

# **Release 8.2.0.2**

**JANUARY 2019** 

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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			Da	ite Cleared Default	
	Cheque Listing Receipts and	Deposits .	Journal Entries					
						<u>S</u> el	ect All 📃	
	Date Payee		Cheque Amt.	Cheque #	Bank Confirm #	Date Cleared	Cleared	
	21 Ian 10 Adams Bublis Conde	·	\$50,000.00	1				
	K Cut		\$250,000.00	2				
	En Copy		\$50,000.00	3				
	- In Paste	Stone	\$495,008.46	4				
	♣↓ Sort Oldest to Newest		\$5,000,000.00 \$500.00	5				
	3. Sort Newest to Oldest		\$7.615.00	9				
	- AT -	_	\$46,500.00	22334 HW				
	🛛 🌠 Filter By Selection		440,300.00	22334 11W				
	🕵 <u>R</u> emove Filter/Sort							
	Filter Excluding Selection							
	Between							
	Decogeen							
Comerica Bank		1.FD-V	/alle.1010				Date Cl	eared Default
heque Listing	Receipts and Deposits	Journal I	F					
licque Listing	Pecelbis and Debosits	Journal i	Entries					
							Select A	
	yee		Cheque Amt.	Cheque #	Bank Cor	nfirm # Date	Cleared C	leared
31-Jan-18 Ariz	zona Public Service		\$50,000.00	1				
	er er er hanne de eren er		\$250.000.00	2				
31-Jan-18 Ror	mero Landcapes							
	mero Langcapes uthwest Gas		\$50,000.00	3	_			

#### **TenantPay Payments**

voloaded Tenant Name John Soutta

nloaded Tenant Name Anne Budge

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,L11+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 Effective Building ID 01-Dec-2018 \$1,585.00 Check . 43244074135722 vnloaded Tenant Name Leo Messi 43244074135735 Res 01-Dec-2018 \$1,585.00 Check 💌 vnloaded Tenant Name Erik Lamela ment Description Ren

01-Dec-2018 \$1,585.00 Check 💌

01-Dec-2018 \$1,585.00 Check 💌

Pa

lot

Payment Descript

43244074135748 Res

43244074135751 Re:



#### 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 Handwi	itten C	hecks		lumber: 292 ch Date: Nov-15-2018		15-Nov-2018 Page 1
Supplier	Bank	Cheque No Invoice #	umber	Check Date Inv. Date	e Bani PostDate V	k Confirmation # /oucher #	Purchase Orde	Check Arnt. ar#
Arizona Public Service	Comerica Bank	55001 sisting Invoice # 229467-00		Nov-15-2018 Aug-01-2018	3 3 Nov-15-2018			\$385.00
Reference # Description		Building Adobe Mills Invoice Amount:	Cost \$385.00		sbit G/L # dobe.4400 Sum:	385.00	G/L Acct Description Utilities - Electricity	
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			$\frown$	Beginning Balance:		3,368.20
Comfort Zone		291 15-Nov-2018 CW	AP(	C#12	15-Nov-2018	6,789.48	
					Transaction Totals:	6,789.48	0.00
				$\sim$	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	
з	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	

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## 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	Addre	ss Custom Data	Notes / OLE	Report No	tes Services i	n Rent	Abstract	MPAC Control	
Ad	obe N	11115							
	Seq #	Item Description	Who	Does It	Lease Printing	Notes			
	1	Electricity	Tena	nt 💌					
	2	Water	Land	lord 👻					
	3	Gas	Tena	nt 👻					
	4	CATV	Tena	nt 💌					
*	0			-					

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.

asic Info	Addres	s Custom Data	Notes / OLE	Report Note	s Services i	n Rent	Abstract	MPAC Control				
Ade	obe M	lills										
S	eq #	Item Description	Wha	Does It L	ease Printing	Notes						
	1	Electricity	Tena	nt 💌	<b></b>							
	2	Water	Land	lord 💌								
	3	Gas	Tena	nt 💌								
	4	CATV	Tena	nt 🖵								
*	0			-								

## 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 resequence details on an existing standard journal entry.

[	Building         Test Building / 0011           Standard Entries Were Last Posted To Period End         None				•		<u>R</u> eSeque	ReSequence Details			
		Sequence	Ref #	Description		G/L Account	Debit	Credit	Туре		
- >	• •	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	- 2	
	_	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.

[	Search for G/	L Data Entry Te	mplate		×	ReSequence Details
	Template Nam	e / Description				
N	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.





	Page 1
ted Up To Error	
V	
3	

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  ALL  The selection  And/Or Selected Buildings	Report Dating           Begin Month Date           13Dec18           *** A hennet with the option "Engin Month Date = D ay of Charge Start in their leave will override the day of this date.
Print Description Type Code Description Extended Description - Rekny / Other Spaces	Reporting Options       Start Each Building on a New Page []       Report/Dip/ @ Report/Dipdate []
Add Time Stamp to Report	Date?

