



Spectra 8.2.1

March 2019

Please distribute to all Spectra users in your company.

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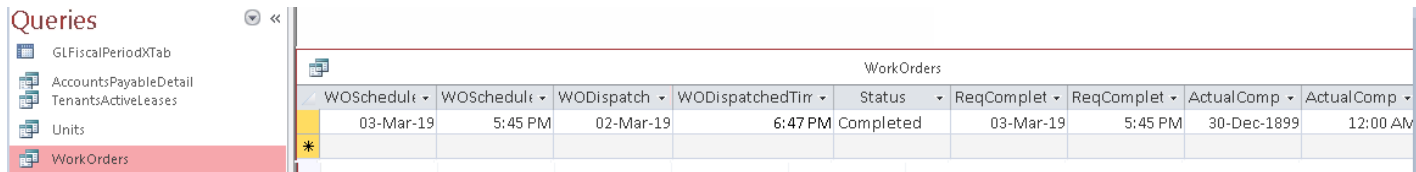
BEFORE INSTALLING THIS UPGRADE

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.

GENERAL ENHANCEMENTS

SpecwinU – Work Order Query

We have fulfilled a request to add the Work Order Logged, Scheduled, Completed and Actual Completed times to the Work Order Query in SpecwinU.

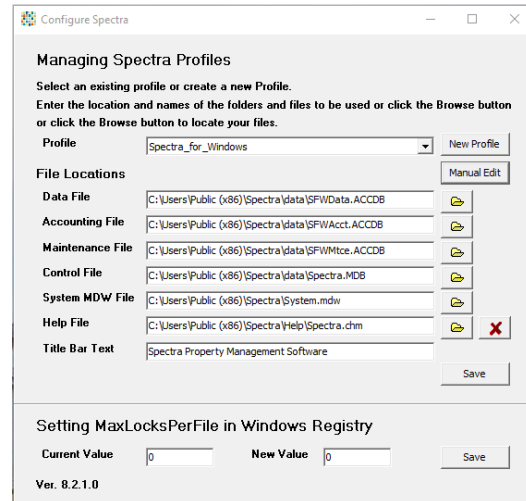


WorkOrders									
WOScheduled	WOScheduled	WODispatch	WODispatchedTir	Status	ReqComple	ReqComple	Actual Comp	Actual Comp	
03-Mar-19	5:45 PM	02-Mar-19	6:47 PM	Completed	03-Mar-19	5:45 PM	30-Dec-1899	12:00 AM	

Configure Spectra

We have updated the Configure Spectra process to help with a couple of environmental issues that some of our clients have experienced.

The first issue has to do with configuring Spectra 8.x to work with mapped drives. Due to the elevated security rights required to install the application or to run the Spectra Configure program, drives mapped under the user context will not appear in the elevated user context. If your Spectra databases are accessed using mapped drives, click the **“Manual Edit”** button and edit the paths to the respective database files. No validation is performed other than ensuring that you have not left a field blank so double-check your edits. Click **“Save”** when complete or **“Cancel Edit”** to roll back any changes.



Managing Spectra Profiles

Select an existing profile or create a new Profile.
Enter the location and names of the folders and files to be used or click the Browse button or click the Browse button to locate your files.

Profile: Spectra_for_Windows [New Profile]

File Locations [Manual Edit]

Data File: C:\Users\Public (x86)\Spectra\data\SPWData.ACCDB [Browse]

Accounting File: C:\Users\Public (x86)\Spectra\data\SPWAcct.ACCDB [Browse]

Maintenance File: C:\Users\Public (x86)\Spectra\data\SPWmtce.ACCDB [Browse]

Control File: C:\Users\Public (x86)\Spectra\data\Spectra.MDB [Browse]

System MDW File: C:\Users\Public (x86)\Spectra\System.mdw [Browse]

Help File: C:\Users\Public (x86)\Spectra\Help\Spectra.dfm [Browse]

Title Bar Text: Spectra Property Management Software [Save]

Setting MaxLocksPerFile in Windows Registry

Current Value: 0 [New Value: 0] [Save]

Ver. 8.2.1.0

The second issue that we are addressing is when the **“Error 3035; System resources exceeded”** is caused by a need to increase **“MaxLocksPerFile”** in Windows Registry. In earlier operating systems, we were able to handle this from the System Assurance Tests menu. Windows 10/Server 2016 operating systems upgraded security controls to block applications from saving changes to the registry “Local Machine” path without elevated security rights, which caused a need to do a manual registry edit. This change to the registry can now be saved when making the settings change from **Configure Spectra**, eliminating the need and risk to manually edit the registry. This functionality works for both our Office 2016 and our Office 2013 users.

