



Spectra 8.2.2 June 2019

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TABLE OF CONTENTS

BEFORE INSTALLING THIS UPGRADE	3
GENERAL	3
SpecwinU Query	3
Compact, Backup and Restore Tool	3
Security Module – Access Codes	4
"Open Database" Button	4
BUILDING	6
Building Supplier Service	6
Setup / Edit Journal Entry Template	7
Building Master Listing	7
Rent Roll Export to Excel – Selectable	8
Background Screening – Update Screening Status	8
Override Screening Result – "Maybe"	9
Begin Month Charge Rent	9
JOB COST	10
Set Up Cost Account Masters	10
SUPPLIERS	11
AP Invoice Batch Import	11
TENANTS	11
Tenant Charges	11
Tenant Charge Batch Regular or Rapid Entry and Tenant Receipts Regular or Rapid Entry Batch	12
LEGAL NOTICES	13



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

SpecwinU Query

We have added new queries to SpecwinU.

GLCurrentPeriodMTDandYTD – This query will display Month (MTH) and Year to Date G/L Account balances where there has been activity, based on date entered, MTH and YTD Budget and MTH and YTD Variance.

GLCurrentPeriodMTDandYTDAllAccounts – This query will display all Month and Year to Date G/L Account balances based on date entered, MTH and YTD Budget and MTH and YTD Variance for all G/L Accounts, whether there has been activity or not.

These new queries will prompt you to enter the building ID or an asterisk (*) for all buildings, the Calendar Year and the Calendar Month.

Note: These queries compile and display details from the queries **GLCurrentPeriod**, **GLCurrentPeriodAmountsMTH and GLCurrentPeriodAmountsYTD**. These 3 queries are not intended to be run independently.

Compact, Backup and Restore Tool

We have made couple of improvements to the Compact, Backup and Restore tool, and you will see some different progress message dialogs during the Backup and Restore processes. We have also added a separate progress bar for each file.

Restore Tool:

Clients reported that they were not able to use the Restore tool on zip files 750 MB or larger. The Restore Tool has been improved to handle larger zip Files.

Compact Tool:

The Compact process would error out when trying to compact data accessed via UNC path using the servers' IP address. A code change has been made to prevent the compacting error.



Security Module – Access Codes

When creating **User Access Codes** and setting the menu item "**User Data**" as "**Inquiry Only**", users were not able to change the label/definition of the record, but they were able to change the text in the User Data fields. This has been changed. Users who are assigned an access code with this menu item set as "**Inquiry Only**" will not be able to make any edits in the User Data records.

		-	Induiru
Menu/Bar	Menu/Category	<u>l</u> tem	Only
Tab	Tenants	Legal Actions	V
Tab	Tenants	Notes	V
Tab	Tenants	Options	v
Tab	Tenants	Other Space Charges	V
Tab	Tenants	Parking	V
Tab	Tenants	Pre-Payments	V
Tab	Tenants	Prospect Information	V
Tab	Tenants	Recoveries	v
Tab	Tenants	Report Notes	V
Tab	Tenants	Retail Sales	V
Tab	Tenants	Tenant Set Up - All	V
Tab	Tenants	User Data	V

"Open Database" Button

We have added an "**Open Database**" button to the "**Quick Access**" tool bar which will allow users to open the database from any screen in Spectra, including when viewing reports. For example, when viewing the Rent Roll, you notice an amount that you are not sure is correct. Instead of having to exit the report and go to **Find Tenant** > **Charges**, you can now click

"Open" [], find the tenant of interest and drill down to view the tenant record.

L 9	📋 🔏 📴 🖹 🖆 🗋 📄 🗟 🥰 🚚 후 Database Search - Spectra Property Management Software											
File	Spectra									2012/07/07/08/08		
Open	Paste	New Save Control	 S Can't Undo ▼ Previous Record Next Record 	Search Send	Main Menu Daily Tasks I	Menu Star	t Favourites	Schedule Defaults	Scan 🕪 Map	Screening	Switch Windows •	
atabase	Clipboard		Records	Search Send	Menus	Progra	ams Favourites	1001	s	Screening		
Te <u>n</u> ants <u>Suppliers Prospects</u> Othe <u>rs</u> <u>B</u> uildings Owners Banks All												
Se	arch											
B	y: Company Contacts Date Range From	Activities	Description Building	Uni <u>t</u> Auto Searc	F <u>o</u> r: [h □ □ Inclue	le Active Tenar	its Only?				Eind it	
	-										r jna k.	
	Company / Te	nant Nam	e	Building		Building	Unit					
	🗾 Dan Broome, He	eather Fall		Valley View J	Apartments	ValView	0203	Current				
	🗾 Danny Rose			Gala Apartm	ents	GALA	0102	Current	1			
	🗾 Dave MacKay			Cozy Casitas	Condo Association	CCCA01	0402	Current	1			
	🗾 De'Andre Yeddl	in		Ontario Heig	hts	Ontario	0102	Current	1			

