Release 6.3C

December 2007

Please circulate or make the Release Notes available to all *SPECTRA* users in your office, or direct them to the Spectra Clients Only Website to view the electronic version. To do this go to www.spectra.ca/clients/clients.asp, sign on to the website and then click on the “News Releases and Announcements Link.” This release document contains enhancements for modules you may not have.

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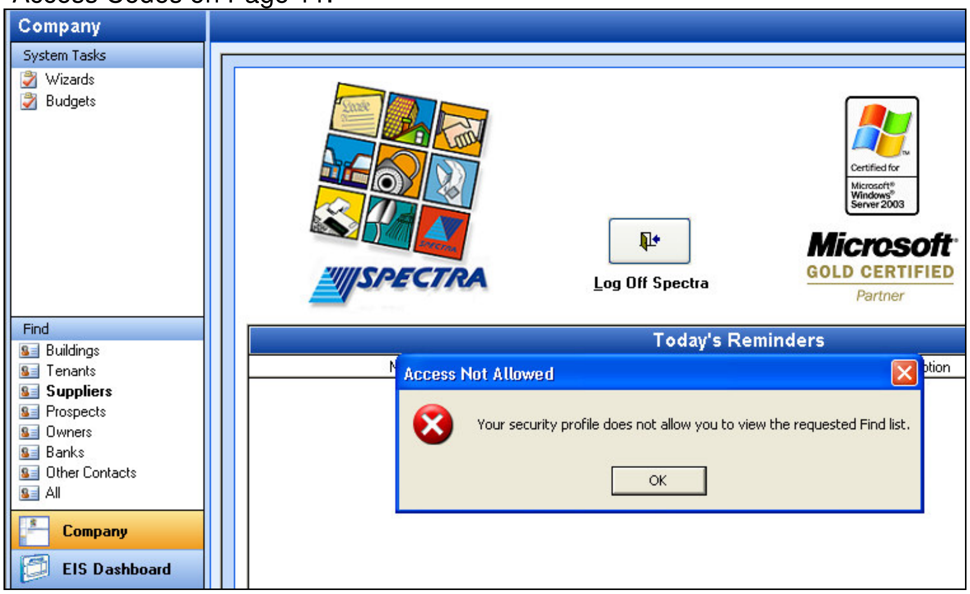
ADDITIONS TO RELEASE 6.3C

Login

We made some modifications to improve the Login time. See Tools – Set User Defaults on Page 15.

Login Screen – Security

If you have the Security Module, we have made a major revision to restrict access to the Open Database, all Find items, the EIS Dashboard, and Today's Reminders. The Security Officer must edit the Access codes to allow users to select these items. For more information, go to System Tasks – Security – Access Codes on Page 11.



Company

Today's Reminders

We corrected the updating of Scheduled Maintenance to appear under Building Scheduled Maintenance.

Today's Reminders will now **exclude** items for inactive buildings. As a reminder, go to Find – Buildings – Accounting screen to mark a building as "inactive".

EIS Dashboard

Access time for this executive tool has been enhanced.
We have corrected the selection and printing of some reports involving inactive buildings.

Building

START A TASK

Utility Billing

Enter / Process Meter Readings

Only current tenants will now display.

Journal Entries

Regular

We have made some programming changes that should show some processing improvement of journal entries and have streamlined some processes to speed up use of the Journal Entry Template.

Monthly Processes

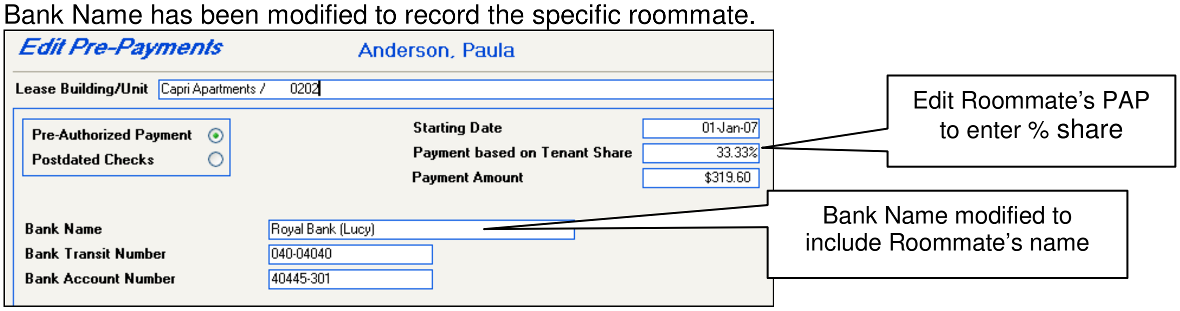
Begin Month/Charge Rent

We have corrected an Error #3021 that showed up in the Release 6.3B pre-release if a tenant had a charge flagged as “recoverable”, but did not have any recoveries set up.

