



Release 6.7.1

December 2010

System Tasks	3
Report Notes.....	3
Wizards.....	3
City/Province/State/Country.....	4
Chart of Accounts	4
Budgets.....	4
Spectra Utilities.....	4
Security.....	5
Find.....	5
Building.....	5
Tenants.....	7
Suppliers.....	8
Prospects.....	8
Banks.....	9
Company Menu	9
Today's Reminders.....	9
Building.....	9
Utility Billing	9
Journal Entries.....	9
Monthly Processes	9
Cost Recovery – Format I & II.....	10
Escalations	10
Retail.....	11
Residential.....	11
Building Reports	11
Rent Reports.....	11
Rent Reports – Custom (A to L).....	12
Rent Reports – Custom (M to Z).....	12
Lease Reports	12
Maintenance Reports.....	13
Security Deposit Reports	13
Vacancy Reports	13
Utility Billing	14
Prospects.....	14
Owners	14
Financial Statements	14
General Ledger.....	15
Control Code Listings.....	15



Tenant	16
Tenant Deposits	16
Apply Unapplied Credits	16
Tenant Receivables Display	16
Termination Notices	16
Termination Notices	17
Tenant Reports	17
Tenants	17
Aged Trial Balance	18
Aged Trial Balance – Historical	18
Monthly A/R Collection Report	18
Tenant Ledger	18
Tenant Ledger – Colyvan	18
Tenant A/R History	18
Tenant Payment History	18
Tenant Late Reminder	18
Minnesota CRP Form	19
Tenant Invoices/Statements	19
Supplier	20
Work Order	20
Invoices	20
Supplier Invoice Display	21
A/P Year End	21
Work Order	22
Outstanding/Paid Invoice Listing	22
Supplier Payment History	22
Banking	23
Receipts	23
Checks	24
Check Detail Display	24
Create Bank PAP Interface File (and EDI)	24
Bank Reconciliation	25
Create Positive Pay File	25
Bank / Cash Reports	25
Checks	25
Background Screening	25
Check for Change in Status	25

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SYSTEM TASKS

Report Notes

Report Groups

Some clients found that if rent rolls were included in the Report Groups, printing the reports to a PDF file would cause the rent charges to be incorrect. This has been corrected.

A major enhancement has been added to enable you to automate the emailing of reports or the saving of reports as PDF's for web publishing. If you email the same group of reports out each month, set up Report Groups for each individual to whom you send reports. The Report Groups screen now shows:

When you select this option, you have two choices. If you select both options, you will have an exact copy of the group of reports that was emailed out to each person.


Show PDF and/or Emailing Options

Save As PDF File?

If you enter just a file name, the PDF file will be saved wherever your *SPECTRA* programs are located. Or, as the screenshot shows below, you can enter a drive letter and folder whether the reports should be stored.

Email Report When Completed?

This option automatically saves the reports as a PDF file and emails them to the email address, which will be the default for this report group.

Show PDF and/or Emailing Options	<input checked="" type="checkbox"/>	Process PDF and/or Email Selections	
Save As PDF File?	<input checked="" type="checkbox"/>	File Name	U:\Monthly Reports\Capri
Email Report When Completed?	<input checked="" type="checkbox"/>	Email Address	Damien@CapriEnterprises.com

Suggestion: If all report groups are saved as a PDF file in one location, e.g. "Monthly Reports", then all the monthly reports can then be saved to another folder, e.g. Monthly Reports 201008.



Click on the ! button to process your selection. If your selection includes the Email option, Outlook will prompt you to allow this email to be sent. This is an Outlook security feature that we cannot bypass. Click on the Allow button to allow the email to be sent. Or you may choose send emails using the SMTP option instead.

Wizards

Copy Chart of Accounts Wizard

This program change will be a boon to anyone who wants to change the description of their General Ledger accounts. Prior to this release, the Copy Chart of Accounts Wizard would not overwrite the description of an existing G/L account. Now you have the option to change the description of an existing G/L account.

Those are all the answers the Wizard needs to create a New Chart of Accounts.	
Change account description if account already exists?	<input checked="" type="checkbox"/>



City/Province/State/Country

City

When accessing the City screen, the program now defaults to "Add a New Record". Previously it defaulted to show the first existing city name and clients would sometimes overwrite an existing city name with a new city name.

