







Release 6.6 December 2009

Company	3
Today's Reminders.....	3
EIS Dashboard	3
Building	3
Journal Entries.....	3
Inquiries.....	3
Monthly Processes.....	4
Cost Recoveries.....	4
Electronic Payments (for US Clients).....	4
Electronic Payments for Canadian Clients.....	5
Rent Reports.....	5
Rent Reports – Custom.....	5
Maintenance Reports.....	6
Management Reports.....	6
Vacancy Reports.....	6
Prospects.....	7
Owners.....	7
Financial Statements.....	7
General Ledger.....	7
Database Listing.....	8
Tenant	9
Tenant Deposits.....	9
Tenants.....	9
Monthly A/R Collection Report.....	9
Tenant Ledger – Colyvan.....	9
Tenant Invoices / Statements.....	10
Supplier	10
Work Order.....	10
Invoices.....	12
Supplier Invoice Display.....	12
Work Order.....	12
Purchase Order.....	12
Banking	13
Receipts.....	13
Checks.....	13
Create Bank PAP Interface File.....	14



Spectra

PROPERTY MANAGEMENT SOFTWARE

Bank Reconciliation	14
Checks.....	14
Job Cost Module	14
Estimate/Budget Reports.....	14
Background Screening	15
Move-In Wizard	15
Input Required Information / View Detail Report.....	15
View Status Details / Override Individual Applicant Test	15
Move Applicant into an Existing Lease.....	15
Screening Step by Applicant	15
System Tasks	16
Wizards.....	16
Budgets.....	17
Spectra Utilities.....	17
Security.....	18
Find.....	18
Building	18
Tenant.....	19
Suppliers.....	19
Set User Defaults	20
Printing.....	20
 ExportToPDF  ExportToExcel  ExportToExcel2  ExportToWord	20

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.
4. The Description Field has been expanded to 75 characters from 50 characters.
5. We have added a new mapped field for a memo description, which has no limit to size. Please note that the Import report has not been changed to reflect these new size enhancements.

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: License #: Parking Lot:
 Unit: Vehicle Desc: Stall: Refresh List
 Tenant: "Dbl Click" on Tenant Name for Details Permit #: Stall Type: Clear Search

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
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 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

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.

Cost Recoveries

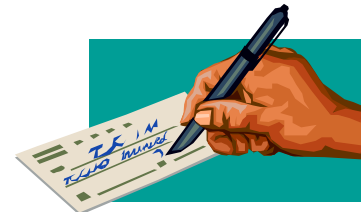
We have corrected the French version of the period ending phrase.

Electronic Payments (for US Clients)

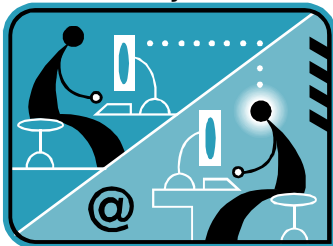
Remote Deposit Check Scanning

Domin-8's full suite of Electronic Payments solutions, integrated Remote Deposit speeds the processing and depositing of checks and money orders.

Nearly every paper payment instrument can be deposited electronically by capturing the instrument's image digitally and presented electronically (Check 21 process). All payment types can be deposited, including rent payments, security deposits, miscellaneous income, or unassociated payments. Most importantly, only Domin-8's Remote Deposit service automatically posts payments to tenant and other ledger accounts in your *SPECTRA* property management software.



Residents Pay Online



Residents can now pay their rent and other charges through an online resident portal, with a direct debit from their bank account. Your residents can setup one-time or recurring payments. These payments are automatically deposited into your bank account(s) and posted to tenant and other ledger accounts in your *SPECTRA* property management software. You can choose to setup and collect Convenience Fees on these payments, to offset your costs. The Convenience Fees are also automatically deposited into your bank account(s).



Features

- Scans both checks and money orders
- Residents can login and make their own one-time or setup recurring rent payment
- Deposits the payment into your bank account(s), even if you have multiple bank accounts
- Backed by a proven service network that processes 53+ million items a year
- Connects with little effort to most banks

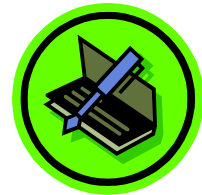
Benefits

- Imagine scanning a check and having the system know what tenant the payment is for and then having it post the payment automatically to the tenant's ledger when confirmed.
- [Offers more options for tenants to pay online](#)
- Enforces your business rules generally with exceptions for specific tenants, such as not accepting partial payments, blocking all payments (during legal eviction process), cash only (if a tenant has previously NSF'd checks), etc.
- Faster Receipt of Funds – faster processing of transactions. This allows the property to receive funds faster, thus improving cash flow.
- Coming Soon – credit card services!

