



Spectra 8.2.2.1

July 2019

Please distribute to all Spectra users in your company.

Support Email: support@Spectra.ca
Visit us online at: www.Spectra.ca
Support Telephone: (866) 718-2345
Support Fax: (866) 513-0961

TABLE OF CONTENTS

BEFORE INSTALLING THIS UPGRADE.....	3
GENERAL	3
Microsoft Updates Issues	3
SpecwinU Query	5
Compact, Backup and Restore Tool	5
Security Module – Access Codes.....	5
“Open Database” Button	6
BUILDING	7
Building Supplier Service	7
Setup / Edit Journal Entry Template	8
Building Master Listing	8
Rent Roll Export to Excel – Selectable.....	9
Background Screening – Update Screening Status	10
Override Screening Result – “Maybe”	10
Begin Month Charge Rent.....	11
JOB COST.....	11
Set Up Cost Account Masters.....	11
SUPPLIERS	12
AP Invoice Batch Import	12
TENANTS	13
Tenant Charges.....	13
Tenant Charge Batch Regular or Rapid Entry and Tenant Receipts Regular or Rapid Entry Batch	13
Billed, Collected – 1 st Commercial.....	14
LEGAL NOTICES	15

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.

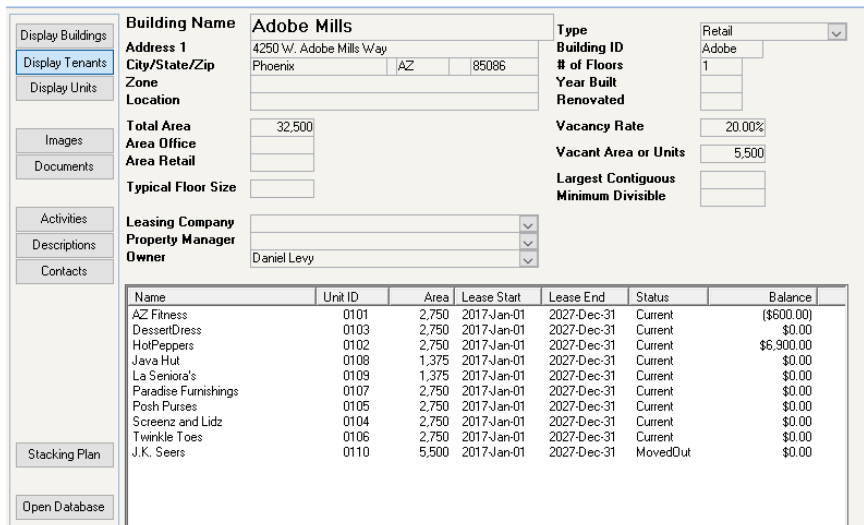
GENERAL

Microsoft Updates Issues

A few times in the past decade, Microsoft Office updates have caused operational issues with Spectra, beyond our control. With Microsoft now releasing updates 2-3 times per month, the risk of such occurrences has increased, including the recent problem where the Microsoft Office 365 1906 update rendered Spectra unable to start up. To that end, we have identified the specific file that the Microsoft updates impact and have made a permanent change in Spectra to deprecate our usage of this file. This does not mean that a Microsoft update will never again impact Spectra, however this greatly reduces the exposure. If you use Microsoft Office 2016, you can further reduce your risk by changing your Office account to the semi-annual update channel.

By discontinuing the use of this file, you will notice some changes in the appearance of other areas in the software. Such as the EIS Dashboard and search functions accessed from the ribbon Search menu. These changes are cosmetic, and do not impact the functionality of these features.

