

Release 6.5

December 2008

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Support Email: support@Spectra.ca
Visit us online at: www.Spectra.ca
Toll Free Support Line: (866) 718-2345
(U.S. & Canada)
Support Phone: (204) 488-5660
Support Fax: (204) 488-5667



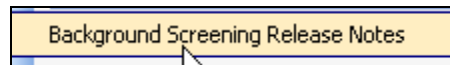
BACKGROUND SCREENING

Undesirable tenants cost multifamily property owners millions of dollars each year in lost income, lost employee time and legal fees. To minimize these losses, Residential Property Managers must be diligent and consistent in investigating prospective tenants, which can often be an expensive and time-consuming task.

Domin-8's Background Screening is a fully integrated and automated applicant screening service within **SPECTRA** that:

- Uses leading third-party data sources to provide immediate access to credit, criminal, and eviction histories.
- Delivers instant decisions that are consistent with management rules to end the application immediately.
- Provides the capability to enforce the results of the Background Screening check, as well as the ability to override those results if applicable (based on permissions assigned to the user's log-in ID).

The **Background Screening** item on the toolbar contains Domin-8's latest release notes.



Applicant Move-In Wizard

To facilitate changing a Prospect (either Approved or Approved with Conditions) into a Tenant, we have added an Applicant Move-In Wizard. This wizard will set up the Tenant information, charge any move-in conditions, and first month's rent, if the Begin Month has already been run for the month. Please see the Help Files – Background Screening – Applicant Move-In Wizard.

Background Screening is currently only available to U.S. clients. For information, please contact your Client Account Manager at Sales@Spectra.ca or by phone to 1 (800) 731-8668.

GENERAL

Fonts

We have modified the installation process so that all **SPECTRA** fonts, including MICR fonts, will install and separate font installation steps are not required.

Remote Access

We have corrected the issue involving using **SPECTRA** when connecting to a Vista[®] workstation via Microsoft's Remote Desktop Connection. The system will no longer ask for an authorization.

Windows 2008 Terminal Server

SPECTRA Version 6.4.3 and later is Windows 2008 Server compliant.

Calendar

If you double click in a date field, a calendar will pop up. By clicking on **Properties**, you have the option of determining how many months will display before or after the current month whenever you open the calendar. You are also able to set where the calendar will "pop up" on your screen.

SYSTEM TASKS

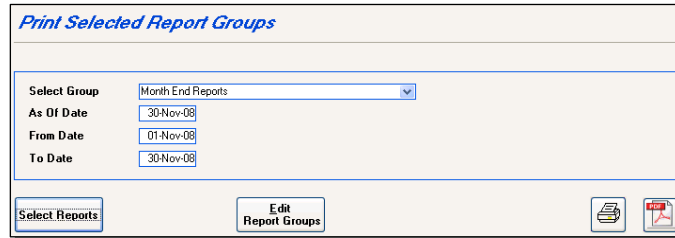
Report Notes

Report Notes

We have made a number of revisions to the printing of Report Notes on various reports.

Report Groups

Are you using Report Groups to automate your report printing? If so, you will welcome this new feature of printing the report group to a PDF file.



If you included the Daily Bank Cash Balance report and requested only a couple of bank accounts, this report would include all banks, but only if selected in a Report Group. We have corrected the bank selector.

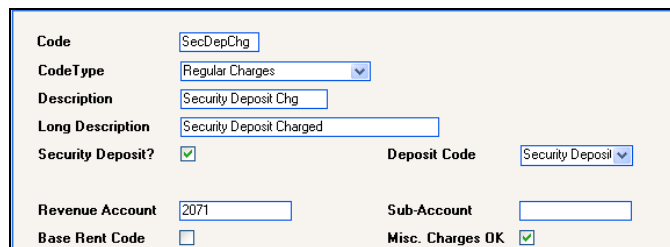
One client reported that if Report Groups were used to run Rent Schedules for the 1st of the month, the vacancies would print as of the current date. This has been corrected.

Control Codes

Accounting Codes

We've added a new feature enabling you to charge Tenants for Security Deposits.

All that's really involved is setting up a Regular Charge code, although we recommend a separate G/L account number for Security Deposits Charged, but not yet received.



Please refer to the Help Files for more information and some very specific conditions, i.e. You cannot use the Apply Unapplied Credits to apply a payment to the Security Deposit Charge.

Management Fee Types

The system will no longer allow fixed management fees to three decimal places.

Chart of Accounts

Update Chart of Accounts

We have removed the restriction that prevented the deletion of an unused G/L account if a year end had been run on that building.

Budgets

We have corrected the issue involving adding a budget for a new G/L account number.

Financial Statements

Row Definition

The Copy Statement Row Contents program will copy lines that have the "Omit Opening Balance for Year to Date" field selected to a new row definition.

Deletions

Delete Tenants

If a Move Out date is entered on a tenant's lease before the Tenant Month End is run, the system will retain the Move Out date on the unit's occupancy history.

Spectra Utilities

Reset Order Numbers

Clients, who have licensed the General Purchase Order module without the Work Order module, will now be able to reset Purchase Order numbers.

Security

User Maintenance

We have modified our Security to prevent users with "Inquiry Only" access to make any changes under any circumstances.