Building: V	alley View Apartments	Begin Month Detail - Report Only Begin Month Date: 01-May-2018						
Unit	Tenant	Charge Description	Charge Account	t Charge Offset Account	Offset Amt.			
Regulart								
0202	Jane and Harry Kane	Charge Date: 01-May-2018 Lease Start:	01-Mar-2018 Move In:	01-Mar-2018 Move Out:				
	The second se	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					Tena	nts						
Contacts												
Activities	Name	Apple Tree S	Staffing				Phone					
Description	Address	7653 East S	cottsdale Road :	#0201			Cell Phone					
Notes	Address						Fax					
Documents / Images	City/Prov/PCode	Scottsdale	V AZ	85257	USA		Category		Tenants			~
Addresses							μ					
Financial	Add Parkin	_	Email Tenar	t Invoices and S	tatomon		EMail Add	1000	test@con	and a		
User Data	Auuraikin	y		it inforces and s	Add Calle			1633	testescon	100. 101		
Report Notes	Building		Unit	Parking Lo	t (all	- Ig	уре	Code	Туре	Amoun	License	History
Leases	Plaza Towers		0201					Parking	P	50.00		
Charges												
Other Space Charges							_					
Parking												



#### 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.* 

	ALL ALL Or Portfolio And/Or Selected	OA ℤ Buildings		Report Da From Dat To Date		084ioe18 31-0ee27		
	Include on Report Minimum Loosed Area Parking Charges Unit Description Deposit Amount			Reporting Applicant All Tenar Leare Op Honthly L Yearly Le Term Lea Print Rep Select Se Builtion	s d Names dions maxes ases ses out Notes quence	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		
		Lease	Expirations by D	Area Me	nthly Rent	8-Nov-2018 Tax 31-Das-202 Rent	Base Re	
-					nthly Rent			Page 3
-	ual	Lease	Expirations by D	Area Me	nthiy Rent (Expiry	Rent	Base Re	Page 3 nt Note#
Lease Type: Ann	ual e 0105	Lease	Expirations by E	Aroa Me Leased a	nthiy Rent (Expiry	Rent Expected \$16,474.00	Base Re Rate	Page 3 nt Note# Annual
Lease Type: Ann 31-Dec-2027 Adob	e 0105	Lease Unit Type Retail	Expirations by D Tenant Hame Posh Pursee	Aroa Me Leased a	nthiy Rent I Expiry \$15,887.00	Rent Expected \$16,474.00	Base Re Rate \$69.33	Paga 3 nt Notor Annual \$190,644.00
Lease Type: Ann 31-Dec-2027 Adob 31-Dec-2027 Adob	e 0105 e 0105 e 0107	Lease Unit Type Retail Retail	Expirations by C Terant Name Posh Purses Twinkle Toes	Aroa Me Leased a 2,750 2,750	nthly Rent I Expiry \$15,887.00 \$15,887.00	Rent Expected \$16,474.00 \$16,474.00	Base Re Rate \$69.33 \$69.33	Page 3 nt Note# Annual \$190,644.00 \$190,644.00
Lease Type: Ann 31-Dec-2027 Adob 31-Dec-2027 Adob 31-Dec-2027 Adob	e 0105 e 0106 e 0107 e 0107	Lease Unit Type Retail Retail Retail	Expirations by D Tenant Hamo Posh Purses T vinite Toes Perodise Fundahings	Acco Me Leased a 2,750 2,750 2,750	nthly Rent 8 Expiry \$15,887.00 \$15,887.00 \$15,887.00	Rent Expected 316,474.00 316,474.00 316,474.00	Base Re Rate 169.33 169.33 169.33	Page 3 nt Note# Annual \$190,844.00 \$190,844.00 \$190,844.00
Image Type:         Anne           31-Dec-2027         Adob           31-Dec-2027         Adob           31-Dec-2027         Adob           31-Dec-2027         Adob           31-Dec-2027         Adob	e 0105 e 0106 e 0107 e 0108 e 0109	Lease Unit Type Retail Retail Retail Retail	Expirations by C Tenant Hamo Posh Purses Twhile Toes Paradito Funidrings Java Hut	Aros Me Leased a 2,750 2,750 2,750 2,750 1,375	15,687.00 \$15,687.00 \$15,687.00 \$15,687.00 \$15,687.00 \$15,687.00 \$15,687.00 \$15,687.00	Rent Expected 316,474.00 316,474.00 316,474.00 \$8,531.00	Base Re Rate \$69.33 \$69.33 \$69.33	Page 3 nt Note# Annual \$190,644.00 \$190,644.00 \$190,644.00 \$195,328.00
Lesse Type: Adu 31-Dec-2027 Adu 31-Dec-2027 Adu 31-Dec-2027 Adu 31-Dec-2027 Adu 31-Dec-2027 Adu 31-Dec-2027 Adu 31-Dec-2027 Adu	e 0105 e 0106 e 0107 e 0108 e 0109	Lease Unit Type Refail Refail Refail Refail Refail Refail December 2027 2027	Expirations by C Tenant Namo Posh Purase Twinkie Tena Parodite Funktings Java Nut La Sentonio	Aros Me Leased a 2,750 2,750 2,750 1,375 1,375	15,687.00 \$15,687.00 \$15,687.00 \$15,687.00 \$15,687.00 \$15,687.00 \$15,687.00 \$15,687.00	Rent Expected 316,474.00 316,474.00 316,474.00 88,531.00 88,531.00	Base Re Rate 109.33 109.33 109.33 109.33 109.33	P age 3 nt Notor Annual 3190,644.00 3190,644.00 3190,644.00 395,020.00 \$95,020.00