Residential

Pre-Authorized Payments Update

If you have multiple tenants in one unit, you can set up multiple pre-authorized payments to record each tenant’s portion of the rent.   Only the main tenant’s name shows at the top of the screen, so the Bank Name has been modified to record the specific roommate.



The Pre-Payment screen will reflect the roommate’s share of the rent, e.g. 33.33% and the PAP Update will incorporate this percentage in calculating the new amount due from each roommate.

Building: Capri Apartments — **Pre-Authorized Payments Report Only** — By Unit For: May/2007 — 19-Jul-2007 Page 1

Floor/Unit	Tenant	Last Posted	Old Amount	New Amount	Share	Bank Name	Transit Number	Account Number
1 0101	Ryan, Antonio & Samantha	April/2007	$772.00	$772.00	100.000000%	Royal Bank	004-78154	6598-462
2 0202	Anderson, Paula	April/2007	$319.60	$339.26	33.333300%	Royal Bank (Lucy)	040-04040	40445-301
2 0202	Anderson, Paula	April/2007	$319.60	$339.26	33.333300%	C.I.B.C. (Julia)	010-00360	45-12345
2 0202	Anderson, Paula	April/2007	$319.60	$339.26	33.333300%	Toronto Dominion (Paula)	454-78487	3569-502

Because of rounding issues, we suggest that all percentages be entered to 6 decimal places, e.g. 33.333333%. After running the process, check that the total from the roommates equals the full rental amount, as penny adjustments may be required.

MPAC Processing

Create MPAC Forms

In the Contact Information, the Company Name has changed from 28 to 50 characters.

Review / Edit MPAC Forms

Tenant Verification & Rental Data Request Report:

The Monthly Rent column heading has been changed from “Jan 1” to “Current” and this column will now reflect the rent for June 30th instead of July 1st.

Verify/Upload MPAC Forms

The supplied URL’s for the Login & Upload Servers have been changed to the following:

Login Server: https://b2b.data.mpac.ca/b2btipie/loginsvlt
Upload Server: https://b2b.data.mpac.ca/b2btipie/serverxmlhttpsvlt

Select a Report

Master Listings

Building Master Listing & Building Summary Listing

If a future sales tax rate has been entered on the Country or State/Province screen, the system will check the effective date of the rate change to determine the percentage to be reported.

Unit Master Listing

This report printed in strictly unit number order. We have added the option to print in Building/Floor/Unit order.

Rent Reports

Rent Roll – Format II

All Balance Due amounts will now print for buildings in the current A/R cycle.

Rent Reports – Custom (A to L)

Rent Increases – Devon

We have modified this custom report to add an additional user-defined column for tenant charges. The report now allows three user-defined columns for maintenance codes and two for tenant charges in addition to the base rent in the Current Rent column. We have also corrected charges that were incorrectly printing in vacant units.

Tenant Rent Increases Report — By Floor/Unit; As Of: 31-Aug-07; Rent/Sq. Ft. Annual; 31-Aug-07; Page 1

Unit Area	Rent / Sq. Ft.	A/R	Fire	HVAC	Move In	Current Rent Eff. Date	Current Rent Amount	CAM&Tax Amt.	Parking	Future Rent Eff. Date	Future Rent Amount	Move Out	Re-Rent
8950	6.138	A 06/06			01-Jan-96	01-Jan-05	4,578	4416.30		01-Oct-07	5,235		5,983
4830	5.342	A 06/06		E 05/07	01-Jan-96	01-Jan-05	2,150	1944.26				30-Nov-07	2,415
9906	6.678			E 07/07	01-Jan-96	01-Jan-05	5,513	4786.88	89.25				6,604
5805	7.702				01-Feb-06	01-Feb-06	3,726	2705.75					4,354
2650	4.642	A 09/06	F 09/06		01-Jan-96	01-Jul-06	1,025	1270.65	892.50	01-Jan-08	1,125		1,325
			Building Totals:		**Units**	5	16,992						20,681
					Vacant	0	0						
					Occupied	5	16,992						
					Avg. Rent/Sq. Ft.		6.344						

Rent Schedule – Concord

This custom report uses information from the following fields:

- Actual Sq.Ft. – Override Area Leased from the Lease – Edit Lease Detail screen.
- Charge Sq.Ft. – Area Leased from the Lease – Edit Lease Detail screen.
- Min Rent Esc Date – Dates of changes to Base Rent amounts for the requested period.
- Min Rent Per Sq.Ft. – Annual Min Rent divided by the Charge Sq.Ft.
- Annual Min Rent – Annualized Base Rent amount for each date shown in “Min Rent Esc Date” field
- % Rent – Percentage defined on Tenants’ % Rent screen
- Annual Breakpoint – Sales Level defined on Tenants’ % Rent screen. This is **not** a calculated amount based on Base Charge Codes.
- Option Exercise Date is the Ending Date from the Options screen. The system compares this date to the current date and will not print expired options.