Electronic Payments for Canadian Clients

Online Bill Pay for Tenants

Domin-8, through an integration with TenantPay, are now able to offer your tenants the ability to pay their rent and other charges online - from their own bank web site. Each tenants will receive a unique ID number with which they log into their bank web site and initiate a transaction to pay their monthly rent or other amount. All tenants are charged a small fee for this transaction. Property Managers are notified when new payments have been made and they can quickly and easily pull those payments into your *SPECTRA* property management software, where they are automatically posted to tenant and other ledger accounts.



For information, please contact your Client Account Manager at Sales@Spectra.ca or by phone to 1 (800) 731-8668.

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 Area Leased
Unit 0101 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

Maintenance Reports

Scheduled Maintenance

We have added a selection for Suppliers and the option to start each building on a new page.

Management Reports

Management 6-in-1 Report

This report has been corrected to show Market Rent is this option is selected.

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	1,000	31-May-2009	\$825.00		29-Jul-2009	Tenant B	
		Two Bedroom, August Anniversary							
1	0103	Vacant 3 BR 2B	1,150	31-May-2009	\$708.50		15-Aug-2009	Tenant C	
		Three Bedroom, March Anniversary							
2	0201	Vacant 1 BR 1B	900	15-Jul-2009	\$868.00		01-Sep-2009	Tenant D	
		One Bedroom, December Anniversary							
2	0202	Vacant 2 BR 1B	1,000	31-May-2009	\$932.80				
		Two Bedroom, August Anniversary							
2	0203	Vacant 3 BR 2B	1,150	31-May-2009	\$1,025.00				
		Three Bedroom, December Anniversary							
3	0301	Vacant 1 BR 1B	900	30-Nov-2007	\$650.00				
		One Bedroom, January Anniversary							
5	0501	Rented 1 BR 1B	900		\$715.00	31-Aug-2009	15-Oct-2009	Tenant A	
		One Bedroom, September Anniversary							
5	0502	Rented 2 BR 1B	1,000		\$863.00	30-Nov-2009			
		Two Bedroom, April Anniversary							



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 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.

Trial Balance Reports

Audit Trial Balance

We have corrected the spelling of "September".

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.

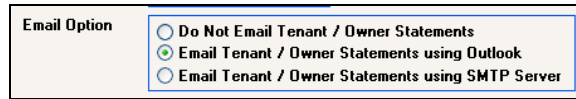
Database Listing

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

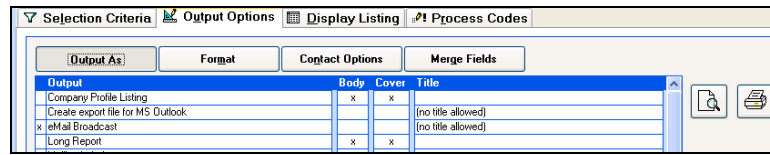
We have added the capability to do broadcast emails to companies and/or contacts.

Here's how:

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

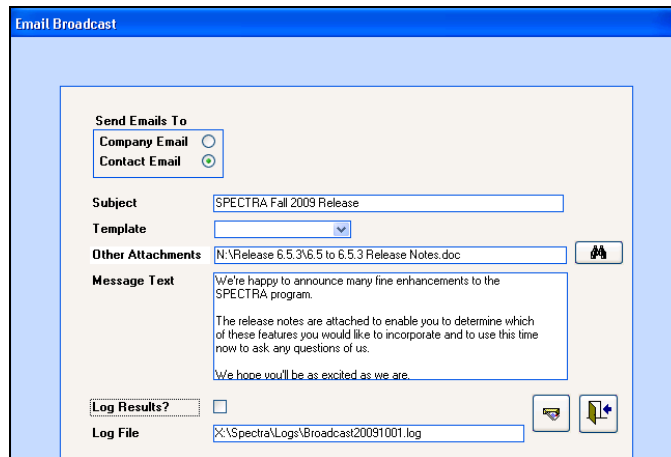


- In the Database Listing program, select your companies or contacts. You have the option in the Selection Criteria to select only companies or contacts with email addresses.
- Under Output Options – Output As, select eMail Broadcast, and click Preview.