# **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.

1	ValView - Valley	View	Apa	rtm	ents					Rent P	rojectio	on				From: 1-Jar	-2019 To: 31-	Dec-2019	,	
2											-									
3	Name	FloorID	UnitID	Area	January	February	March	April	May	June	July	August	September	October	November	December	TotalCharges	SqFt	LeaseExpires	Option
4																				
5	Steven Naismith	2	201	900	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$30,000.00	\$33.33	31-Oct-2019	
6	Jane and Harry Kane	2	202	900	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$30,000.00	\$33.33	28-Feb-2019	
7	Dan Broome, Heather Fall	2	203	900	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$30,000.00	\$33.33	28-Feb-2019	
0	Kelso Marche, Tommy Fez	2	204	900	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$30,000.00	\$33.33	28-Feb-2019	
0		8		900														\$0.00		

Report Data Selection ALL D: Perturbe And/D: Selected Rushings 1 selected	Report Dating From Date <b>DETER</b> IN To Date 31 Dec 15
Include on Report Darge Cole:	Put Each Building on a Separate Worksheet 🛛 🔀 Start Each Building on a New Page 📄 Continue Rent Projection Past Lease Expiry Date 🔀
Add Time Stamp to Report Date?	Export to Excel

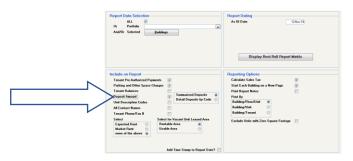




EALPAGE

#### 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:

Building:	Valley Vi	iew Apartments	Master	Rent Roll		By Floor/Unit As of: 12-No	×18	12-Nov-2018 Page 1			New Apartments		r Rent Ro		By Floor-Unit As of: 12-No			12-Nov-201 Page
Floors	Init	Tonont Herno	Move in Date 1	Lease Start	Charge	Amount	Annual	Area Leased	_	floorUnit	Tenant Name	More in Date	Losse Start	Charge	Amount	Annual		Area Leased
			Move Out Date	Loose End			Rate	Deposit Amount	_			Move Out Date	Losse End			Rate		Daposit Amount
2	0201	Steven Naion Ih	01-Nov-2018 0 3	11-Nov-2018 31-Od-2019				900 \$1,650.00		2 0201	Steven Neion th	01-Nov-2010	01-Nov-2010 31-Od-2019				Sec Dep Card Lock	900 91,575.00 875.00
					Rent Residential	\$2,500.00								Rent Residential	\$2,500.00			\$1,050.00
				* Temant Tota	4.	\$2,500.00	\$23.33											
2 1	0202	Jone and Harry Kane	01-Mar-2018 0					900	_				<sup>4</sup> Tonant Te	xal /	\$2,500.00	\$23.23		
			2	IB-Feb-2019				\$1,650.00		2 6202	Jane and Harry Kene	01-84er-2018	01-Mor-2018 26-Feb-2019				Sec Dea	900 31.575.00
					Rent Residential	\$2,500.00	\$33.33						264 60-2019				CerdLock	\$75.00
				* Tenant Tota	e*	\$2,500.00	\$53.33											\$1,650.00
2	0203	Dan Broome, Heather Fall	01-Mar-2018 0	11-Mar-2018 IS-Firb-2019				900 \$1,650.00						Rent Residential	\$2,503.00			
				104 10-2010	Rent Residential	12,500,00	122.22	21 (23030					* Tenant Te	tal '	\$2,500.00	\$33.33		
				• Tenant Tota		\$2,500.00				2 6200	Dan Broome, Heather Fall	01-Mar-2018	01-Mar-2018 28-Feb-2019				Sec Dep	900 \$1,575.00
2	0204	Kelse Morche, Tommy Fez	01-Mor-2018 0	11-Mar-2018 IB-Feb-2019				900									CerdLock	\$75.00
				and an order of the	Rent Residential	\$2,500.00	402.22							Rent Residential	\$2,503.00	\$33.33		
				* Tenant Tota		\$2,500.00							' Tenant Te	tal '	\$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.

Report Data Selection	Report Dating	Buildi	ig: Plaza Town	•		R	tent Schedule		ByUnit As of Date	13-Nov-18	13-Nov-2018 Page 1
ALL Or Particles And/OF Detected Buildings Todeword	As Di Bale	FI	oor.Unit	Tenant	Rent Charges	Parking Charges	Other Space Charges	Deposit 1 Deposit 2	Deposit 3	Security Deposit	Hew
Fundade Hind Status		1	0101	Desert Landscaping	\$9,060.00	\$250.00	1 PAD = \$8,580 \$250.00				
		2	0201	Apple Tree Staffing	\$9,060.00	\$250.00	1 PAD = \$8,560 \$250.00				
Include on Report	Reporting Options	2	0202	Scottsche Interiors	\$9,060.00	\$250.00	1 PAD = \$8,560 \$250.00	.00			
Pathing Charge Carlos: Include Dilene Spaces Charger Biller Spaces Charger Lands: Dilene Spaces Charger Carlos: Director Spaces Charge Carlos: Director Spaces Charger Carlos: Director Carlos: D	Pani Report Notes 📃 Paint By Radding/Illini 🗶	3	0301	Lyndon & Marx Associate	\$9,060.00	\$250.00	1 PAD = \$8,560 \$250.00				
Tenant Balances Merc Dut Bala	Building/Tesant 💿 Enclude Unite with Zenz Square Footage 🔡	3	0002	Chelle's Exotic Escapes	\$9,060.00	\$250.00	1 PAD = \$8,500 \$250.00				
All Contact Namez 📄 Unit Description		+	0401	Cubridshire Imports	\$17,620.00	\$250.00	1 PAD = \$0.00 \$250.00				
Tenant Pre-Authorized Payments Into  Share Expected Herri Fer Vacant Units				Total Rent Charges: - Vacant Unite:	\$62,920.00 \$0.00	\$1,500.00	\$1,500.00				
Show Expected Hent For Vacant Data 22 Add Time Stamp to Report Date?				*** Total to Collect	\$62,920.00	\$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:

