

# Spectra 8.2.3.2

## October 2019

**Please distribute to all Spectra users in your company.**

Support Email: [support@Spectra.ca](mailto:support@Spectra.ca)  
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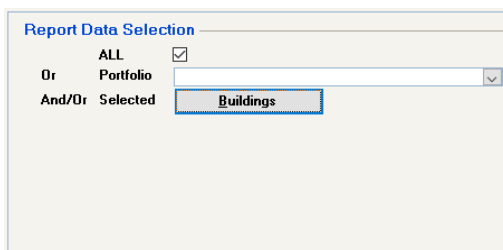
## BEFORE INSTALLING THIS UPGRADE

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

Users will now have the option to sort the search for **Buildings, Tenants** or **Suppliers** by **BuildingID** on various reports such as General Ledger reports, Rent Roll reports, A/R Reports, Supplier and Banking reports.

1. Click **Buildings, Tenant, or Supplier**, as applicable



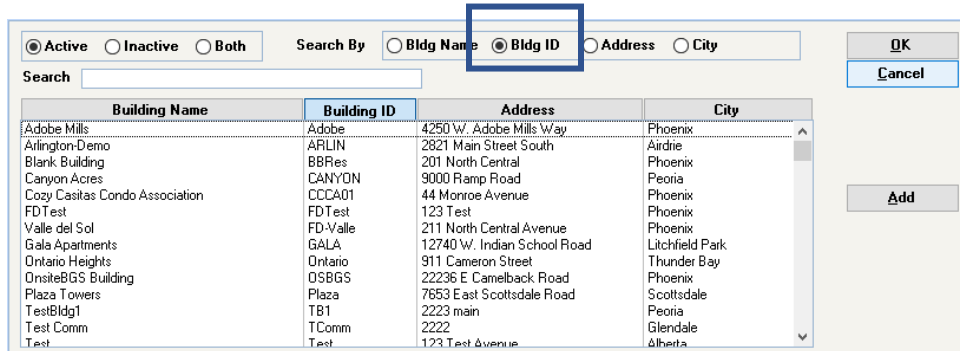
Report Data Selection

ALL

Or Portfolio

And/Or Selected

2. Choose **BldgID**



Active 
  Inactive 
  Both 
 Search By 
  Bldg Name 
  **Bldg ID**
 Address 
  City

Building Name	Building ID	Address	City
Adobe Mills	Adobe	4250 W. Adobe Mills Way	Phoenix
Arlington-Demo	ARLIN	2821 Main Street South	Airdrie
Blank Building	BBRes	201 North Central	Phoenix
Canyon Acres	CANYON	9000 Ramp Road	Peoria
Cozy Casitas Condo Association	CCCA01	44 Monroe Avenue	Phoenix
FDTest	FDTest	123 Test	Phoenix
Valle del Sol	FD-Valle	211 North Central Avenue	Phoenix
Gala Apartments	GALA	12740 W. Indian School Road	Litchfield Park
Ontario Heights	Ontario	911 Cameron Street	Thunder Bay
OnsiteBGS Building	OSBGS	22236 E Camelback Road	Phoenix
Plaza Towers	Plaza	7653 East Scottsdale Road	Scottsdale
TestBldg1	TB1	2223 main	Peoria
Test Comm	TComm	2222	Glendale
Test	Test	123 Test Avenue	Albarta

## HISTORIC RECORDS

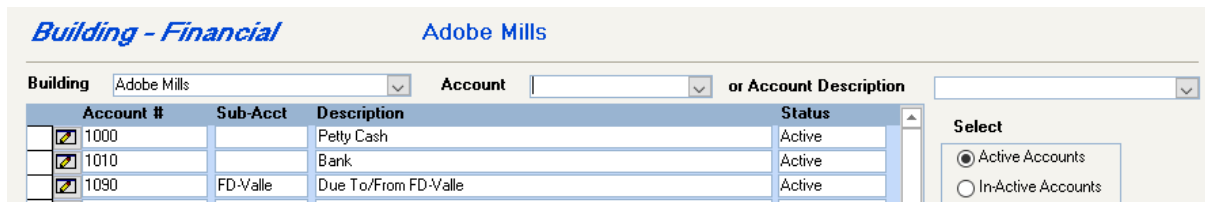
In 8.2.2, we added an enhancement to make it easier to distinguish between current charges and historic charges by shading the historic charges blue. By request, this feature has been expanded to include:

1. Moved out leases on the Lease and Lease Details Screens.
2. Building Legal Records marked History or Completed.
3. Building Insurance marked History.
4. Supplier Insurance marked History.

