



Release 6.5.2





August 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.

Some modifications have been made to this module:

1. G/L account number beginning with zero will now be recognized.
2. Reference fields will be imported and posted correctly.
3. Cost codes are now available as a mapped field.

Summarize <input type="checkbox"/>		
Field Name	Mapped Field	Column
	Description	A
	Reference	B
	Building ID	C
	Account	D
	Cost Code	E
	Amount	F



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"/>							
Unit	<input type="text"/>	Vehicle Desc	<input type="text"/>	Stall	<input type="text"/>							Refresh List
Tenant	<input type="text"/>	Permit #	<input type="text"/>	Stall Type	<input type="text"/>							Clear Search
Db1 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-	
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-	
Cal, Steve		887 HGT	Camero		Parkade	6	Parkade	645 Betsworth (Parkade)		Current	01-Jan-	
Chicago Transport	(312) 452-7979		used stall for clients		Lot	3	OS	Back Warehouse 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
Building Total:		\$24,754.47	\$25,054.47

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.

Global Charge Changes

The system will no longer allow you to run the Global Charge Changes for the same building multiple times for the same date. Any subsequent attempt will produce an onscreen message that “No Data Meets Selection Criteria”. This will avoid multiple charges with ending dates prior to the starting dates.

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

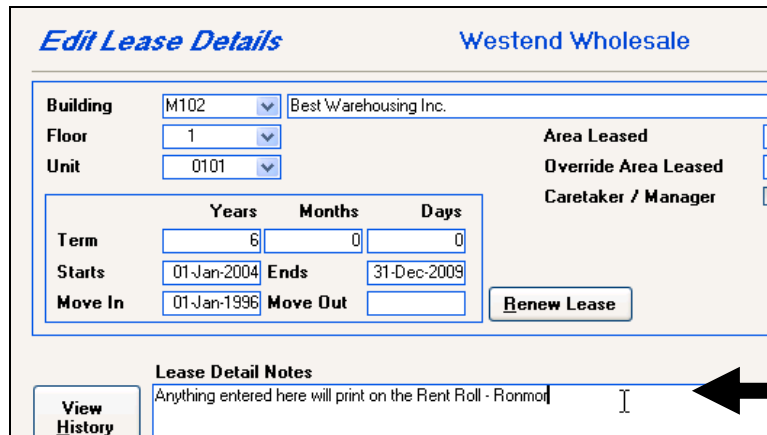
We have corrected the duplicate reporting of market rents for units with sub leases.

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.

Rent Roll - Ronmor

We have added the “Print Lease Comments” feature back to this rent roll. Anything entered on the Tenant’s Lease Details in the “Lease Detail Notes” field will print under the tenant information on this rent roll.



Edit Lease Details Westend Wholesale

Building: M102 Best Warehousing Inc.
 Floor: 1
 Unit: 0101

Area Leased
 Override Area Leased
 Caretaker / Manager

Term: 6 Years 0 Months 0 Days
 Starts: 01-Jan-2004 Ends: 31-Dec-2009
 Move In: 01-Jan-1996 Move Out:

Lease Detail Notes
 View History: Anything entered here will print on the Rent Roll - Ronmor

Vacancy Reports

Vacancies (Plus Management)

This custom vacancy report includes the Unit #, Unit description, square footage, past date the unit is vacant since, market/expected rent, future date that the unit will be vacant (based on the Move Out date, not the Lease End date).

What is unique about this report is that it clearly identifies if a unit is vacant with a future move in date, or if a unit is currently occupied with a future move out date. Plus if a unit has a future move out date with a future move in date, you can identify that this unit is not available for leasing.

In the example below:

- Units 0102, 0103, and 0201 are vacant and show future tenants.
- Units 0202, 0203, and 0301 are vacant with no future tenants scheduled to move in.
- The current tenant of Unit 0501 has given his notice to vacate on August 31st, and the unit has been leased to another tenant to move in October 15th.
- Unit 0502 has a future Move Out date of November 30th.



Building: Capri Apartments			Vacancies				As of date: 28-Jul-2009		
Floor	Unit	Unit Descriptions	Area	Vacant Since	Expected Rent	Vacate Date	Move In Date / Rented		
1	0102	Vacant 2 BR 1B Two Bedroom, August Anniversary	1,000	31-May-2009	\$825.00		29-Jul-2009		Tenant B
1	0103	Vacant 3 BR 2B Three Bedroom, March Anniversary	1,150	31-May-2009	\$708.50		15-Aug-2009		Tenant C
2	0201	Vacant 1 BR 1B One Bedroom, December Anniversary	900	15-Jul-2009	\$868.00		01-Sep-2009		Tenant D
2	0202	Vacant 2 BR 1B Two Bedroom, August Anniversary	1,000	31-May-2009	\$932.80				
2	0203	Vacant 3 BR 2B Three Bedroom, December Anniversary	1,150	31-May-2009	\$1,025.00				
3	0301	Vacant 1 BR 1B One Bedroom, January Anniversary	900	30-Nov-2007	\$650.00				
5	0501	Rented 1 BR 1B One Bedroom, September Anniversary	900		\$715.00	31-Aug-2009	15-Oct-2009		Tenant A
5	0502	Rented 2 BR 1B Two Bedroom, April Anniversary	1,000		\$863.00	30-Nov-2009			