Output	Body	Cover	Title
Company Profile Listing	x	x	
Create export file for MS Outlook			(no title allowed)
x eMail Broadcast			(no title allowed)
Long Report	x	x	

- 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 your Security Deposit Bank is different from your Receipts Bank, any amount that is applied to the Tenant's Receivable is left in the Security Deposit bank. You can now set your system up to automatically create a payable to the management company, so that this can be deposited into the Receipts Bank. Here's how:

- System Tasks – Spectra Utilities – Configuration File – select this option:



- Find – Buildings – Accounting – Banking/Control screen – select the name to which these checks should be payable. i.e. Your company name.

Building	Cap	Capri Apartments	<input checked="" type="checkbox"/>	Active Building
Receipts Bank		Capri Bank - Operating	<input checked="" type="checkbox"/>	Enforce Bank
Disbursement Bank		Capri Bank - Operating	<input checked="" type="checkbox"/>	Enforce Bank
Security Deposit Bank		Capri Bank - Security Deposits	<input checked="" type="checkbox"/>	Enforce Bank
SupplierID of Management Company		Spectra Property Management		

- When you complete the Deposit Refund, if you have applied part of the deposit refund to the tenant receivables, two invoices will show on the Select Invoices to Pay screen – one to the tenant and the other to the management company.
- Deposit the management company check to the Receipts Bank and code it to the Suspense account of the Building that issued the Deposit Refund.

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.

Tenant Ledger – Colyvan

This is a custom report done for a client, which has some interesting features:

- The report does not have a "From" date.
- All transactions from the last zero balance will print.
- Balances calculate as of the "To" date. (i.e. Future transactions are not included.)
- Only tenants with outstanding balances print.



Tenant Invoices / Statements

Tenant Billing Information

If the tenant has a Billing Address, it will now print on this report.

Tenant Statements – Continental

This custom statement is similar to the “Towle” statement, but there is no option to summarize multiple units.

Tenant Statements – Towle

If you select the options to Print by “Building / Tenants” and “Summarize tenants with Multiple Units on Statement” and to send by email, separate emails will not longer be sent for each unit.

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 checked="" 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.

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.



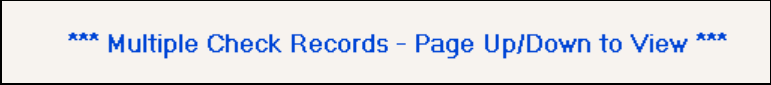
Invoices

Supplier Invoice Batch Entry

In the G/L Account Number field, if you double click or press <Shift>F4, a G/L combo box will pop up to allow you to search by the GL account name.

Supplier Invoice Display

This display will now have an onscreen message about paging up or down to see other activity. For example, if an invoice was paid by a number of partial payments, you would see this message:



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="↺"/>	<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 #

Purchase Order

Purchase Order Status

We have added a report selection field of "Requested by" and a total for each amount columns.



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-Jun-09
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	
Print	
Daily Receipts	<input checked="" type="radio"/>
Month to Date	<input type="radio"/>
Print	
Deposit Report	<input type="radio"/>
Deposit Slip	<input checked="" type="radio"/>
Both	<input type="radio"/>
Deposit Slip Format	
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

Handwritten Checks

In the G/L Account Number field, if you double click or press <Shift>F4, a G/L combo box will pop up to allow you to search by the GL account name.

The program will no longer allow you to enter a check number which uses too many digits.

Select Invoices to Pay

We have corrected the amounts showing on the Due to/From Balances report is partial payments were entered on outstanding invoices.

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 or by phone to (800) 731-8668.



Positive Pay

We have expanded the number of digits for bank account numbers to 17.

Check Printing

A new check format is available, which will print the building ID, GL account number, and GL account description on the top stub and the building name on the bottom stub. See the Find – Suppliers – Accounting section for more information.

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.

REPORTS

Checks

Monthly Disbursement Report

We have corrected the reporting discrepancy if the options to run Building Account Detail sorted by Check Number and to print a summary by Building and G/L Account were chosen.