## BUILDING

### Find BUILDING - FINANCIAL

When viewing Building Financials and using the tab key to move through the fields, the cursor would jump to the drill down button in front of the first account. We have fulfilled a request to change this so that the cursor will move across to the Account field and then to the Account Description field before advancing to the drill down button on the Account list.



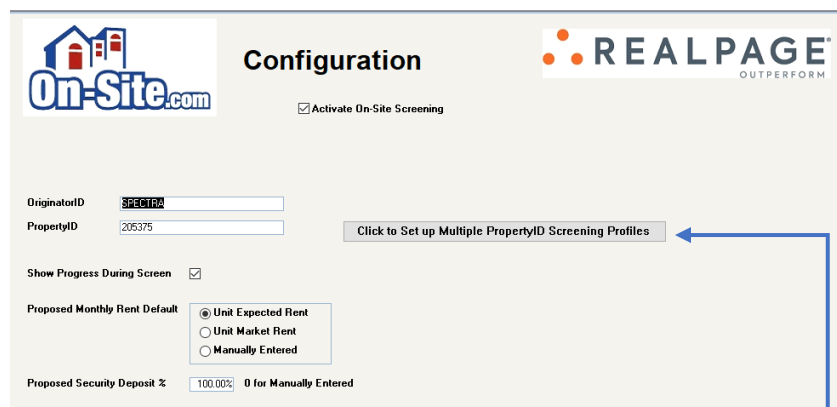
Account #	Sub-Acct	Description	Status
1000		Petty Cash	Active
1010		Bank	Active
1090	FD-Valle	Due To/From FD-Valle	Active

### Start a Task BACKGROUND SCREENING

On-Site offers the ability to have multiple properties/profiles to meet the different screening needs of our clients. The background screening interface in Spectra has been updated to allow users the option to add these additional screening profiles set up with On-Site.

If you have setup additional screening profiles with On-Site, you will need to add the PropertyID's to the screening module in Spectra using the following steps:

1. Go to **Building > Start a Task – Background Screening**
2. Click **On-Site Activation**



3. Click button to set up **Multiple PropertyID Screening Profiles**.
4. You will then enter the **On-Site Property ID** and desired **Profile Description**.



**On-Site Screening Profiles**

On-Site PropertyID	Profile Description
*	

After the new property ID's are entered, you are ready to screen using your additional screening profiles. You will be prompted to select the profile to use after selecting 'Run Background Screening'. Select the desired profile and click 'Continue with Screen'.

**On-Site Background Screening** powered by **REALPAGE** OUTPERFORM

Building Name:  Building ID:   
 Tenant Name:  Unit ID:

The following are the available screening profiles.  
 Please select the profile that should be used for this screen.

Profiles:

**BEGIN MONTH CHARGE RENT**

The **Begin Month Charge Rent** report was not showing the **Vacancy Cost**. This issue has been corrected.