Rent Schedule — Building: Langley Mall; By Floor/Unit; From: 01-Jan-2006 To: 31-Dec-2006; 19-Jul-07; Page 1

Tenant	Unit	Floor	Actual Sq.Ft.	Charge Sq.Ft.	Min Rent Esc Date	Min Rent Per Sq.Ft.	Annual Min Rent	% Rent	Sales Year	Annual Breakpoint	Lease Commence Date	Lease Expiry Date	Option Description	Option Exercise Date
Magic Imports Ltd.	0101	1	3,985	4,000	01-Feb-2005	$44.10	$176,400.00	5.00%	2006	$500,000.00	01-Nov-2003	31-Oct-2007		
Magic Exports	0102	1	1,500	1,500	01-Feb-2005	$27.50	$41,250.00	4.00%	2006	$750,000.00	01-Dec-2006	30-Nov-2009	R5 need to set up lease options with tenant	30-Sep-2009
					01-Feb-2006	$30.00	$45,000.00							
					01-Jul-2006	$32.50	$48,750.00							
Natural Foods Ltd.	0103	1	2,250	2,250	01-Feb-2005	$84.00	$189,000.00				01-Jun-2003	31-May-2008		
M. & M. Meats	0104	1	2,250	2,250	01-Feb-2005	$78.43	$176,476.00				01-Apr-2006	31-Mar-2011	RN	31-Mar-2011
					01-Apr-2006	$79.04	$177,840.00							

Energy Reports

Energy Consumption and Cost

The dropdown menu for the energy code has been expanded to print the entire code description.

Parking Control Report

We have made a number of corrections to this report involving unnamed parking lots, preview vs printed reports, and the total number of vacant parking spots.

Building – Retail

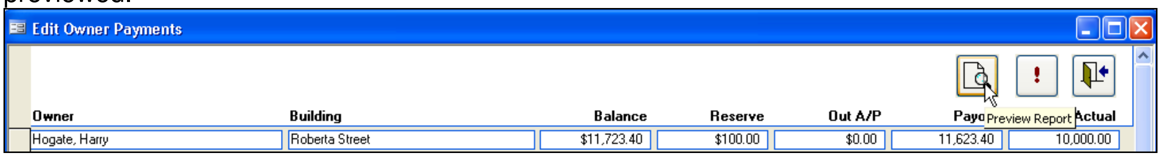
Last Full Year Percent Rent

We have corrected a recent reporting issue whereby the previewed report looked fine, but the printed version was missing some of the information.

Owners

Owner Statement

After selecting "Post Owner Payments", the screen shows an icon to view the report, but at some point this preview button stopped working. This has been restored so that modifications can be previewed.



Financial Statements

We have resolved the generate step that changed the printing order of the financial statement rows.

Export to Excel

We have corrected the omission of 3-part alternate G/L account numbers, e.g. TR-44500.02.

General Ledger

Cost Codes Recap Reports

If the item listed is a supplier invoice, the invoice description will show on this report if the "Detail" Report Format option is selected.

General Ledger Detail Reports

Under certain circumstances, General Ledger Detail Reports included in Report Groups would not generate the same report as if they were run from the regular menu item. This has been corrected.

Database Listing

We have resolved an issue regarding missing information from Owner addresses.

Tenant

START A TASK

Apply Unapplied Credits

We resolved a "Write Conflict" error when using the "Next" button when applying unapplied credits by building.

Notice of Rent Increases

Generic, Manitoba, and Ontario

If you experienced not being able to select the last building in the list or an error message regarding no portfolios, these have been corrected for all Notice of Rent Increase programs.

Manitoba

We have incorporated the 2007 changes to the Notice of Rent Increase form by the Residential Tenancies Branch.

Ontario

We have incorporated the changes effective January 31st to the Ontario Rent Increase Forms.

Termination Notices

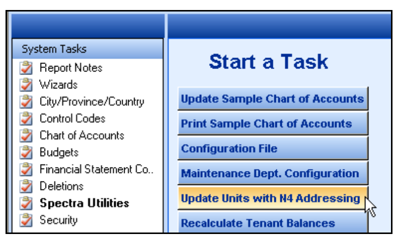
Manitoba

In the Note section, the second item has been changed to "The acceptance of rent voids termination unless at the time of payment of rent the landlord confirms in writing that the tenancy is terminated."

