

# Release 6.5.1.1

May 2009

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## COMPANY

### Today's Reminders

We have corrected the dates showing on outstanding batches.

## EIS DASHBOARD

You will now be able to search for the Key Code in Search Spaces and Search Work Orders. For a description of the Key Code feature, please see Supplier – Customer Work Order.

## BUILDING

### START A TASK

#### Journal Entries

##### Import J/E File and Post to G/L

In Release 6.5 we correctly reported that the Journal Entry Import would post to a closed accounting period if the user was so authorized. However, even though that was what was happening in the posting step, the onscreen error message indicated that the system was posting to the next available accounting period. This onscreen message has been corrected.

#### 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"/>						
		"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-Jan-
Antom, Adam		876 GFR	Ford 150		Parkade	3	Parkade	645 Betsworth (Parkade)		Current	01-Jan-
Arthood, Arthur		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.

**Electronic Payment Setup**  
**Retrieve ePay Messages**

If you have licensed the ePay module, this new menu item will appear to allow you to retrieve any ePay messages.

**SELECT A REPORT**

**Rent Reports**

We have corrected issues relating to mid-month move-ins, move-outs, and sub leases were causing some discrepancies in the occupancy analysis.

**Rent Reports – Custom**

**Rent Roll – The Cabot Group**

We have corrected the duplicate reporting of market rents for units with sub leases.

**Rent Roll – Mammoth**

We have corrected the calculation of potential area occupied and vacant areas for portfolios and the reporting that showed only one charge if the same charge was entered twice.

## 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>.

## Financial Statements

We have added the following column format:

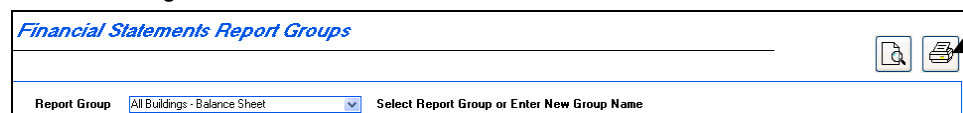
- Report Name 14a Current Period Only (no YTD amounts)

	Current Actual
<b>REVENUE</b>	
Office Rent	134,961.79
Office Vacancy Cost	(9,620.57)
Common Area Recovery	28,610.57

Report Names 65 and 85 have been revised to once again show "For the Month Ending ...." on the building spread current month reports.

### Financial Statement – Report Groups

Release 6.5 included the ability to print out a report group. We have modified the report to include the Row Format ID, which will be useful if you have multiple statements with the same title, e.g. Income Statement.



## 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.

The export has been corrected to include duplicate transactions.

### Trust Account Detail Report

#### Trust Acct. Detail Report – Investec

We have corrected the situation discovered by a client that the opening balance for these reports did not calculate correctly if the GL account numbers were less than 4 digits.

## TENANT

### SELECT A REPORT

#### Monthly A/R Collection Report

Under certain circumstances, the opening balance would calculate incorrectly. This should now be resolved.

#### Quebec Releve 4 Forms

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

## SUPPLIER

### START A TASK

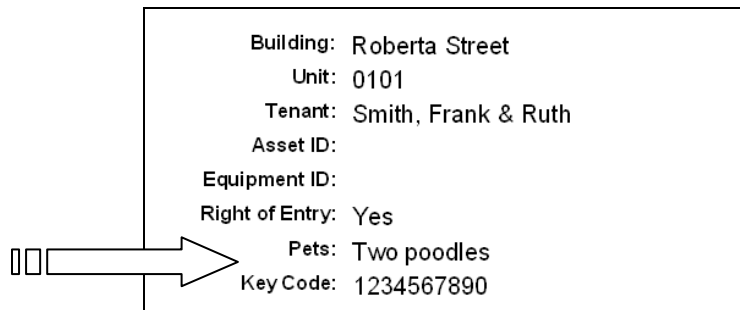
#### Work Order

##### Customer Work Order

If you enter your GST or Federal Tax ID # on the Maintenance Dept. Configuration File (System Tasks – Spectra Utilities), it will now print on the Work Order invoices.

The Completion and Logged Dates will now show on the Work Order working copy.

The Work Order module now records two additional fields: Key Code and Pets/Kind.



Building: Roberta Street  
 Unit: 0101  
 Tenant: Smith, Frank & Ruth  
 Asset ID:  
 Equipment ID:  
 Right of Entry: Yes  
 Pets: Two poodles  
 Key Code: 1234567890

#### Key Code

This 10-digit alpha-numeric code is used part of a key management function. All keys are coded so that if a key is lost, the finder cannot tell to which unit it belongs.

The Key Code is entered on the Unit file and is printed on each work order, enabling:

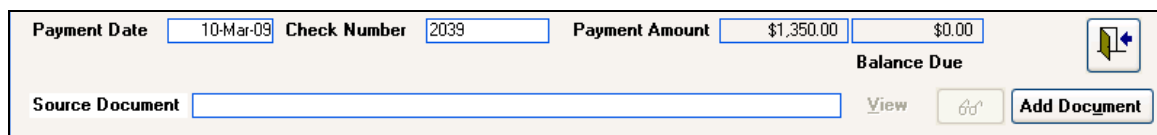
- The key to be properly pulled from the key files.
- The use of a third-party product, e.g. Excel or Crystal Reports<sup>®</sup>, to be used to extract this information from the Unit file to write a report listing all keys for a building or property.
- The individual lookup of a key code to pull a key for a tenant who is locked out.