EIS Dashboard Before:



Name	Unit ID	Area	Lease Start	Lease End	Status	Balance
AZ Fitness	0101	2,750	2017-Jan-01	2027-Dec-31	Current	(\$600.00)
DessertDress	0103	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
HofPeppers	0102	2,750	2017-Jan-01	2027-Dec-31	Current	\$6,900.00
Java Hut	0108	1,375	2017-Jan-01	2027-Dec-31	Current	\$0.00
La Seniors	0109	1,375	2017-Jan-01	2027-Dec-31	Current	\$0.00
Paradise Furnishings	0107	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
Posh Purses	0105	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
Screenz and Lidz	0104	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
Twinkle Toes	0106	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
J.K. Seers	0110	5,500	2017-Jan-01	2027-Dec-31	MovedOut	\$0.00

After:

Display Buildings
Display Tenants
Display Units

Images
Documents
Activities
Descriptions
Contacts

Stacking Plan
Open Database

Building Name Adobe Mills
Address 1 4250 W. Adobe Mills Way
City/State/Zip Phoenix AZ 85086
Location
Total Area 32,500
Area Office
Area Retail
Typical Floor Size
Leasing Company
Property Manager
Owner Daniel Levy

Type Retail
Building ID Adobe
of Floors 1
Year Built
Renovated
Vacancy Rate 20.00%
Vacant Area or Units 5,500
Largest Contiguous
Minimum Divisible

Name	Unit ID	Area	Lease Start	Lease End	Status	Balance
AZ Fitness	0101	2,750	2017-Jan-01	2027-Dec-31	Current	(\$500.00)
DessertDress	0103	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
HotPeppers	0102	2,750	2017-Jan-01	2027-Dec-31	Current	\$5,900.00
J.K. Seers	0110	5,500	2017-Jan-01	2027-Dec-31	MovedOut	\$0.00
Java Hut	0108	1,375	2017-Jan-01	2027-Dec-31	Current	\$0.00
La Serrano's	0109	1,375	2017-Jan-01	2027-Dec-31	Current	\$0.00
Paradise Furnishings	0107	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
Posh Purses	0105	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
Screenz and Lids	0104	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00
Twinkle Toes	0106	2,750	2017-Jan-01	2027-Dec-31	Current	\$0.00

Search Before:

Open Paste Copy Save Previous Record Search Send Main Menu Daily Tasks Menu Start Favourites Defaults Map Screening Switch Windows Close

Database Clipboard Records Search Send Menus Programs Favourites Tools Screening Switch Windows Close

Property Search

Fill in the form with your selection criteria and press the "Search" button

Search
All Bldgs
Start Again
Recalculate
Create Portfolio

Building Name
Address 1
City/State/Zip
Zone
Location
Total Area
Area Office
Area Retail
Typical Floor Size
Leasing Company
Property Manager
Owner

Type
Building ID
of Floors
Year Built
Renovated
Vacancy Rate
Vacant Area or Units
Largest Contiguous
Minimum Divisible

Results

Building	Bldg ID	City	Area	Vacant	Location	Zone
Adobe Mills	Adobe	Phoenix	32,500	5,500		
Arlington Demo	ARLUN	Arling	25,000			
Blank Building	BBFLES	Phoenix		50		
Canyon Acres	CANYON	Peoria	15,000			
Cozy Castles Condo Association	CCCA01	Phoenix				
Desert Vista	Vista	Peoria				
FDTest	FDTest	Phoenix				
Gala Apartments	GALA	Litchfield Park	20,000	6		
OnateBGS Building	OSBGS	Phoenix		6		
Ontario Heights	Ontario	Thunder Bay	5,000			
Plaza Towers	Plaza	Scottsdale	5,640	705		
Test	Test	Albion				
Test Comm	TComm	Glendale				
Test-FinDep	TFinDep	Peoria		2,000		
TestBldg1	TB1	Peoria				
Valle del Sol	FD-Valle	Phoenix				
Valley View Apartments	ValView	Phoenix	15,000	64		

After:

Open Paste Copy Save Previous Record Search Send Main Menu Daily Tasks Menu Start Favourites Defaults Map Screening Switch Windows Close

Database Clipboard Records Search Send Menus Programs Favourites Tools Screening Switch Windows Close

