Public Service	\$50,000.00	1			<input type="checkbox"/>
31-Jan-18	Romero Landscapes	\$250,000.00	2			<input type="checkbox"/>
31-Jan-18	Southwest Gas	\$50,000.00	3			<input type="checkbox"/>

## 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.

```
Date,Code,Name,TenantPayNb,PropertyID,PropertyAddress,Other,Description,Amount
1/01/2019,ResRent,Leo Messi,43244074135722,11,2234 Main Street #0101,,Rent,"$1,585.00"
1/01/2019,ResRent,Erik Lamela,43244074135735,11,22235 Main Street #0102,,Rent,"$1,585.00"
1/01/2019,ResRent,John Souttar,43244074135748,11,22236 Main Street #0201,,Rent,"$1,585.00"
1/01/2019,ResRent,Anne Budge,43244074135751,11,22237 Main Street #0202,,Rent,"$1,585.00"
```

Unassociated Payments		Associated Payments					
Building ID	Spectra Bank Name	TenantPay ID	UnitID	Tenant	Effective Date	Amount	Payment Type
011		43244074135722	ResRent	Leo Messi	01-Dec-2018	\$1,585.00	Check
Downloaded Tenant Name		Payment Description					
011		43244074135735	ResRent	Erik Lamela	01-Dec-2018	\$1,585.00	Check
Downloaded Tenant Name		Payment Description					
011		43244074135748	ResRent	John Souttar	01-Dec-2018	\$1,585.00	Check
Downloaded Tenant Name		Payment Description					
011		43244074135751	ResRent	Anne Budge	01-Dec-2018	\$1,585.00	Check
Downloaded Tenant Name		Payment Description					



## 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.

A/P Handwritten Checks										Batch Number: 292	15-Nov-2018
										Batch Date: Nov-15-2018	Page 1
Supplier	Bank	Cheque Number Invoice #	Check Date Inv. Date	Bank Confirmation # Post Date	Voucher #	Purchase Order #	Check Amt.				
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	291	15-Nov-2018	CW	A/P	C# 12	Beginning Balance:	3,368.20
Comfort Zone							15-Nov-2018	6,789.48
							Transaction Totals:	6,789.48
							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	\$34,386.87
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.

Basic Info Address Custom Data Notes / OLE Report Notes Services in Rent Abstract MPAC Control

#### Adobe Mills

Seq #	Item Description	Who Does It	Lease Printing	Notes
<input type="checkbox"/>	1 Electricity	Tenant	<input type="checkbox"/>	
<input type="checkbox"/>	2 Water	Landlord	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3 Gas	Tenant	<input type="checkbox"/>	
<input type="checkbox"/>	4 CATV	Tenant	<input type="checkbox"/>	
<input type="checkbox"/>	0		<input type="checkbox"/>	

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.

Basic Info Address Custom Data Notes / OLE Report Notes Services in Rent Abstract MPAC Control

#### Adobe Mills

Seq #	Item Description	Who Does It	Lease Printing	Notes
<input checked="" type="checkbox"/>	1 Electricity	Tenant	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2 Water	Landlord	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3 Gas	Tenant	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	4 CATV	Tenant	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	0		<input type="checkbox"/>	

## 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.

Sequence	Ref #	Description	G/L Account	Debit	Credit	Type
50	223-11487	Ryan Mason - Payroll - Leasing	0011.5000	\$5,000.00	\$0.00	Fixed
100	223-11488	Mickey Hazard - Payroll - Property Manager	0011.5000	\$8,000.00	\$0.00	Fixed
150	223-11489	Christophe Berra - Payroll - Maintenance MGR	0011.5000	\$7,500.00	\$0.00	Fixed
200	223-PyRoll	0011-Payroll	0011.1010	\$0.00	\$20,500.00	Fixed
*				\$0.00	\$0.00	Fixed

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

Sequence	Building	G/L Account	Reference #	Description
50	ARLIN	1200		test

### 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		<b>Standard Journal Entry Posting Error</b>		16-Nov-2018 Page 1
Building Name	Building ID	Entries Have Been Posted Up To	Error	
Ontario Heights	Ontario	November 30, 2018	<input checked="" type="checkbox"/>	
Test Building	0011	November 30, 2018	<input checked="" type="checkbox"/>	

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**.

