Spectra 8.2.2

June 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

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.

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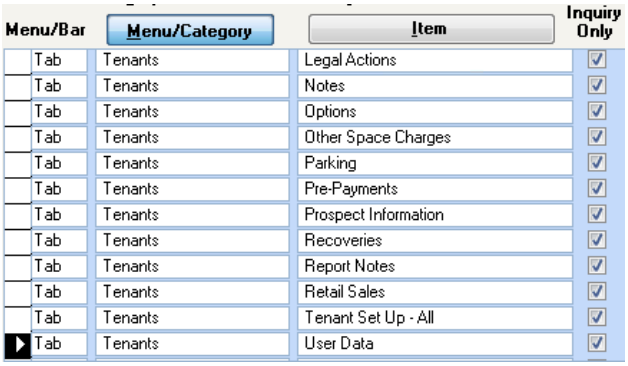
Security Module – Access Codes

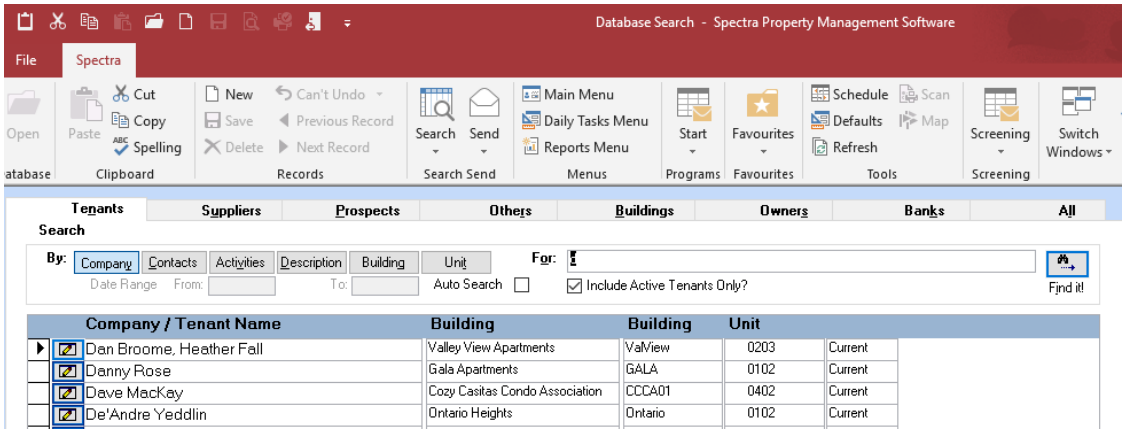
When creating **User Access Codes** and setting the menu item "**User Data"** as "**Inquiry Only"**, users were not able to change the label/definition of the record, but they were able to change the text in the User Data fields. This has been changed. Users who are assigned an access code with this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



Menu/Bar	Menu/Category	Item	Inquiry Only
Tab	Tenants	Legal Actions	☑
Tab	Tenants	Notes	☑
Tab	Tenants	Options	☑
Tab	Tenants	Other Space Charges	☑
Tab	Tenants	Parking	☑
Tab	Tenants	Pre-Payments	☑
Tab	Tenants	Prospect Information	☑
Tab	Tenants	Recoveries	☑
Tab	Tenants	Report Notes	☑
Tab	Tenants	Retail Sales	☑
Tab	Tenants	Tenant Set Up - All	☑
Tab	Tenants	User Data	☑

"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.



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.

