







# Release 6.5.3

## October 2009

<b>Company</b> .....	<b>3</b>
Today's Reminders.....	3
<b>EIS Dashboard</b> .....	<b>3</b>
<b>Building</b> .....	<b>3</b>
Journal Entries.....	3
Inquiries.....	3
Monthly Processes.....	4
Electronic Payment Setup.....	4
Rent Reports.....	4
Rent Reports – Custom.....	4
Vacancy Reports.....	5
Prospects.....	5
Owners.....	5
Financial Statements.....	6
General Ledger.....	6
Database Listing.....	6
<b>Tenant</b> .....	<b>7</b>
Tenant Deposits.....	7
Tenants.....	7
Monthly A/R Collection Report.....	7
Quebec Releve 4 Forms.....	7
<b>Supplier</b> .....	<b>8</b>
Work Order.....	8
Supplier Invoice Display.....	9
Work Order.....	9
<b>Banking</b> .....	<b>10</b>
Receipts.....	10
Checks.....	10
Create Bank PAP Interface File.....	10
Bank Reconciliation.....	11
<b>Job Cost Module</b> .....	<b>11</b>
Estimate/Budget Reports.....	11



<b>Background Screening</b> .....	<b>11</b>
Move-In Wizard .....	11
Input Required Information / View Detail Report .....	11
View Status Details / Override Individual Applicant Test .....	11
Move Applicant into an Existing Lease .....	11
Screening Step by Applicant .....	11
<b>System Tasks</b> .....	<b>12</b>
Wizards .....	12
Spectra Utilities .....	13
Security .....	13
<b>Find</b> .....	<b>14</b>
Building .....	14
Tenant .....	15
Suppliers .....	15
Set User Defaults .....	15
<b>Printing</b> .....	<b>15</b>
 ExportToPDF  ExportToExcel  ExportToExcel2  ExportToWord .....	15

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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.

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.

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-
Anton, Adam		876 GFR	Ford 150		Parkade	3	Parkade	645 Betsworth (Parkade)		Current	01-Jan-
Airhood, 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

### Begin Month

A building using accrual accounting and not doing vacancy accounting will no longer calculate vacancy costs.

### 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.

### 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 Roll

We have corrected the occupancy discrepancy that periodically resulted if the report was printed from the preview screen or exported to PDF.

### Rent Roll – Format II

The Vacant Since date has been restored to this rent roll.

### 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

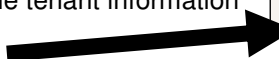
Term: Years: 6 Months: 0 Days: 0

Starts: 01-Jan-2004 Ends: 31-Dec-2009

Move In: 01-Jan-1996 Move Out:

**Lease Detail Notes**

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 31<sup>st</sup>, and the unit has been leased to another tenant to move in October 15<sup>th</sup>.
- Unit 0502 has a future Move Out date of November 30<sup>th</sup>.

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			

## Prospects

We have added a number of new Prospect reports showing:

- Referral Source Details
- Referral Source Summary
- Leasing Agent Details
- Leasing Agent Summary

## Owners

### Owner Statements

These statements will now print for buildings with their own bank accounts, even if the bank GL account has a sub account.

We have made a modification to speed up the processing time of the Owner Statements and Owner Payout Report.

We have resolved the issue of previously paid invoices showing up in the Outstanding Payables section of the Owner Payout Report and Owners 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.

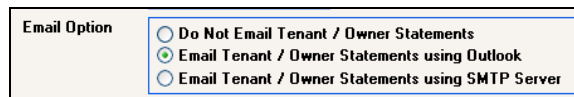
## Database Listing

The Process Codes screen of the Database Listing program now has the ability to attach a source document to activity codes.

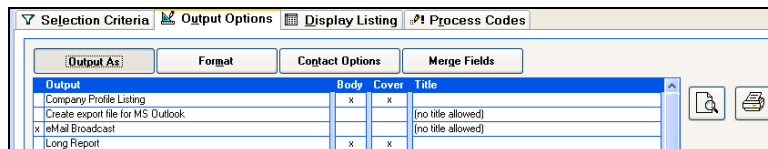
We have added the capability to do broadcast emails to companies and/or contacts.

Here’s how:

- Ensure that the Spectra Utilities – Configuration File shows the Email option.



- In the Database Listing program, select your companies or contacts.
- Under Output Options – Output As, select eMail Broadcast, and click Preview.





- The Broadcast Email screen will open, giving you the option to send your email to the company email address only or to individual contacts within the company.
- You may attach a template customized for each company or contact or you may attach the same document to each email. **Note:** For instruction on setting up a *SPECTRA* templates, consult the Help Files – Index – Write a Letter.