Unit	Tenant	Charge Description	Charge Account	Charge	Offset Account	Offset Amt.
Building: Adobe Mills		<b>Begin Month Detail - Report Only</b>		Begin Month Date: 01-Apr-2019	05-Sep-2019 4:50 PM	
Page 2						
				<b>Building: Adobe Mills - Totals:</b>		
		Common Area Estimate		\$5,283.00		
		Rent Shopping Centre		\$158,870.00		
		Vacancy Commercial		\$5,000.00		
		** Total Charges		\$169,153.00		
						169,153.00
						-169,153.00

**Select a Report**  
**FINANCIAL STATEMENTS**

We have created a custom Financial Statement report # 29c to display **Annual Budget and Monthly Rate per Sq.Ft** and 29d to display **Annual Budget and Annual Rate per Sq.Ft.**

Valle Del Sol Management		September 6, 2019 12:22 PM	
INCOME STATEMENT			
For the 8 Months Ending August 31, 2019			
Valle Del Sol -Portfolio			
Area	88,140	Annual Budget	Monthly Rate per Sq.Ft.
<b>EXPENSES</b>			
Cleaning - Contract Services		1,116,000.00	1.06
Cleaning - Garbage Removal		114,120.00	.11
R&M - Payroll		(20,576,880.00)	(19.45)
R&M - H.V.A.C			
Utilities - Electricity			
Utilities - Gas			
Outside Mice - Landscaping			
Security - Contract Services			
Admin - Accounting Fees			
Bank Charges			
Mortgage Interest			
Corporate Income Tax			
<b>TOTAL EXPENSES</b>			

Valle Del Sol Management		September 6, 2019 12:28 PM	
INCOME STATEMENT			
For the 8 Months Ending August 31, 2019			
Valle Del Sol -Portfolio			
Area:	88,140	Annual Budget	Annual Rate per Sq.Ft.
<b>EXPENSES</b>			
Cleaning - Contract Services		1,116,000.00	12.66
Cleaning - Garbage Removal		114,120.00	1.29
R&M - Payroll		(20,576,880.00)	(233.46)
R&M - H.V.A.C		219,600.00	2.49
Utilities - Electricity		4,620.00	.05
Utilities - Gas		19,952.46	.22
Outside Mice - Landscaping		195,750.00	2.22
Security - Contract Services		448,800.00	5.09
Admin - Accounting Fees		12,000.00	.14
Bank Charges		9,000.00	.10
Mortgage Interest		25,632.00	.29
Corporate Income Tax		43,200.00	.49
<b>TOTAL EXPENSES</b>		(18,369,105.54)	(208.41)

We have also created a custom **Export to Excel – Only Financial Statement** report, **Export to Excel – Special (Spread All Buildings – YTD Actual)**, available in both the Fiscal and Non-Fiscal selections. This report has columns for each building included in the portfolio indicated in report selection criteria, up to around 250 buildings. The percentages displayed are based on the percentage of ownership of each building as defined in the portfolio.

	A	B	C	D	E
1	Valle del Sol	August 16, 2019 12:13 PM			
2	SCHEDULE OF RENTAL INCOME (Valle Del Sol)				
3	For the 12 Months Ending January 31, 2019				
4					
5					
6					
7		Adobe Mills (100%)	Plaza Towers (100%)	Valley View Apartments (100%)	Gala Apartments (100%)
8					
9	<b>Revenue</b>				
10	Rentals		538,018.21	1,328,967.91	
11	Other Income		30,142.11	81,422.12	5,731.25
12					
13	Revenue		568,160.32	1,410,390.03	5,731.25
14					
15	<b>Expenses</b>				
16	Advertising & Promotion				

We have corrected an issue where when running Financial Statements by portfolios with multiple owners, the balances were multiplying by the number of owners/buildings in the portfolio.

## GENERAL LEDGER – TRIAL BALANCE REPORT

By request, we have added an option to include the annual budget on the Trial Balance report. If you would like to have the annual budget print on the report:

1. Under **Reporting Options** click **Include Annual Budget on Trial Balance**.
2. Choose **Original Budget**, **Revised Budget** or **Forecast Budget**

