

# Release 6.5.0.3

## February 2009

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## BUILDING

### START A TASK

#### Inquiries

##### Vehicle Inquiry

We have added a new onscreen inquiry program to facilitate vehicle searches. This will display vehicles whether or not stall numbers are assigned, whereas our Parking Control Report only reports on vehicles that have been assigned stall numbers.

Vehicle Inquiry													
Building	<input type="text"/>				License #	<input type="text"/>		Parking Lot	<input type="text"/>				<input type="button" value="Refresh List"/>
Unit	<input type="text"/>				Vehicle Desc	<input type="text"/>		Stall	<input type="text"/>				<input type="button" value="Clear Search"/>
Tenant	<input type="text"/>				Permit #	<input type="text"/>		Stall Type	<input type="text"/>				<input type="button" value="Clear Search"/>
					"Dbl Click" on Tenant Name for Details								
Tenant	Phone	License	Vehicle	Permit #	Parking Lot	Stall	Type	Building	Unit ID	Status	Move		
▶ Anderson, Paula		CAL 243	1992 Grand Am		Lot A	6	UG	Capri Apartments	0202	Current	01-Apr-		
Antom, Adam		876 GFR	Ford 150		Parkade	3	Parkade	645 Betsworth (Parkade)		Current	01-Jan-		
Anthod, Authur		872 PPL	Honda		Parkade	5	Parkade	645 Betsworth (Parkade)		MovedOut	01-Jan-		
Barley Bev		PLU 624	Blue GMC	624	OutLot	10	OS	Condo Corp #245	0402	Current	01-Jan-		
Berg, Bob		332 KKL	Sebring		Parkade	12	Parkade	645 Betsworth (Parkade)		Current	01-Jan-		
Bop, Betty		387TYU	Chevy Cavalier		Parkade	2	Parkade	645 Betsworth (Parkade)		Current	01-Jan-		
Brown, Joe		145 TGH	Ford Taurus		Parkade	1	Parkade	645 Betsworth (Parkade)		Current	01-Jan-		
Brown, Joe		PTG 875	Green Ford Bronco		Parkade	1	Parkade	645 Betsworth (Parkade)		Current	01-Jan-		
Cat, Steve		887 HGT	Camero		Parkade	6	Parkade	645 Betsworth (Parkade)		Current	01-Jan-		
Chicago Transport	(312) 452-7979		unit stall for clients		Lot	3	OS	Best Warehousing Inc	0105	Current	01-Jan-		

To search for a vehicle by plate number, key in the license # in the License # field and click on the **Refresh List** button.

To see all plate numbers start with "BNC", key in "BNC" and click on **Refresh List**.

Did you only see the last three numbers? Use the wildcard asterisk in your search, e.g. \*157 to find all plate numbers ending in 157.

Double click on the tenant name, if you then want to open the database for this tenant. From the Tenant screen, click on the **Close Window** button to return to the Vehicle Inquiry.

## Monthly Processes

### Management Fees

We have corrected the issue reported in the technical bulletin about the system not calculating management fees on tenant receipts if the "Cash Based" option had been selected. We recommend that you install this release prior to the entry of cash receipts in the next month to reduce the amount of manual calculation involved for these management fees.

Run the Cash Receipts Journal found on the Building – General Ledger menu. This clearly shows all cash receipts for the building for the month.

G/L #	Description	Debit	Credit
1050	Due To/From Gateway Holdings	\$24,754.47	\$0.00
1100	Accounts Receivable	\$0.00	\$19,754.47
2070	Tenant Deposits	\$0.00	\$5,000.00
9000	Interest Income	\$0.00	\$300.00
<b>Building Total:</b>		<b>\$24,754.47</b>	<b>\$25,054.47</b>

In this example, Tenant Deposits would not be subject to management fee and Interest Income may or may not be. Your Tenant Receipts total \$19,754.47 on which your management fee would be calculated.

Your procedure to rectify this would be:

1. Calculate the management fee for the month based on the above amounts.
2. Run the Management Fee Report – Report only to determine what the system has recorded.
3. Through Supplier Invoices Batch Entry, enter invoices from your management company for the **difference**\* between your manual calculation and the system's.  
\*You may choose to charge **all** the management fee manually this month. If you do so, do **not** run the Management Fee Program at all for this month.
4. Run the Management Fee Report – Report and Run Update to have the system set up the payable for the amount recorded by the system, if you have entered manual invoices to charge the **difference**. This system management fee and your manual invoice will equal the total management due for the month.

## **SELECT A REPORT**

### **Owners**

#### **Owner Statement**

We have modified the Owner Statement for buildings with non-calendar months, e.g. where the accounting period runs from the 10<sup>th</sup> to the 9<sup>th</sup>.

#### **General Ledger**

##### **G/L Detail Export to Excel**

We have enhanced this program to export both the regular and the memo transaction description fields, so that tenant and supplier names will display in Excel.

## **TENANT**

### **SELECT A REPORT**

#### **Quebec Releve 4 Forms**

We have modified the printing to line up with the 2008 government changes to this form.

## **BANKING**

### **START A TASK**

#### **Receipts**

We have corrected the posting to the General Ledger if a tenant's payment was applied to both tenant charges and security deposits charged.

#### **Create Bank PAP Interface File**

##### **HSBC Multi**

We have create a new module to enable the distribution to multiple bank accounts for the HSBC Bank. Please contact your Client Account Manager if you would like more information about this new module.

## **BACKGROUND SCREENING**

### **Input Required Information**

#### **View Detail Report**

#### **View Status Details**

#### **Override Individual Applicant Test**

If you selected the above menu items and encountered a request for a User ID and password, this has been resolved.