- Logging the Results is optional.

## TENANT

### START A TASK

#### Tenant Deposits

#### Deposit Refunds

If you do a Deposit Refund and a Refund A/R Credit for the same tenant, we have modified the program to combine these two refunds onto one check, if the same address is used for both refunds.

### 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

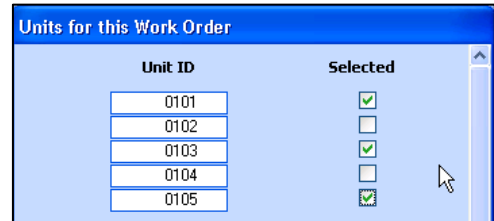
##### Customer Work Order

Two interesting features have been added to the Work Order Module:

1. Ability to assign work orders to more than one unit and to distribute specific amounts to the units in the Maintenance History.

Instead of selecting a specific unit, click on the Multiple Units button.

This will call up a list of units for this building. Select the units involved and close the form.



Unit ID	Selected
0101	<input checked="" type="checkbox"/>
0102	<input type="checkbox"/>
0103	<input checked="" type="checkbox"/>
0104	<input type="checkbox"/>
0105	<input checked="" type="checkbox"/>

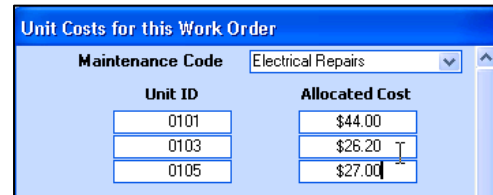
Complete the work order showing the materials and labor for all units.

On the Work Order Billing screen, click on "Update Maint History" to distribute the costs to each unit.

Only the unit numbers selected on the Multiple Units screen will appear.

Manually distribute the costs to each unit.

When the work order is posted the Building – Maintenance History will be updated.



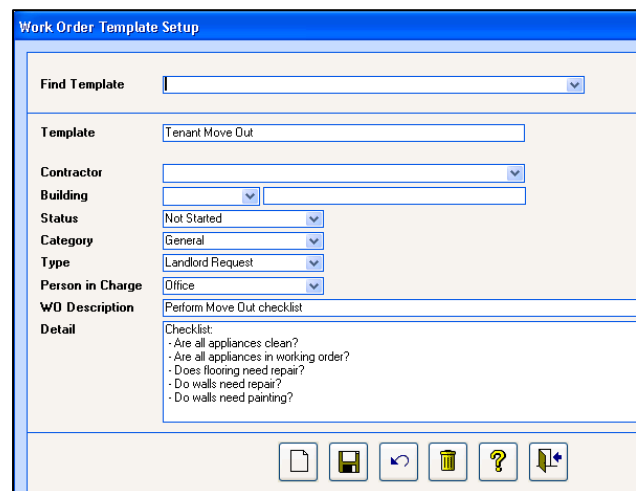
Unit ID	Allocated Cost
0101	\$44.00
0103	\$26.20
0105	\$27.00

#### Notes:

- To get the total after entering the last amount, click on the previous amount.
- The system assumes that you will distribute the cost before any sales taxes, but does not enforce this.

2. Ability to create a Work Order template for recurring tasks, e.g. Tenant Move Outs.  
To create a Work Order template, when you Add a new work order, double click in the "Create from Template" field will appear at the top of the screen.

- This screen shows the fields that will be filled in automatically with this template. The Building could have been selected, but wasn't, as this template will be used for all buildings.
- Save and click on the Add New Record to add additional templates.
- When adding a new work order, select the template from the "Create from Template" dropdown and all the fields shown in the template will be inserted in the work order.



**Work Order Template Setup**

Find Template: [Dropdown]

Template: Tenant Move Out

Contractor: [Dropdown]

Building: [Dropdown]

Status: Not Started

Category: General

Type: Landlord Request

Person in Charge: Office

W/O Description: Perform Move Out checklist

Detail:

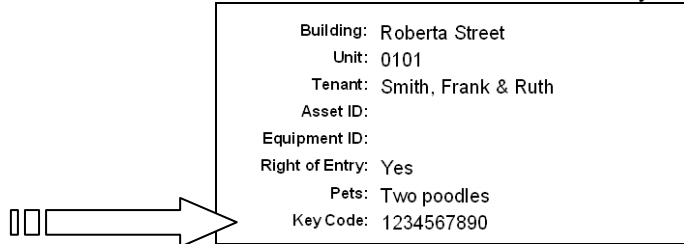
Checklist:

- Are all appliances clean?
- Are all appliances in working order?
- Does flooring need repair?
- Do walls need repair?
- Do walls need painting?