FIND

Images / Documents

Please refer to the Help Files – Linking Documents, as images and documents must not be "embedded" in your data files. If you think you have embedded items, please contact Spectra Support for guidance.

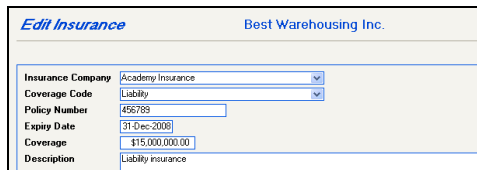
Buildings

Accounting – Other

We have resolved the issue that prevented modifications to existing landlords. You may now double click on the Landlord's field to edit the information for existing Landlords.

Insurance

Enter the details of the insurance for each building on the Building – Insurance screen. Reports are available on the Building – Master Listings menu.



Edit Insurance	
Best Warehousing Inc.	
Insurance Company	Academy Insurance
Coverage Code	Liability
Policy Number	456789
Expiry Date	31-Dec-2008
Coverage	\$15,000,000.00
Description	Liability insurance

Tenants

Leases

If you have Accounts Payable Lease Types, the system will now permit you to add a Landlord's name.

Parking

The system will now show an onscreen warning message if a stall is already in use.

Suppliers

This release includes the ability to add a source document when entering Supplier Invoices or to add a source document to an existing Standard Invoice. Source documents that are added while in Supplier Invoice Entry will automatically be displayed on the “Documents / Images” screen. Source documents added to a Standard Invoice must be added to this screen manually. Click on the **View** button to view these documents from this screen. Please refer to the Supplier – Supplier Invoices Batch Entry section for more information.

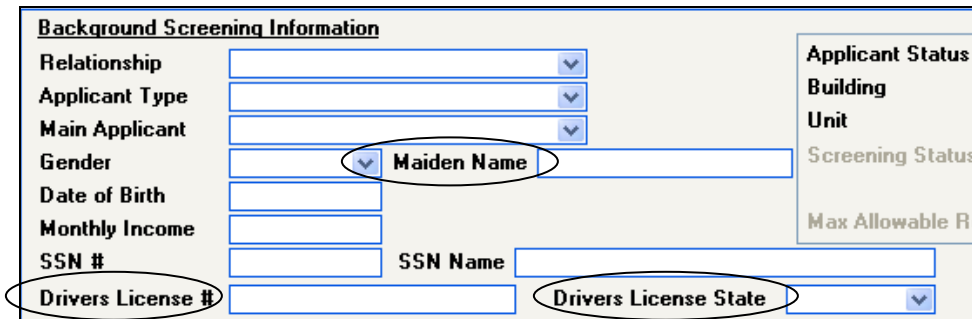


Prospects

Contacts

We have made the following changes related to Background Screening:

- We have added: Maiden Name, Drivers License #, and Drivers License State.

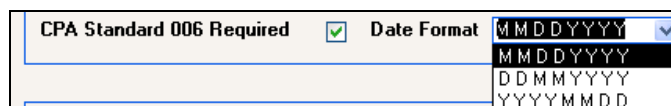


- If an applicant is approved because of the guarantor, the Log screen will show “Approved due to Guarantor”.

Banks

Bank Edit

Canadian clients now have the three different date options. If the “CPA Standard 006” option is selected, the “Date Format” field displays showing the options of MMDDYYYY, DDMMYYYY, or YYYYMMDD.



BUILDING

START A TASK

Utility Billing

Two modifications have been made to the invoice printing:

- If no basic monthly charge exists, zeros will no longer print on the invoice.
- Some refining has been done for the printing of the descriptions.

Journal Entries

Regular

We have revised the program to alert you if your selected posting date is to a closed accounting period. You now have the option to review and revise your posting date before the batch is posted.

Enter Standard Journal Entries

Changes to an account number for an existing standard journal entry will now post correctly to the displayed account number. The entire line no longer has to be deleted and re-entered.

Post Standard Journal Entries

If you select a date other than the next posting month, the system will print a Standard Journal Entry Posting Error report showing the Last Posting Date. It will not automatically post to this wrongly entered month, so you can either select the correct date before continuing or post to the selected month. If you are posting the Standard Journal Entries for a portfolio, the system will ignore any buildings that don't have standard journal entries

Requested Posting Date:		Standard Journal Entry Posting Error		01-Dec-08
12/1/2008				Page 1
Building Name	Building ID	Last Posting Date	Error	
Chic Office Tower	M103	10/31/2007	<input checked="" type="checkbox"/>	
Langley Mall	M104	10/31/2007	<input checked="" type="checkbox"/>	

An Error indicates that the last Standard Journal Entry posting date for that building was more than 1 month before the posting date requested.

Post Standard Journal Entries?

Do you want to ignore these errors and post Standard Journal Entries?

NOTE: Clicking Yes will close the report

Yes No

Import Journal Entry

A terrific module is now available for your consideration. This add-on module allows you to import journal entries from an Excel worksheet or a variety of different text files, as long as they meet certain conditions. For more information, please contact your Client Account Manager via email to CAM@Spectra.ca or by phone to 1-800-731-8668.

Import J/E File and Post to G/L

If your *SPECTRA* User Log-In ID has the option selected to allow "Closed Period Journal Entries", the Journal Entry Import will post to a closed accounting period.