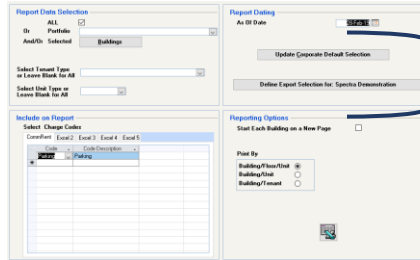
To increase the MaxLocks, enter a number, between 9500 and 65000, into the **New Value** field and click **Save**.

BUILDING

Select a Report

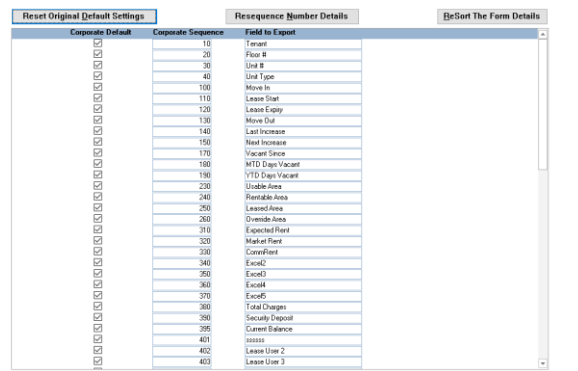
Rent Roll Export to Excel - Selectable

We have added a new Rent Roll report. The Rent Roll Export to Excel-Selectable gives you the option to select what columns are exported and save those preferences for future use.

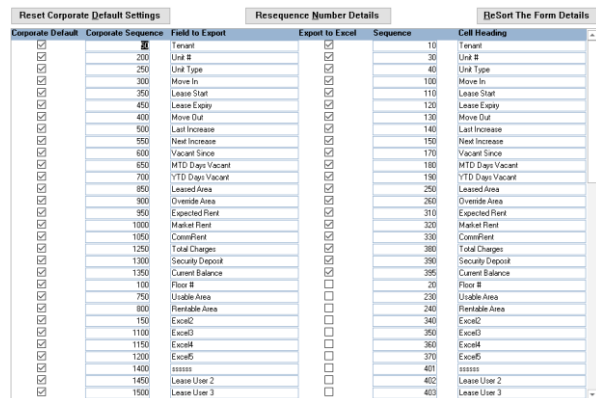


You will have the option to set a Corporate Default as well as individual user preferences.

To set the Corporate Defaults click **Update Corporate Default Selection**. The current default will have all columns selected. You can remove columns that you do not want to include by un-checking the box next to the column header. You also have the option to **Re-Sequence the Number Details** and to **Re-Sort the Form Details** to control the order that the columns will appear on the exported report.

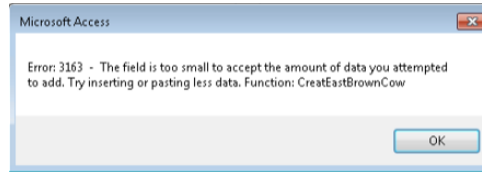


To set the User Defaults, click **Define Export Selection For: "UserName"**. The Corporate Defaults will display next to the User Defaults for reference. The current default will have all columns selected. You can remove columns that you do not want to include by un-checking the box next to the column header. You also have the option to **Re-Sequence the Number Details** and to **Re-Sort the Form Details** to control the order that the columns will appear on the exported report.



Rent Roll – East Brown Cow

When running the Rent Roll – East Brown Cow with a tenant that has multiple future leases with multiple future charges on each lease, users were getting the following error;