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:

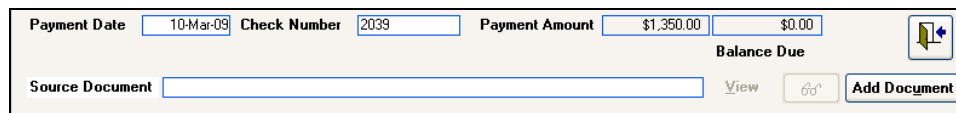
- The key to be properly pulled from the key files.
- The use of a third-party product, e.g. Excel or Crystal Reports®, to be used to extract this information from the Unit file to write a report listing all keys for a building or property.
- The individual lookup of a key code to pull a key for a tenant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



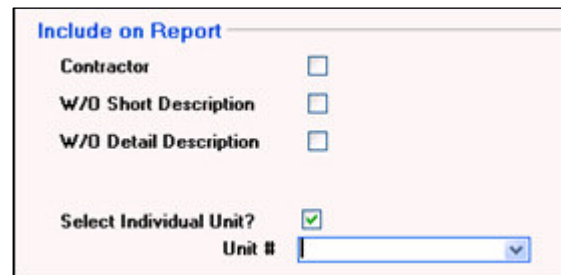
Payment Date: 10-Mar-09 | Check Number: 2039 | Payment Amount: \$1,350.00 | Balance Due: \$0.00  
 Source Document: [ ] | View | Add Document

## 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 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	National Bank	Deposit Date	27-Jul-08
Session Type	Automatic	Select	<input type="radio"/> Portfolio <input checked="" type="radio"/> Building
		Building	<All Available Buildings>
Control Total	\$0.00		
Entered Total	\$0.00		
Difference	\$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	
<b>Print</b>	
Daily Receipts	<input checked="" type="radio"/>
Month to Date	<input type="radio"/>
<b>Print</b>	
Deposit Report	<input type="radio"/>
Deposit Slip	<input checked="" type="radio"/>
Both	<input type="radio"/>
<b>Deposit Slip Format</b>	
Standard	<input type="radio"/>
MICR - ARTINA US/CDN Form # 378-LDB	<input checked="" type="radio"/>
pre-printed MICR - NEBS US Form # 80200	<input type="radio"/>
pre-printed MICR - NEBS CDN Form # L9210	<input type="radio"/>

#### Checks

##### Select Invoices to Pay

We have made a modification to speed up the selection of invoices in Select Invoice to Pay.

We have modified the program so that Invoices that are selected for payment cannot be cancelled. This will resolve the issue where cancelled invoices were still showing in the "Locked Invoices" display, but could not be cleared because they had been cancelled.

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.

If an invoice is selected for payment, it cannot be cancelled until it has been de-selected for payment.

#### 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.

#### 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

##### All Banks

If your Condo owners have been confused by the PAP description of "Rent/Leases", you can now select your own description from a dropdown list.



## **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

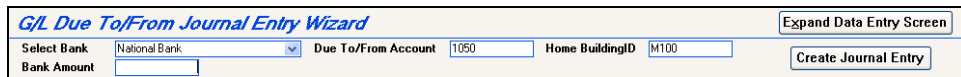
#### Tenant Setup Wizard - Regular

We have corrected the error 2102, which happened under certain circumstances.

#### Journal Entry Due To/From Wizard

If you currently do a journal entry that debits one building and credits another, the offsetting entries go through the Interdepartment account. This new wizard will put the offsetting entries through the Due to/from Accounts instead, even if the Bank account is not affected by the amount that is transferred from one building to the other. Here's how:

- The first screen of the wizard looks just like a regular journal entry, so choose your option of a Regular, Auto-Reverse, or Job Cost journal entry. Ignore the default building option, as it doesn't apply for these multiple building journal entries.
- On the second screen, select the Bank account, even if the bank is not involved in these entries. The Bank is required so the system knows which Due To/From accounts to use. The system will fill in the Due To/From Account and the Bank Building ID.