Property Search

Fill in the form with your selection criteria and press the "Search" button

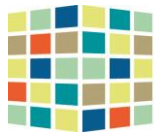
Search
All Bldgs
Start Again
Recalculate
Create Portfolio

Building Name
Address 1
City/State/Zip
Zone
Location
Total Area
Area Office
Area Retail
Typical Floor Size
Leasing Company
Property Manager
Owner

Type
Building ID
of Floors
Year Built
Renovated
Vacancy Rate
Vacant Area or Units
Largest Contiguous
Minimum Divisible

Results

Building	Bldg ID	City	Area	Vacant	Location	Zone
Adobe Mills	Adobe	Phoenix	32,500	5,500		
Arlington Demo	ARLUN	Arling	25,000			
Blank Building	BBFLES	Phoenix		50		
Canyon Acres	CANYON	Peoria	15,000			
Cozy Castles Condo Association	CCCA01	Phoenix				
Desert Vista	Vista	Peoria				
FDTest	FDTest	Phoenix				
Gala Apartments	GALA	Litchfield Park	20,000	6		
OnateBGS Building	OSBGS	Phoenix		6		
Ontario Heights	Ontario	Thunder Bay	5,000			
Plaza Towers	Plaza	Scottsdale	5,640	705		
Test	Test	Albion				
Test Comm	TComm	Glendale				
Test-FinDep	TFinDep	Peoria		2,000		
TestBldg1	TB1	Peoria				
Valle del Sol	FD-Valle	Phoenix				
Valley View Apartments	ValView	Phoenix	15,000	64		



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

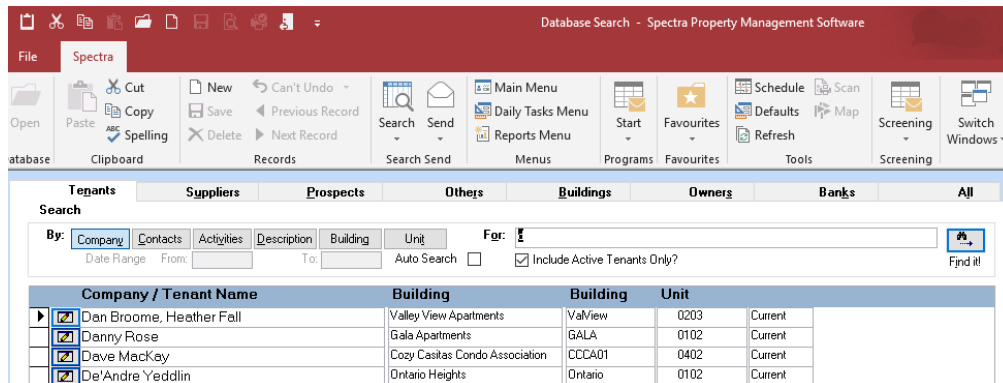
When creating **User Access Codes** and setting the menu item “**User Data**” as “**Inquiry Only**”, users were not able to change the label/definition of the record, but they were able to change the text in the User Data fields. This has been changed. Users who are assigned an access code with this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

Menu/Bar	Menu/Category	Item	Inquiry Only
Tab	Tenants	Legal Actions	<input checked="" type="checkbox"/>
Tab	Tenants	Notes	<input checked="" type="checkbox"/>
Tab	Tenants	Options	<input checked="" type="checkbox"/>
Tab	Tenants	Other Space Charges	<input checked="" type="checkbox"/>
Tab	Tenants	Parking	<input checked="" type="checkbox"/>
Tab	Tenants	Pre-Payments	<input checked="" type="checkbox"/>
Tab	Tenants	Prospect Information	<input checked="" type="checkbox"/>
Tab	Tenants	Recoveries	<input checked="" type="checkbox"/>
Tab	Tenants	Report Notes	<input checked="" type="checkbox"/>
Tab	Tenants	Retail Sales	<input checked="" type="checkbox"/>
Tab	Tenants	Tenant Set Up - All	<input checked="" type="checkbox"/>
Tab	Tenants	User Data	<input checked="" type="checkbox"/>

“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.