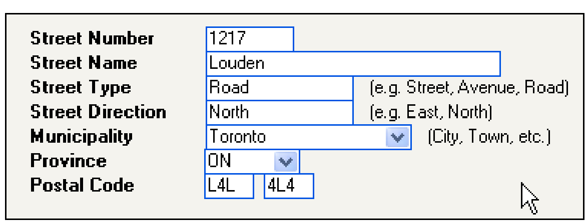
Ontario

We have incorporated the 2007 changes to the N4 Notice to Terminate Early for Nonpayment of Rent:

- The Tenant and Landlord's names **only** will display at the top of the form, as the addresses are printed later in the form.
- You may enter your email address to print on the form.
- The new forms require that the address be split into separate fields. In other words the street number is in one field, the street name in another, the street type in another, and so on.
- To create these separate fields, go to System Tasks – Spectra Utilities – Update Units with N4 Addressing.



Select the building and then modify the building address in the upper right corner to separate the components of the address into street number, street name, street type, etc.



Click on the "Update All Units" button to create addresses based on this information in preparation for printing of the N4's.

Important Reminders:

- All receipts must be applied to outstanding charges before printing the termination notices.

- The tenant cannot have more than $10,000.00 outstanding in any one month.
- Ensure that you have the most current version of Adobe Reader, version 7.0 or later to print these forms.
- Click on the “Print to Special ORHT PDF Format N4 Form’ to print the forms.
- After clicking on the “Print to Special ORHT PDF Format N4 Form”, the next screen presents the option to “Print Supplemental Detail Report for Outstanding Items?” The default is for this supplemental report **not** to print.
- Outstanding tenant receivables will now print in the order of oldest to newest.
- The old non-PDF form has been removed.

Troubleshooting:

- If the addresses don’t print out, you haven’t used the “Update Units with N4 Addressing” program found on the Spectra Utilities menu to split the addresses into their separate fields.
- If you have clicked on the “Print to Special ORHT PDF Format N4 Form” – Print button and nothing has printed, upload the latest version of Adobe Reader.

Here is Adobe's website, http://www.adobe.com/products/acrobat/readstep2.html which will enable you to download their latest version.

SELECT A REPORT

Tenants

Tenant Address List

If a building is a condominium, the title of this report will now show “Owner Names”.

Insurance Expiry

We have resolved an issue with the Mail Merge feature that resulted in the export of only a limited number of tenant insurance expiry information.

Monthly A/R Collection Report

We have made some changes to enhance the processing time.

Minnesota CRP Form

We have incorporated the 1-800 telephone numbers to the 2007 form.

Supplier

START A TASK

Work Order

Customer Work Order

We have corrected a programming issue that caused an error message to display when closing *SPECTRA* if the Work Order Department was set up as a profit centre.

The Detail of the Required Labor section has been modified always to print in the order of data entry.

Under certain circumstances, a work order to a tenant would charge correctly but show on the Tenant's Charge History report with the amount doubled.

If you enter a unit number, only tenants that are in or have been in that particular unit will now display.

Invoices

Supplier Invoices Batch Entry

We have modified the <tab> order so that pressing <Enter> after entering the control totals will open the Details screen instead of the "Watch Video Tutorial". You should notice on all data entry programs that you may use the <Enter> or <Tab> key to open the Detail screen bypassing the Tutorial button entirely.

If a Supplier's Accounting screen shows that an Insurance Certificate is required, previous versions would raise an alert only if **all** insurances were expired.

We have revised this to raise an alert if **any** type of insurance has expired. Therefore, if a Workers' Compensation insurance certificate has expired, but a General Liability insurance certificate has not, a warning message will display in Invoice Entry.

You may now edit a batch of Job Cost invoices to change to a different commitment.

A/P Year End

IRS Form 1099 Processing

The 1099 Interest forms have been revised to meet the 2006 IRS changes.

SELECT A REPORT

Outstanding/Paid Invoice Listing

If the "Print Voucher # / PO #" option is selected, the report will now display the full text entered.

Banking

START A TASK

Receipts

All Receipt Programs

We have made some modifications to address the Error 3167 issue that resulted in batches getting stuck and the Last Payment field on the tenant's Financial screen not being updated.

Regular

We have revised the data entry order on the first screen so that you are able to use the <Enter> or <Tab> key through to the Details button. Prior to this change, using the <Enter> or <Tab> key would go to the "View Tutorial" button before the Details button, so that it was necessary to use the mouse to get to the Details button.

This same change has been made in other tasks to facilitate data entry. If we missed one, let us know.

If you missed this in the installation instructions, please check each workstation now to ensure that the screen resolution is set to Microsoft's standards of 1024 by 768 pixels or higher.

1. Use the "View Batch" button on the Details screen to check pending batches of regular receipts for unapplied payments.