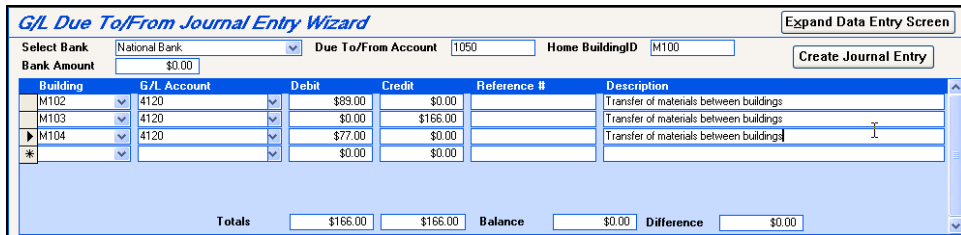
**G/L Due To/From Journal Entry Wizard** Expand Data Entry Screen

Select Bank: National Bank | Due To/From Account: 1050 | Home BuildingID: M100

Bank Amount:

Create Journal Entry

- Enter the amount that affects the Bank. Enter a positive amount for a receipt, a negative amount for a disbursement from the bank, and zero, if the bank is not affected at all. An amount **must** be entered in this field.
- This example shows an entry where the bank is not affected. When the "Difference" field at the bottom of the screen equals zero, click on the Create Journal Entry button. The system will not post this journal entry until the Difference equals zero.



**G/L Due To/From Journal Entry Wizard** Expand Data Entry Screen

Select Bank: National Bank | Due To/From Account: 1050 | Home BuildingID: M100

Bank Amount: \$0.00

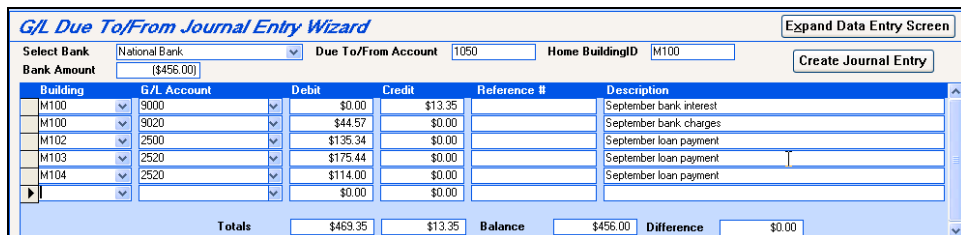
Building	G/L Account	Debit	Credit	Reference #	Description
M102	4120	\$89.00	\$0.00		Transfer of materials between buildings
M103	4120	\$0.00	\$166.00		Transfer of materials between buildings
M104	4120	\$77.00	\$0.00		Transfer of materials between buildings
*		\$0.00	\$0.00		

Totals: Debit \$166.00 | Credit \$166.00 | Balance \$0.00 | Difference \$0.00

Create Journal Entry

- This will return you to the Batch screen. After clicking on the Detail button to see your batch, the Post button will be available for you to post the batch. **Reminder:** If you don't see all your lines of journal entry, click on the "Expand Data Entry Screen."

#### Example of a Bank Reconciliation journal entry:



**G/L Due To/From Journal Entry Wizard** Expand Data Entry Screen

Select Bank: National Bank | Due To/From Account: 1050 | Home BuildingID: M100

Bank Amount: (\$456.00)

Building	G/L Account	Debit	Credit	Reference #	Description
M100	9000	\$0.00	\$13.35		September bank interest
M100	9020	\$44.57	\$0.00		September bank charges
M102	2500	\$135.34	\$0.00		September loan payment
M103	2520	\$175.44	\$0.00		September loan payment
M104	2520	\$114.00	\$0.00		September loan payment
*		\$0.00	\$0.00		

Totals: Debit \$463.35 | Credit \$13.35 | Balance \$456.00 | Difference \$0.00

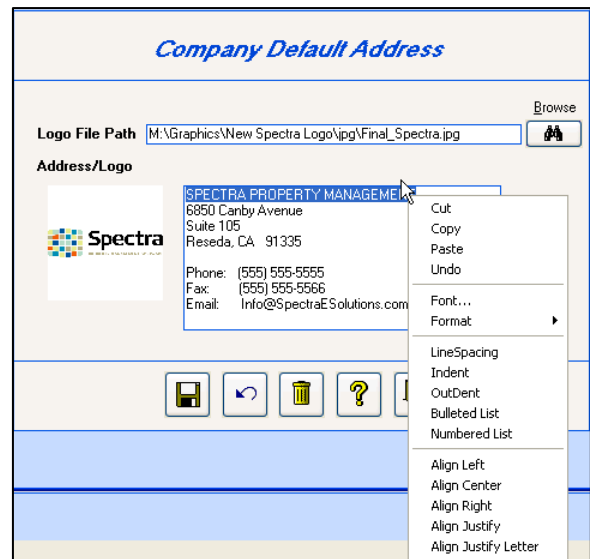
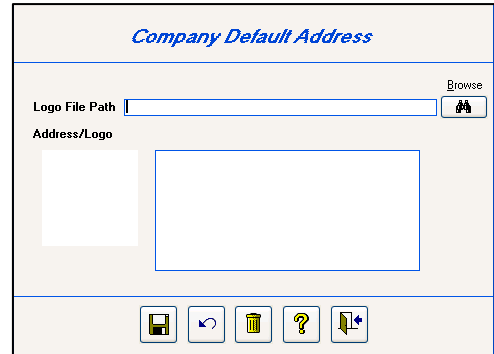
Create Journal Entry