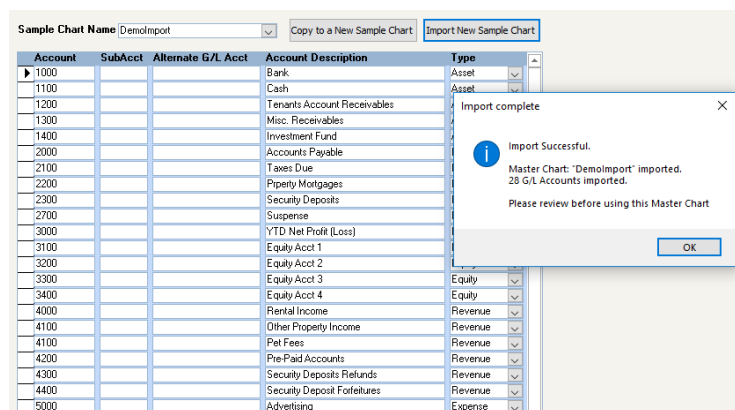
This feature works from all report screens and functions in the same way as the **Find Menu**. You can drill down into any database records using the appropriate tab for **Tenants, Suppliers, Prospects, Others, Buildings, Owners, Banks** and **All**.

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

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**.





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 Characters 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 may be Alpha-Numeric, up to 10 characters and is optional.	General Ledger Alternate Account Number. This field may be Alpha-Numeric, up to 50 characters and is optional.	General Ledger Account Description. This field will allow up to 50 Alphabetic Characters and is required for import.	General Ledger Account Type. This field will allow up to 10 Alphabetic Characters 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	AccountDescription	AccountType
Details	DemolImport	1000	10.001		Bank	Asset
	DemolImport	1100	'01.001		Cash	Asset
	DemolImport	1200			Tenants Account R	Asset
	DemolImport	1300			Misc. Receivables	Asset
	DemolImport	1400			Investment Fund	Asset
	DemolImport	2000			Accounts Payable	Liability
	DemolImport	2100			Taxes Due	Liability

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: DemolImport

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

OK

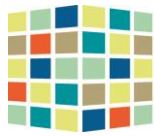
The **AccountType** must be either; **Asset**, **Liability**, **Equity**, **Revenue** or **Expense**. If any other value is used, the import will be rejected.

BUILDING

Find

Building Supplier Service

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



Edit Suppliers / Service Adobe Mills

Include Supplier Contact Information in Supplier Lists? ☐

Sequence Number

Service Code Landscaping

Primary Supplier 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 drop-down.

Add Suppliers / Service Valley View Apartments

Include Supplier Contact Information in Supplier Lists? ☒

Sequence Number

Service Code Landscaping

Primary Supplier

Secondary Supplier

Arizona Public Service	P.O Box 2906		Phoenix, AZ	(602) 371-655				
Cactus Cleaning			Airdrie, AB					
City Of Airdrie Utilities	400 Main Street SE		Phoenix, AZ	(602) 262-601				
City of Phoenix Rubbish	200 West Washington A		Phoenix, AZ	(602) 262-625				
City of Phoenix Water	200 Washington Street		Phoenix, AZ	(602) 585-555				
Comfort Zone	21101 North 19th Avenue		Phoenix, AZ	(602) 555-201				
Daniel Levy	1 White Hart Lane	N17	Phoenix, AZ		Daniel	Levy	(602) 255-555	Owner
Daniel Levy			??,					
Desert Flooring								
Don's MC								
Don's Mc								
Ground Up								
Luc Lechance	2190A Hymus Blvd		Dorval, QC	(514) 873-555				
Raymundo Concrete and Stoi					Ricky	Ruiz	(623) 432-555	Owner
Romero Landscapes	9081 N. 19th Avenue		Phoenix, AZ	(602) 666-666	Aaron	Romero	(602) 666-666	Owner