Chart of Accounts

Update Chart of Accounts

You now have the option of de-activating any account on the General Ledger Chart of Accounts and the option to re-activate it. In the screenshot below, an "Inactive" status can be used to prevent this G/L account number from being selected in any programs.

G/L Chart of Accounts

Building: Tabar Drive

Search for Account#: 4410 [Add]

Account #	Alternate Acct	Description	Type	Status
4410		Utilities - Fuel Oil	Expense	InActive

However, if this account has a balance on it, financial statements will still include this account. The system will still post to this account if any control codes or automated entries (such as Standard A/P Invoices or Standard Journal Entries) use this account number. In other words, making an account inactive will not remove this account number from any existing processes.

Budgets

Update Budgets

If you enter an individual amount for a budget, clicking on the "Update Budget" button will now refresh the total at the bottom of the column.

Budgets – Import from Excel

Excel worksheets with Excel 2007/2010 extensions of .xlsx will now automatically display for import. You will no longer have to change the "Files of Type" field to "All".

Spectra Utilities

Configuration File

This release includes the ability to time stamp reports. Edit your Configuration File to indicate whether the time should be printed on reports. If this default is not set on the Configuration File, you may select it on individual reports.

Don't Print Supplier Account # on Laser Checks	<input type="checkbox"/>
Default to Print the Time on ALL reports	<input checked="" type="checkbox"/>

Maintenance Dept. Configuration

We have added an option to enable you to control how the Work Order module expenses the sales tax. On the Maintenance Department Configuration screen, a new field has been added for the "Tax Expense Account".

Profit Center:

Building: Gateway Holdings Inc. (Financial Department)

Interdepartment Account: 2720 SubAccount:

Tax Expense Account: 2200 SubAccount:

Clearing Account: 2650 SubAccount:

Default Tenant Charge Code: W/O

If the Maintenance Department is a Profit Center, you may enter a G/L account number to which sales tax should be expensed on any building where the work was done. (This account number must therefore exist on all buildings.)

If the Tax Expense Account field is blank, the system will post sales tax to the expense account on the first Work Order Activity code used on the work order. If no Work Order Activity code has been used, it will post the sales tax to the Expense account on the first Category Info code.

The Labor component of the work order invoice will now show the number of hours billed, if the Maintenance Configuration file shows that you have selected the option to “Print Technician Hours on Invoice”.



Security

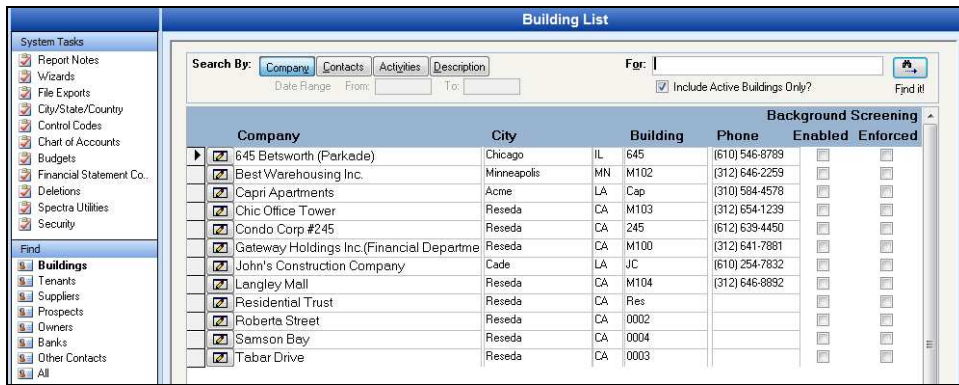
User Maintenance

We have corrected the situation where some users, who were flagged as “Inquiry Access Only”, found that they were not able to view the correct unit in the Building – Units – Maintenance History screen.

FIND

Building

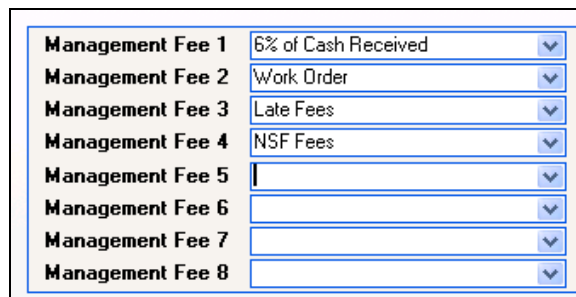
The initial search screen will now default to “Include Active Buildings Only”. Remove the flag to see both active and inactive buildings.