Owners

Owner Statement

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

Financial Statements

We have added the following column format:

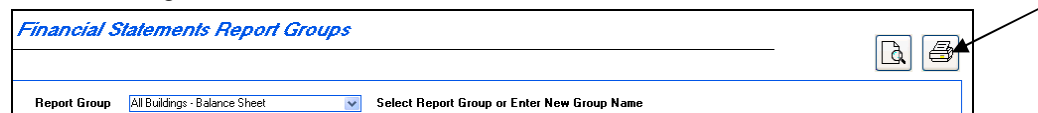
- Report Name 14a Current Period Only (no YTD amounts)

	Current Actual
REVENUE	
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

Tenants

Tenant Ingoing/Outgoing Confirmation

This report now has the option to print Expected or Market Rent, or both.

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[®], 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	<input type="text" value="10-Mar-09"/>	Check Number	<input type="text" value="2039"/>	Payment Amount	<input type="text" value="\$1,350.00"/>	<input type="text" value="\$0.00"/>	
Balance Due							
Source Document	<input type="text"/>					<input type="button" value="View"/>	<input type="button" value="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 box.

Include on Report

Contractor

W/O Short Description

W/O Detail Description

Select Individual Unit?

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.

Rapid Entry

Session Type: Automatic now has an option to create records for Active Tenants only.

Bank	<input type="text" value="National Bank"/>	Deposit Date	<input type="text" value="27-Jul-09"/>
Session Type	<input type="text" value="Automatic"/>	Select	<input type="radio"/> Portfolio <input checked="" type="radio"/> Building
		Building	<input type="text" value="All Available Buildings"/>
Control Total	<input type="text" value="\$0.00"/>		
Entered Total	<input type="text" value="\$0.00"/>		
Difference	<input type="text" value="\$0.00"/>		
<input checked="" type="checkbox"/> Tick to only include active tenants with a positive balance			

Print Daily Cash Receipts

We have revised the font size on the Artina Deposit slip.

Reporting Options

Print

Daily Receipts

Month to Date

Print

Deposit Report

Deposit Slip

Both

Deposit Slip Format

Standard

MICR - ARTINA US/CDN Form # 378-LDB

pre-printed MICR - NEBS US Form # 80200

pre-printed MICR - NEBS CDN Form # L9210



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 or by phone to (800) 731-8668.

Check Printing

Process EDI Suppliers - EFT Royal 152 Module

If the "Use Web File Transfer (WFT) option is selected, the Web Transfer information will now be inserted into the file.

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.

JOB COST MODULE

SELECT A REPORT

Estimate/Budget Reports

Job Cost Payment/Retention Details

We have corrected the date range selection, so that costs for a future date will be excluded.



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.

SYSTEM TASKS

Wizards

Tenant Setup Wizard - Regular

In certain circumstances, the Tenant Setup Wizard would return an error 2102. This has been corrected.

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	Rented	Market Rent	
Usable Area	1570	Previous Rent	
Rentable Area	1570	Vacancy Code	VR
Premise Assessment	\$0.00	Description	
Key Code	1234567890		
Pets (#/Kind)	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.

Tenant

Leases

If you found that the “View History” button was grayed out, this has been corrected.

Suppliers

Payment Address

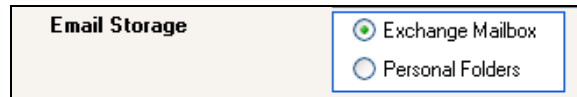
If a supplier’s address didn’t have a city, e.g. suppliers or owners who use a bank, transit number and account number as the address, the system wouldn’t issue checks because the city name was missing. This has been corrected.

TOOLS

Set User Defaults

One or two clients have found that they could send emails from within *SPECTRA*, but they couldn’t link these sent emails to their Activities. When they clicked on the “Browse” button, the email message saved would be an old email in their Sent folder instead of the current email. (For more information on sending emails, see *SPECTRA* Help – Index – Send Email.)

The default setting is “Exchange Mailbox”. If you encounter this issue, edit the Email Storage fields in the Set User Defaults screen to change the setting to Personal Folders.



PRINTING



We have upgraded to a newer version of PDF support. From any report Preview screen, if you select any of the export options, you will notice that the internal printer that used to be called ‘Spectra Internal Printing’ is now labeled ‘Spectra Internal Print Manager’. This Spectra Internal Print Manager is not a printer, and should never be set as the default printer.