Notes

Setup / Edit Journal Entry Template

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

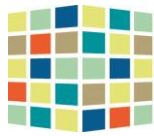
"cmdReSequence: Error #6 Overflow"

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:
Type: Retail		Tax Information		Building Information
# of Floors: 1		Calculate		Building Area: 32500 Feet
# of Units: 10		Country Tax: No		Common Area: 5000 Feet
Parking Lot Type: Numbered		Province Tax: No		Gross Leasable Area: 27500 Feet
# of Stalls: 1E+0		County Tax: No		Office Area: 0 Feet
Type of Constr.:		City Tax: No		Retail Area: 0 Feet
Date built:		Other Tax: No		Typical Floor Area: 0 Feet
Date purchased:		Simulative Tax: No		Minimum Divisible: 0 Feet
		GST / HST # 68-456987		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

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.**

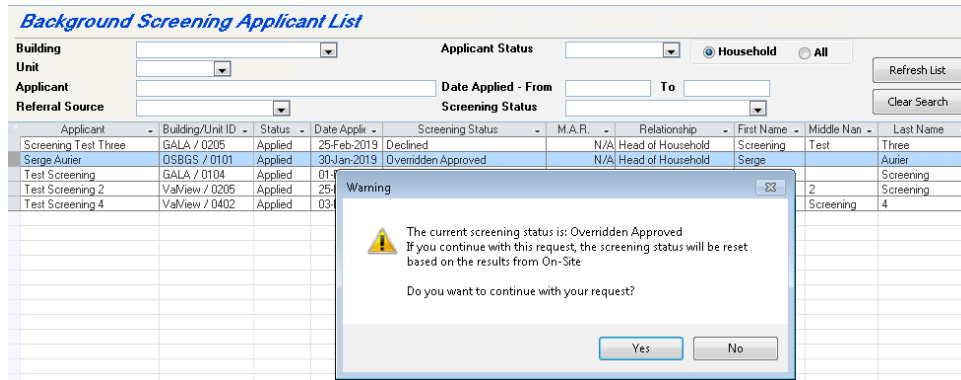
400	CommRent Annual PSF
450	CommRent Monthly PSF
500	Parking Annual PSF
550	Parking Monthly PSF
600	Lease Start
650	Excel3 Annual PSF
700	Excel3 Monthly PSF
750	Excel4 Annual PSF
800	Excel4 Monthly PSF
850	Excel5 Annual PSF
900	Excel5 Monthly PSF
950	Total Charges Annual PSF
1000	Total Charges Monthly 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	Comm Rent	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.



Background Screening Applicant List

Building: [Dropdown] Applicant Status: [Dropdown] ☒ Household ☐ All

Unit: [Dropdown] Date Applied - From: [Text] To: [Text]

Applicant: [Text] Screening Status: [Dropdown]

Referral Source: [Dropdown]

Applicant	Building/Unit ID	Status	Date Applied	Screening Status	M.A.R.	Relationship	First Name	Middle Name	Last Name
Screening Test Three	GALA / 0205	Applied	25-Feb-2019	Declined	N/A	Head of Household	Screening	Test	Three
Serge Aurier	OSBGS / 0101	Applied	30-Jan-2019	Overridden Approved	N/A	Head of Household	Serge		Aurier
Test Screening	GALA / 0104	Applied	01-Feb-2019	Declined	N/A	Head of Household	Test		Screening
Test Screening 2	VaView / 0205	Applied	25-Feb-2019	Not Yet Run	N/A	Head of Household	Test	2	Screening
Test Screening 4	VaView / 0402	Applied	03-Mar-2019	Maybe	N/A	Head of Household	Test	Screening	4

Warning

The current screening status is: Overridden Approved
 If you continue with this request, the screening status will be reset based on the results from On-Site.