Accounting

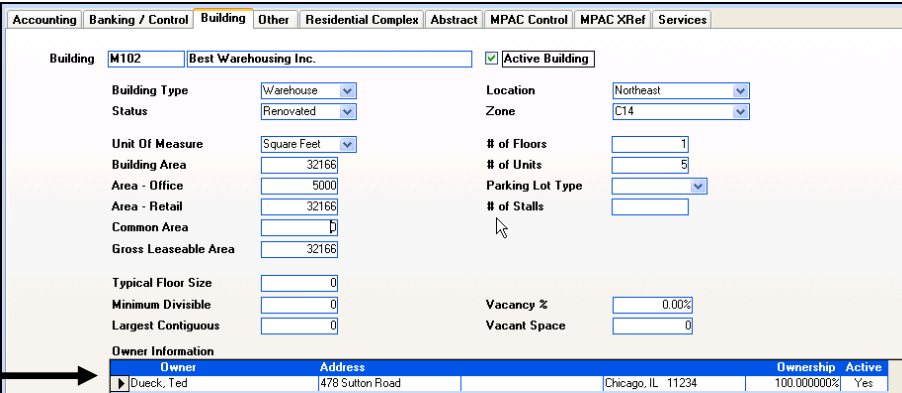
We have modified this screen, so that the Last Year Closed field cannot be deleted.

The Management Fee program is so useful and versatile that we have responded to requests to expand the number of management fees for each building.



Building screen:

The Building – Accounting – Building screen now shows the Owner(s) information.



The screenshot shows the 'Building' tab selected in the Accounting section. The building is identified as 'M102' and 'Best Warehousing Inc.'. A table at the bottom, titled 'Owner Information', lists the following data:

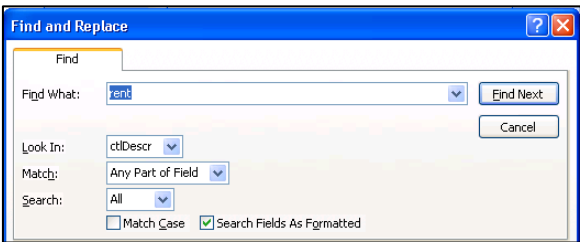
Owner	Address	Ownership	Active
Dueck, Ted	478 Sutton Road	Chicago, IL 11234	100.000000% Yes

Financial

We have added the ability to search by account name or to sort in alphabetic order.

To search by account name, click anywhere in the Description field and use the <Ctrl>F Find function:

To sort in ascending or descending order, right click in the Description field, and select your sorting preference.

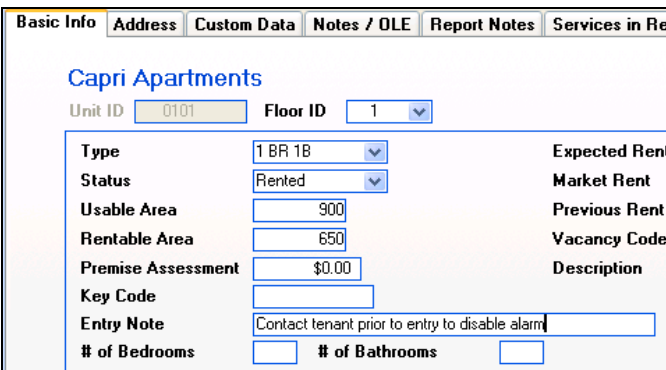


The 'Find and Replace' dialog box is shown with the following settings:

- Find What: rent
- Look In: ctblDescr
- Match: Any Part of Field
- Search: All
- Match Case:
- Search Fields As Formatted:

Units

We have changed the "Pets (#/Kind)" field to "Entry Note" to make this 50-character field more universally useful.