**Reporting Options**

**Report Selection**

Trial Balance

Audit Trial Balance

**Building ID with Account Number**

**Alternate Account Number**

**Zero Balance / No Activity Accounts**

**Include Annual Budget on Trial Balance**

**Consolidated Report**

By Building

Summarize

Original Budget

Revised Budget

Forecast Budget

**Preview** the report as normal. The Annual Budget will display in the last column.

Building: Adobe Mills		Trial Balance			Current Year/Month: 2019-March		06-Sep-2019 3:08 PM
					Page 1		
GL Account Number	Description	Actual			Actual		Annual Budget
		Debit	Credit	Net Change	Debit	Credit	
1.Adobe.1010	Bank	0.00	0.00	0.00	0.00	200.00	0.00
1.Adobe.1090.FD-Valle	Due To/From FD-Valle	164,740.00	1,215.00	163,525.00	492,470.00	0.00	0.00
1.Adobe.1200	Term Investments	0.00	0.00	0.00	200.00	0.00	0.00
1.Adobe.2000	Accounts Payable	1,065.00	0.00	1,065.00	521.26	0.00	0.00
1.Adobe.3000	Office Rent	164,740.00	164,740.00	0.00	0.00	0.00	1,970,402.00
1.Adobe.3010	Office Vacancy Cost	0.00	0.00	0.00	0.00	0.00	6,478.00
1.Adobe.3100	Retail Rent	0.00	158,870.00	(158,870.00)	0.00	476,610.00	-1,872,131.00
1.Adobe.3300	Parking Revenue	0.00	0.00	0.00	0.00	0.00	-425,808.00
1.Adobe.3500	Common Area Recovery	0.00	5,870.00	(5,870.00)	0.00	17,610.00	-69,120.00
1.Adobe.3530	Shared Utilities Recovery	0.00	0.00	0.00	0.00	0.00	-1,000.00

## RENT ROLL - 1<sup>ST</sup> COMMERCIAL

The **Rent Roll – 1<sup>st</sup> Commercial** is a new custom rent roll run by Portfolio, Building or All Buildings and prints in landscape format. Under **Include on Report** users may choose to print Rentable Area or Leased Area, specific Charge Codes to be used for the headers, Monthly Rent, CAM, Insurance, Property Tax as well as Other for charges that do not fit in the labeled categories. Under **Reporting Options**, you may choose to Start Each Building on a New Page, Print Report notes, Print By either Building/Unit or Building/Tenant and you have the option to Exclude Units with Zero Square Footage. A detailed summary will print at the end of the report. This report can also be exported to Excel.

#### Report Data Selection

ALL

Or Portfolio  1 selected

And/Or Selected

#### Report Dating

As Of Date

#### Include on Report

Select

Rentable Area  Leased Area

Move In Date  Lease Start Date

Select Charge Codes

Monthly Rent	CAM	Insurance	Property Tax	Other
Code	Code Description			
Comm Rent	Rent Commercial			
Res Rent	Rent Residential			
SC Rent	Rent Shopping Centre			
*				

Add Time Stamp to Report Date?

#### Reporting Options

Start Each Building on a New Page

Print Report Notes

Print By

Building/Unit  Building/Tenant

Exclude Units with Zero Square Footage

**Master Rent Roll** By Unit As of: September 12, 2019 12-Sep-2019 12:56 PM Page 1

Unit #	Tenant Name	Square Footage	% Project	Base Rent	\$ PSF	CAM	Property Taxes	Insurance	Other Charges	\$ PSF	Deposits	Base Rent Increase	Base Rent Increase Amount	Move In Date	Lease Expiry	Option
0101	AZ Fitness	2,750	10.00%	\$15,887.00	\$5.78					\$0.00				1/1/2017	12/31/2027	
0102	HotPeppers	2,750	10.00%	\$15,887.00	\$5.78	\$587.00				\$0.21				1/1/2017	12/31/2027	
0103	Dress n Dress	2,750	10.00%	\$15,887.00	\$5.78	\$587.00				\$0.21				1/1/2017	12/31/2027	
0104	Screenz and Lidz	2,750	10.00%	\$15,887.00	\$5.78	\$587.00				\$0.21				1/1/2017	12/31/2027	
0105	Posh Purses	2,750	10.00%	\$15,887.00	\$5.78	\$587.00				\$0.21				1/1/2017	12/31/2027	
0106	Twinkle Toes	2,750	10.00%	\$15,887.00	\$5.78	\$587.00				\$0.21				1/1/2017	12/31/2027	
0107	Paradise Furnishings	2,750	10.00%	\$15,887.00	\$5.78	\$587.00				\$0.21				1/1/2017	12/31/2027	
0108	Java Hut	1,375	5.00%	\$7,944.00	\$5.78	\$587.00				\$0.43				1/1/2017	12/31/2027	
0109	La Seniors'	1,375	5.00%	\$7,944.00	\$5.78	\$587.00				\$0.43				1/1/2017	12/31/2027	
0110	*** Vacant - Not Included in Totals *	5,500	20.00%	\$32,360.00	* \$5.88											