**Report Data Selection**  
☒ ALL  
Or ☐ Portfolio  
And/Or: Selected

**Report Dating**  
Begin Month Date: 13-Dec-18  
\*\*\* A tenant with the option "Begin Month Date = Day of Charge Start Date" on their lease will override the day of this date.

**Include on Report**  
Print Description Type: Charge Code Description  
☒ Extended Description - Parking / Other Spaces

**Reporting Options**  
Start Each Building on a New Page ☒  
Report Only ☒  
Report/Update ☐  
Add Time Stamp to Report Date? ☐

Building: Valley View Apartments		<b>Begin Month Detail - Report Only</b>		Begin Month Date: 01-May-2018		13-Dec-2018 Page 1
Unit	Tenant	Charge Description	Charge Account	Charge	Offset Account	Offset Amt.
---Regular tenants						
0202	Jane and Harry Kane	Charge Date: 01-May-2018 Lease Start: 01-Mar-2018 Move In: 01-Mar-2018 Move Out:				
		Parking - Underground : 10	3200	75.00	3300	-75.00
		Rent Residential	3200	2,500.00	3200	-2,500.00
0203	Dan Broome, Heather Fall	Charge Date: 01-May-2018 Lease Start: 01-Mar-2018 Move In: 01-Mar-2018 Move Out:				
		Rent Residential	3200	2,500.00	3200	-2,500.00

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 to Display**  
Contacts  
Activities  
Description  
Notes  
Documents / Images  
Addresses  
Financial  
User Data  
Report Notes  
Leases  
Charges  
Other Space Charges  
**Parking**

**Tenants**  
Name: Apple Tree Staffing  
Address: 7653 East Scottsdale Road #0201  
City/Prov/PCode: Scottsdale AZ 85257 USA  
Phone:   
Cell Phone:   
Fax:   
Category: Tenants  
Email Address: test@comcast.net  
☐ Add Parking ☐ Email Tenant Invoices and Statements

Building	Unit	Parking Lot	Stall	Type	Code	Type	Amount	License	History
Plaza Towers	0201			Parking	P		50.00		



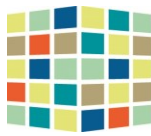
## Select a Report Lease Reports - Lease Expiration

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

Notes  
1. Test, test, test  
2. Test, test, test  
3. Test, test, test  
4. Test, test, test  
Building Notes  
Adobe This is a test

## 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.

The screenshot shows the 'Report Data Selection' and 'Report Options' tabs. In the 'Include on Report' section, 'Summarized Deposits' is selected under 'Deposit Amount'. Other options like 'Tenant Balances', 'Move Out Date', and 'Unit Description Codes' are also visible.

Summarized Deposits:

Master Rent Roll									
Building: Valley View Apartments		By Floor/Unit		As of Date: 12-Nov-2018		Page 1			
Floor/Unit	Tenant Name	Move In Date	Lease End	Charge	Amount	Annual	Area Leased	Deposit Amount	
2 0201	Steven Nason Bn	01-Nov-2018	01-Nov-2019					\$00	
				Rent Residential	\$2,500.00	\$33.33		\$1,650.00	
				* Tenant Total *	\$2,500.00	\$33.33			
2 0202	Jane and Henry Kane	01-Nov-2018	01-Nov-2019					\$00	
				Rent Residential	\$2,500.00	\$33.33		\$1,650.00	
				* Tenant Total *	\$2,500.00	\$33.33			
2 0203	Don Brooks, Heather Fall	01-Nov-2018	01-Nov-2019					\$00	
				Rent Residential	\$2,500.00	\$33.33		\$1,650.00	
				* Tenant Total *	\$2,500.00	\$33.33			
2 0204	Robin Marlow, Timothy F F	01-Nov-2018	01-Nov-2019					\$00	
				Rent Residential	\$2,500.00	\$33.33		\$1,650.00	
				* Tenant Total *	\$2,500.00	\$33.33			