Monthly Processes

Begin Month / Charge Rent

The Begin Month program will now incorporate prorated rents for tenants moving in or out mid-month and for rent changes that are effective sometime during the month. To take advantage of these automated steps, everything needs to be in place prior to running the Begin Month. Please refer to the Help Files – Tenant Charges – Prorate Charges.

If you use Vacancy Accounting, you may also wonder how the Vacancy amount is calculated. Here's an example:

Expected Rent on Building Unit file:	\$ 8,556.35
Tenant Moves Out	September 15 th
Tenant Moves In	September 20 th
Number of Days vacant in month	4

Vacancy Calculation on Begin Month: $\$ 8,556.35 \times 4 / 30 = \$1,140.85$

The Begin Month program divides the Expected Rent by the number of days in the month and multiplies the result by the number of days that the unit is vacant.

We have addressed an issue that arose for new clients when running their first Begin Month.

Management Fees

The Summary section at the end of the Management Fee report will separate the management fees and taxes.

Global Charge Changes

We have modified the program to allow you to select specific tenants.

We have modified the program to meet certain government requirements. i.e. If the government allows a maximum increase of a certain percentage, select the "Round Down" option to ensure that the new rent isn't more than the specified percentage.

Incr./Decr. Type	Percent	<input checked="" type="radio"/> Increase
Amount	2.300000%	<input type="radio"/> Decrease
Round to Nearest \$	<input type="checkbox"/>	<input type="radio"/> Stop Charge
Round Down	<input checked="" type="checkbox"/>	
If the amount rounded up would exceed the percentage amount		

The "Round Down" feature is specific to the "Percent" increases only and can be used with or without the "Round to Nearest \$" option. Therefore, the Round Down will either round down to the nearest dollar (if Round to Nearest \$ is chosen) or penny (if Round to Nearest \$ is not chosen).

Condominium Charge Additions

The Condominium Charge Additions program is a quick method to create new charges for condominium owners that meet the same criteria. It will update the Tenant Charges screen of each tenant.

The charges can be calculated in a number of different ways and the charge can be a permanent addition to the tenants' charges or just for a limited number of months.

<p>Report Data Selection</p> <p>ALL <input checked="" type="checkbox"/></p> <p>Or Portfolio <input type="text"/></p> <p>And/Or Selected <input type="text" value="Buildings"/></p> <p>Or Selected <input type="text" value="Tenants"/></p> <p>Unit Codes</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	<p>Report Dating</p> <p>Charge Start Date <input type="text"/></p>
<p>Include on Report</p> <p>Charge Code <input type="text"/></p> <p>Amount <input type="text"/></p> <p>Number of Months <input type="text"/></p> <p>Charge Option</p> <p><input checked="" type="radio"/> Monthly Fixed Amount</p> <p><input type="radio"/> Annual Amount based on Area over the specified Number of Months</p> <p><input type="radio"/> Amount split based on Condo Percent over the specified Number of Months</p> <p><small>NOTE: This process will create new fixed monthly charges</small></p>	<p>Reporting Options</p> <p>Select By Lease End Month <input type="checkbox"/></p> <p>Report Only <input type="radio"/></p> <p>Report/Create <input type="radio"/></p>

Please refer to the Help Files for more information.

In theory, this feature is only available for condominiums, but there's a trick to make it available for all buildings. Go to Find – Buildings – Accounting – Building and temporarily change the Building Type to be "Condominium". When you've added your new charges, remember to change the Building Type back.

Cost Recovery – Format I

Cost Recoveries

If one invoice was used for all codes and the codes had different percentages on them (by means of using the building overrides and letting the system calculate the actual percentage), the system would use whatever the first percentage was. This is now corrected.

Cost Recoveries – Format I and Format II

As reported in a technical bulletin, starting in Release 6.3C, incomplete recovery records were set up for some tenants for the 2008 recovery year, as only the Building Recovery information was being carried forward to the next year, and not any exceptions set up at the tenant level. This is now corrected.

SELECT A REPORT

Master Listings

Insurance Coverage and Insurance Expiry

In addition to reporting insurance coverage on tenants and suppliers, you may now record the insurance coverage for your buildings. These reports are based on the information recorded on the Building – Insurance screen.

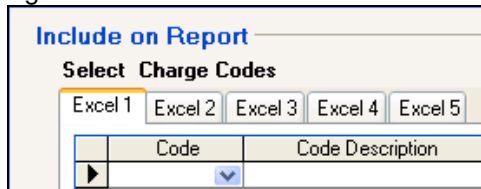
Rent Reports

Rent Rolls

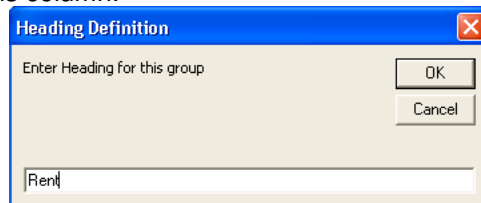
All standard Rent Rolls will now include prorated rents. If a tenant's rent increases or decreases during the month or if a tenant moves in or out, and if you have set the system up for prorated rents, the rent rolls will reflect the entire month's activity.