Name	Check #	Description	Amount	Applied
Pritchart, Julian	4567	November partial payment	$500.00	
Westend Wholesale	4798		$20,000.00	$11,853.67

2. Miscellaneous Receipts – To streamline the process if a second entry is required for a building, it will no longer be necessary to "search" for the building name. Just reselect the building from the "Found" dropdown button.

Rapid Receipts

We resolved an onscreen error when selecting a bank for postdated checks.

Checks

Handwritten Checks Batch Entry

We have resolved a display issue involving the entry of multiple handwritten checks, which were then viewed later, as sometimes the preview screen would show another invoice. This was a display only issue, as the posting was correct.

Select Invoices to Pay

- We made some modifications to improve the performance.
- If selected invoices would result in a negative check, the system only partially deselected these invoices for payment. They will now be completely deselected so that they will be available for selection by other users.

Check Printing

If you have the Secured Signature Printing module, we have resolved the issue involving the printing of checks for banks with or without signature files.

If you have the MICR module and have entered a description above the signature line, it is now centered instead of left justified.

Print Blank Checks (MICR Only)

If you print blank checks for multiple banks, the system will correctly record these checks for all the selected banks.

EasyPay

EasyPay cheques are now available in CPA006 format.

Create Positive Pay File

We have modified this program to create just one file for several banks.

Create Bank PAP Interface File

Canadian Western Bank

We have added the Canadian Western Bank to our list of banks able to handle Tenant Pre-Authorized Payments.

C.I.B.C.

We have created a new module to enable the distribution to multiple bank accounts for the C.I.B.C.

Manitoba Credit Unions

We have added Manitoba Credit Unions (showing the Institutional ID 0879) to our repertoire of banks and credit unions which you may use for tenant pre-authorized payments.

Royal Bank

We have resolved an issue of duplicate payments for units with roommates.

Royal Bank 152 for Multiple Banks

We now provide the RBC Standard 152 Debit files layout to process multiple pre-authorized payment files in one text file to be uploaded to the bank.

The process is that the Receipts bank for each building will have the Royal Bank client number stored on the Bank Edit screen of the Bank file.

During the processing of pre-authorized payments, all buildings will be processed and a single physical file will be produced containing one logical file for each bank.

Bank Reconciliation

Reconciliation Step

Two issues have been corrected:

- Selecting "All" versus selecting individual items could cause the reconciliation step to show that it hadn't been completed successfully.
- Outstanding Disbursements were not totaling the amount of the outstanding checks correctly, so that the bank reconciliation incorrectly reflected a variance on the General Ledger side.

SELECT A REPORT

Checks

Cash Out Report - Marker

We have added the option to run this report by Bank / Building.

Jobs

SELECT A REPORT

Commitment Reports

Commitment Listing

If you run the commitment listing for a range of just one commitment number, the totals for the building under the client or building change orders will now print.

System Tasks

Report Notes

Report Groups

Under certain circumstances, General Ledger Detail Reports included in Report Groups would not generate the same report as if they were run directly from the menu. This has been corrected.

Chart of Accounts

Some clients experienced an issue when adding new G/L account numbers in Release 6.2B. This was corrected in 6.2C, however the “fix” did not allow for 3-digit account numbers. This is now resolved.

Financial Statement Control

Row Definition

If you have encountered an Error #3021 when adding a new row definition, this has been corrected.

Spectra Utilities

Maintenance Dept. Configuration

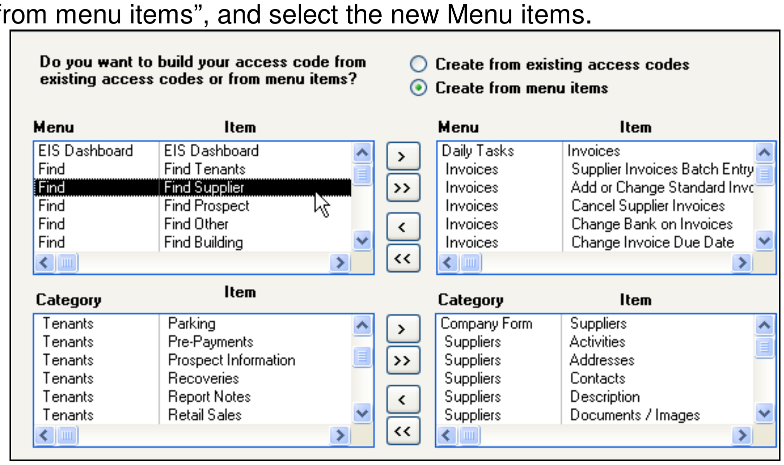
We have corrected the situation in which Work Orders wouldn’t pick up the city from the Maintenance Configuration file.