ALL	Ax Of Date Difference Control of	Building	Plaza Towers			Ren	t Schedule	ByUnit As of Date: 13-Nov-18	13-Nov-2018 Page 1
Dr Pottolio w And/Dr Selected Buildings 1 relected Exclude Unit Status		Floor	Unit	Tenant	Rent Charges	Parking Charges	Deposit 1 Deposit 2 De	Security sposit 3 Deposit 4 Deposit	Now
COURSE THE STREET		1	0101	Desert Landscaping	\$9,060.00	\$250.00	1 PAD = \$5,550.00		
Include on Report		2	0201	Apple Tree Statting	\$9,060.00	\$250.00	1 PAD = 18,550.00		
Include Parking Charges V Parking Charge Codes: Parking w w w	Calculate Sales Tax  Print Report Notes	2	0202	Scottadale Interiora	\$9,060.00	\$250.00	1 PAD = 18,580.00		
Include Other Space Charges	Print By Building/Unit 😟 Building/Tenant 🔿	3	0301	Lyndon & Marx Associate:	s \$9,060.00	\$250.00			
Tenant Balances 📄 Move Dut Date 📄 All Contact Names 👘	Exclude Units with Zero Square Footage	3	0302	Chele's Exotic Escapes	\$9,060.00	\$250.00			
Unit Description		4	D401		\$17,520.00	\$250.00	1 PAD = \$0.00		
Tenant Pre-Authorized Payments Info 🛛 🐨 Show Expected Rent For Vacant Units 🐨 Add Time Stamp to Report Date? 📃				- Vecant Units:	\$62,920.00 \$0.00 \$62,920.00	\$1,500.00			





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

Report Data Selection	Report Dating	Building	Plaza Tower	8		Rent	Schedu	le		ByUnit As of Date:	13-Nov-18	13-Nov-2018 Page 1
ALL  Or Pottolio And/Dr Snlected Buildings 1 selected	Ax Df Date 13Hor-18	Floor	Unit	Tenant	Rent Charges	Deposit 1	Deposit 2	Deposit 3	Beposit 4	Deposit 5	Security Deposit	New
Exclude Unit Status		1	0101	Deserf Landscaping	\$9,050.00							
		2	0201	Apple Tree Statting	\$9,060.00							
Include on Report Include Parking Charges	Reporting Options Calculate Sales Tas 🛛	2	0202	Scottsdale Interiors	\$9,050.00							
Include Other Space Charges 🔲	Print Report Notes Print By Building/Unit	3	0301	Lyndon & Marx Associat	es \$9,050.00							
Tenant Balances	Building/Tenant	3	0302	Chelle's Exotic Escapeo	\$9,050.00							
All Contact Names 📄 Unit Description 📄		4	0401	Oxfordshire Imports	\$17,620.00							
Tenant Pro-Authorized Payments Info 😰 Show Expected Rent For Vacant Units 😰				Total Rent Charges: - Vacant Units:	\$62,920.00 \$0.00							
Add Time Stamp to Report Date?				*** Total to Collect:	\$62,920.00							

#### **General Ledger Detail Report**

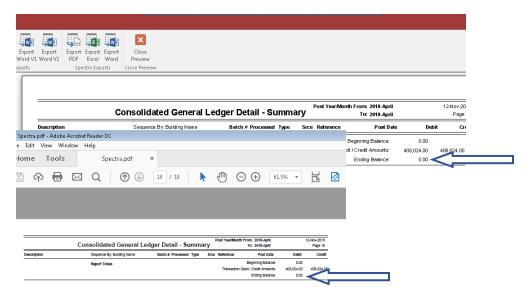
When exporting the **General Ledger Detail** report to PDF, Excel or Word, and choosing **Consolidated**, the ending balance on the preview screen would change.

Before:

	Export Word V1 ports	Export Export Export PDF Excel Word Spectra Exports Close Previous						
		Consolio	lated General L	edger Detail - Sumr	Post YearMo	onth From: 2018-Apr Tα: 2018-Apr		12-Nov-2018 Page 11
General Ledger Selected Detail Summary - Spectra Property Management Software		Description Seque	nce By: Building Name	Batch # Processed Type		Post D Transaction To Account Ending Bala	otals: 18,70	
Epot         Dept         Epot         Core           Word V2         POF         Sective Vision         Provider           Spectra Epotritic         Core         Provider		Beport			Transacti	Beginning Bala on Debit / Credit Amo	ance: 11 unts: 408,72	12.40
Consolidated General Ledger Detail - Summary TextModel From 2018.4pr/l 12810+2016 TextBook 2016	nsoli	dated General Ledger D	etail - Summa	Post Year/Month From	: 2018-April : 2018-April		vov-2018 Page 11	
Description Sequence By Building Name Batch # Processed Type Since Reference Post Date Debit Credit	t Sequ	ence By: Building Name Batch	# Processed Type	Srce Reference	Post Date	Debit	Credit	
Trensaction Totals. 18,700.00 0.00 Account Ending Balance: 74,800.00	0				insaction Totals: Ending Balance:	18,700.00 74,800.00	0.00	
Report Totals Belance 0.00 1 Total 0.00 1	Repor	rt Totals		Transaction Debit /	ginning Balance: Credit Amounts: Ending Balance:	0.00 408,724.00 4 0.00	108,724.00	

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:	
Delore.	