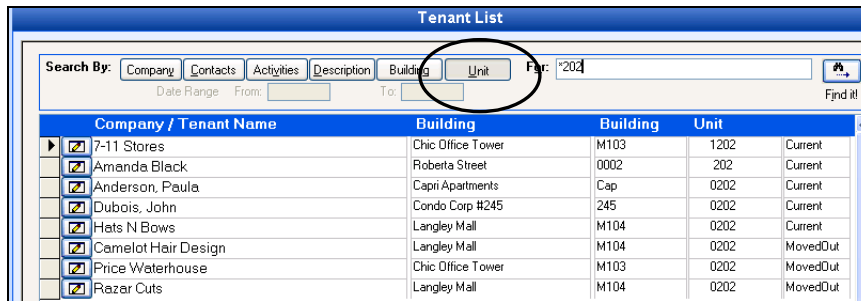


The screenshot shows the 'Basic Info' tab for 'Capri Apartments'. The unit is '0101' on 'Floor ID 1'. The 'Entry Note' field is updated to 'Contact tenant prior to entry to disable alarm'.

Type	1 BR 1B	Expected Rent
Status	Rented	Market Rent
Usable Area	900	Previous Rent
Rentable Area	650	Vacancy Code
Premise Assessment	\$0.00	Description
Key Code		
Entry Note	Contact tenant prior to entry to disable alarm	
# of Bedrooms		# of Bathrooms

Tenants

You may now search by Unit number. In the example below, notice that the search criteria of “ *202” using an asterisk as a wild card brought up tenants in units 202, 0202, and 1202.



Company / Tenant Name	Building	Building	Unit	Status
7-11 Stores	Chic Office Tower	M103	1202	Current
Amanda Black	Roberta Street	0002	202	Current
Anderson, Paula	Capri Apartments	Cap	0202	Current
Dubois, John	Condo Corp #245	245	0202	Current
Hats N Bows	Langley Mall	M104	0202	Current
Camelot Hair Design	Langley Mall	M104	0202	MovedOut
Price Waterhouse	Chic Office Tower	M103	0202	MovedOut
Razar Cuts	Langley Mall	M104	0202	MovedOut

Email Address Field

Internally this field has been expanded to allow multiple email addresses in this field (separated by a semi-colon), which will facilitate emailing tenant statements to multiple recipients. e.g.

Email Tenant Invoices and Statements? **E Mail Address**

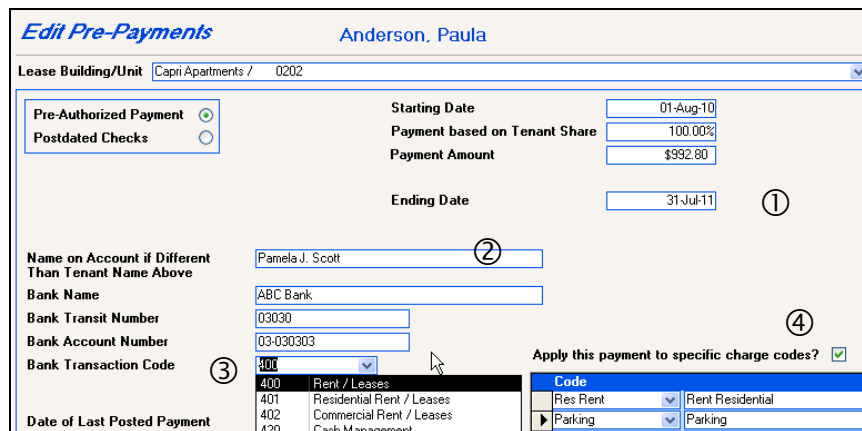
Note: There is no space after the semi-colon between the email addresses.

Charges

If you accidentally enter a code that does not exist, you are asked if you want to add the code. The system will now default to “No” and return you to the dropdown list of existing codes. Select “Ok” if you really do wish to add a new code.

Pre-Payments

Some useful modifications have been made to the Pre-Payment – Pre-Authorized Payment screen.



Edit Pre-Payments Anderson, Paula

Lease Building/Unit: Capri Apartments / 0202

Pre-Authorized Payment Postdated Checks

Starting Date: 01-Aug-10
 Payment based on Tenant Share: 100.00%
 Payment Amount: \$932.80
 Ending Date: 31-Jul-11 ①

Name on Account if Different Than Tenant Name Above: Pamela J. Scott ②

Bank Name: ABC Bank
 Bank Transit Number: 03030
 Bank Account Number: 03-030303 ④
 Bank Transaction Code: 400 ③

Apply this payment to specific charge codes?