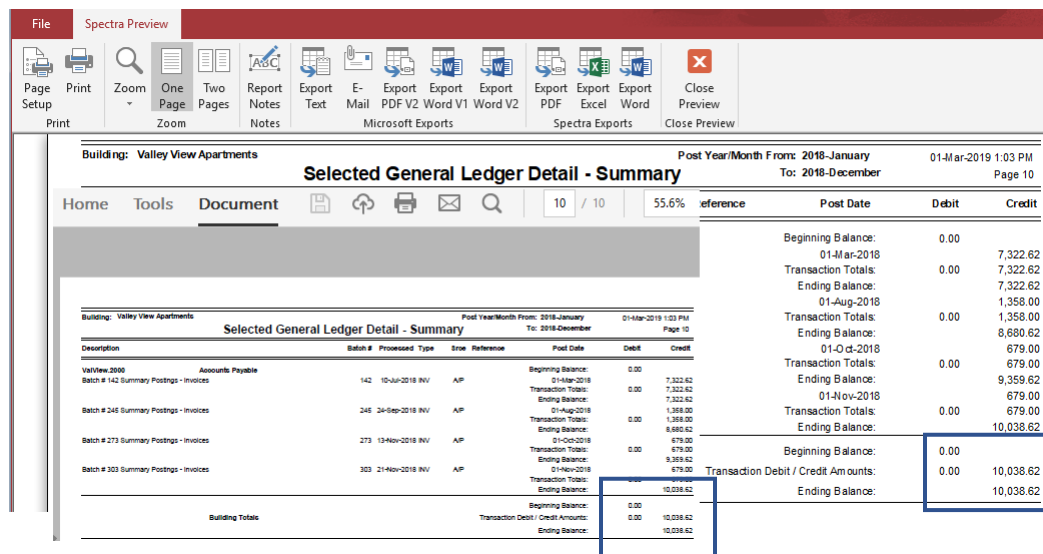
This error was caused when the system was attempting to accumulate the multiple future leases with the multiple associated charges and exporting to Excel on one row.

A program change has been made to handle this by showing each future lease, with the associated future charges on separate rows.

LEASE START DATE	ADDITIONAL TENANT INFORMATION	MONTHLY PARKING & OTHER REV	LEASE EXPIRY	RENT INCREASE DATE	RENT INCREASE METHOD
5/1/2019	Refer to Tenant Information on Current Lease		08/31/2031	09/01/2019	\$17,339.99
				05/01/2020	\$17,229.21
				05/01/2021	\$18,128.12
				05/01/2022	\$18,036.00
				05/01/2023	\$18,953.86
				05/01/2024	\$19,379.51
				05/01/2025	\$19,015.55
				05/01/2026	\$20,291.40
				05/01/2027	\$20,717.28
				05/01/2028	\$21,183.42
				05/01/2029	\$21,693.84
				05/01/2030	\$22,147.39
				05/01/2031	\$22,645.71
7/1/2020	Refer to Tenant Information on Current Lease		08/31/2031	11/01/2020	\$26,293.80
				07/01/2021	\$26,985.41
				07/01/2022	\$27,490.33
				07/01/2023	\$28,109.88
				07/01/2024	\$28,741.31
				07/01/2025	\$29,387.99
				07/01/2026	\$30,049.22
				07/01/2027	\$30,725.33
				07/01/2028	\$31,416.65
				07/01/2029	\$32,122.53
				07/01/2030	\$32,846.30
				07/01/2031	\$33,589.39

General Ledger – General Ledger Detail

We have corrected an issue with the **General Ledger Detail Report** where if the report was previewed, then printed or exported to either PDF, Excel or Word, the ending balance on the export was incorrect and would change on the preview screen when running for an individual building.

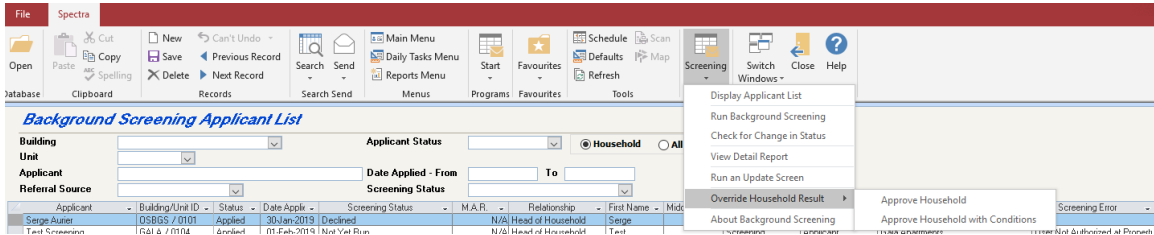


Building:	Valley View Apartments	Post Year/Month From:	2018-January	To:	2018-December	01-Mar-2019 1:03 PM	Page 10
Selected General Ledger Detail - Summary							
Home Tools Document 10 / 10 55.6% reference Post Date Debit Credit							
						Beginning Balance:	0.00
						01-Mar-2018	7,322.62
						Transaction Totals:	7,322.62
						Ending Balance:	7,322.62
						01-Aug-2018	1,358.00
						Transaction Totals:	0.00
						Ending Balance:	8,680.62
						01-Oct-2018	679.00
						Transaction Totals:	0.00
						Ending Balance:	9,359.62
						01-Nov-2018	679.00
						Transaction Totals:	0.00
						Ending Balance:	10,038.62
						Transaction Debit / Credit Amounts:	0.00 10,038.62
						Ending Balance:	10,038.62
						Building Totals	0.00 10,038.62 10,038.62