Note that in the above example, where the bank is reduced by \$456.00, the "Balance" field shows the offsetting debit amount and the "Difference" field shows zero, indicating that the debits will equal the credits.

## Spectra Utilities Configuration File

You may now format your Company name and address to any font, style, or color and print your company logo on all Tenant and Owner reports. Here's how:

- On the Configuration File screen, click the "Print Logo and Address on Appropriate Reports" button.
- The Company Default Address screen will appear. If you wish to print your logo, click on the "Browse" button to find your company logo file. This is optional.
- Enter your name, address, phone, fax, email, etc. in the box to the right of the logo screen. The text will not have any special formatting.
- When you have entered all the text for your report headings, highlight your company name as you would if you were using Word® and then right click on your mouse. This will call up the options shown in this screen. Your most common selections will be "Font".
- After you have made your modifications, preview one of your tenant statements, what you see on the screen shown on the right is what will print on your reports, but you should check to make sure. If your company name wraps onto two lines, the reports may truncate some of your heading.
- Here's a sample:



## Security User Maintenance

If you have the Security Module, you may now designate whether a user may enter batches without having the option to post the batches.





## FIND

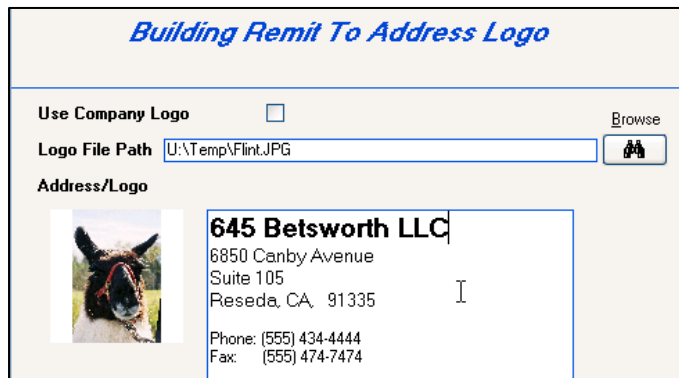
### Building

#### Addresses – Remit To Address

If you want the company logo to print for buildings using a Remit To address, you will need to modify the Remit to Addresses for those buildings.

**Note:** This modification is only required if you want to incorporate a logo on the Remit To Address

- Go to the Building – Addresses, drill down on the Remit To Address and select the option to “Activate Logo Printing?”
- Select your logo option. You may use either the Company Logo or Browse to find a different logo.
- Rekey the Remit To name and address in the box and format the text as you wish following the instructions under System Tasks – Configuration File.
- The system will now use your Remit To logo and address for this 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

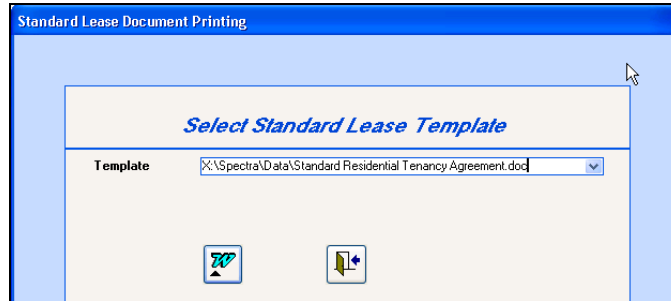
This 50-digit alpha-numeric code allows any vendor to know that there is a pet present at the property prior to arrival, thus notifying the vendor to be careful not to let the pet out.



## Tenant Leases

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

We have added the ability for all clients to print a new lease or lease renewal using Word templates. This is a very comprehensive feature, so be sure to check out the Help Files.



## Suppliers Payment Address

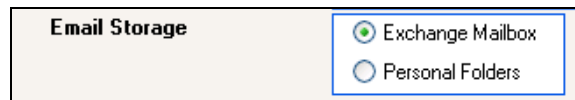
If a supplier's address didn't have a city, e.g. suppliers or owners who use a bank, transit number and account number as the address, the system wouldn't issue checks because the city name was missing. This has been corrected.

## 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.