Rent Roll Export to Excel

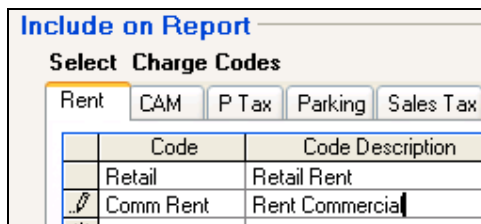
Use this new feature to export your rent roll to Excel. To define your first column, start to select your first charge code under the Excel 1 tab.

As you attempt to select a charge code, the system will prompt you to enter a heading for this column in Excel. Enter the heading name, and after clicking on **OK**, select your charge codes to be included in this column.



Repeat for all columns.



Rent Roll

A/R Only Tenants who are assigned a unit number will now show the rent charge once instead of twice. Security Deposits totals will now print on the last page of the report.

Rent Roll – Format II

The totals have been restored to the Deposit Column.

Lease Reports

Lease Expiration

This report now defaults to “active” tenants only. If you wish to know when the leases for moved out tenants would have expired, select the “Include Moved Out Tenants” option.

Security Deposit Reports

Security Deposit Export to Excel

We have added this Export to Excel to assist you in analyzing your security deposits. The Excel worksheet will look like this:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Tenant Deposit								Interest Calculation Date: September 8, 2008					
2														
3	Tenant	Floor #	Unit #	Move In	Lease Start	Move Out	Deposit Code	Deposit Description	Deposit Amount	Deposit Date	Accumulated Interest	Interest Last Calculated	Interest To Date	On Hand
4														
5	Capri Apartments			Building ID: Cap										
6	Johnson, Daryn	1	0101	01-Jan-04	01-Jan-05	31-Dec-05	Sec Dep	Security Deposit	\$725.00	18-Dec-03	\$0.00	08-Sep-08	\$0.00	Yes
7	Johnson, Daryn	1	0101	01-Jan-04	01-Jan-05	31-Dec-05	Sec Dep	Security Deposit	\$245.00	08-Sep-07	\$0.00	08-Sep-08	\$0.00	Yes
8	Sammons, Brian	1	0103	01-Jun-99	01-Oct-05	28-Feb-06	Sec Dep	Security Deposit	\$408.46	29-May-99	\$222.88	31-Aug-03	\$231.34	Yes
9	Coutu, Garth	2	0201	29-Jun-03	01-Jul-05	30-Jun-06	Sec Dep	Security Deposit	\$725.00	05-Jan-04	\$0.00		\$0.00	Yes
10	Bennett, Emil	2	0202	01-Apr-98	01-Jun-05		Sec Dep	Security Deposit	\$848.00	01-Apr-98	\$499.72	31-Aug-03	\$517.79	Yes
11	Anderson, Paula	2	0203	01-Jun-05	01-Jun-05		Sec Dep	Security Deposit	\$525.00	25-May-05	\$0.00		\$0.00	Yes
12	Ryland, Tony	3	0301	01-Sep-05	01-Sep-05		Sec Dep	Security Deposit	\$650.00	31-Aug-05	\$0.00		\$0.00	Yes
13	Dubois, Steven	3	0302	01-Apr-06	01-Apr-06		Sec Dep	Security Deposit	\$775.00	03-Apr-06	\$0.00		\$0.00	Yes
14	Schwartz, Shona	3	0302	01-Oct-01	01-Jun-04	31-Jan-05	Sec Dep	Security Deposit	\$757.18	31-Jan-05	\$0.00		\$0.00	Yes
15	Schwartz, Shona	3	0302	01-Oct-01	01-Jun-04	31-Jan-05	Sec Dep	Security Deposit	-\$757.18	11-Jul-05	\$0.00		\$0.00	Yes

Vacancy Reports

Vacancies

We have corrected an error message resulting from the exclusion of a unit status. This report will now sort by Floor / Unit.

Management Reports

6-in-1 Reports

This report has been modified to include any prorated rents in the Rental Activity.

Prospects

Prospect Summary

We have corrected this report to reflect the activity when a Prospect is changed to a Tenant.

Owners

Owner Trust Report

We have corrected an issue involving two auto withdrawals for different suppliers, which would be combined under one supplier name on the Owner Trust Report.

Owner Statements

We have corrected an issue involving outstanding payables that had been paid in the interim. For example, if you were running the statement for September 30th on October 15th and had paid some of the September payables in October, these would now be included in the report.

Owner Statements – History

We have corrected the calculation of the opening balance, so that whatever date range is selected, the ending balance will be correct.

Financial Statements

The system will now default to the last day of the previous month as the Report End Date.

We have added another Date Format, so that you can choose to show Balance Sheets “As Of” a month end date. To select this option, go to System Tasks – Financial Statement Control – Row Definition.

Date Format	As Of mmmm d, yyyy
	For the xx Months Ending mmmm d, yyyy
	As At mmmm d, yyyy
	As Of mmmm d, yyyy

The following Report Names have been added to the list of column formats available:

- 17b Actual and Budget Current Period and Year to Date plus Annual Budget
- 20a Quarterly Spread with Opening Balance
- 56b Actual, Budget, Variance, Var %, Annual Budget and Forecast (YTD actual plus Budget to year end)

If you used the Export to Excel or Drill Down buttons to review any 12-month spread reports that included any Balance Sheet items, you would have found that the totals were wrong because the opening balances were included. This has been corrected.

By Report Groups

We have corrected an Error 94 that sometimes occurred when printing financial statements by report groups.