Start a Task Background Screening - Override Screening Results

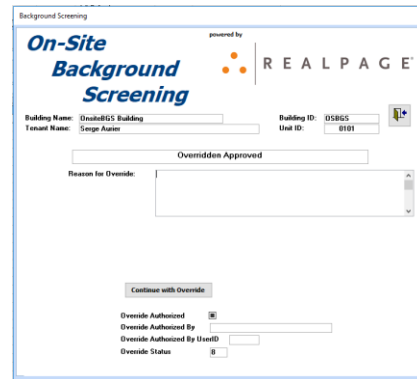
The ability to override a declined screening result has been added as a functionality within the Spectra Background Screening Module and is no longer a function of the screening service provider. You will now have the option to select **Approve or Approve with Conditions**.

From the **Background Screening Applicant List**, highlight the applicant that you want to override and click the **Screening** button on the ribbon, click **Override Household Result** and choose either, **Approve Household** or **Approve Household with Conditions**.



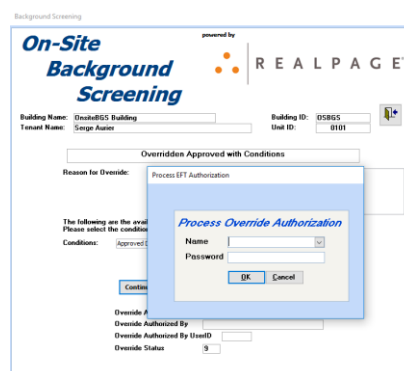
The Override screen will open, you will see the status **Overridden Approved**:

1. Enter Reason for Override
2. Click Continue with Override
****Note:** If you have selected Approve with Conditions, you will also need to select what conditions apply.
3. Enter Reason for Override
4. Click Continue with Override



If you have the user right to **Authorize Screening Overrides** the **Screening Result** window will open-up and you will see the Screening Status has now changed to **Overridden Approved** as well as the reason and/or conditions. From this window, you have another option to view the results or detailed reports, however clicking the links here, will return the screening status to declined, and you will have to repeat the steps for the override.

If you do not have the user right to **Authorize Screening Overrides**, Spectra will prompt for the authorized user to enter in their user name and password to proceed with the override.



Suppliers

Select a Report

A/P Invoice Batch Listing and A/P Invoice G/L Batch Listing

We have corrected a reported issue with the **A/P Invoice Batch Listing** and **A/P Invoice G/L Batch Listing** reports. When the batch was created from the **Post Auto Withdraw Invoices** process, the **Batch Total** amount on the listing screen did not match the actual batch totals.

Before:

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
Number of Invoices:						57	Batch Total:		\$44,593.34
								Description	Batch Total
								A/P Standard Invoice Auto Withdrawals	(\$56,229.13)

After:

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
Number of Invoices:						23	Batch Total:		\$20,737.13
								Description	Batch Total
								A/P Standard Invoice Auto Withdrawals	\$20,737.13

Start a Task

Add or Change Standard Invoices

There was an issue when editing standard invoices where the Cost Code would not update when switching between Suppliers. A change has been made that will now cause the Cost Code combination box to refresh when a new invoice is selected.

Edit Variable Auto Withdrawal Invoices

We have fulfilled a request to make the Description Field, P. O. #, and Voucher # fields editable.