Do you want to continue with your request?

Yes No

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

On-Site Background Screening

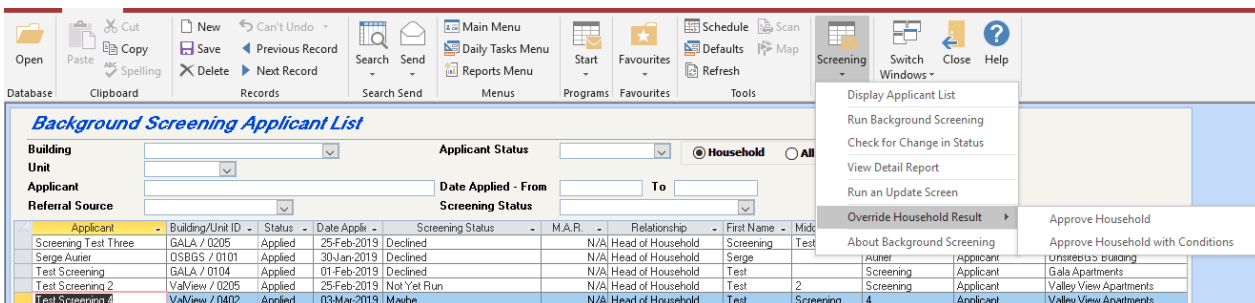
Building Name: OnsiteBGS Building
 Tenant Name: Serge Aurier

Building ID: OSBGS
 Unit ID: 0101

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.



Background Screening Applicant List

Building: [Dropdown] Applicant Status: [Dropdown] ☒ Household ☐ All

Unit: [Dropdown] Date Applied - From: [Text] To: [Text]

Applicant: [Text] Screening Status: [Dropdown]

Referral Source: [Dropdown]

Applicant	Building/Unit ID	Status	Date Applied	Screening Status	M.A.R.	Relationship	First Name	Middle Name	Last Name
Screening Test Three	GALA / 0205	Applied	25-Feb-2019	Declined	N/A	Head of Household	Screening	Test	Three
Serge Aurier	OSBGS / 0101	Applied	30-Jan-2019	Declined	N/A	Head of Household	Serge		Aurier
Test Screening	GALA / 0104	Applied	01-Feb-2019	Declined	N/A	Head of Household	Test		Screening
Test Screening 2	VaView / 0205	Applied	25-Feb-2019	Not Yet Run	N/A	Head of Household	Test	2	Screening
Test Screening 4	VaView / 0402	Applied	03-Mar-2019	Maybe	N/A	Head of Household	Test	Screening	4

Override Household Result

- Approve Household
- Approve Household with Conditions

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.

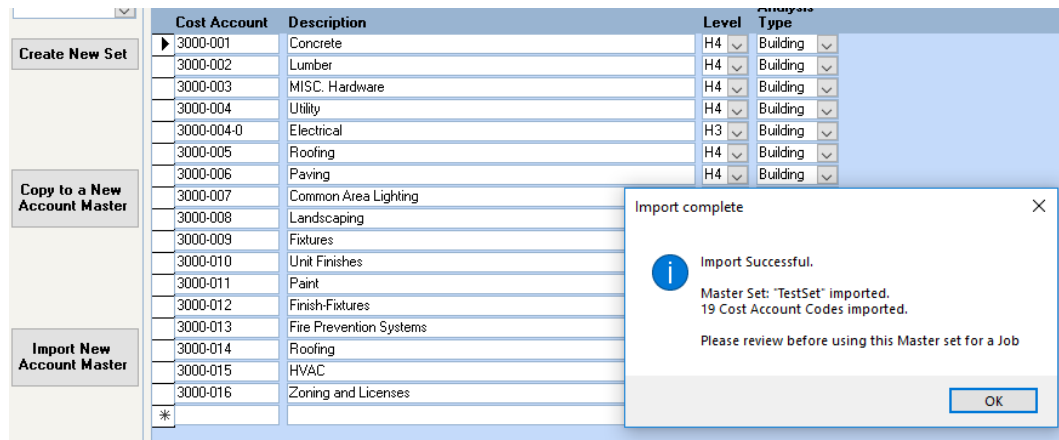
Rent Commercial	3000	17,387.00	3000	-17,387.00
Lease Type Totals:		54,714.00		-54,714.00
Building: Plaza Towers - Totals:		54,714.00		-54,714.00
Common Area Estimate	\$2,500.00			
Parking	\$51.00			
Rent Commercial	\$52,163.00			
** Total Charges	\$54,714.00			