Financial Statement – Report Groups

If you use Report Groups that change often, you will appreciate the feature we have added to enable you to print out a report group. From the Financial Statement screen, click on the **Update Groups** button, select your Report Group, and click on the Preview of Print button.

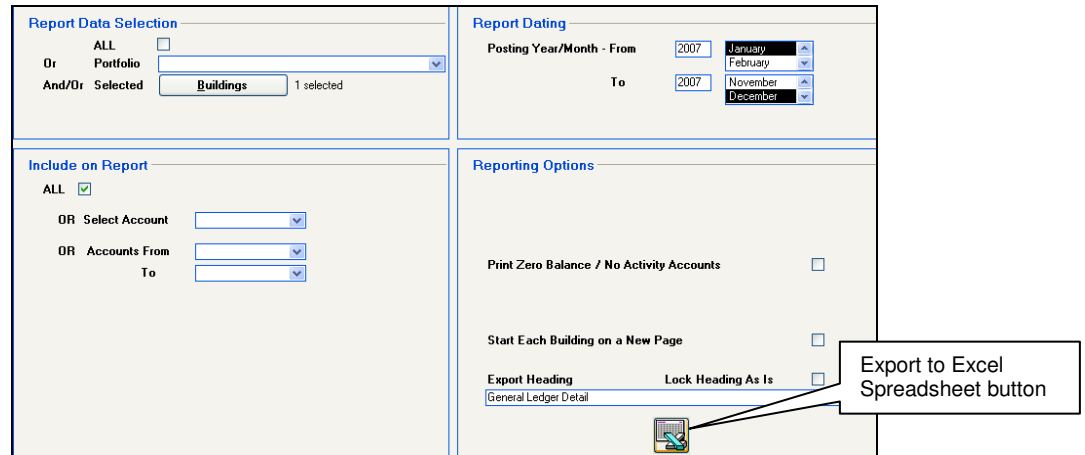


Financial Statements – Non-Fiscal

Recently non-fiscal financial statements started to reflect the amounts for the fiscal year instead of the non-fiscal period that had been selected. This is now corrected.

General Ledger G/L Detail Export to Excel

A new analytical tool has been added to the resources available to you. The G/L Detail Export to Excel will export opening balances, all transactions, and closing balances for any number of buildings for any number of G/L accounts for any range of posting months.

Having exported this information to Excel, you can now analyze it, sort or sub total by any of the column headings.

	A	B	D	E	F	G	H	I	J		P	Q				
1	Selected General Ledger Detail			Posting Month / Year From: January-2005 To: December-2007												
2																
3	Description		Batch #	Date Processed	Doc Type	Source	Reference #	Posting Date	Opening Balance	Current Debits	Current Credits	Closing Balance	G/L Number	Line Type	Post Year	Post Month
4	Chic Office Tower	R&M - Electrical		01-Jan-05			Opening Balance	01-Jan-05	-	-	-	-	M103.4250	1	2005	1
5	M103.4250		5549	13-Apr-05	INV	A/P	# 502030	11-Apr-05	-	631.58	-	-	M103.4250	2	2005	4
6	-		6181	20-Mar-07	INV	A/P	# 6151-147	15-May-06	-	4,575.65	-	-	M103.4250	2	2006	5
7	- repair and/or replace wiring on main floor															
8	M103.4250	R&M - Electrical		31-Dec-08			Closing Balance	31-Dec-07	-	-	-	5,207.23	M103.4250	3	2007	12

If you re-sort the worksheet, these columns will enable you to sort and subtotal by G/L account number and posting month.

Other Uses:

1. Journal Entries posted to the Receivables or Payables control account are the usual cause of sub ledgers being out of balance with the control accounts, but how can you find these? Export all transactions to the A/R or A/P control accounts to Excel and then sort entries by source to find batches with the source "J/E".
2. Work Orders – If you want to find all postings to the General Ledger from your Work Orders, search for the source "W/O".
3. Analyze any G/L account number in Excel for a month, a year, or all transactions.
4. If anything interrupts the posting of a batch (hardware or network failure, power outage, etc.), so that the batch posts out of balance, the answer is to reverse the batch and re-enter it manually. If it's a batch of AP invoices, this could involve many of lines of journal entry. If you exported all transactions for a period and then sorted by batch number, you could sort and subtotal the errant batch by G/L account number, and then add the missing items to balance the journal entry. The journal entry could then be re-entered – one line for each G/L account number total.

TENANT

START A TASK

Charges

Tenant Charges

If you have set the User Defaults for auto invoice numbering and have selected the terms, the terms will now print automatically on the invoices.

Tenant Deposits

Deposit Refunds

We have corrected an issue involving the use of the calendar to change the date. If the calendar was used, interest was accrued to the current date, even if an earlier date was selected in the calendar.

Apply Unapplied Credits

If you use sub accounting by unit and found entries from the Apply Unapplied Credits posted to Suspense, this issue should now be resolved.

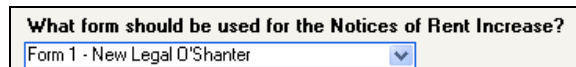
Notices of Rent Increases

New York Lease Renewals

We have modified the program to incorporate the recently announced provision of a different supplementary for one- and two-year leases effective October 1, 2008.