Edit Auto Withdrawal Invoice

Building ID	Ontario	Ontario Heights	Bank	Arlington-Scotia Bank	
Supplier	Ground Up		Customer #	888-97456	
Invoice #	2246-GU-Ont	P/O #	205-189678	Voucher #	65489737
Last Date Modified	28-Feb-2019	Descr	Monthly Grounds Maintenance- For August 2018		
		Amount	\$185.00	Due Date	05-Oct-2018

G/L Account	Cost Code	Split Amount	Maintenance	Energy
4530		\$170.00		
1320		\$15.00		

G/L Account: Outside Mctce - Landscaping Distribution: \$185.00

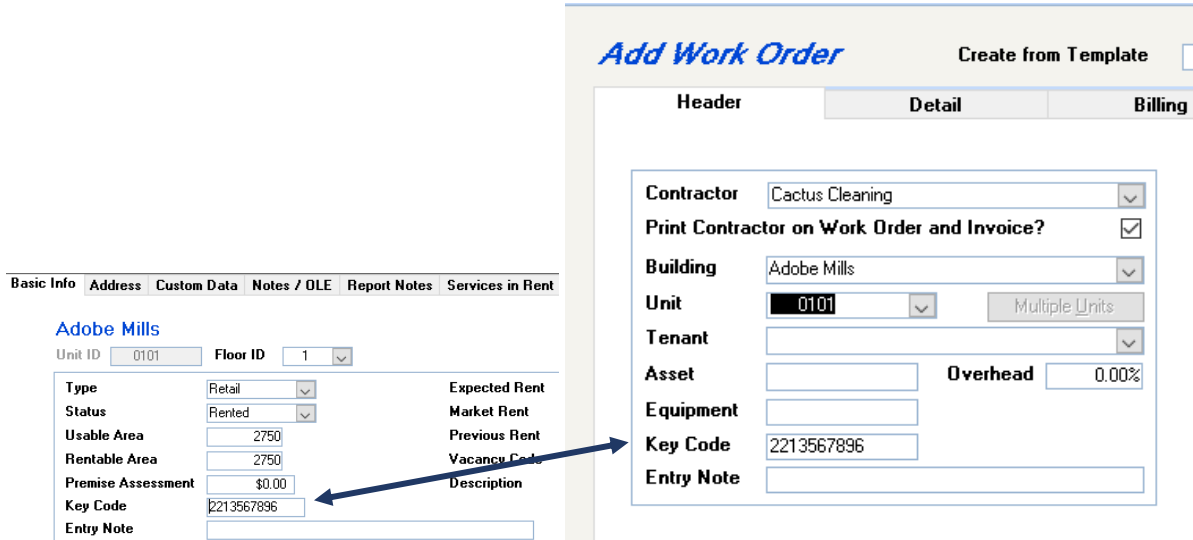
Source Document: View

Print IRS 1099's

When printing the 1099's, the alignment would shift if there were duplicate 1099 Supplier Names on the 1099 Address record. We have made coding changes to the 1099 printing process that will handle duplicate Supplier names.

Supplier- Work Order

We have added an enhancement to the Work Order module. If the unit has a **Key Code** entered under **Find Building > Unit**, the **Key Code** field will populate automatically when you create a work order for that unit.



Add Work Order Create from Template

Header **Detail** Billing

Contractor Cactus Cleaning
Print Contractor on Work Order and Invoice?
Building Adobe Mills
Unit 0101 Multiple Units
Tenant
Asset **Overhead** 0.00%
Equipment
Key Code 2213567896
Entry Note

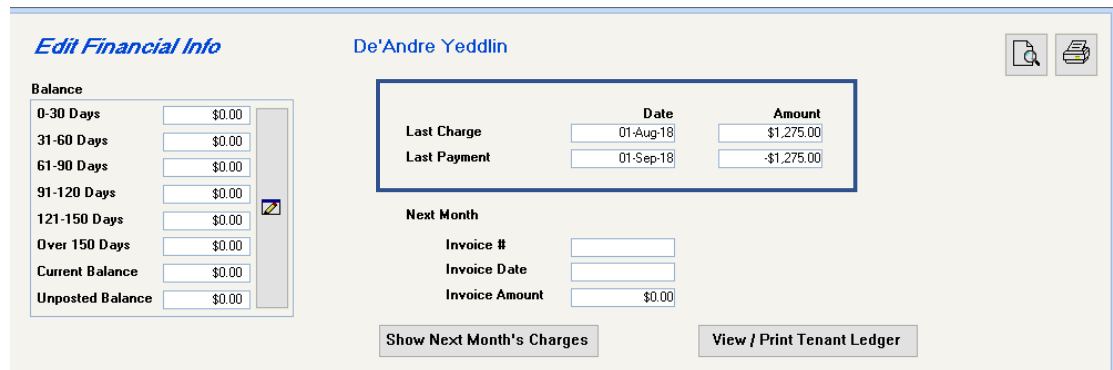
Adobe Mills
 Unit ID 0101 Floor ID 1
 Type Retail Expected Rent
 Status Rented Market Rent
 Usable Area 2750 Previous Rent
 Rentable Area 2750 Vacancy Cost
 Premise Assessment \$0.00 Description
 Key Code 2213567896
 Entry Note

TENANTS

Find Tenants

Tenant Financial Information

It was discovered that the **Last Payment Date** was not updating when a new payment was posted. This has been corrected.