\*\*\*\* Totals: Adobe Mills

	27,500	\$127,097.00	Total CAM, Insurance and Property Tax	\$4,696.00												
		Annual Rate	Monthly Rate	Area Leased	Vacant	Total	Rentable	Variance								
Monthly Rent	\$127,097.00	\$69.33	\$5.78	22,000	5,500	27,500	27,500	0								
CAM	\$4,696.00	\$2.56	\$0.21													
Insurance	\$0.00	\$0.00	\$0.00													
Property Tax	\$0.00	\$0.00	\$0.00													
Other Charges	\$0.00	\$0.00	\$0.00													
** Total Charges	\$131,793.00	\$71.89	\$5.99													
Vacancy	\$32,360.00	\$70.60	\$5.88													
Rentable Area Occupied:	22,000	80.00%		Leased Occupied:	22,000	No. of Units Occupied:	9	90.00%								
Vacant:	5,500	20.00%		Monthly Rent:	\$127,097.00	Vacant:	1	10.00%								
Total:	27,500					Total:	10									



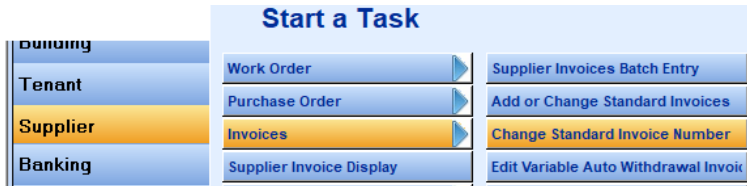
## SUPPLIER

### Start a Task

#### INVOICES – STANDARD INVOICES

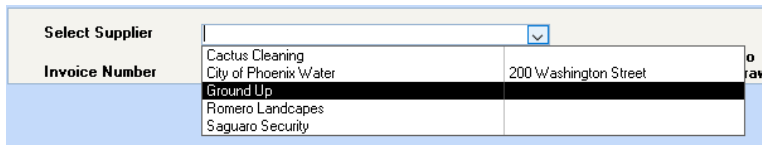
We have added an enhancement for Standard Invoices. You will now be able to change the **Invoice Number**, **Description**, **Purchase Order number**, **Voucher number**, **Next** and **Last Payment Dates** for Standard Invoices.

1. Go to **Supplier > Start a Task – Invoices > select Change Standard Invoice Number**.




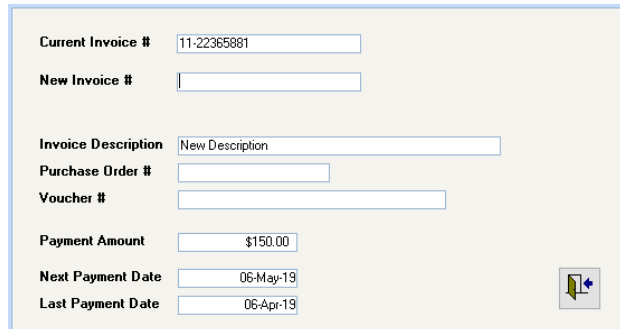
Start a Task		
Billing	Work Order	Supplier Invoices Batch Entry
Tenant	Purchase Order	Add or Change Standard Invoices
<b>Supplier</b>	<b>Invoices</b>	<b>Change Standard Invoice Number</b>
Banking	Supplier Invoice Display	Edit Variable Auto Withdrawal Invoice