Tip: Are you aware that you can have a different name and address at the top of your work orders? If this is of interest to you, please refer to page 8 of the Work Order Manual about setting up Work Order address on the Building Address screen.

Security

Access Codes

If you have the Security Module, your *SPECTRA* Security Officer must edit the Access Codes to allow access to the Open Dashboard, the Find items, the EIS Dashboard, and Today’s Reminders. Click on “Create from menu items”, and select the new Menu items.



Warning: If you don’t want a user to even see Buildings or Tenants, for example, do **not** include the “EIS Dashboard” in the allowed menu items.

Find

All Companies

We have reinstated a feature that, when you returned to the Find screen, your original search parameter will be highlighted to enable you to type in new criteria.

Contacts

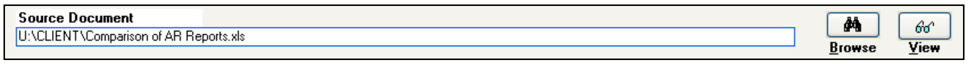
Contacts without a last name recorded on the Contacts screen will now display when you click on “Contacts” to display all contacts, enabling a search by phone number for contacts without last names.

Map Button

When you have a company, e.g. Tenant or Supplier, on the screen, a new button is activated on your toolbar, namely the Road Map Icon. If your workstation is connected to the Internet, clicking this toolbar button will open Yahoo! Maps to enable you to find this address. If you've never seen this in action before, try it! It's great fun!

OLE Processing

In either “Activities” or “Documents / Images”, you may now attach a document directly. Click on the Browse button to find the document to insert into the “Source Document” field. Click on the View button to view it. In this way, documents can be stored on a network and are readily available for viewing by others.



Note: If you are using the EIS Dashboard, the Images/Documents buttons will indicate that there is a document, but it is not viewable from the EIS Dashboard. Open the Database from the EIS Dashboard to view the document.

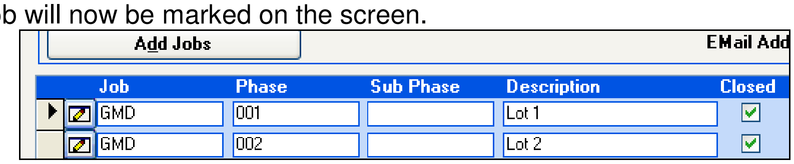
Buildings

Financial

The reference columns has been expanded to display larger Handwritten Check and DCR numbers.

Jobs

A “closed” job will now be marked on the screen.

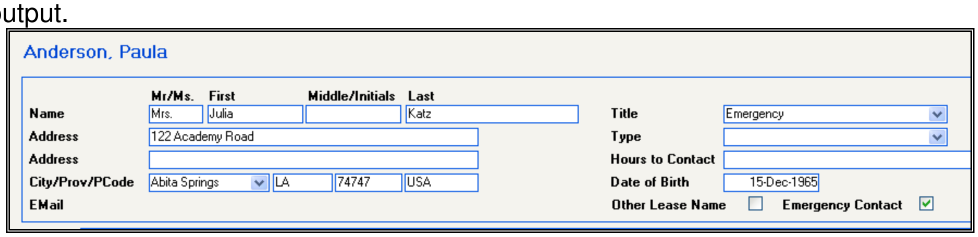


Tenants

Contacts

New fields have been added to the Contact screen, namely

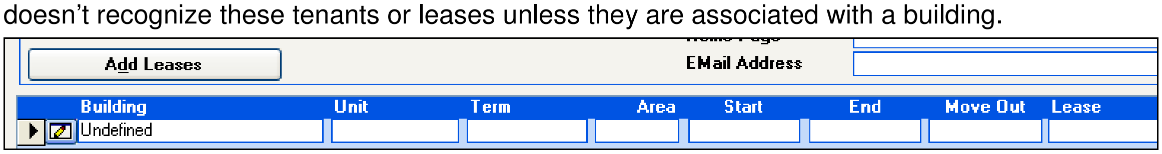
- Hours to Contact – for onscreen inquiry only
- Date of Birth – This field is available as a mail merge field in the Database Listing if you select Output Options “Format” and indicate that you want Company & Contact Name on the output.



Leases

If you have ever opened the Tenant Leases and clicked on the “Add Unit to Lease” button and then exited without adding a unit, the system has created a record of this activity. In prior releases, this record remained hidden, but a programming change in this release will now display these hidden records.

You may see an “Undefined” record like this, which you can't delete because the Delete program doesn't recognize these tenants or leases unless they are associated with a building.



To clear it, here's what you need to do:

- Go to Find - Tenants - search for and drill down on one of the tenants.
- Click on the Leases button and drill down on this "Undefined" lease. Change the "Type of Tenant" to be an "A/R Only" tenant.
- Click on the Add Unit to Lease button - select a building (leave the floor and unit fields blank.).
- Enter lease start and end and move in and move out dates.