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

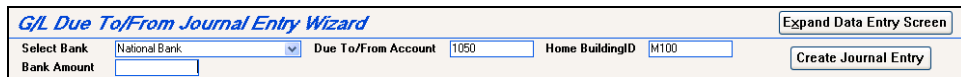
Tenant Setup Wizard - Regular

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.



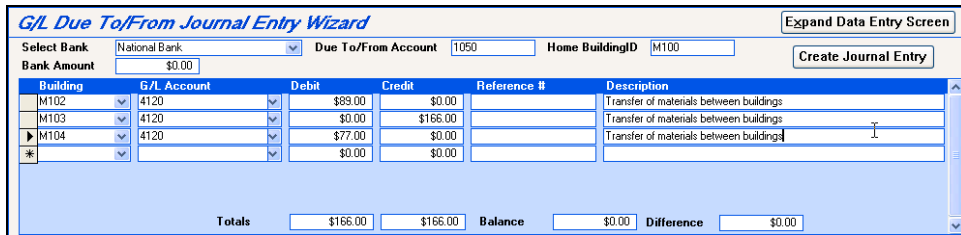
G/L Due To/From Journal Entry Wizard Expand Data Entry Screen

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

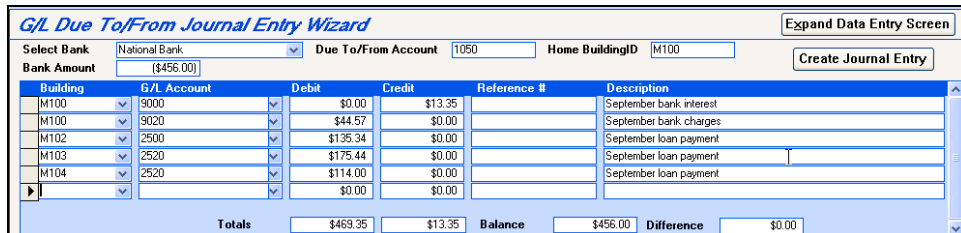
Building	G/L Account	Debit	Credit	Reference #	Description
M102	4120	\$89.00	\$0.00		Transfer of materials between buildings
M103	4120	\$0.00	\$166.00		Transfer of materials between buildings
M104	4120	\$77.00	\$0.00		Transfer of materials between buildings
*		\$0.00	\$0.00		

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.

Budgets

Budgets – Import from Excel

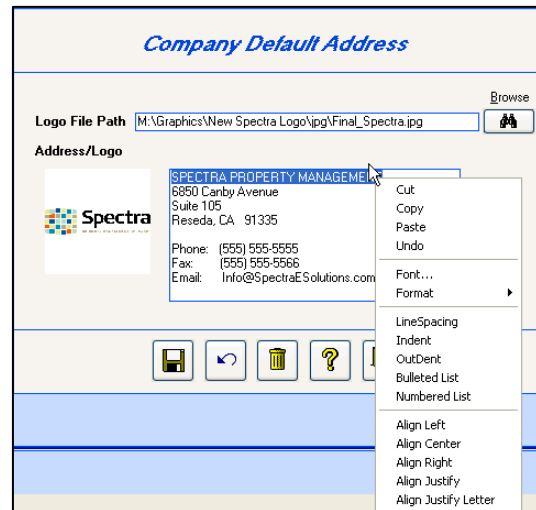
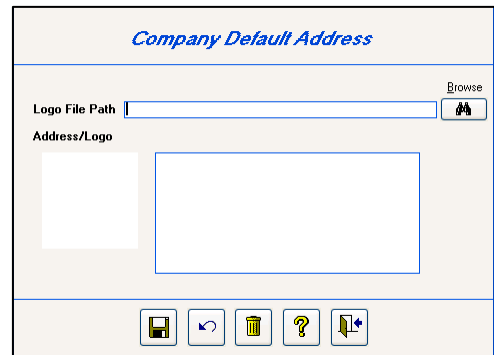
If an existing budget has been set up for an account, if the budget amounts on a subsequent import are changed to all zeros, the original budget will be overwritten. Please note that if you are revising only some of your budgets and don't want the existing ones overwritten, be sure not to include these account numbers in the later budget import.

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. Generally speaking, 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.

This User Cannot Post



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.

Building Remit To Address Logo

Activate Logo Printing?