2. Select the Supplier from the drop-down.



Select Supplier	Invoice Number	Address
Cactus Cleaning		
City of Phoenix Water	200 Washington Street	
Ground Up		
Romero Landscapes		
Saguaro Security		

3. Click  to drill down to the invoice detail.
4. Make the desired changes.



Current Invoice #	11-22365881
New Invoice #	
Invoice Description	New Description
Purchase Order #	
Voucher #	
Payment Amount	\$150.00
Next Payment Date	06-May-19
Last Payment Date	06-Apr-19

5. Click  to exit when done.



**TENANTS**

*Select a Report*

**TENANT INVOICES /STATEMENTS – TENANT STATEMENTS**

We have added a new Custom Tenant Statement:

**Tenant Statement – EJM**

This custom statement offers the option to exclude the Aging totals, and the balance column will be a running total.

<p><b>VALLE DEL SOL MANAGEMENT</b> 211 North Central Avenue Phoenix, AZ 85001 (602) 555-5555</p>	<p>Valle Del Sol Management 211 North Central Avenue Phoenix, AZ 85001</p>	<p><b>Statement</b> Date: 09-Sep-2019 Payment: <input type="text"/></p> <p>Building: Plaza Towers Unit: 0201 Business Phone: Cell Phone: Fax:</p>
<p><b>Apple Tree Staffing</b> 7653 East Scottsdale Road #0201 Scottsdale, AZ 85257</p>		

**Apple Tree Staffing**

7653 East Scottsdale Road #0201

Scottsdale, AZ 85257

Date: 09-Sep-2019

Amount Paid:

Building: Plaza Towers

Unit: 0201

Page: 1

Date	Description	Reference	Charges	Credits/Payments	Balance
<b>Current Activity:</b>					
09-Jul-2019	Balance Forward				\$0.00
09-Sep-2019	CAM	Common Area Estimate	500.00		\$500.00
09-Sep-2019	Parking	Parking	50.00		\$550.00
09-Sep-2019	Comm Rent	Rent Commercial	8,560.00		\$9,110.00
<b>Total Amount Due September 9, 2019</b>			9,110.00		\$9,110.00
<b>Current</b>		<b>31 - 60 Days</b>	<b>61 - 90 Days</b>	<b>91+ Days</b>	<b>Amount Due</b>
\$9,110.00		\$0.00	\$0.00	\$0.00	\$9,110.00

### Tenant Statement – Passaic

By request, we have added the option to select the charge codes for this custom statement:

**Report Data Selection**

ALL

Or Portfolio

And/Or Selected

Or Selected

And Selected

Select Charge Codes

Selected Codes are  Included  Excluded

Code	LongDescription
% Rent	Percent Rent
421A	421 A
AC Unit	AC Unit
Bad Debt	Bad Debt Write-off
BF	Balance Forward
CAM	Common Area Estimate
Caretaking	Caretaking Fee
Cleaning	Cleaning & Damages
Comm Rent	Rent Commercial
Condo	Condo Maintenance Fees
Electric	Electricity
Fed Tax	Federal Tax
Free Rent	Free Rent
Gas	Gas Billed Back to Tenants
Ind Rent	Rent Industrial
Insurance	Insurance Recovev

Payment:

Building: Valley View Apartments  
 Unit: 0202  
 Business Phone:  
 Cell Phone:  
 Fax:

**Katie and Harry Kane**  
 600 North 4th Street #0202  
 Phoenix, AZ 85004

Page: 1

Date	Description	Reference	Amount	Applied	Balance
02-Apr-2018	Check April Rent	22222	-2,500.00	2,490.00	-10.00
	<b>Total Check</b>		-2,500.00	2,490.00	-10.00
01-Sep-2018	GST GST	2232118-30	5.00	0.00	5.00
01-Sep-2018	GST GST	2232118-30	5.00	0.00	10.00
	<b>Total GST</b>		10.00	0.00	10.00
	<b>Total Due - Katie and Harry Kane</b>		-2,490.00	2,490.00	0.00
<b>Current</b>	<b>31 - 60 Days</b>	<b>61 - 90 Days</b>	<b>91+ Days</b>	<b>Amount Due</b>	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