Now that the tenant is connected to a building, this tenant's name will appear in the Delete Leases, if you only want to delete the undefined lease, or Delete Tenant selection box, if you want to remove the tenant entirely.

Suppliers

Royal Bank EDI Standard 152 Credit File

The Supplier payments using the Royal Bank Standard Format 152 module is now available.

Scotiabank Multi-Bank Electronic Data Interchange (EDI) Processing

We have added Scotia Bank multi-bank capability to enable the automating of payments to suppliers from multiple individual Scotia bank accounts. This means that each building can maintain its own separate bank account from which to pay suppliers.

Toolbar

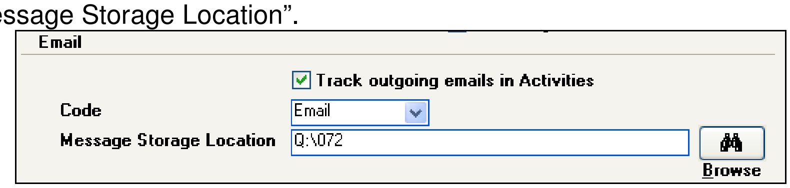
Favorites

Having found a menu item that you wanted to add to your "Favorites", the instruction in Release 6.2A was to put your cursor on the menu item and then either right click on the mouse or use the <Ctrl>F keyboard combination. As the <Ctrl>F combination is the Windows "Find" command, we have removed this option. Just right click on the mouse to add a menu item to your Favorites.

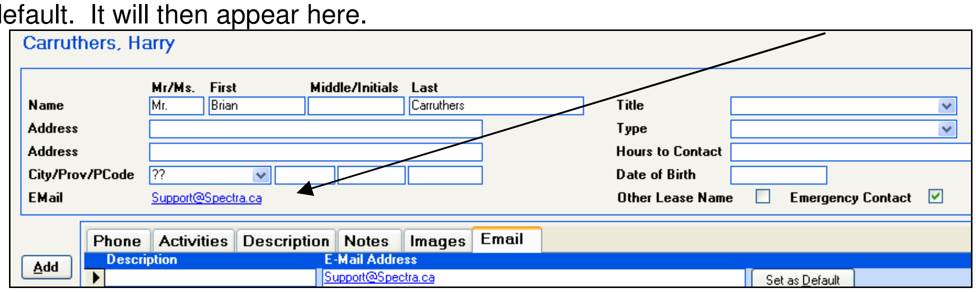
Send Email

To send an email from within *SPECTRA* to one of the companies in the database and have this email available for ready viewing as an activity, this is what you do:

1. On the Toolbar, go to Tools – Set User Defaults and complete the new Email section. Add an "Email" code as an Activity code to indicate that these are emails. We would suggest that you set up a centralized directory where all users can save their emails and select this as your "Message Storage Location".

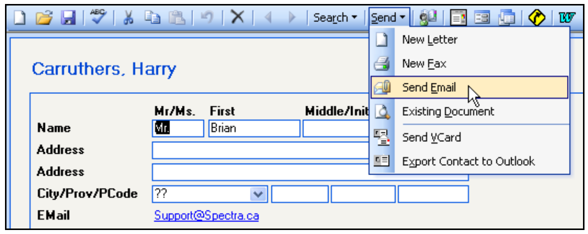


2. Go to the Find section and open the database – Tenants – click on Contacts to add an email address to a tenant. Add a new or drill down on an existing contact and click on the "Email" tab. As a company may have several different email addresses, when you have entered the email address, click on the "Set as Default" button to specify this email address as the default. It will then appear here.

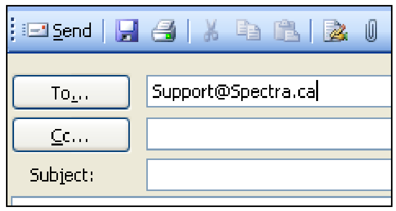


3. To send an email to this contact's default email address and have it saved and logged as an activity you **must have the contact screen open** so that you see the "Phone, Activities, Description, etc." tabs. If an email opens without the "To" field being completed, you haven't opened the contact before using the "Send Email" option.