Once you have finished viewing the record, click "close" to search for another tenant or click "close" again to return to the report.

This feature works from all report screens and functions in the same way as the **Find Menu**. You can drill down into any database records using the appropriate tab for **Tenants**, **Suppliers**, **Prospects**, **Others**, **Buildings**, **Owners**, **Banks** and **All**.

Note: If you make any changes, you will have to generate the report again to reflect those changes.





Import Sample Chart of Accounts

We have added the ability to import a new Sample General Ledger Chart of Accounts.

To import a new sample chart of accounts; go to **System Tasks > Spectra Utilities > Update Sample Chart of Accounts >** click **Import**.

Sample Chart	Name Demo	Import	✓ Copy to a New Sample Chart	Import New Sample Chart
Account	SubAcct	Alternate G/L Acct	Account Description	Туре
1000			Bank	Asset 🗸
1100			Cash	Asset
1200			Tenants Account Receivables	Import complete X
1300			Misc. Receivables	, · · ·
1400			Investment Fund	
2000			Accounts Payable	Import Successful.
2100			Taxes Due	Master Chart: "Demolmport" imported.
2200			Prperty Mortgages	28 G/L Accounts imported.
2300			Security Deposits	Please review before using this Master Chart
2700			Suspense	,
3000			YTD Net Profit (Loss)	
3100			Equity Acct 1	ОК
3200			Equity Acct 2	
3300			Equity Acct 3	Equity 🗸
3400			Equity Acct 4	Equity 🗸
4000			Rental Income	Revenue 🧹
4100			Other Property Income	Revenue 🧹
4100			Pet Fees	Revenue 🗸
4200			Pre-Paid Accounts	Revenue 🗸
4300			Security Deposits Refunds	Revenue 🗸
4400			Security Deposit Forfeitures	Revenue 🗸
5000			Advertising	Expense 🗸

The import must be in .CSV format and contain the following headers;

File Requirements	Name to Call the new Chart of Accounts. This field will allow up to 50 Alphabetic Charracters and is required for import.	General Ledger Account Number. This field must be a number and is required for the import.	General Ledger Sub-Account. This field maybe Alpha-Numeric, up to 10 charracters and is optional.	General Ledger Alternate Account Number. This field maybe Alpha- Numeric, up to 50 charracters and is optional.	General Ledger Account Description. This field will allow up to 50 Alphabetic Charracters and is required for import.	General Ledger Account Type. This field will allow up to 10 Alphabetic Charracters and is required for import. The "type" must be either; Asset, Liability, Equity, Revenue or Expense. If the AccountType does is not one of the defined values, the import will be rejected.
File Headers						
	ChartName	GLNumber	GLSubAccount	AlternateAccount	AccountDescripti	AccountType
Details	DemoImport	1000	10.001		Bank	Asset
\rightarrow	DemoImport	1100	'01.001		Cash	Asset
	DemoImport	1200			Tenants Account Re	Asset
	DemoImport	1300			Misc. Receivables	Asset
	DemoImport	1400			Investment Fund	Asset
	DemoImport	2000			Accounts Payable	Liability
	DemoImport	2100			Taxes Due	Liability

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When keying this into Excel, before converting to .CSV for import, you will need to add a single apostrophe before a number with a leading zero. E.g.; '010.001.

Note:

The **ChartName** should be a unique name to this chart of accounts. If you attempt to import a sample chart of accounts with the same chart name, an error will pop up advising that the import failed because that ChartName already exists.

Cost Code Master Import failed



Unable to process this import due to the following issue(s): - Chart Name already exists: Demolmport

Correct the data in the import file and and try the import again.