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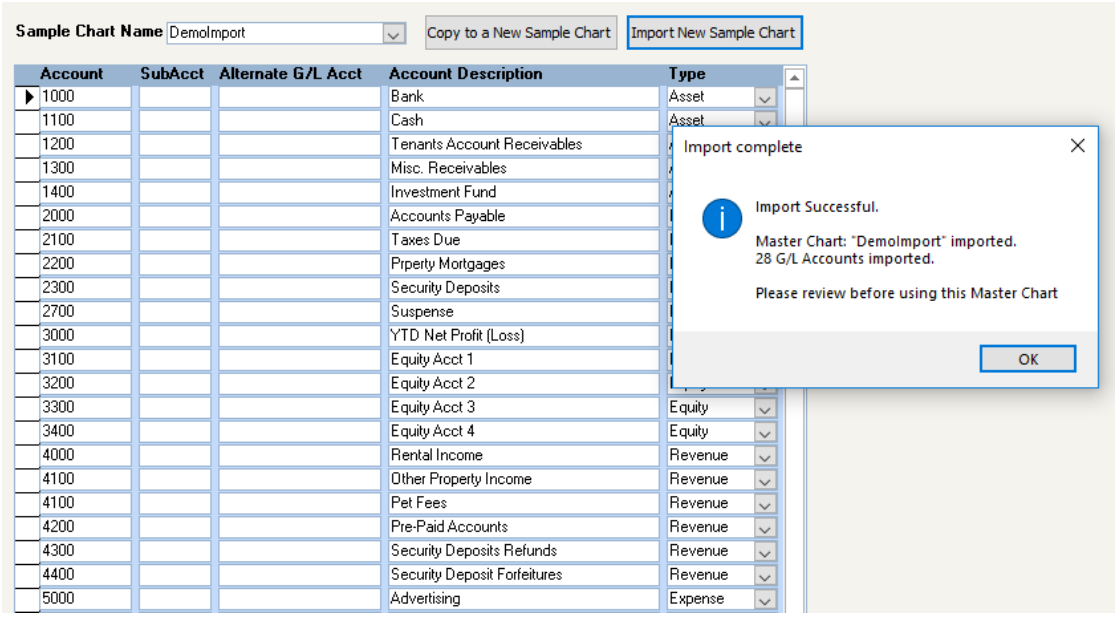
Import Sample Chart of Accounts

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**.



Account	SubAcct	Alternate G/L Acct	Account Description	Type
1000			Bank	Asset
1100			Cash	Asset
1200			Tenants Account Receivables	
1300			Misc. Receivables	
1400			Investment Fund	
2000			Accounts Payable	
2100			Taxes Due	
2200			Prperty Mortgages	
2300			Security Deposits	
2700			Suspense	
3000			YTD Net Profit (Loss)	
3100			Equity Acct 1	
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
	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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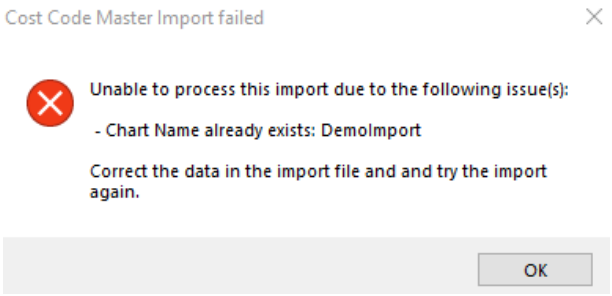
When keying this into Excel, before converting to .CSV for import, you will need to add a single apostrophe before a number with a leading zero. E.g.; ’010.001.

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.



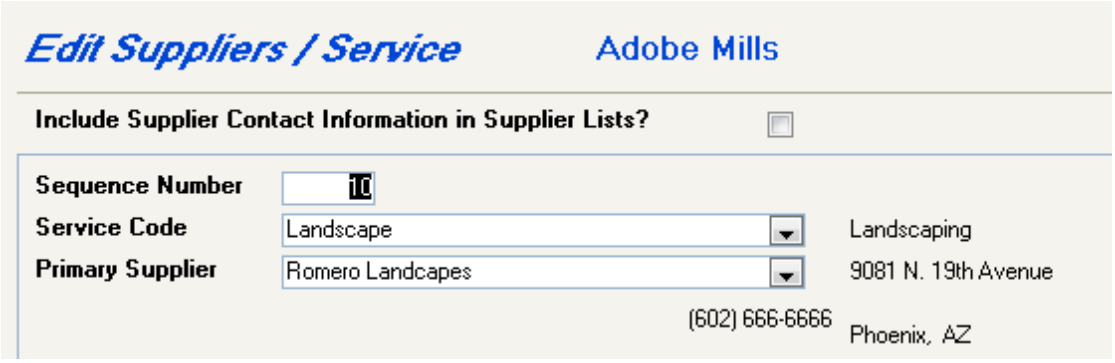
The **AccountType** must be either; **Asset**, **Liability**, **Equity**, **Revenue** or **Expense**. If any other value is used, the import will be rejected.