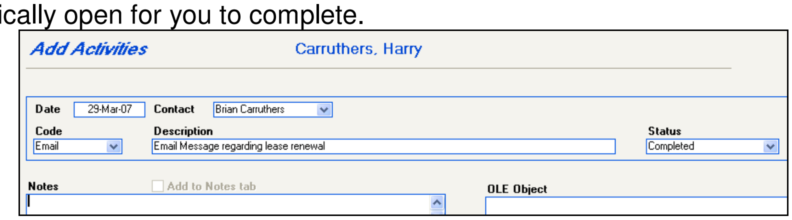
4. From within the Contact screen, click on the "Send" button on the toolbar, and select "Send Email"



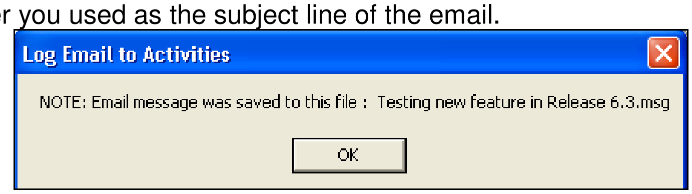
5. Outlook will open an email started with the default email address entered in the "To" field:



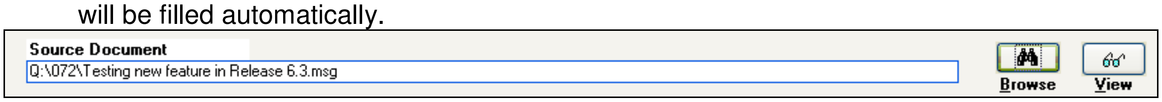
6. Complete the email and click on the "Send" button. If you selected the option in the Set User Defaults screen to "Track outgoing emails in Activities", an Activity screen in *SPECTRA* will automatically open for you to complete.



7. **The message isn't saved yet!** Click on the "Browse" button at the bottom of the screen. You will receive an onscreen message indicating that the email message has been saved with whatever you used as the subject line of the email.

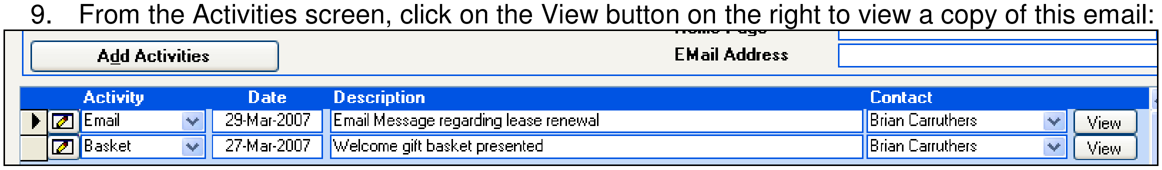


8. When you have clicked on the OK button of the above message, the "Source Document" field will be filled automatically.

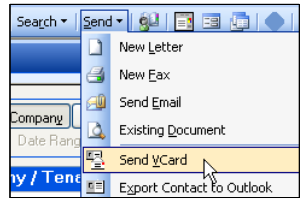


Important: This is a temporary file with room for only one email, so click on the Browse button to save this email before opening or sending any other email.

9. From the Activities screen, click on the View button on the right to view a copy of this email:

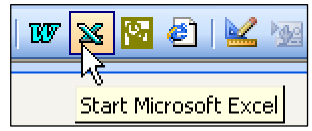


Send – Send VCard



A vCard is an electronic business (or personal) card. You may have seen a vCard attached to an e-mail note someone has sent you. To use this new feature in *SPECTRA*, open a tenant and select a contact. Then click on Send – Send VCard on the toolbar. The system will open an email and attach a vCard with the contact's information.

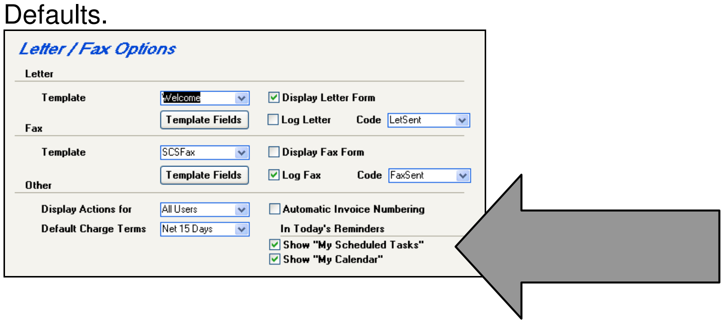
Microsoft Programs



You will notice some new buttons on the toolbar to enable you to start Word, Excel, Outlook, and Internet Explorer from within *SPECTRA*.

Tools – Set User Defaults

To exclude items from Microsoft Outlook in Today's Reminders, remove these options in Set User Defaults.



Printing

If you have a 3-tray printer, you may have experienced the printing of some reports to the wrong tray. We have modified several reports to default to "auto select" to allow your printer to select the correct tray for the printing of each report.

<Ctrl> P was inadvertently selected as the hotkey for a custom program, thus disabling the Microsoft standard <Ctrl> P to initiate printing. This printing shortcut has been restored to *SPECTRA.* The hotkey for the custom program to activate the Parking Lease is now <Ctrl>K.

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