Ontario

We have added another form for the Ontario Notices of Rent increases called "Form 1 – New Legal O'Shanter". This form has no signing option for month-to-month leases. If this form is selected, the system will prompt the user to indicate which checkboxes are to be marked on the Notice form.



SELECT A REPORT

Tenants

Tenant Abstract

The Tenant Abstract report now has the option to include the custom data files.



Include on Report	
Select ALL	
Contact names	<input type="checkbox"/>
Activities	<input type="checkbox"/>
Information codes	<input type="checkbox"/>
Tenant notes	<input type="checkbox"/>
Addresses	<input type="checkbox"/>
Late charge information	<input type="checkbox"/>
Deposits	<input type="checkbox"/>
Lease Renewal History	<input type="checkbox"/>
Retail sales	<input type="checkbox"/>
Recurring charges	<input type="checkbox"/>
History charges	<input type="checkbox"/>
Parking charges	<input type="checkbox"/>
Options	<input type="checkbox"/>
Recoveries	<input type="checkbox"/>
Clauses	<input type="checkbox"/>
Insurance Coverage	<input type="checkbox"/>
Tenant Improvements	<input type="checkbox"/>
Custom User Data Fields	<input type="checkbox"/>

Tenant Notes will now print in chronological order.

Email addresses will print on Tenant Abstracts if the Configuration File has one of the Email options selected and the tenants are flagged as "Email Tenant Invoices and Statements".

Tenant Address List

The "Create Mail Merge" option will export email addresses if the following conditions exist:

- Configuration File has one of the Email options selected. If you are using the SMTP Server option, please refer to the Configuration File help file.

Email Option	<input type="radio"/> Do Not Email Tenant / Owner Statements <input checked="" type="radio"/> Email Tenant / Owner Statements using Outlook <input type="radio"/> Email Tenant / Owner Statements using SMTP Server
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- Tenants are flagged as "Email Tenant Invoices and Statements".

Email Tenant Invoices and Statements?	<input checked="" type="checkbox"/>	E Mail Address	MagicImports@email.com
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Charge History Report

We have corrected a reporting issue that if a charge history report was requested for a non-calendar period, the Summary by Code at the end would show calendar period headings.

Tenant Schedule of Rent – Madison

We have corrected the omission of the sales tax in the 8th column on parking charges.

Aged Trial Balance - Historical

Two issues that recently arose regarding receipts applied to future charges and the non-printing of Report Notes have been corrected.

We have added the option to age the report by month in addition to the default of by Day.

Select Aging Option	
Age by Day (1-30,31-60,61-90,over 90)	<input type="radio"/>
Age by Month (Current, Previous, 2 Months Ago, More Than 2)	<input checked="" type="radio"/>

Aged Trial Balance – Hist to Excel

Use this program to export your Historical Aged Trial Balance to Excel.



Monthly A/R Summary

Clients who are authorized for Tenant Receivables without integration to the General Ledger will now be able to rerun this report for previous months.

Monthly A/R Summary – Spread to Excel

You may now export the Monthly A/R Summary – Spread report to Excel.

The "Status" comes from the Tenant's Lease screen. Options are Active, Inactive, or Skipped.

	A	B	C	D	E	F	G
1	Monthly A/R Summary - Spread						
2							
3	Unit	Status	Tenant	Co-Signer	Move-In Date	Lease Ends	Move-Out Date
4							
5	Capri Apartments			Building			
6	0202	Active	Anderson, Paula	Yes	01-Apr-98	31-M	

The "Co-Signer" field shows "Yes" if a contact on the tenant is flagged as "Other Lease Name".

Monthly A/R Collection Report

Under certain circumstances, the collection report would print an opening balance of zero, even if a tenant had an opening credit balance for the month. This has been corrected.

Tenant Ledger

We have resolved a reporting only issue resulting from the use of the calendar.

We have addressed the issue of the speed of the display or printing of tenant ledgers that arose in Release 6.3C.

Minnesota CRP

We have incorporated the changes to the 2008 Form.

Tenant Invoices / Statements

Print Invoices

We have corrected an issue where the Next Month's Rent amount was being calculated on the Area Leased instead of the Override Area Leased.

We have updated this program to include mid-month Move Ins, if the "Next Month's Rent" option is selected.

All Invoices and Statements

All Invoices and Statements will now reflect prorated rents, if this option has been set up.

We have added the option to email Tenant Invoices and Statements, if the following conditions exist:

- Configuration File has one of the Email options selected. If you are using the SMTP Server option, please refer to the Configuration File help file.

Email Option	<input type="radio"/> Do Not Email Tenant / Owner Statements <input checked="" type="radio"/> Email Tenant / Owner Statements using Outlook <input type="radio"/> Email Tenant / Owner Statements using SMTP Server
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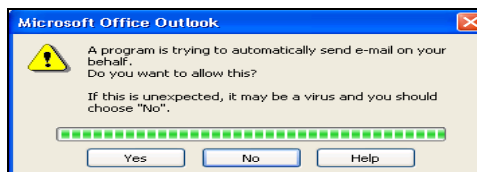
- Tenants are flagged as "Email Tenant Invoices and Statements".

Email Tenant Invoices and Statements?	<input checked="" type="checkbox"/>	E Mail Address	MagicImports@email.com
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If the Email Option exists on the Configuration File, the Tenant Invoices and Statements will display the option shown below. If you want a printout of the invoice or statement, select the Preview or Print button on the toolbar.