Detail Deposits By Code:

Master Rent Roll									
Building: Valley View Apartments		By Floor/Unit		As of Date: 12-Nov-2018		Page 1			
Floor/Unit	Tenant Name	Move In Date	Lease End	Charge	Amount	Annual	Area Leased	Deposit Amount	
2 0201	Steven Nason Bn	01-Nov-2018	01-Nov-2019					\$00	
				Rent Residential	\$2,500.00	\$33.33		\$1,650.00	
				* Tenant Total *	\$2,500.00	\$33.33			
2 0202	Jane and Henry Kane	01-Nov-2018	01-Nov-2019					\$00	
				Rent Residential	\$2,500.00	\$33.33		\$1,650.00	
				* Tenant Total *	\$2,500.00	\$33.33			
2 0203	Don Brooks, Heather Fall	01-Nov-2018	01-Nov-2019					\$00	
				Rent Residential	\$2,500.00	\$33.33		\$1,650.00	
				* Tenant Total *	\$2,500.00	\$33.33			

## 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.

The screenshot shows the 'Report Data Selection' and 'Report Options' tabs. In the 'Include on Report' section, 'Parking Charges' is selected under 'Include Other Space Charges'. Other options like 'Tenant Balances', 'Move Out Date', and 'Unit Description Codes' are also visible.

Rent Schedule									
Building: Plaza Towers		By Unit		As of Date: 13-Nov-2018		Page 1			
Floor/Unit	Tenant	Rent Charges	Parking Charges	Other Space Charges	Deposit 1	Deposit 2	Deposit 3	Security Deposit	New
1 0101	Desert Landscaping	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
2 0201	Apple Tree Staffing	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
2 0202	Scottsdale Interiors	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
3 0301	Lynson & Moss Associates	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
3 0302	Chadler's Exotic Escapes	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
4 0401	Outdoors Imports	\$17,620.00	\$250.00	1 PAO = \$0.00					
Total Rent Charges:		\$02,620.00	\$1,500.00	\$1,500.00					
Vacant Units:		\$0.00							
*** Total to Collect:		\$02,620.00	\$1,500.00	\$1,500.00					

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

The screenshot shows the 'Report Data Selection' and 'Report Options' tabs. In the 'Include on Report' section, 'Other Space Charges' is selected under 'Include Other Space Charges'. Other options like 'Tenant Balances', 'Move Out Date', and 'Unit Description Codes' are also visible.

Rent Schedule									
Building: Plaza Towers		By Unit		As of Date: 13-Nov-2018		Page 1			
Floor/Unit	Tenant	Rent Charges	Parking Charges	Other Space Charges	Deposit 1	Deposit 2	Deposit 3	Deposit 4	Security Deposit
1 0101	Desert Landscaping			1 PAO = \$0,500.00					
2 0201	Apple Tree Staffing	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
2 0202	Scottsdale Interiors	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
3 0301	Lynson & Moss Associates	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
3 0302	Chadler's Exotic Escapes	\$0,000.00	\$250.00	1 PAO = \$0,500.00					
4 0401	Outdoors Imports	\$17,620.00	\$250.00	1 PAO = \$0.00					
Total Rent Charges:		\$02,620.00	\$1,500.00						
Vacant Units:		\$0.00							
*** Total to Collect:		\$02,620.00	\$1,500.00						





and a 5<sup>th</sup> deposit write in option if neither are selected:

**Report Data Selection**

Dr: ☐ ALL ☐ Portfolio ☐ Buildings 1 selected

Exclude: ☐ Unit Status

**Include on Report**

Include Parking Charges: ☐

Include Other Space Charges: ☐

Tenant Balances: ☐

Move Out Date: ☐

All Contact Names: ☐

Unit Description: ☐

Tenant Pre-Authorized Payments Info: ☐

Show Expected Rent For Vacant Units: ☐

Add Time Stamp to Report Date?: ☐

**Report Detailing**

As Of Date: 12-Nov-18

**Reporting Options**

Calculate Sales Tax: ☒

Post Report Notes: ☐

Post By: Building/Unit ☐ Building/Tenant ☐

Exclude Units with Zero Square Footage: ☐

**Building Plaza Towers**

Floor/Unit	Tenant	Rent Charges	Deposit 1	Deposit 2	Deposit 3	Deposit 4	Deposit 5	Security Deposit	Now
1 0101	Desert Landscaping	\$2,000.00							
2 0201	Apple Tree Staffing	\$3,000.00							
2 0202	Scotdale Interiors	\$2,000.00							
3 0301	Lyndon & Mann Associates	\$1,000.00							
3 0302	Chadler's Eucalyptus Escapes	\$1,000.00							
4 0401	Ondershire Imports	\$17,500.00							
Total Rent Charges:		\$62,500.00							
- Virtual Units:		\$0.00							
*** Totals to Collect:		\$62,500.00							

## 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:**

General Ledger Selected Detail Summary - Spectra Property Management Software

Export Word V1 Word V2 PDF Excel Word Spectra Exports Close Preview

**Consolidated General Ledger Detail - Summary**

Post Year/Month From: 2018-April To: 2018-April 12-Nov-2018 Page 11

Description	Sequence By: Building Name	Batch #	Processed	Type	Src	Reference	Post Date	Debit	Credit
							Transaction Totals:	18,700.00	0.00
							Account Ending Balance:	74,800.00	
							Beginning Balance:	0.00	
							Transaction Debit / Credit Amounts:	408,724.00	408,724.00
							Ending Balance:	0.00	

Consolidated General Ledger Detail - Summary

Post Year/Month From: 2018-April To: 2018-April 12-Nov-2018 Page 11

Description	Sequence By: Building Name	Batch #	Processed	Type	Src	Reference	Post Date	Debit	Credit
							Transaction Totals:	18,700.00	0.00
							Account Ending Balance:	74,800.00	
							Beginning Balance:	0.00	
							Transaction Debit / Credit Amounts:	408,724.00	408,724.00
							Ending Balance:	0.00	

This has now been corrected.

**After:**

Consolidated General Ledger Detail - Summary

Post Year/Month From: 2018-April To: 2018-April 12-Nov-20 Page 11

Description	Sequence By: Building Name	Batch #	Processed	Type	Src	Reference	Post Date	Debit	Credit
							Beginning Balance:	0.00	
							Debit / Credit Amounts:	408,024.00	408,024.00
							Ending Balance:	0.00	

Consolidated General Ledger Detail - Summary

Post Year/Month From: 2018-April To: 2018-April 12-Nov-20 Page 10

Description	Sequence By: Building Name	Batch #	Processed	Type	Src	Reference	Post Date	Debit	Credit
							Beginning Balance:	0.00	
							Transaction Debit / Credit Amounts:	408,024.00	408,024.00
							Ending Balance:	0.00	



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					Budget Comparison to Original Budget			
Adobe Mills								
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. %
<b>REVENUE</b>								
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		
<b>TOTAL REVENUE</b>	<b>161,351</b>	<b>0</b>	<b>161,351</b>	<b>322,852</b>	<b>0</b>	<b>322,852</b>		