## TENANT INVOICES / STATEMENTS – TENANT INVOICES

We have added an option to include the **Charge Code** on the Tenant Invoice Reprint. To activate this option, go to:

1. **System Tasks > Spectra Utilities > Configuration File.**
2. Check the box **Print Charge Code on Tenant Invoice Reprint.**

SFW Custom ID	<input type="text"/>
Two Receipts	<input checked="" type="checkbox"/>
Consolidate A/P Invoice on Stub	<input checked="" type="checkbox"/>
Enable Cost Code Data Entry	<input checked="" type="checkbox"/>
Print A/P Invoice Desc on Owner Statements	<input checked="" type="checkbox"/>
Don't Print Supplier Account # on Laser Cheques	<input type="checkbox"/>
Print in Uppercase and Do Not Bold Payee on MICR Cheques	<input type="checkbox"/>
Default to Print the Time on ALL reports	<input checked="" type="checkbox"/>
<b>Print Charge Code on Tenant Invoice Reprint?</b>	<input checked="" type="checkbox"/>

3. Go to **Find Tenant > Financial > Drill Down > Choose the Invoice to reprint > Click  to reprint.**


<b>VALLE DEL SOL MANAGEMENT</b> 211 North Central Avenue Phoenix, AZ 85001 (602) 335-3333	Valle Del Sol Management 211 North Central Avenue Phoenix, AZ 85001	<h1>Invoice</h1>											
	<b>Danny Rose</b> 12740 W. Indian School Road #0102 Litchfield Park, AZ 85340	Invoice # 903 Date: 10-Sep-2019 Building: Gala Apartments Unit: 0102 Business Phone: Cell Phone: Fax:	Page: 1										
<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SPCMTCE Special Request Maintenance</td> <td align="right">\$450.00</td> </tr> <tr> <td>WorkOrder Work Order Invoice</td> <td align="right">\$575.00</td> </tr> <tr> <td>Storage Storage Rent</td> <td align="right">\$75.00</td> </tr> <tr> <td align="right"><b>Subtotal:</b></td> <td align="right"><b>\$1,100.00</b></td> </tr> </tbody> </table>		Description	Amount	SPCMTCE Special Request Maintenance	\$450.00	WorkOrder Work Order Invoice	\$575.00	Storage Storage Rent	\$75.00	<b>Subtotal:</b>	<b>\$1,100.00</b>	<b>Total Due: \$1,100.00</b>	
Description	Amount												
SPCMTCE Special Request Maintenance	\$450.00												
WorkOrder Work Order Invoice	\$575.00												
Storage Storage Rent	\$75.00												
<b>Subtotal:</b>	<b>\$1,100.00</b>												

If the box is not checked, the invoice will print in the classic format.

VALLE DEL SOL MANAGEMENT 211 North Central Avenue Phoenix, AZ 85001 (602) 255-2200		Valle Del Sol Management 211 North Central Avenue Phoenix, AZ 85001		<b>Invoice</b>	
		Invoice # 903			
		Date: 10-Sep-2019			
		Building: Gala Apartments Unit: 0102			
Danny Rose 12740 W. Indian School Road #0102 Litchfield Park, AZ 85340		Business Phone: Cell Phone: Fax:			
				Page: 1	
Description				Amount	
Special Request Maintenance				\$450.00	
Work Order Invoice				\$575.00	
Storage Rent				\$75.00	
		Subtotal:		\$1,100.00	
				Total Due: \$1,100.00	

## BILLED, COLLECTED - 1<sup>ST</sup> COMMERCIAL





We have added an option to the **Billed, Collected – 1<sup>st</sup> Commercial** to run by Month To Date or by Date Span.