 Email Statements To Tenants Statements will be printed for tenants not wanting their statements emailed.

If you receive a prompt as shown below, click on "Yes" to complete the email to your tenants. If you answer "No", the email process will be halted and the invoice or statement will be sent to the printer instead.



SUPPLIER

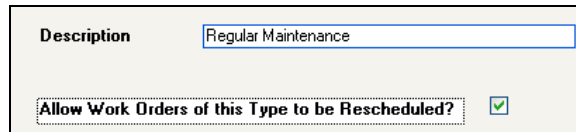
START A TASK

Work Order

Customer Work Order

A client reported that any credits included in AP Invoices entered through the Work Order Billing screen were not displaying in the Select Invoices to Pay screen nor were they being posted to the General Ledger. This has been resolved.

We have added the ability to create a recurring work order. Please consult the Work Order help file for specific instructions.



Description Regular Maintenance

Allow Work Orders of this Type to be Rescheduled?

If a contractor is used for a work order, the Billing screen will now allow duplicate invoice numbers, if this option is selected on the Supplier – Accounting screen. This feature is useful, as the same contractor invoice number may apply to multiple work orders.

When creating the A/P invoice from a work order, the voucher field is now available.

Purchase Order

Purchase Receipt

The system will now check whether duplicate invoice numbers are allowed on the Supplier's Accounting screen.

The Category Info (Supplier – Purchase Order) screen should have G/L account numbers entered for all fields. If any fields are missing the G/L account number, the system will post the entry to the Suspense account of the Warehouse building.

When creating the A/P invoice from a purchase receipt, the voucher field is now available.

Invoices

Supplier Invoices Batch Entry

The automatic discount feature is not available for invoices split to more than one building.

We have added the ability to add a source document when entering Supplier invoices. To link a copy of an invoice, for example, scan the invoice and save it on your network. Then, use this feature to enable others to view the invoice.



Source Document U:\Temp\ABC 100308 Invoice.doc Browse View

This feature is only available when entering invoices – not after an invoice has been posted.

If you had been advised to stop using the Ctrl ' copy shortcut, this issue has been resolved.

Add or Change Standard Invoices

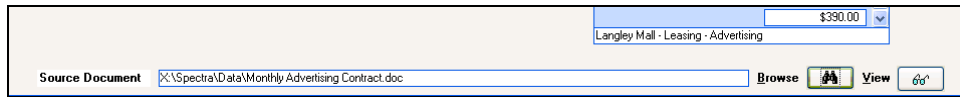
Only active suppliers will now be available for setting up standard invoices.

We have corrected the situation outlined in the technical bulletin that started in Version 6.3C. The situation was that, if you edited an existing Supplier Standard Invoice to add additional lines of detail to it, the additional detail was not included in the expense distribution when the invoices are posted, but the total of the invoice was set up for payment.

Under certain circumstances, it was possible to save a standard invoice when the payment amount did not equal the sum of the invoice distribution. This has been corrected.

If you encountered an error message about not being able to move the focus, this has been corrected.

We have also added the ability to add a source document to the Standard Invoices. To link a copy of an invoice or contract, scan the document and save it on your network. Then, use this feature to enable others to view it. Unlike the Invoice Entry program, this scanned document can be added to the Standard Invoice file at any time.



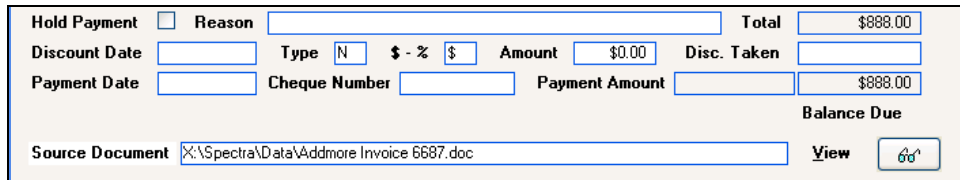
Source Document: X:\Spectra\Data\Monthly Advertising Contract.doc

View

Supplier Invoice Display

“Suppliers” created through Tenant Deposit Refunds will display here again.

Source documents that were added to any invoices during Supplier Invoices Batch Entry can be viewed from the Supplier Invoice Display screen. Drill down on the invoice and click on the **View** button at the bottom of the screen:



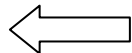
Hold Payment Reason Total \$888.00

Discount Date Type N \$ - % \$ Amount \$0.00 Disc. Taken

Payment Date Cheque Number Payment Amount \$888.00

Balance Due

Source Document X:\Spectra\Data\Addmore Invoice 6687.doc View



SELECT A REPORT

Work Order

Customer Invoice

We have corrected the printing of invoices that duplicated a contractor’s name.

A/P Export to Excel

Use this program to export your Supplier invoices to Excel. Each invoice has a maximum of five invoice distributions per building.



Outstanding/Paid Invoice Listing

If you selected the options to print Job Cost distributions, you may have encountered the situation that the G/L distributions did not print. This has been corrected.

BANKING

START A TASK

Receipts

Regular

Miscellaneous Receipts will now allow postings to sub accounts containing a period.
e.g. Bldg ID . 7070.0099.0140, where 0099.0140 is the sub account.