After:

teport Data Selection	Report Dating
ALL  Or Portfolio	Posting Year/Month - From SUE August
And/Or Selected Buildings 1 selected	To 2018 drot August
	August w
Nclude on Report	Reporting Options Summarize Transactions Where Appropriate
	Summarize Transactions Where Appropriate V 😨
OR Select Account	Print Transaction Memo Description
0B Accounts From 🗸	Print Alternate Account Numbers
To	Print Monthly subtotals if more than one month selected 🛛 🗹
Select by SubAccount	Print Consolidated Report
	Start Each Building on a New Page
	Report Heading Lock Heading As Is General Ledger Detail - Summery
Add Time Stamp to Report D	
Add Time Stamp to Report D	Paper Dating Paper Dating Paper Yaw/Kosh Firem To
Report Data Selection	Neport Dating From To Posting Year/North From 2019 January 2019 January
Report Data Selection	Aler?
Report Data Selection	ade7
Report Data Selection ALL ☑ On Periods And/0r Selected Readings	Inter Control
Report Data Selection AL 27 01 Portos And/01 Selected Rakings Include on Report AL 27	Vete?
Report Data Selection       ALL       On       Petide       And/Or       Selected       Ruddings	Auto?
Report Data Selection       AL     Image: Constraint of the selection       0r     Particle       And/Or     Selected       Buildings         Include on Report       ALL     Image: Constraint of the selection       OR     Select Account       OR     Accounts from	Vetr?
Report Data Selection       ALL       Di       Periodic       Rudding         Include on Report       ALL       OR       Select Account       OR       Select Account       OR       To       To	Ade?   Porting Year/Month Porting Year/Month Proving Year/Porting Porting Porting Year/Porting Porting Porting Porting Year/Porting Porting Porting Porting Porting Year/Porting Porting P
Report Data Selection       AL     Image: Constraint of the selection       0r     Particle       And/Or     Selected       Buildings         Include on Report       ALL     Image: Constraint of the selection       OR     Select Account       OR     Accounts from	Vetr?
Report Data Selection       ALL       Di       Periodic       Rudding         Include on Report       ALL       OR       Select Account       OR       OR       Information       Information	Ade?   Porting Year/Month Porting Year/Month Proving Year/Porting Porting Porting Year/Porting Porting Porting Porting Year/Porting Porting Porting Porting Porting Year/Porting Porting P
Report Data Selection       ALL       Di       Periodic       Rudding         Include on Report       ALL       OR       Select Account       OR       OR       Information       Information	Porting Year/Month Porting Year/Month Porting Year/Month Proving Year/
Report Data Selection       ALL       Di       Periodic       Rudding         Include on Report       ALL       OR       Select Account       OR       OR       Information       Information	Area      A

## **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.

		INCOME Months E	ol Management STATEMENT Ending October 31 abe Mills			n ber 9, 2018 1:09 P Page son to Original Budg		
	CURRE Actual	EN T Budget	QUARTE Vantance \$Var		R TO Budget	DATE Variance \$	Var.%	
RE VENUE								
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		

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

Valle Del Sol Management INCOME STATEMENT For the 12 Months Ending December Adobe Mills	31, 2017	Nover	nber 28, 2018 12:48 Pl Page
Adone milit2		2017 Actual	2018 Budget
RE VENUE			
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></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			
rour store:	<u>This I</u>	<u>vionth</u>	7	/eartoD	ate	<u>This Month</u>	<u>Year to Date</u>		
Dollar Sales:	102	330.50		494,24	8.00	126,908.50	512,006.15		
Sales PerSq. Ft.:		231.52		1,11	8.21	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		59	14.45	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.

Select Set	Set	CSI_2004_Detail			
Canyon_Detail	7	Select Set	Set CSI_2004_Detail		
CSI_1995_Detail CSI_1995_Summary			Cost Account Description	Level	Analysis Type
CSI_2002_Detail CSI_2002_Summary		Create New Set	00 Procurement and Contracting Requirements	H2 🗸	Building 👻 Building 👻
CSI_2004_Detail CSI_2004_Summary			Create New Account Master	P 👻	Building 💌
	0000		Enter the Name for the New Account Master.  OK	P 🗸	Building 👻 Building 👻
Copy to a New Account Master			Cancel	P 🗸	Building 👻 Building 👻
	0	Copy to a New Account Master		P 👻	Building 💌
			Canyon_2004-Detail	P 🗸 T2 🗸	Building 👻 Building 👻
		Select Set	Set Canyon_2004-Detail		
			Cost Account Description	Level	Analysis Type
		Create New Set	Procurement and Contracting Requirements	H2 🗸	Building 🖵

#### **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:

Confirm	n Invoice to (	Cancel			
	Invoic		229467-0010	ОК	
	Origina	al Posting Date	01-Aug-2018	Cancel	
	Cance	Date	01-Aug-2018		
		Spectra		<u>H</u> elp	
			Confirm_cmdOK_Click: En	ror #3265	
	385.00	Item not found in t	his collection.		-
	385.00			_	
	400.00			OK	
	385.00				