OK

 \times

The AccountType must be either; Asset, Liability, Equity, Revenue or Expense. If any other value is used, the import will be rejected.

BUILDING

Find

Building Supplier Service

The supplier phone number will now display for suppliers added under "Building Supplier Service".

Edit Suppliers	s / Service	Adob	e Mills	
Include Supplier Cont	act Information in Supplier	Lists?		
Sequence Number	Ξ			
Service Code	Landscape		-	Landscaping
Primary Supplier	Romero Landcapes		•	9081 N. 19th Avenue
			(602) 666-6666	Phoenix, AZ

To see the supplier's contact information when choosing a supplier, check "Include Supplier Contact Information in Supplier List?", the supplier contact information will display in the dropdown.



Add Supplier	Add Suppliers / Service Valley View Apartments													
Include Supplier Cont	tact Information in Supplie	r Lists? 🔍 🔍												
Sequence Number	0													
Service Code	Landscape	-	Landscaping											
Primary Supplier														
Secondary Supplier	Arizona Public Service Cactus Cleaning City of Airdrie Utilities City of Phoenix Rubbish City of Phoenix Water Comfort Zone	P.0 Box 2906 400 Main Street SE 200 West Washington A 200 Washington Street 21101 North 19th Avenu		Phoenix, AZ , Airdrie, AB Phoenix, AZ Phoenix, AZ Phoenix, AZ	(602) 371-655 (602) 262-601 (602) 262-625 (602) 585-555									
Notes	- Daniel Levy Daniel Levy Desert Flooring Don's MC Don's MC Ground Up Luc Lechance	1 White Hart Lane 2190A Hymus Blyd	N17	Phoenix, AZ ??, Dorval, QC	(602) 555-201	Daniel	Levy	(602) 255-555	Owner					
	Raymundo Concrete and Stor Romero Landcapes	9081 N. 19th Avenue		, Phoenix, AZ	(602) 666-666	Ricky Aaron	Ruiz Romero	(623) 432-555 (602) 666-666	Owner Owner	-				

Setup / Edit Journal Entry Template

It was reported that attempting to re-sequence a template with over 1000 records would result in the error:

"cmdReSequence: Error #6 Overflow"

A code change has been made so that larger records will re-sequence without error.

Select a Report

Building Master Listing

We have fulfilled a request to have the Building Federal Tax ID number display on the Building Master Listing. The Tax ID will display under the Tax Information section on the report.

Building: Adobe Mills Building ID: Adobe		Buildir	ng Master Listing	aster Listing						
Building Address: Adobe Mills 4250 W. Adobe Mills Way Phoenix AZ 85086 (623) 555-5500	Legal Address:	Mortgag	ge Address:	Remit To Address In Care Of: Valle I 211 North Central Suite 601 Phoenix AZ 850 (602) 555-5555	s: Del Sol Property Avenue 01	Leasing Company				
	Та	ax Information	Buildir	ng Information		Accounting Informat	tion			
Type: Retail		Calculate		Building Area:	32500 Feet	Building Active:	Yes			
# of Floors: 1		Country Tax No		Common Area:	5000 Feet	Base Rent Code:	SC Rent			
# of Units: 10	F	Province Tax No	Gros	s Leasable Area:	27500 Feet	Vacancy Code:				
Parking Lot Type: Numbered		County Tax No		Office Area:	0 Feet	Vacancy Accounting:	No			
#of Stalls: 1E+0		City Tax No		Retail Area:	0 Feet	Sub Account by Unit	No			
Type of Constr.:		Other Tax No	Ту	pical Floor Area:	0 Feet	Accounting Method:	Accrual			
Date built	244		Mi	nimum Divisible:	0 Feet	Fiscal Year End:	December			
Date purchased:		GST / HST # 68-456987	Larg	jest Contiguous:	0 Feet	Last Year Closed:	2016			

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400

450

500

550

600

650

700

750

800

850

CommRent Annual PSF

CommRent Monthly PSF

Parking Annual PSF

Parking Monthly PSF

Excel3 Annual PSF

Excel3 Monthly PSF

Excel4 Annual PSF

Excel4 Monthly PSF

Excel5 Annual PSF

Lease Start

Rent Roll Export to Excel – Selectable

Additional headers have been added to the Rent Roll Export to Excel, to provide additional reporting detail. You will now have the option to include;