BUILDING

Find

Building Supplier Service

The supplier phone number will now display for suppliers added under “**Building Supplier Service**”.



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 drop-down.

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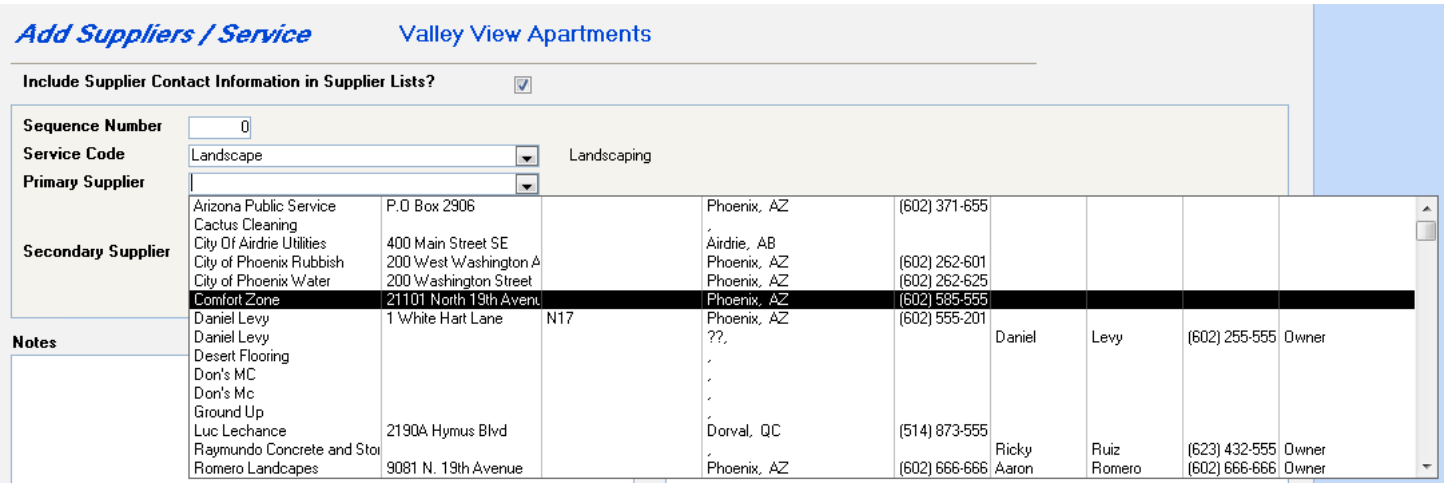