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	Type
3000-001	Concrete	H4	Building
3000-002	Lumber	H4	Building
3000-003	MISC. Hardware	H4	Building
3000-004	Utility	H4	Building
3000-004-0	Electrical	H3	Building
3000-005	Roofing	H4	Building
3000-006	Paving	H4	Building
3000-007	Common Area Lighting		
3000-008	Landscaping		
3000-009	Fixtures		
3000-010	Unit Finishes		
3000-011	Paint		
3000-012	Finish-Fixtures		
3000-013	Fire Prevention Systems		
3000-014	Roofing		
3000-015	HVAC		
3000-016	Zoning and Licenses		

Import complete

Import Successful.
Master Set: 'TestSet' imported.
19 Cost Account Codes imported.
Please review before using this Master set for a Job

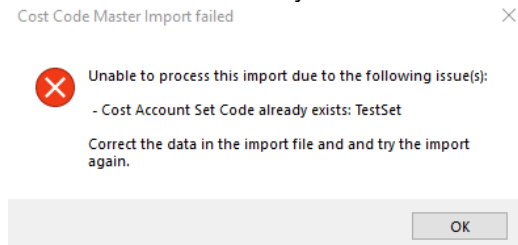
OK

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 Characters 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 60 Alphabetic Characters 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 characters. MUST be either Building, Land or None. Field is Total 2, T3-Total 3, or T4 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.





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	

We have also corrected an unexpected issue caused by this change, where the file would error out when using double quotes on the Invoice Amount, users were getting the error:

basImportFilePreparations:ProcessDataRow: Error #13

Error: Type mismatch

on line data line number: X



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

Building	Unit	Code	Base	Rcv	Start	End	Frq	Amount	Rate
Adobe Mills	0101	Parking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-Jul-2019	30-Jun-2020	W	127.00	0.00
Adobe Mills	0101	Parking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-Jan-2018	30-Jun-2019	W	125.00	0.00
Adobe Mills	0101	SC Rent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-Mar-2018		M	15,887.00	69.33
Adobe Mills	0101	CAM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-Jan-2017	28-Feb-2018	M	575.00	2.51
Adobe Mills	0101	SC Rent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-Jan-2017	28-Feb-2018	M	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 Receipt Batch # 459

Search Tenant Building Unit Contact

Found **Coleen Davidson**

Date Payment Type

Cheque # Description

Apply By NSF Fee

Late Fee NSF Code

Pay Now ☐ Pay Now ☐

Ref	Due Date	Code	Description

Apply

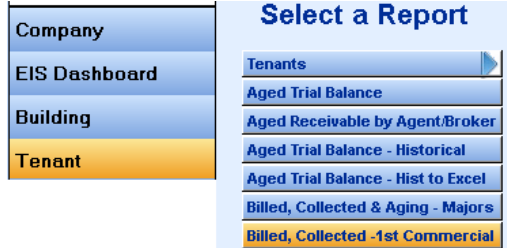
Moved Out Warning

Selected tenant has moved out!