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	
<b>REVENUE</b>			
Retail Rent	1,869,012.00	1,869,012.00	
Comm on Area Recovery	69,000.00	69,000.00	
<b>TOTAL REVENUE</b>	<b>1,938,012.00</b>	<b>1,938,012.00</b>	
<b>EXPENSES</b>			
<b>Cleaning Expenses</b>			
Cleaning - Contract Services	186,000.00	186,000.00	
<b>Total Cleaning Expenses</b>	<b>186,000.00</b>	<b>186,000.00</b>	
<b>Repairs and Maintenance</b>			
<b>Utilities</b>			
<b>Outside Maintenance</b>			
Outside Mtce - Landscaping	130,500.00	130,500.00	
<b>Total Outside Maintenance</b>	<b>130,500.00</b>	<b>130,500.00</b>	
<b>Security</b>			
Security - Contract Services	224,400.00	224,400.00	
<b>Total Security</b>	<b>224,400.00</b>	<b>224,400.00</b>	
<b>Total Operating Costs</b>	<b>540,900.00</b>	<b>540,900.00</b>	
<b>Administration and Other Expenses</b>			
<b>TOTAL EXPENSES</b>	<b>540,900.00</b>	<b>540,900.00</b>	
<b>NET INCOME &lt;LOSS&gt;</b>	<b>1,397,112.00</b>	<b>1,397,112.00</b>	

## 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		
<b>Category Totals:</b>				
Category Leader:				
Avg. Sales per Sq. Ft.:	94.75	594.45	100.43	583.73
% Increase Over Last Year:	-5.66	1.84		
<b>Building Totals:</b>				
Avg. Sales per Sq. Ft.:	89.64	588.95	99.45	588.07
% Increase Over Last Year:	-9.86	3.68		



## 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 to 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.

A/P Invoice Batch List							
						Batch Number: 236	12-Sep-2018
						Batch Date: 12-Sep-18	Page 1
Supplier	Invoice #	Invoice Amt.	Inv. Date	Post Date	Due Date	P/O #	Voucher #
Ref.	Desc.	Building	Bank	Cost Code	G/L Account	Split Amt.	G/L Acct Description
Ground Up	June Landscape	Adobe Mills	Comerica Bank	30-Jun-18	Jul-18	30-Jul-18	
	GST Input Tax Credit	Adobe Mills	Comerica Bank				
						Adobe 4420	2,587.41 Utilities - Gas
						Adobe 2310	129.43 State Sales Tax
						Sum:	2,716.84
Number of Invoices:		1	Batch Total:		\$2,716.84		

dtBatch	sInvoiceNumbe	dtInvoice	dtReceived	dtProjected	cAmount	Accounting
9/12/2018	2018_06-007	6/30/2018	7/11/2018	7/30/2018	\$2,716.84	358
9/12/2018					\$0.00	359

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.

"BankID","VendorID","VendorName","BuildingID","InvoiceNumber","InvoiceDate","PostingDate","PaymentDueDate","InvoiceAmount","GLAccount","InvoiceDescription","VoucherNumber","PurchaseOrderNumber","LineDescription","ReferenceNumber","CostCode","MaintCode","UnitID","JobCode","PhaseCode","SubPhaseCode","CommitmentNumber","CostAccount","CostAmount","RetentionAmount","JobCostType","LenderLoanDraw"

","HGC11247","Harold's Group Catering","Adobe","878-11247","11/28/2018","11/28/2018","11/28/2018",-120,"8430","ADOBE","ADOBE","","credit",,,,,,,,,,,,,,  
","HGC11247","Harold's Group Catering","Adobe","878-11247","11/28/2018","11/28/2018","11/28/2018",220,"8430","ADOBE","ADOBE","","credit",,,,,,,,,,,,,,

Ref #	Description	Building ID	Bank	G/L Account	Cost Code	Split Amount
	Catering - Staff Lunch	Adobe	Comerica Bank	5200	Maintenance	\$220.00
					Energy	
	Credit- for Overpayemtn	Adobe	Comerica Bank	5200	Maintenance	(\$120.00)
					Energy	
*					Maintenance	\$0.00
					Energy	
Adobe Mills / Office - Office Supplies					Distribute	\$100.00