- Under **Tenant > Select a Report – Billed, Collected – 1<sup>st</sup> Commercial**
- Choose either **All Buildings** or select a **Portfolio**
- Under **Report Dating**, choose **Date Span** and enter the desired dates.
- Click  **Export to Excel**.

	A	B	C	D	E
1	<b>All Buildings</b>			<b>As Of: September 9, 2019</b>	
2	From: 01-Jan-2018 To: 31-Dec-2019				
3	<b>Building Name</b>	<b>BuildingID</b>	<b>Billed</b>	<b>Collected</b>	<b>% Collected</b>
4	Adobe Mills	Adobe	\$ 2,770,836.88	\$ 2,467,547.00	89.05%
5	Arlington-Demo	ARLIN	\$ 1,201,292.98	\$ 1,201,292.98	100.00%
6	Blank Building	BBRes	\$ -	\$ -	-
7	Canyon Acres	CANYON	\$ -	\$ -	-
8	Cozy Casitas Condo Association	CCCA01	\$ -	\$ -	-
9	Desert Vista	Vista	\$ -	\$ -	-
10	FDTest	FDTest	\$ -	\$ -	-
11	Gala Apartments	GALA	\$ 141,185.00	\$ 139,285.00	98.65%
12	OnsiteBGS Building	OSBGS	\$ -	\$ -	-
13	Ontario Heights	Ontario	\$ 50,835.36	\$ 50,670.36	99.68%
14	Plaza Towers	Plaza	\$ 820,825.80	\$ 802,335.80	97.75%

## TENANT SCHEDULE OF RENT – SPM

We have added a new rent receipt, **Tenant Schedule of Rent – SPM**. The Tenant Rent Receipt allows for group heading creation and can be run by Date Span. To use this new receipt:

1. Go to Tenant > Select a Report – Tenants > Tenant Schedule of Rent – SPM.
2. Under Report Data Selection, Choose Portfolio, Building or All Buildings or Tenant.
3. Under Include on Report – Create Report Heading:
  - a. Click Update Entries 
  - b. Click  New and enter the desired report heading and save repeat as needed to add additional headings.
  - c. Drill down into the Report Heading and click New to add a Group Heading, select Include in Total and Save.
  - d. Drill down into the Group Heading to add a code or group of codes and save.
  - e. Click  Save and  Exit
4. Enter the Report Dating options
5. Choose Reporting Options desired.
6. Preview or print.

<p><b>Report Data Selection</b></p> <p>ALL <input checked="" type="checkbox"/></p> <p>Or Portfolio <input type="text"/></p> <p>And/Or Selected <input type="button" value="Buildings"/></p> <p>Or Selected <input type="button" value="Tenants"/></p>	<p><b>Report Dating</b></p> <p>From Date <input type="text"/></p> <p>To Date <input type="text"/></p> <p>As Of Date <input type="text" value="12-Sep-19"/></p>
<p><b>Include on Report</b></p> <p>Select Report Heading</p> <p>GRP</p> <p><input type="button" value="Update Entries"/></p>	<p><b>Reporting Options</b></p> <p>Calculate Sales Tax <input type="checkbox"/></p> <p>Print By</p> <p>Building/Tenant <input checked="" type="radio"/></p> <p>Tenant Only <input type="radio"/></p>

Valle Del Sol Management  
211 North Central Avenue  
Phoenix, AZ 85001

### Rent Receipt

From Date: 15-Jan-2019  
To Date: 31-Aug-2019  
As Of Date: 12-Sep-2019

**Jane and Harry Kane**  
600 North 4th Street #0202  
Phoenix, AZ 85004

Building: Valley View Apartments  
Unit: 0202  
Business Phone:  
Fax:  
Area Leased: 900 SQ.FT.

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Period	Rent
January 2019	\$2,500.00
February 2019	\$2,500.00
March 2019	\$2,500.00
April 2019	\$2,500.00
May 2019	\$2,500.00
June 2019	\$2,500.00
July 2019	\$2,500.00
August 2019	\$2,500.00
<b>Total Paid</b>	<b>\$20,000.00</b>

## Legal Notices

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