Building Remit To Address Logo

Use Company Logo

Browse

Logo File Path U:\Temp\FInt.JPG



Address/Logo



645 Betsworth LLC

6850 Canby Avenue
Suite 105
Reseda, CA, 91335

Phone: (555) 434-4444
Fax: (555) 474-7474

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.



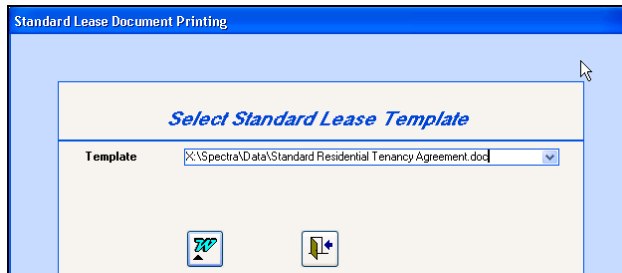
Pets/Kind

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 Accounting

A new check format is available, which prints the Building ID, GL account number, and G/L account description on the top stub and the building name on the bottom stub.

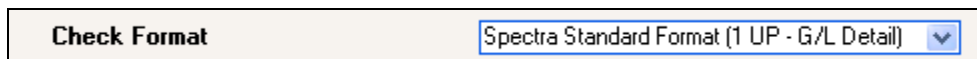
Top Stub:

Supplier: ABC Fire & Safety				Check Date: November 30, 2009				2039	
Account # 884987				Check Amount: \$988.00					
Invoice Number	Date	BuildingID	G/L Account	Description	Identification	Payment	Invoice Payment		
5489	11/30/2009	M102	4295	R&M Misc.	Voucher # 452	\$135.95	\$135.95		
5489	11/30/2009	M103	4295	R&M Misc.	Voucher # 452	\$143.75	\$143.75		
5489	11/30/2009	M104	4295	R&M Misc.	Voucher # 452	\$153.30	\$153.30		
5775	11/30/2009	M102	4270	R&M - Fire & Safety	Voucher # 429	\$175.00	\$175.00		
5775	11/30/2009	M103	4270	R&M - Fire & Safety	Voucher # 429	\$175.00	\$175.00		
5775	11/30/2009	M104	4270	R&M - Fire & Safety	Voucher # 429	\$205.00	\$205.00		

Bottom Stub

Supplier: ABC Fire & Safety				Check Date: November 30, 2009				2039	
Account # 884987				Check Amount: \$988.00					
Invoice Number	Date	Building	Identification	Item Payment	Invoice Payment				
5489	11/30/2009	Best Warehousing Inc.	Voucher # 452	\$135.95	\$135.95				
5489	11/30/2009	Chic Office Tower	Voucher # 452	\$143.75	\$143.75				
5489	11/30/2009	Largley Mall	Voucher # 452	\$153.30	\$153.30				
5775	11/30/2009	Best Warehousing Inc.	Voucher # 429	\$175.00	\$175.00				
5775	11/30/2009	Chic Office Tower	Voucher # 429	\$175.00	\$175.00				
5775	11/30/2009	Largley Mall	Voucher # 429	\$205.00	\$205.00				

To implement this feature, select this Check Format on each Supplier's Accounting screen.



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.

Email Storage	<input checked="" type="radio"/> Exchange Mailbox <input type="radio"/> 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.

Legal Notices

Proprietary Rights

The information in this release notice is the copyrighted and proprietary information of Domin-8 Enterprise Solutions, Inc. Any duplication, distribution, disclosure or other use except as expressly authorized in writing by Domin-8 Enterprise Solutions, Inc. is strictly prohibited.

Trademarks

Domin-8[®] is a registered trademark and *SPECTRA*[®] is a registered trademark of Domin-8 Enterprise Solutions, Inc. Any use of Domin-8's trademarks or service marks without prior consent is prohibited.

Microsoft[®], Windows[®], and Windows Vista[®] are registered trademarks of Microsoft Corporation. Crystal Reports[®] is a registered trademark of Business Objects.

Other product and company names mentioned herein are the trademarks of their respective owners and no affiliation, connection, or sponsorship should be implied or assumed based upon the use of such trademarks in this document or in any accompanying materials.

Copyright © 2009 Domin-8 Enterprise Solutions, Inc. All rights reserved.

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