## 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.

Invoices - Added									
A/P Invoice Batch List									
								Batch Number: 285	14-Nov-18
								Batch Date: 14-Nov-18	Page 1
Supplier	Building	Bank	Inv. Date	Post Date	Due Date	Invoice #	Invoice Amt.		
G/L Account - Job Cost Account	Reference	Description	Desc.	Split Amt.	Cost Amt.	Retention	Job	Phase	SubPhase
Ground Up	Ontario Heights	Arlington-Scotia Bank	15-Jul-18	15-Jul-18	15-Jul-18	2246-GU-Ont	185.00		
Ontario.4530	Outside Mtce - Landscaping	Monthly Grounds Maintenance			170.00				
Ontario.1320	Prepaid Taxes	Monthly Grounds Maintenance			15.00				
Number of Invoices:							1	Batch Total:	\$185.00

<

## A/P Year End – IRS Forms 1099/1096

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

9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents		OMB No. 1545-0115		2018	Miscellaneous Income
		2 Royalties		Form 1099-MISC			
		3 Other income		4 Federal income tax withheld			
PAYER'S TIN	RECIPIENT'S TIN	5 Fishing boat proceeds		6 Medical and health care payments		Copy A For Internal Revenue Service Center	
		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest			
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale		10 Crop insurance proceeds			
RECIPIENT'S name		11		12		File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2018 General Instructions for Certain Information Returns.	
Street address (including apt. no.)		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney			
City or town, state or province, country, and ZIP or foreign postal code		15a Section 409A deferrals		15b Section 409A income			
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>	2nd TIN not <input type="checkbox"/>	16 State tax withheld		17 State/Payer's state no.	18 State income
\$		\$		\$		\$	\$

Form 1099-MISC Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service  
Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

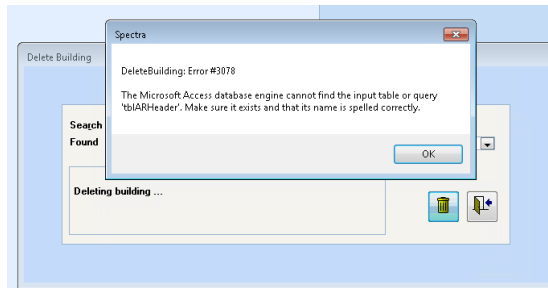
## SYSTEM TASKS

### DELETIONS

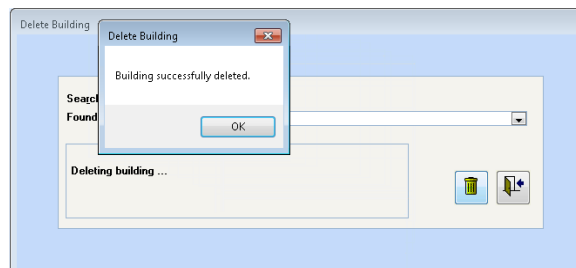
#### DELETE BUILDINGS

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.

**Add Charges** Erik Lamela

Lease Building/Unit: Gala Apartments / 0201

Type of Charge	Bldg/Unit	LeaseStart	LeaseEnd	MoveIn	MoveOut	TenantStatus
F	Gala Apartments / 0201	01-Nov-18	31-Oct-19	01-Nov-18		Current
	Test Building / 0102	01-Nov-17	31-Oct-18	01-Nov-17	31-Oct-18	MovedOut

Charge Code: [Dropdown]  
 Frequency: Monthly [Dropdown]  
 Amount: \$0.00

Base Rent: ☒  
 Starting Date: [Text Box]  
 Ending Date: [Text Box]