Setup / Edit Journal Entry Template

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

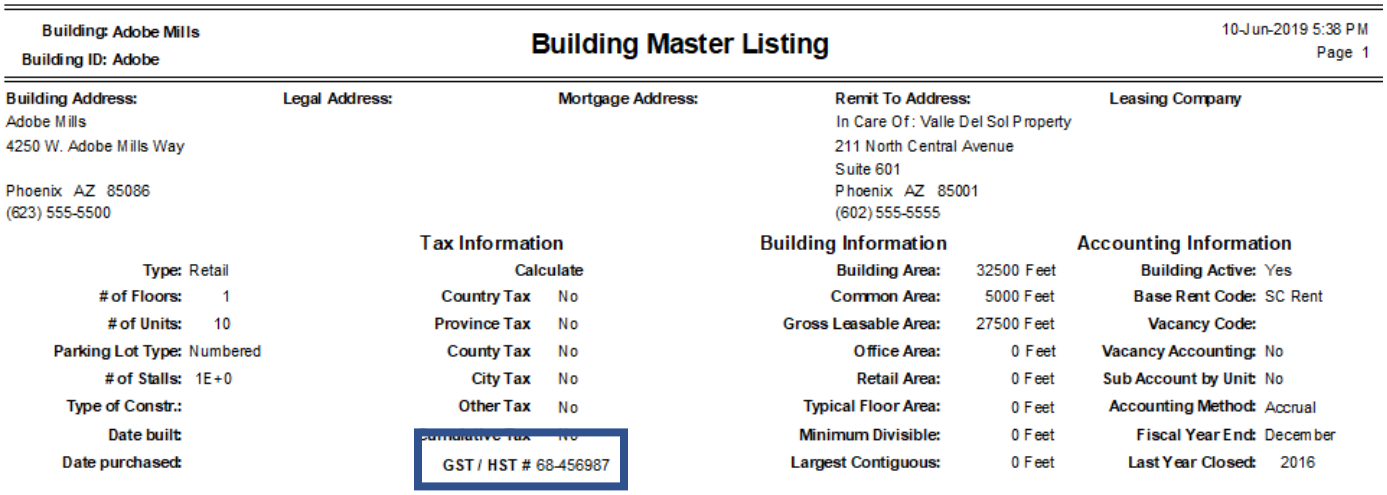
"cmdReSequence: Error #6 Overflow"

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

Building Master Listing

10-Jun-2019 5:38 PM
Page 1

Building Address:
Adobe Mills
4250 W. Adobe Mills Way

Phoenix AZ 85086
(623) 555-5500

Legal Address:

Mortgage Address:

Remit To Address:
In Care Of: Valle Del Sol Property
211 North Central Avenue
Suite 601
Phoenix AZ 85001
(602) 555-5555

Leasing Company

Tax Information

Type:	Retail
# of Floors:	1
# of Units:	10
Parking Lot Type:	Numbered
# of Stalls:	1E+0
Type of Constr.:	
Date built:	
Date purchased:	

Calculate	
Country Tax	No
Province Tax	No
County Tax	No
City Tax	No
Other Tax	No
GST / HST #	68-456987

Building Information

Building Area:	32500 Feet
Common Area:	5000 Feet
Gross Leasable Area:	27500 Feet
Office Area:	0 Feet
Retail Area:	0 Feet
Typical Floor Area:	0 Feet
Minimum Divisible:	0 Feet
Largest Contiguous:	0 Feet

Accounting Information

Building Active:	Yes
Base Rent Code:	SC Rent
Vacancy Code:	
Vacancy Accounting:	No
Sub Account by Unit:	No
Accounting Method:	Accrual
Fiscal Year End:	December
Last Year Closed:	2016

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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. **Annual** and **Monthly Increase Per Square Foot**.

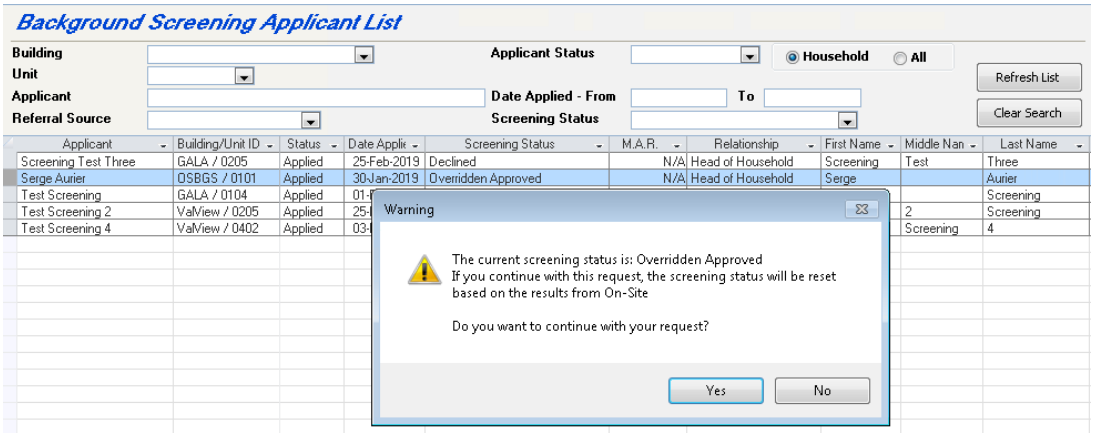
400	CommRent Annual PSF
450	CommRent Monthly PSF
500	Parking Annual PSF
550	Parking Monthly PSF
600	Lease Start
650	Excel3 Annual PSF
700	Excel3 Monthly PSF
750	Excel4 Annual PSF
800	Excel4 Monthly PSF
850	Excel5 Annual PSF
900	Excel5 Monthly PSF
950	Total Charges Annual PSF
1000	Total Charges Monthly PSF
1050	Increase Code
1100	Increase Date
1150	Increase Amount
1200	Increase Annual PSF
1250	Increase Monthly PSF