- 1. Annual and Monthly Rent Per Square Foot for the 5 available charge columns,
- 2. Total Charges,
- 3. Charge Increase Dates (next and last),
- 4. Increase Amount

	5.	Annua	al and Mo	onthly Ir	icrease	Per Squ	are F	oot.				900	Excel5 Mon	thly PSF]
				-		-						950	Total Charg	es Annual PS	ŝF	1
												1000	Total Charg	es Monthly P	SF	1
												1050	Increase Co	de		Ĩ
												1100	Increase Da	ite		Ĩ
												1150	Increase Arr	nount		ĺ
												1200	Increase An	nual PSF		ĺ
												1250	Increase Mo	onthly PSF		j
icrease nual PSF	increase Monthly PSF	Move Out	Lease Expiry	Last Increase	Next	Vacant Since	MTD Days Vacant	YTD Days Vacant	Usable Area	Rentable Area	Leased Area	Override Area	Expected Rent	Market Rent	CommBent	Total Charges
\$154.17	\$12.85		28-Feb-2024	01-Aug-2018	01-Aug-2020				700	700	700		\$9,218.18		\$8,774.00	\$8,774.00
\$158.03	\$13.17															
\$156.91	\$13.08		28-Feb-2022	01-Aug-2018	01-Aug-2019				705	705	705		\$8,774.00		\$8,774.00	\$8,825.25
\$156.91	\$13.08															
\$153.08	\$12.76		28-Feb-2030	01-Aug-2018	01-Aug-2020				705	705	705		\$9,218.18		\$8,774.00	\$8,774.00
\$156.91	\$13.08															
\$153.08	\$12.76		28-Feb-2019	01-Aug-2018	01-Aug-2020				705	705	705		\$9,218.18		\$8,774.00	\$8,774.00
\$156.91	\$13.08															

Start a Task

Ir An

Background Screening – Update Screening Status

If a user attempts to run a new screening, or requests to update status on a screening result that has been overridden approved, a message will pop up warning the user that this screening has been overridden approved and continuing the action will cause the status to reset based on the results from the new screening.

Building				-			Applicant Status 🔹 💿 Household 🔿 All							
Unit		-												
Applicant							Date Applied - Fro	0						
Referral Source			-				Screening Status				•		Clear Search	
Applicant	-	Building/Unit ID 👻	Status 🚽	Date	Applic 🚽	Sci	reening Status 🚽 🚽	M.A.B.	-	Relationship 🚽	First Name	- Middle Nan -	Last Name	
Screening Test Three		GALA / 0205	Applied	25-F	eb-2019	Declined			N/A	Head of Household	Screening	Test	Three	
Serge Aurier		OSBGS / 0101	Applied	30-1	lan-2019	Overridde	n Approved		N/A	Head of Household	Serge		Aurier	
Test Screening		GALA / 0104	Applied	01-									Screening	
Test Screening 2		ValView / 0205	Applied	25-	Warnir	ig					-23	2	Screening	
Test Screening 4		ValView / 0402	Applied	03-								Screening	4	
					4	The of If you base Do yo	current screening stati u continue with this re d on the results from u ou want to continue v	us is: Ove quest, th On-Site vith your	errida ne scr requ	en Approved eening status will be re est?	eset			
									C	Yes	No			

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If the user selects "Yes" the request will be sent to On-Site. If the user selects "No", the request will be cancelled.



Request Cancelled

Override Screening Result – "Maybe"

Some screenings may return a result of "Maybe", based on parameters set by On-Site. This result did not allow for the decision to be overridden to move in the prospect. A change has been made allow a result of "Maybe" to be overridden.