## 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.

```
A_RImportTemplateCSV - Notepad
File Edit Format View Help
TenantPayID,TenantName,BuildingID,InvoiceNumber,InvoiceDate,PostingDate,InvoiceAmount,ChargeCode,ChargeDescription,
ChargeAmount,TaxCode1,TaxAmount1,TaxCode2,TaxAmount2,TaxCode3,TaxAmount3
43237124135337,Apple Tree Staffing,Plaza,2232118-17,11/13/2018,11/13/2018,$55.00,Electric,utility-Electric,
$50.00,GST,$5.00,,,
43238064135382,AZ Fitness,Adobe,2232118-19,11/13/2018,11/13/2018,$55.00,Electric,Utility-Electric,$50.00,GST,
$5.00,,,
43238064135382,AZ Fitness,Adobe,2232118-20,11/13/2018,11/13/2018,$55.00,Electric,Utility-Electric,$50.00,GST,
```

Date	Description	Reference	Charges	Payments	Balance
01-Mar-2018	CAM Common Area Estimate	363	587.00		16,737.00
01-Mar-2018	SC Rent Rent Shopping Centre	363	15,887.00		32,624.00
02-Aug-2018	Check Check			-16,150.00	16,474.00
01-Sep-2018	Electric Utility-Electric	2232118-19	50.00		16,524.00
01-Sep-2018	GST GST	2232118-19	5.00		16,529.00
01-Sep-2018	Electric Utility_Electric	2232118-19	50.00		16,579.00
01-Sep-2018	GST GST	2232118-19	5.00		16,584.00
12-Sep-2018	Parking Parking	362	125.00		16,709.00
01-Oct-2018	Electric Utility_Electric	2232118-19	50.00		16,759.00
01-Oct-2018	GST GST	2232118-19	5.00		16,764.00
13-Nov-2018	Electric Utility-Electric	2232118-19	50.00		16,814.00
13-Nov-2018	GST GST	2232118-19	5.00		16,819.00
Current Balance:					\$16,819.00

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.

```
MissingInvoiceDate_AR Import - Notepad
File Edit Format View Help
TenantPayID,TenantName,BuildingID,InvoiceNumber,PostingDate,ChargeAmount,ChargeCode
43244074135751,"Anne Budge",0011,TB0202,11/14/2018,250,parking
```

Date	Description	Reference	Amount
<b>Next Month Invoices</b>			
14-Nov-2018	Parking Parking	382	\$50.00
14-Nov-2018	Res Rent Rent Residential	382	\$1,585.00
<b>Subtotal:</b>			\$1,635.00
Reference:			
<b>Total Due:</b>			\$1,635.00





## Select a Report

### Tenant Ledger/Tenant Ledger Colyvan

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

#### Before:

Date	Description	Reference	Charges	Payments	Balance
01-Mar-2018	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	Eledric	Utility-Electric 2232118-30	50.00		50.00
01-Sep-2018	GST	GST 2232118-30	5.00		55.00
01-Sep-2018	Eledric	Utility_Electric 2232118-30	50.00		105.00
01-Sep-2018	GST	GST 2232118-30	5.00		110.00
01-Oct-2018	Eledric	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
01-Nov-2018	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 - Maroon 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: 0202, 12740 W. Indian School Road  
Address: Litchfield Park, AZ 85340

### Rent Schedule

Tenant Name: Ben Davies

Billing: 12740 W. Indian School Road #0202  
Address: 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.

The screenshot shows the Spectra software interface. On the left is a 'Select a Report' menu with various options. The 'Payment Application History' option is highlighted. To the right are two panels: 'Report Date Selection' and 'Reporting Options'. The 'Report Date Selection' panel has fields for 'From Date' (01-Jan-18) and 'To Date' (31-Dec-18). The 'Reporting Options' panel has checkboxes for 'Include Unapplied Payments' and 'Print Code Summary', both of which are checked.

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

Building: Ontario Heights			Payment Application History										Dollars		Detail		12-Nov-2018	
													From: 01-Jan-18		To: 31-Dec-18		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	2,500	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			



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