Edit Financial Info De'Andre Yeddlin

Balance
 0-30 Days \$0.00
 31-60 Days \$0.00
 61-90 Days \$0.00
 91-120 Days \$0.00
 121-150 Days \$0.00
 Over 150 Days \$0.00
 Current Balance \$0.00
 Unposted Balance \$0.00

	Date	Amount
Last Charge	01-Aug-18	\$1,275.00
Last Payment	01-Sep-18	-\$1,275.00

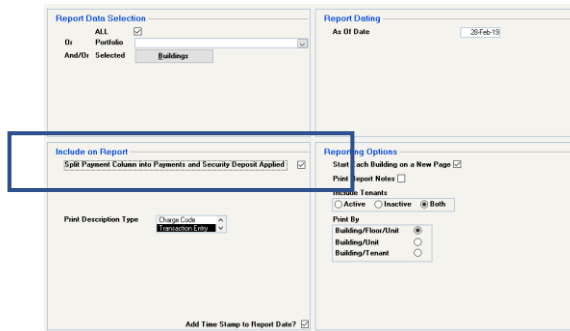
Next Month
 Invoice #
 Invoice Date
 Invoice Amount \$0.00

Show Next Month's Charges View / Print Tenant Ledger

Select a Report

Monthly A/R Summary Report

We have corrected an issue with the Monthly A/R Summary Report when the option "Print with the Payment Columns Split" is selected, the numbers that should be in the **Sec. Dep. Applied** column were printing over the numbers in the **Payment Received** column.



Building: Valley View Apartments		Monthly A/R Summary			by Unit		For: February 2019		28-Feb-2019 2:02 PM	
Unit	Tenant	Opening Balance	Charge Description	Charge Amount	Payment Received	Sec. Dep. Applied	Current Balance			
0201	Bob Nevby	\$2,765.00								
			*** Total ***	\$0.00	\$0.00		(\$235.00)			
** Totals for Building:		\$2,765.00		\$0.00	\$0.00	(\$3,000.00)	(\$235.00)			

Select a Report

Tenants – Charge History

We have corrected an issue with the Tenants – Charge History report. When generating the Charge History report, and selecting Print Code Summary under Reporting Options, the date headers were displaying the wrong years.

Before:

Summary by Code:													
Code	Dec 99	Jan 00	Feb 00	Mar 00	Apr 00	May 00	Jun 00	Jul 00	Aug 00	Sep 00	Oct 00	Nov 00	Annual Total
CAM	0	0	3,500	3,000	3,000	3,000	3,000	0	0	0	0	0	15,500
Cleaning	0	0	250	0	0	0	0	0	0	0	0	0	250
Comm Rent	0	0	59,920	59,920	59,920	59,920	59,920	0	0	0	0	0	299,600
Electric	0	0	0	0	0	0	0	0	600	600	0	0	1,200
GST	0	0	0	0	0	0	0	0	60	60	0	0	120
LostKey	0	0	150	0	0	0	0	0	0	0	0	0	150
Misc	0	0	500	0	0	0	0	0	0	0	0	0	500
SPCMTCE	0	0	576	0	0	0	0	0	0	0	0	0	576
Totals	0	0	64,896	62,920	62,920	62,920	62,920	660	660	0	0	0	317,896

After:

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	3,500	3,000	3,000	3,000	3,000	0	0	0	0	0	15,500
Cleaning	0	0	250	0	0	0	0	0	0	0	0	0	250
Comm Rent	0	0	59,920	59,920	59,920	59,920	59,920	0	0	0	0	0	299,600
Electric	0	0	0	0	0	0	0	0	600	600	0	0	1,200
GST	0	0	0	0	0	0	0	0	60	60	0	0	120
LostKey	0	0	150	0	0	0	0	0	0	0	0	0	150
Misc	0	0	500	0	0	0	0	0	0	0	0	0	500
SPCMTCE	0	0	576	0	0	0	0	0	0	0	0	0	576
Totals	0	0	64,896	62,920	62,920	62,920	62,920	660	660	0	0	0	317,896

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