Oper	Paste Spelli	ing X D	ve ·	 Can't Under Previous R Next Record 	ecord rd sear	ch Send	📧 Main Menu 🔝 Daily Tasks Menu 记 Reports Menu	Start	Favourites	Schedule Defaults	🛃 Scan	Screening	Switch Windows	Close	? Help		
Databa	ise Clipboard		F	Records	Se	arch Send	Menus	Programs	Favourites	Too	ls	Dis	play Applican	t List		1	
E	Background	Screer	ing .	Applica	nt Líst							Ru	n Background eck for Chang	Screenin e in Statu	ig Is		
Bu	uilding				\sim		Applicant Status		\sim	Househ	old 🔾	All	cector enung	e in state			
Ur	nit		\sim									Vie	w Detail Repo	rt			
Ар	oplicant					Date Applied - From			То			Ru	Run an Update Screen				
Re	eferral Source			\sim			Screening Status			~		Ov	erride Househ	old Resul	lt Þ	Approve Household	_
	Applicant	- Building	Unit ID	- Status -	Date Applie	Scr	eening Status 🚽	M.A.B	Relationsh	ip 🕳 First	Name 🕳 M	lide	ciniae nioasen	ond needa		Approve Household	
S	creening Test Three	GALA /	1205	Applied	25-Feb-2019	Declined		N/A	Head of House	hold Scre	ening T	est Ab	out Backgroui	nd Screen	ning	Approve Household with Co	nditions
S	ierge Aurier	OSBGS	/ 0101	Applied	30-Jan-2019	Declined		N/A	Head of House	hold Serg	е		Aurier	Appl	licant	UnsiteBus Building	
T	est Screening	GALA /	0104	Applied	01-Feb-2019	Declined		N/A	Head of House	shold Test			Screening	Appl	licant	Gala Apartments	
T	est Screening 2	VaView	/ 0205	Applied	25-Feb-2019	Not Yet Ru	un	N/A	Head of House	shold Test	2		Screening	Appl	licant	Valley View Apartments	
Ī	est Screening 4	ValView	/ 0402	Applied	03-Mar-2019	Mavbe		N/A	Head of House	hold Test	S	creenina	4	App	licant	Valley View Apartments	

Begin Month Charge Rent

When running the Begin Month Charge batch and selecting the option to **Print Description Type - Extended Description – Parking / Other Spaces**, the summary totals at the end of the **Begin Month Report** were not summarizing correctly. The summary section was pulling in each individual tenant parking/other spaces charges causing an alignment issue making the totals appear to be inaccurate. This has been corrected. The Summary will now display a total for each charge code.

	Rent Commercial	3000	17,387.00 3000	-17,387.00
		Lease Type Totals:	54,714.00	-54,714.00
	Building: Pla	za Towers - Totals:	54,714.00	-54,714.00
Common Area Estimate Parking Rent Commercial	\$2,500.00 \$51.00 \$52,163.00			
** Total Charges	\$54,714.00			



JOB COST

Start a Task

Set Up Cost Account Masters

We have created an Import feature to make adding new Job Cost Account Masters more convenient. To import a new Job Cost Account Master list; go to Jobs > Start a Task > Update Cost Account Masters and click Import.

		Cost Account	Description		Level	Г Туре				
Create New Set	▶	3000-001	Concrete			- Building 🤍				
Cleale New Jel		3000-002	Lumber			- Building 🤍				
		3000-003	MISC. Hardware			- Building 🧹				
		3000-004	Utility			/ Building 🧹				
	3000-004-0 Electrical			НЗ 🧹	🖌 Building 🧹					
		3000-005	Roofing		H4 🗸	🖌 Building 🧹				
		3000-006	Paving		H4 🗸	- Building 🧹				
Copy to a New		3000-007	Common Area Lighting		mulata	· · · · · · · · · · · · · · · · · · ·	1			
ACCOUNT Master		3000-008	Landscaping	import co	mpiere					
		3000-009	Fixtures							
	3000-010 3000-011 3000-012 3000-013 3000-014 3000-015		Unit Finishes		Import Successful.					
			Paint U			Master Set: "TestSet" imported				
			Finish-Fixtures		19 Cost Account Codes imported.					
			Fire Prevention Systems		· · · · · · · · · · · · · · · · · · ·					
Import New			Roofing		Please review before using this Master set for a Job					
Account Master			HVAC							
		3000-016	Zoning and Licenses			OK				
	*	ŧ				<u> </u>				
		_					2			

This file will need to be in .CSV format and will require the following headers;