#### 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.

Add Invoice	•		Bat	E (1)	
Select Supplier	city Of Airdrie Utilities	Invoice	Number	Invoice Tel	en en en
	Arizona Public Service	Arizona Public Service	P.0 Box 2906		Phoenix, AZ 85062-2906
	Cactus Cleaning	Cactus Cleaning			
Pay To / Address		City Of Airdrie Utilities	400 Main Street SE		Airdrie, AB T4B 3C3
	City of Phoenix Rubbish	City of Phoenix Rubbish	200 West Washington Avenu		Phoenix, AZ 85003
	City of Phoenix Water	City of Phoenix Water	200 Washington Street		Phoenix, AZ 85003
	Comfort Zone	Comfort Zone	21101 North 19th Avenue		Phoenix, AZ
	Daniel Levy	Daniel Levy			??,
	Daniel Levy	Daniel Levy	1 White Hart Lane	N17	Phoenix, AZ
	Desert Flooring	Desert Flooring			
Ref # Des	Enamax	Enamax	141 50 Avenue S.E		Calgary, AB T2G 4S7
	Ground Up	Ground Up			
·	Luc Lechance	Luc Lechance	2190A Hymus Blvd		Dorval, QC
	Raymundo Concrete and Stone	Raymundo Concrete and Stone			
	Romero Landcapes	Romero Landcapes			
	Saguaro Security	Saguaro Security			Phoenix, AZ 85006
	Southwest Gas	Southwest Gas	P. 0 Box 98512		Las Vegas, ?? 89193-8512

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## **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 Batch Date: 12-Sep-18		12-Sep-2018 Page		
	Invoice #	Invoice Amt. In	nv. Date Post Date	Due Date	P/O #	Voucher #			
Desc.	Building	Bank	Cos	tCode	G/L Account	Split Amt	G/L Acct Description		
	2018_06-007	2,716. 4 3	0-Jun-18 1' Jul-18	30-J ul-18					
June Landscape	Adobe M	ills Comoria	Danis		Adobe.4420	2,587.41	Utilities - Gas		
GST Input Tax Credit	Adobe M	ills Comeric	a Bank		Adobe.2310	129.43	State Sales Tax		
					Sum:	2,716.84			
	June Landscape	Desc. Building 2018_06-007 June Landscape Adobe M	Invoice # Invoice Amt In Desc. Building Bank 2018_06-007 2,716. 4 3 June Landscape Adobe Mills Common	Invoice #         Invoice Amt.         Inv. Date         Post Date           Desc.         Building         Bank         Cos           2018_06-007         2,716.         4 30-Jun-18 1         Jul-18           June Landscape         Adobe Mills         Construction         1	Invoice #         Invoice Arnt.         Inv. Date         Post Date         Due Date           Desc.         Building         Bank         Cost Code           2018_06-007         2,716.4         30-Jun-18         1         Jule-18         30-Jul-18           June Landscape         Adobe Mills         2,716.4         30-Jun-18         1         Jule-18         30-Jul-18	Invoice #         Invoice Amt         Inv. Date         Post Date         Due Date         P/O #           Desc.         Building         Bank         Cost Code         G/L Account           2018_06-007         2,716.         30-Jun-18         1         Jul-18         30-Jul-18           June Landscape         Adobe Mills         Comerica Bank         Adobe 4420         Adobe 2310	Invoice #         Invoice Amt         Inv. Date         Post Date         Due Date         PIO #         Voucher #           Desc.         Building         Bank         Cost Code         G/L Account         Split Amt           2018_06-007         2,716.         4         30-Jun-18         Jul-18         30-Jul-18         Adobe 4420         2,567.41           GST Input Tax Credit         Adobe Mills         Comerica Bank         Adobe 2310         129.43		

	dtBatch 👻	sInvoiceNumbe 👻	dtInvoice 👻	dtReceived 👻	dtProjectedI 👻	cAmount 👻	Accounting 🗸
1	9/12/2018	2018_06-007	6/30/2018	7/11/2018	7/30/2018	\$2,716.84	358
)	9/12/2018			J		\$0.00	

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", "CommitmentNumb er", "CostAccount", "CostAmount", "RetentionAmount", "JobCostType", "LenderLoanDraw"

	Ref #	Description	Building ID		Bank	G/L Account	0	Cost Code	Split A	Amount
		Catering -Staff Lunch	Adobe	$\sim$	Comerica Bank 🔍 🗸	5200	$\sim$	$\sim$	\$	220.00
							Mair	ntenance	Energy	
▶		Credit- for Overpayemtn	Adobe	$\sim$	Comerica Bank 🔍	5200	$\sim$	$\sim$	(\$	120.00)
							Mair	ntenance	Energy	
*				$\sim$	~		$\sim$	$\sim$		\$0.00
							Mair	ntenance	Energy	
	1									
	Adobe Mills /	Office - Office Supplies						Distribute	\$	100.00