#### Pets/Kind

This 50-digit alpha-numeric code allows any vendor to know that there is a pet present at the property prior to arrival, thus notifying the vendor to be careful not to let the pet out.

#### Supplier Invoice Display

As it's not always convenient to add a source document to an invoice when the invoice is being entered into the system, we have added this capability to the Supplier Invoice Display. Just click on the **Add Document** button at the bottom of the Supplier Invoice Display



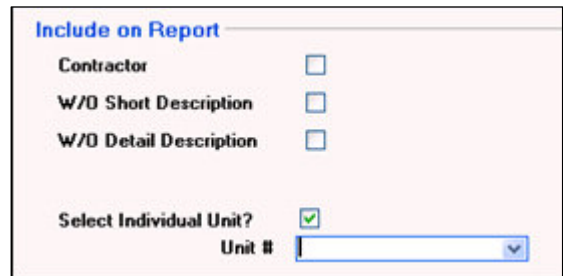
Payment Date: 10-Mar-09    Check Number: 2039    Payment Amount: \$1,350.00    \$0.00  
 Balance Due  
 Source Document:     View        **Add Document**

## SELECT A REPORT

### Work Order

#### Customer Work Order Status

You may now select Work Orders by unit number. To use this feature, **select the building first**. The **Include on Report** section of the screen will then include the field **Select Individual Unit?** After this option is selected, select the building's unit number from the dropdown bow.



The screenshot shows a window titled "Include on Report" with the following options:

- Contractor
- W/O Short Description
- W/O Detail Description
- Select Individual Unit?

Below the "Select Individual Unit?" option is a dropdown menu labeled "Unit #".

## 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.

#### Checks

##### Select Invoices to Pay

If you have multiple bank accounts and are using the MICR module, we have added the ability to select invoices for payment without first selecting the bank. Just leave the Bank as <ANY> and select your invoices for payment.

**Caution:** This feature is only available if you have the MICR module. Use this feature only for invoices to be paid from bank accounts that have the MICR encoding.

#### Electronic Data Interchange (EDI) Processing – CIBC

Canadian Imperial Bank of Commerce (CIBC) 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](mailto:Sales@Spectra.ca) or by phone to (800) 731-8668.

#### Create Bank PAP Interface File

##### HSBC Multi

We have created 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.

#### Bank Reconciliation

##### Reconciliation Step

We have corrected the issue if a bank account had only lockbox receipts (no checks or journal entries). The "Select All" option will now clear these receipts completely.

## BACKGROUND SCREENING

### **Move-In Wizard**

Under certain circumstances, the tenant address wasn't set up correctly. This has been corrected, so that if you select default address, the system will use the default unit address.

### **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.

### **Move Applicant into an Existing Lease**

Under certain circumstances, i.e. pressing the **Move Applicant into Existing Lease** button twice, the prospect as well as the original tenant would be deleted. This has been corrected.

### **Screening Step by Applicant**

Background Screening now has the ability to do step screening. With this new feature, if an applicant fails an individual test (eg. credit check), you may now review those results and decide whether to continue with further screening (eg. continue to screen for criminal etc.).

We have added the ability to add or remove applicants for a household when the household is "pending" or "pending input required" and then resubmit the household for a screen with the pending or pending input required status.

## FIND

### Building Units

Two fields have been added to this screen: Key Code and Pets/Kind. This information is primarily designed to print on Work Orders, but it can also be used by a third-party product e.g. Excel or Crystal Reports®, to extract this information from the Unit file to write a report listing all keys for a building or property.

Status	<input type="text" value="Rented"/>	Market Rent	<input type="text"/>
Usable Area	<input type="text" value="1570"/>	Previous Rent	<input type="text"/>
Rentable Area	<input type="text" value="1570"/>	Vacancy Code	<input type="text" value="VR"/>
Premise Assessment	<input type="text" value="\$0.00"/>	Description	<input type="text"/>
Key Code	<input type="text" value="1234567890"/>		
Pets (#/Kind)	<input type="text" value="Two poodles"/>		

### Key Code

This 10-digit alpha-numeric code is used part of a key management function. All keys are coded so that if a key is lost, the finder cannot tell to which unit it belongs.

The Key Code is entered on the Unit file and is printed on each work order, enabling:

- The key to be properly pulled from the key files.
- The use of a third-party product, e.g. Excel or Crystal Reports®, to be used to extract this information from the Unit data file to write a report listing all keys for a building or property.
- The individual lookup of a key code to pull a key for a tenant who is locked out.

### Pets/Kind

This 50-digit alpha-numeric code allows any vendor to know that there is a pet present at the property prior to arrival, thus notifying the vendor to be careful not to let the pet out.

### Suppliers

#### Payment Address

If a supplier's address didn't have a city, e.g. suppliers or owners who use a bank, transit number and account number as the address, the system wouldn't issue checks because the city name was missing. This has been corrected.