File Requirements	Name to Call the new Job Cost Account Set. This field will allow up to 20 Alphabetic Charracters and is required for import.	Cost Account Number. This field may be up to 10 number and is required for the import.	Cost Account Description. May be up to 50 Alphabetic Charracters and is required for the import.	Level. Must be either H4-Header 4, H3- Header3, H2-Header2, H1-Header1, P - Posting, T1-Total 1, T2- Total 2, T3-Total 3, or T4 Total 4 and is required for the import.	AnalysisType, may be up to 10 Alphabetic charracters. MUST be either Building, Land or None. Field is ¢ required for import.		
File Headers	CostAccountSetCode	CostAccountCode	CostAccountDescription	LevelCode	AnalysisType		
Details	TestSet	3000-001	Concrete	H4'	Building		
\rightarrow	TestSet	3000-002	Lumber	H4'	Building		
	TestSet	3000-004	MISC. Hardware	H4'	Building		
	TestSet	3000-003	Utility	H4'	Building		

When keying this into Excel, before converting to .CSV for import, you will need to add a single apostrophe before a number with a leading zero. E.g.; '010.001

Note: The CostAccountSetCode should be a unique name. If you attempt to import an account set with a duplicate name, an error will pop up advising that the import failed because that Cost Account Set Code already exists.



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SPECTRA -8.2.2 Release Notes



SUPPLIERS

Start a Task

AP Invoice Batch Import

We have made a change to the AP Import process to handle invoice amounts that contain more than 2 decimal places. The import process will automatically round to the nearest cent. In the example below, the system has rounded the amount keyed as \$280.7585 up to \$280.76, whereas the invoice keyed as \$115.2002 was rounded down to \$115.20.

VendorID, VendorName, BuildingID, BankID, InvoiceNumber, InvoiceDate, PostingDate, PaymentDueDate, InvoiceAmount, GLAccount, InvoiceDescription, VoucherNumber, PurchaseOrderNumber, ReferenceNumber, LineDescription, CostCode, MaintCode, UnitID, Ener gyCode, EnergyUnits, JobCode, PhaseCode, SubPhaseCode, CommitmentNumber, CostAccount, CostAmount, RetentionAmount, JobCostTy pe, LenderLoanDraw

🚺 Comfort Zone	2019-6-2234568-19	01-Jun-2019	\$280.76	\$280.76
Comfort Zone	2019-6-2234568-20	01-Jun-2019	\$115.20	\$115.20

TENANTS

Find

Tenant Charges

We have added an enhancement to make it easier to distinguish between current charges and historic charges. Once a charge is marked "History", the line item will be shaded blue. This enhancement has been applied to;

- 1. Charges
- 2. Other Space Charges
- 3. Parking Charges
- 4. Commission
- 5. Amortization
- 6. S.L. Rent
- 7. Pre-Payments
- 8. Recoveries
 9. % Rent
- 10. **Legal**
- 10. Legal
- 11. Collections
- 12. Insurance 13. CPI
- 13. C
 - 14. Porter's Wage.

	Building	Unit	Code	Base	Rev	Start	End	Frq	Amount	Rate
2	Adobe Mills	0101	Parking	\checkmark	\checkmark	01-Jul-2019	30-Jun-2020	W	127.00	0.00
2	Adobe Mills	0101	Parking	\checkmark	\checkmark	01-Jan-2018	30-Jun-2019	W	125.00	0.00
2	Adobe Mills	0101	SC Rent	\checkmark		01-Mar-2018		М	15,887.00	69.33
2	Adobe Mills	0101	CAM		\checkmark	01-Jan-2017	28-Feb-2018	М	575.00	2.51
2	Adobe Mills	0101	SC Rent	\checkmark		01-Jan-2017	28-Feb-2018	М	15,575.00	67.96



Tenant Charge Batch Regular or Rapid Entry and Tenant Receipts Regular or Rapid Entry Batch

An enhancement has been added to provide a warning if you attempt to post a charge or receipt to a tenant that has moved out. If you select 'Yes', you may proceed with entering the charge/receipt. If you select 'No', the action will be cancelled.

Add P	Receip	ot						Batch	# 459	
Sea <u>r</u> ch Found	Tenant Coleen D)avidson	Building Cozy Casitas I	Condo Association	Unit		Contact	.		
Date Cheque Apply By Late Fee Pay Now	#	05Jun-19 Line Item 💌 \$0.00	Payment Type Description NSF Fee NSF Code Pay Now	Check	Moved Ou	ut Warning Selected tena Do you want	ant has moved out! to continue to enter this	Receipt?		\$0.00
Ref		Due Date Code	Description				Yes	No	Apply	





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