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#### **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	A/P Invoice Batch List				Batch Number: 285 Batch Date: 14 Nov-18			
Supplier	Bu	ilding	В	ank	Inv. Dat	e PostDat	e DueDate	Invoice #		Invoice Amt	
G/L Account - Jo	b Cost Account	Reference	Description	Desc.	Split Amt.	Cost Ar	nt. Rete	ntion Job	Phase	SubPhase	
Ground Up	On	tario Heights	A	rlington-Scotia Bank	15-Jul-1	8 15-Jul-1	8 15-Jul-18	2246-GU-Ont		185.00	
Ontario.4530	Outside Mtce	- Landscaping		Monthly Grounds	Maintenance		170.00				
Ontario.1320	Prepaid Taxes	s		Monthly Grounds	Maintenance		15.00				
Number of Inv	oices	1			Batch Humber: 285		14Nov-18	Batch Total:		\$185.00	
		Supplier	Building	A/P Invoice G/L Batch L			Page 1				
		G.L. Account - Job Cost			t Amit. Cost Amit. Retention		ubPhase				
		Oround Up Ontario 4530 0	Ontario Heights Jutside Mice - Landiscaping	Arlington-Scotia Bank Monthily Grounds Maintenance	15-Jul-18 15-Jul-18 15-Jul-18 2246-0 170.00	U-0rt	185.00				
		Ontario.1320 P	repaid Taxes	Monthily Grounds Maintenance							
		Number of Invoices:	1			Betch Totel:	\$105.00				
			a Total: \$0.00 ted By: Spectra Demonstrati	Audit List - G/L Journal E	U06	A/P 891 Ioc. Type: Auto Withdraw	14-Nov-2018 Page 1 al (Std Invoice)				
		GAL# Ref# Bu Job Cost Account / Descriptio	ailding Name in Cost Amount		ng Description Cost Code Posting se Commitment # Loan/Draw J/C		Credit Amount				
			ington-Demo Bank	Ground Up	15Jul-1	8 \$0.00	\$185.00				
			ington-Demo Due To/F	1, - Invoice# 2246-GU-Ont - Desa: Monthly G rom Ontario Ground Up	15-Jul-1	8 \$185.00	\$0.00				
			tario Heights Due To/F	1, - Invoice# 2246-GU-Ont - Deso: Monthly G rom ARLIN Ground Up	15-Jul-1	8 \$0.00	\$185.00				
			tario Heights Prepaid T		15-Jul-1	8 \$15.00	\$0.00				
		Auto WiD Ontario 4530 On Auto WiD	tario Heights Outside N	1, -Invoice# 2246-0 U-Ont - Descr: MonthlyG Itce - Landscapi Ground Up 1, -Invoice# 2246-0 U-Ont - Descr: MonthlyG	15-Jul-1	8 \$170.00	\$0.00				
		Number of Entries 5	Control#	r, -involcer 2246-00-Ont - Desar Monthly O	ounds Mantenance - I#(124) Totals	\$370.00	\$370.00				

## A/P Year End - IRS Forms 1099/1096

\_ \_ \_ \_

\_\_\_\_

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

				ED	CI	CORR	DID [	V		9595	95
		OMB No. 1545-0115	0	Rents	1	country, ZIF	or province	n, stat			PAYER'S name, street a or foreign postal code, a
Aiscellaneou Incom	<b>'</b>	2018	_	Royatties	\$ 2						
		Form 1099-MISC			\$						
Copy	withhold	4 Federal income tax		Other income	3						
Fe Fe		\$	_		S						
Internal Revenu Service Cente	payments	6 Medical and health care		Fishing boat proceeds	5		PS TIN	JIPIEN	REC		PAYER'S TIN
File with Form 109		\$			s						
For Privacy A and Paperwor Reduction A		8 Substitute payments dividends or interest	ation	Nonemployee compens	7					5	RECIPIENT'S name
Notice, see th		s			s					luding apt. no.)	Street address (including
2018 General Instructions for	ceeds	10 Crop insurance pro	of 1 mer	Payer made direct sales \$5,000 or more of consu products to a buyer							
Certai Informatio		\$		(recipient) for resale >	1_	tal code	r foreign pos	d ZIP o	itry, and	or province, count	City or town, state or pri
Returns		12	1		11						
	id to an	14 Gross proceeds pa attorney \$	to 1	Excess golden parachi payments	t 13 S	2nd TIN no	FATCA filing requirement			ee instructions)	Account number (see in
18 State income \$	no.	17 State/Payer's state	1	State tax withheld	16 S	6	409A incon	Sectio	15b	loforrals	15a Section 409A defem
0					¢				\$		e .

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# 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 'tbIARHeader'. Make sure it exists and that its name is spelled correctly.

Delete Bu	ilding	Spectra  DeleteBuilding: Error #3078 The Microsoft Access database engine cannot find the input table or query tabAPHeadr. Whes zure it exists and that its name is spelled correctly.	
	Sea <u>r</u> ch Found		
	Deletin	g building	

This has been corrected, and the buildings delete without error.

Delete Buil	lding (	Delete Building	
		Building successfully deleted.	
	Sea <u>r</u> cl Found	ОК	
	Deleti	ng building	

#### **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 Charg	ies -	Erik Lamela				
Lease Building/Un	it Gala Apartments / 0201					
	Bldg/Unit	LeaseStart	LeaseEnd	Moveln	MoveOut	TenantStatus
Type of Charge	F Gala Apartments / 0201	01-Nov-18	31-Oct-19	01-Nov-18		Current
Charge Code	Test Building / 0102	01-Nov-17	31-Oct-18	01-Nov-17	31-Oct-18	MovedOut
Lharge Lode			rnstory			
Frequency	Monthly 🗨		Base Rent			
			Starting D	ate		
Amount	\$0.00		Ending Da	te		

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#### 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_R Import TemplateCSV - Notepad 📃 💽
File Edit Format View Help
<pre>[FenantPayID,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</pre>
43238064135382, Aź Éitness, Adobe, 2232118-19,11/13/2018,11/13/2018,\$55.00, Electric, Utility-Electric,\$50.00,GST, \$5.00,

Date	Descri	ption	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 Ba	lance:	\$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	Descript	ion	Reference	Amount
	Next Month	Invoices		
14-Nov-2018	Parking	Parking	382	\$50.00
14-Nov-2018	ResRent	Rent Residential	382	\$1,585.00
			Subtotal:	\$1,635.00
Reference:				
			Total Due:	\$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 charracters to print in the *Description* field.