Rapid Receipts

We have added the option to Print Receipts in Building / Unit order.

<input checked="" type="radio"/> Print Receipts	
<input type="radio"/> Print Receipts Batch Listing	
<input type="radio"/> Print Pre-Authorized Payments	
<input type="radio"/> Print Pre-Authorized Payments Plus Balance	
Print By	
<input checked="" type="radio"/> Building Name/Tenant Name	
<input type="radio"/> Building Name/Unit ID	

Print Daily Cash Receipts

We have added new bank deposit slips to facilitate your bank deposits. The following options become available when you select "Print: Deposit Slip" under Reporting Options.

Reporting Options	
Print	
<input checked="" type="radio"/> Daily Receipts	
<input type="radio"/> Month to Date	
Print	
<input type="radio"/> Deposit Report	
<input checked="" type="radio"/> Deposit Slip	
<input type="radio"/> Both	
Bank Totals	
<input type="checkbox"/> Final Totals	
<input type="checkbox"/> Dept. Name	
Deposit Slip Format	
<input checked="" type="radio"/> Standard	
<input type="radio"/> MICR - ARTINA Form #378-LDB	
<input type="radio"/> MICR - NEBS Form # 80200	
<input type="radio"/> MICR - NEBS Form # L9210	

Checks

Handwritten Checks

The ability to add a source document that was discussed above under Supplier Invoices Batch Entry has also been added to Handwritten Checks.

We have modified the batch report to print the G/L account description to facilitate checking for data entry errors prior to posting.

Debit G/L #	Split Amount	G/L Acct Description
645.7000	444.00	Leasing - Advertising

It was possible to click on the "X" on the toolbar twice to delete a batch of partially entered Handwritten Checks and, if the option to void checks was selected both times, this would result in duplicate void checks in the check register. The option to generate void checks has been removed from Handwritten Checks.

Select Invoices to Pay

If you are authorized for EDI Royal Bank 152, you will no longer have to select a bank when selecting invoices to pay.

Invoices selected for payment are now highlighted on the screen.

Supplier Name	Building ID	Invoice Number	Invoice Date	Discount Date	Due Date	Invoice Amount	Balance Due	Amount To Pay	On Hold
ABC Design	JC	444	21-May-2008		20-Jun-2008	110.00	110.00	110.00	<input type="checkbox"/>
ABC Fire & Safety	JC	9658	21-May-2008		20-Jun-2008	50.00	50.00	0.00	<input checked="" type="checkbox"/>
City Services	JC	74	04-Dec-2004		03-Jan-2005	10,890.00	9,390.00	9,390.00	<input type="checkbox"/>

Check Printing

Clients who received new checks recently reported to us that the colored area was smaller on their new batch of checks and that the bottom signature line was printing too low. We have moved the signature lines up to compensate for the change in the check border.

When we expanded the company name to be two lines, clients using Secured Check Signature Printing found that the top of the signature was cut off. This is rectified now.

Electronic Data Interchange (EDI) Processing

Bank of Montreal has been added to our list of banks available for automating payments to suppliers. If you are interested in this module, please contact Spectra Sales by email to Sales@Spectra.ca or by phone to (800) 731-8668.

Create Bank PAP Interface File

Credit Union Central – B.C. - Multi

We have created a new module to enable the distribution to multiple bank accounts for the Credit Union Central – B.C.

Canadian Western Bank

We have modified this program so that the institutional ID number for returns (transit number) and Account number for returns is the bank account associated with the Originator ID.

TD Commercial – Multi-Bank

We have create a new module to enable the distribution to multiple bank accounts for the TD Commercial Bank.

For more information on any of these modules, please contact your Client Account Manager via email to CAM@Spectra.ca or by phone to 1-800-731-8668.

SELECT A REPORT

Checks

Monthly Disbursements Report

We have corrected a printing error on the second page of the Final Total Summary section. Under certain circumstances, the totals on the summary were not correct. This has been corrected.

Cash Out Report - Marker

The option to print by Bank / Building Summary has been modified to sort by Building Name instead of Building ID.

JOB COST

SELECT A REPORT

Project Cost Detail Reports

Project Cost Detail – Chandler

This letter-sized report prints the following information in portrait format:

Cost Account and Description	Original Estimate	Total to Date	Estimate to Complete	Estimated Final Cost	Percent Complete	Over (Under)
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Project Cost Detail - Tonko

We have corrected the calculation of the square footage.

Estimate / Budget Reports

Job Cost Payment / Retention Detail

We have done a modification to ensure that the options selected for this report are used.

Commitment Reports

Commitment Change Order

We have corrected a reporting issue if a commitment number was used in two phases.

Crystal Reports®

We have documented the instructions for using Crystal Reports® to create custom reports from your *SPECTRA* data. Please refer to the help files for more information on this interesting addition to your reporting options. We have initially provided “Views”, which consolidate information from various *SPECTRA* tables to get you started. If you have suggestions for additional “views”, please send them to Support@Spectra.ca. We should advise you, however, that we are not in a position to provide support on the use of Crystal Reports®.

Support Email: support@Spectra.ca
 Visit us online at: www.Spectra.ca
 Toll Free Support Line: (866) 718-2345
 (U.S. & Canada)
 Support Phone: (204) 488-5660
 Support Fax: (204) 488-5667