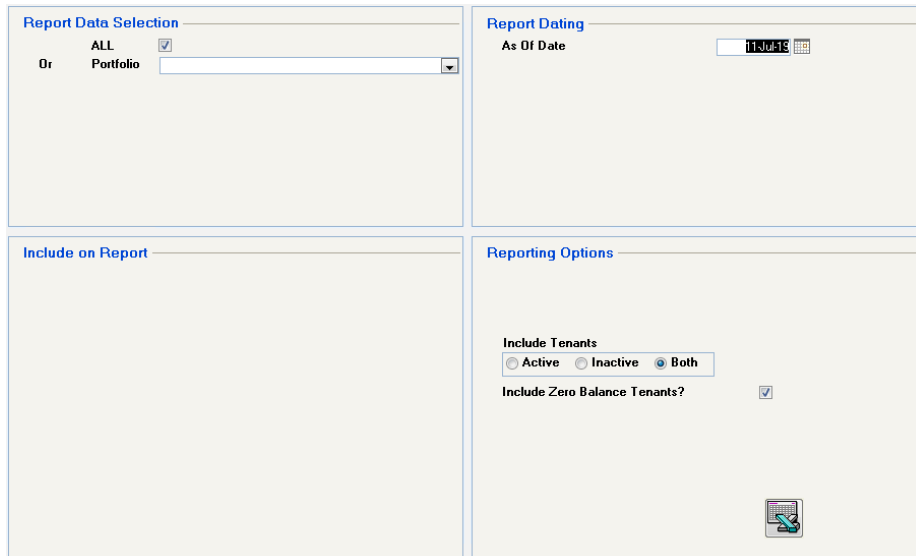
Do you want to continue to enter this receipt?

Billed, Collected – 1st Commercial

We have added a new custom report – **Billed, Collected – 1st Commercial**. This report can be found under **Tenant > Select a Report > Billed, Collected – 1st Commercial**



This report is designed to run by either **Portfolio** or **All Buildings**. This report will display the Building ID, and building totals for the Month to Date Charges, Month to Date Collections, Rented Square Footage, Percentage Collected, and Active Tenant Count on the date entered in the As of Date Field. The Billed, Collected – 1st Commercial Report is designed to export to Excel only.



Portfolio: Valle Del Sol -Portfolio			As Of: July 11, 2019			
Building Name	BuildingID	Area Leased	Billed	Collected	% Collected	Tenant Count
Adobe Mills	Adobe	27,500	\$ 25,750.00	\$ 25,750.00	100.00%	9
Canyon Acres	CANYON	-	\$ 32,500.00	\$ 32,500.00	100.00%	1
Gala Apartments	GALA	7,700	\$ 43,275.00	\$ 43,275.00	100.00%	7
Plaza Towers	Plaza	4,930	\$ 19,175.00	\$ 19,175.00	100.00%	5
Valle del Sol	FD-Valle	-	\$ -	\$ -	100.00%	1
Valley View Apartments	ValView	4,500	\$ 22,980.00	\$ 22,980.00	100.00%	7
Portfolio: Valle Del Sol -Portfolio Totals		44,630	\$ 143,680.00	\$ 143,680.00	100.00%	30
Includes Both Active and InActive Tenants		Includes Zero Balance Tenants				

LEGAL NOTICES

Proprietary Rights

The information in this release notice is the copyrighted and proprietary information of RealPage, Inc. Any duplication, distribution, disclosure or other use except as expressly authorized in writing by RealPage, Inc. is strictly prohibited.

Trademarks

RealPage® is a registered trademark and *SPECTRA*™ is a registered trademark of RealPage, Inc. Any use of RealPage's trademarks or service marks without prior consent is prohibited.

Microsoft, Windows, and Windows Vista™ are registered trademarks of Microsoft Corporation.

Other product and company names mentioned herein are the trademarks of their respective owners and no affiliation, connection, or sponsorship should be implied or assumed based upon the use of such trademarks in this document or in any accompanying materials.

Copyright 2019 © RealPage, Inc. All rights reserved.

Support Email: support@Spectra.ca
Visit us online at: www.Spectra.ca
Support Telephone: (866) 718-2345