#### Before:

Date	Description		Reference	Charges	Payments	Balance
	Balance Forw	ard:				0.00
01-Mar-2018	Res Rent	Rent Residential	8	2,500.00		2,500.00
01-Mar-2018	Check	Check			-3,628.74	-1,128.7
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	E lectric	Utility-Electric	2232118-30	50.00		50.00
01-Sep-2018	GST	GST	2232118-30	5.00		55.00
01-Sep-2018	E lectric	Utility_Electric	2232118-30	50.00		105.00
01-Sep-2018	GST	GST	2232118-30	5.00		110.00
01-Oct-2018	E lectric	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		215.0
					Current Balance:	\$215.00

## After:

Date	Descrip	liop	Reference	Charges	Payments	Balance
			Kadalice	Charges	Fayinciks	
	Balance Forwa	ard:				0.00
01-Nov-2018	ResRent	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 Ba	ance:	\$50.00

Current Balance:

#### **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. BARAGEMENT	
211 North Central Avenue Phoenix, AZ 85001 (602) 555-5555	
M. A. BARRA	

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 Chame

F	or 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 <sup>1</sup>, if there is an unapplied amount or partially applied amount, you will see see a Check amount and the charge codes with posted charges.<sup>2</sup>

uilding: Ontario Heights		Рау	ment /	Appli	catior	n Histo	ory	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	Tot
lose 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	10,02
)e'Andre Yeddlin	0102	900	Res Rent	0	0	2,500	1,250	1,250	1,250	2,500	1,275	0	0	0	0	10,02
licola 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	10,02
Johe Ikpeazu	0202	900	Check	0	0	0	0	0	0	0	0	0	0	1,275	0	1,27
			Res Rent	0	0	2,500	1,250	1,250	1,250	2,500	1,275	0	0	. 0	0	10,02
Austin Mophee and Liam	0203	900	CAM	0	0	106	53	53	53	106	54	0	0	0	0	42
			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	10,02
Building Totals:		4,500		0		12,636		6,318		11,386		0		1,275		51,94
					0		6,318		6,318		7,694		0		0	

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
ResRent	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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## **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.

ALL	Report Dating
Include on Report Split Payment Column into Payments and Security Deposit Applied	Reporting Options       Stat Each Building on a New Page        Print Report Notes □       Include Tennelt       Active ○Inactive ● Both       Print By       Building/Floa/JUnit ●       Building/I croant ○
Add Time Stamp to Report Date?	

Building:	Valley View Apartments	Мо	nthly A/R Summary	by U nit	For: May 20	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			
			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

DEPARTMENT OF REVENUE
2018 CRP, Certificate of Rent Paid
Digible renters may receive a refund based on property taxes paid on their principal place of residence in Minesota and their income. Renters will need this CRP, Certificate of Rent Paid, to apply for a property tax refund (see eligibility requirements below).
The landlord is required to give each renter a completed CRP no later than January 31, 2019.
Boommates: The landord is required to give each unmarried renter living in a unit a separate CIP showing that each roommate paid an equal portion of the rent, regardless of the portion actually paid or whose names are on the lease.
Renters: You must file Form M3PR, Homestead Credit Refund (for Homeownen) and Renter's Property Tax Refund, and include all CRPs to claim a refund. Your refund will be denied or delayed if you do not include all CRPs when filing Form M3PR.
Refers News and Address of the Unit Refer Ben Davies Valle Del Sol Management
12740 W. Indian School Road Suite 211 North Central Avenue # 0202 Phoenix AZ 85001
Projecty Disarder or Partial Number of Units on This Property
Tension (NM/COVVIT) - SUDMACE/VITY) - Total Months Reveal - Number of Adults Colory In Unit (Subserviewerfel) Couple as 1) - Reveal Section - Reveal Section - Reveal Section - Reveal Section - Reveal - Reveal - Reveal Section - Reveal - Reveal Section - Reveal - R
01/01/2018 12/31/2018 12 1 metetasate
Pisce an X ft: Narsing Home Intermediate Care Foolity Adult Foster Care Assisted Uving A. Amoung paid for the renter by medical availance (Medicaid)
<ol> <li>Housing Support (formerly GRII) payments received by landlord on behalf of this renter</li> </ol>
but do not include the assessment galar by the gaserment genory in the 1.     Free as: In this base of this result was an analytic this results and this results.     Free as X in this base of this result was indexed nots. Note being caretalase     Tory the wash water excludes into this matter histophene as base. There
Multiply line 1 by line 2. Reviews: Include this amount on line 9 of Form M17R (round to nearest whole dollar)
Another I defare that this certificate is convect and complete to the best of my incudely and bellef. Owner's or agent's signature factors
12/14/2018
<b>Optimize Spectrum to A series</b> <b>Compared to The spectrum sector of the Mannetal</b> . • The mean set of the mean property an indicated Mannetal. • The mean set of the mean property an indicated Mannetal. <b>Compared to Mannetal Spectrum sectors</b> <b>Compared to Mannetal Spectrum sector</b>
You can find Form MJPR and other tax related information on our website at www.revenue.state.mn.us. If you have questions, call the Department at 651-296-3701 or 1 400-652-9294.
If you qualify complete Form M3PR and include this CBP when Hing your return. Your refund will be delayed or denied if you do not include this CBP when you lie your M1PR. Make copies of your Form M1PR and this form and keep them with your records.
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Last Modified January 21, 2019





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