Increase Annual PSF	Increase Monthly PSF	Move Out	Lease Expiry	Last Increase	Next Increase	Vacant Since	MTD Days Vacant	YTD Days Vacant	Usable Area	Rentable Area	Leased Area	Override Area	Expected Rent	Market Rent	CommRent	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

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.



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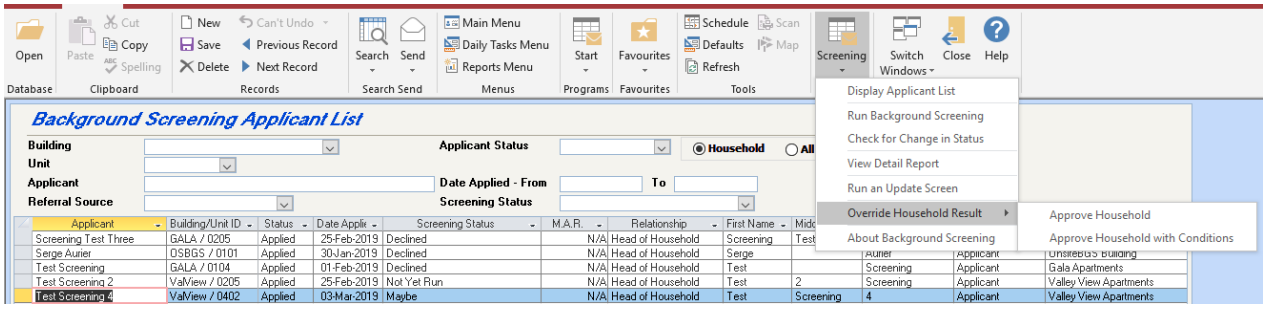
If the user selects “Yes” the request will be sent to On-Site. If the user selects “No”, the request will be cancelled.

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.



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: Plaza Towers - Totals:		54,714.00		-54,714.00

Common Area Estimate	$2,500.00
Parking	$51.00
Rent Commercial	$52,163.00
** Total Charges	$54,714.00

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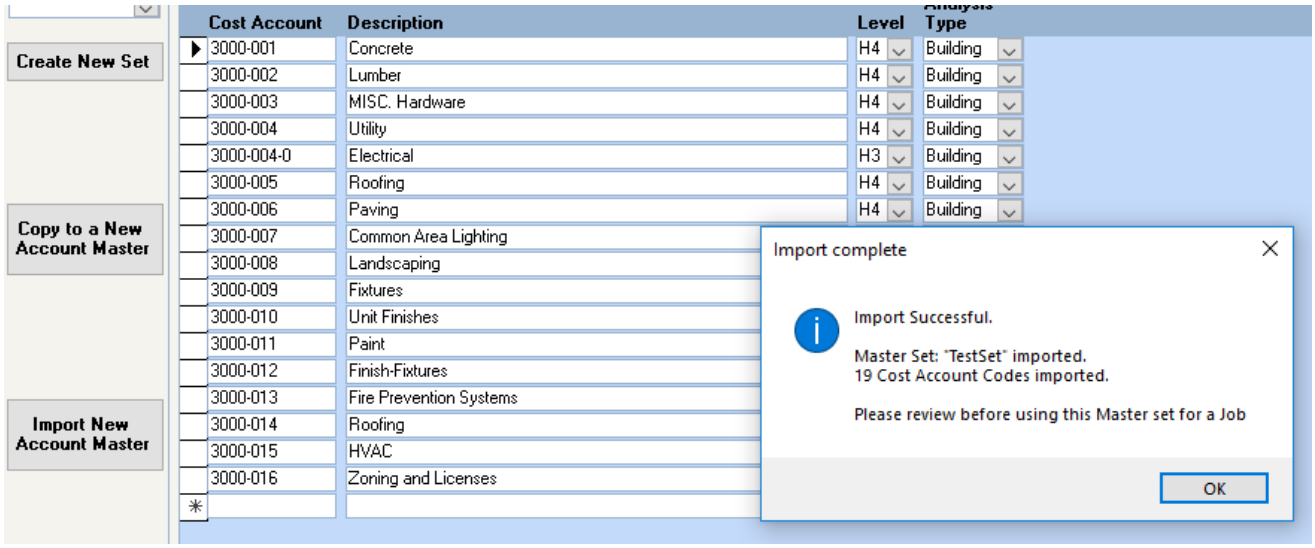
JOB COST

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.**

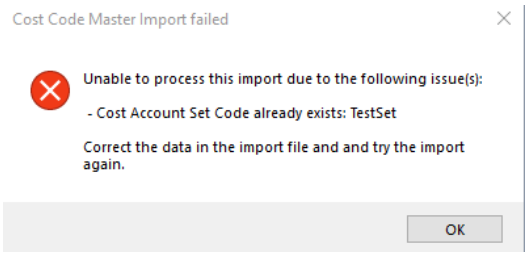


This file will need to be in .CSV format and will require the following headers;

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
	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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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
CZ110,Comfort Zone,Adobe,2,2019-6-2234568-14,6/1/2019,6/1/2019,6/15/2019,280.7585,4280,HVAC-Summer
MTCE,,,,,,,,,,,,,,,,,,
CZ110,Comfort Zone,Arlin,54,2019-6-2234568-25,6/1/2019,6/1/2019,6/27/2019,115.2002,4280,HVAC-Summer
MTCE,,,,,,,,,,,,,,,,,,
```

	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**
11. **Collections**
12. **Insurance**
13. **CPI**
14. **Porter’s Wage**.

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

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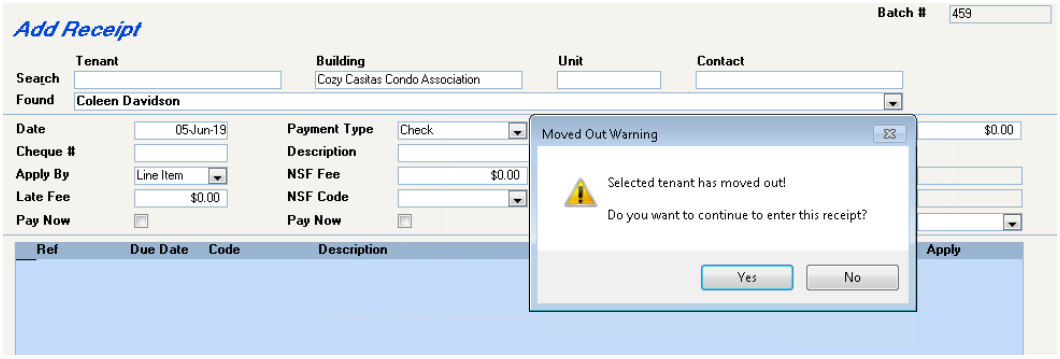
Tenant Charge Batch Regular or Rapid Entry and Tenant Receipts Regular or Rapid Entry Batch

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.



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