Code	Description
400	Rent / Leases
401	Residential Rent / Leases
402	Commercial Rent / Leases
420	Cash Management

Date of Last Posted Payment: [Field]

- Ending Date** to automatically stop the Pre-Authorized Payment.
- Name on Account if Different than the Tenant Name Above:** This field has been added because the tenant on the lease may not be the payee of the rent
- Bank Transaction Code** – The default description code is 400 Rent/Leases, but you may select an alternate code for condo owners or other types of payments.
- Apply this payment to specific charge codes:** This optional field enables you to specify that payments are to be applied to specific charge codes.

Tip: You may set up multiple pre-authorized payment records and designate one to be for a limited period to be applied to a specific charge, e.g. Special Assessments.



Recoveries

We've made a great addition to the Commercial Cost Recoveries portion of the program. Prior to this release, if tenants had a cap on expenses that could only increase by a specified percentage, the Expense Accumulator Cap had to be calculated manually and recovery records set up for future years with this manually calculated amount entered.

As the screenshot below shows, only the initial Expense Accum. Cap and the specified annual increase must be entered. The system will calculate the Expense Accum. Cap automatically for future years.

Starting Date	<input type="text" value="01-Jan-2010"/>	History	<input type="checkbox"/>
Ending Date	<input type="text"/>		
Budget Code	<input type="text" value="CAM"/>		
Calculate per Sq.Ft.	<input type="checkbox"/>		
Expense Accum. Cap	<input type="text" value="\$100,000.00"/>	Increase by	<input type="text" value="5.000000%"/>

Another benefit of this new feature is that the previous method of setting up recovery records for future years prevented the system from creating Next Year Budgeted Billings for Recoveries for these tenants. This meant that if you wanted to increase the tenant's monthly budgeted billing, you had to change the tenant's monthly charge manually. This will no longer be required.

Suppliers

Financial

If you drill down on a paid invoice, the Payment Batch # will now display in addition to the Check # and Payment Date.

Hold Payment	<input type="checkbox"/>	Reason	<input type="text"/>	Total	<input type="text" value="\$333.00"/>
Discount Date	<input type="text"/>	Type	<input type="text" value="N"/>	\$ - %	<input type="text" value="\$"/>
Amount	<input type="text" value="\$0.00"/>	Disc. Taken	<input type="text" value="\$0.00"/>		
Payment Date	<input type="text" value="30-Nov-07"/>	Cheque Number	<input type="text" value="115"/>	Payment Amount	<input type="text" value="\$333.00"/>
		Payment Batch #	<input type="text" value="6760"/>	Balance Due	<input type="text" value="\$0.00"/>

Accounting

The Default G/L Account field now has a dropdown list of available G/L account numbers.

Prospects

Information

You may now add to the list of referral sources. Just key in a new referral source and the system will prompt you to add this new source.

Banks

The initial search screen will now default to "Include Active Banks Only". Remove the flag to see both active and inactive banks.



Company	City	Phone	Fax
<input checked="" type="checkbox"/> Capri Bank - Operating	Acme	LA (310) 584-6582	(310) 584-6882
<input checked="" type="checkbox"/> Capri Bank - Security Deposits	Acme	LA (310) 584-6582	(310) 584-6882
<input checked="" type="checkbox"/> Condo Bank	Chicago	IL (217) 445-4874	(217) 445-6000
<input checked="" type="checkbox"/> First United Bank of Chicago	Chicago	IL (312) 640-0347	(312) 640-0348
<input checked="" type="checkbox"/> National Bank	Chicago	IL (312) 699-1468	(312) 699-1469
<input checked="" type="checkbox"/> Union State Bank	Reseda	CA (310) 424-4444	(310) 424-1000

COMPANY MENU

Today's Reminders

We have made a few changes to Today's Reminders:

- Added "Building Insurance About to Expire" to show for 90 days in advance.
- The time period for "Leases About to Expire" has been expanded to 153 days.

BUILDING

START A TASK

Utility Billing

The Utility Billing invoice has been modified to print the consumption to two decimal places to match the actual calculation that takes place.

Journal Entries

Import J/E File and Post to G/L

Excel worksheets with Excel 2007/2010 extensions of **.xlsx** will now automatically display for import. You will no longer have to change the "Files of Type" field to "All".

Monthly Processes

Agent / Broker Lease Commission

This program allows you to calculate commissions payable to an agent/broker based on paid tenant invoices. The taxes payable on the leasing commissions are set up on the Building – Accounting screen. Go to Find - Tenant – Commission – and set up the commission payable, namely a percentage based on one of the tenant's monthly charge codes.

As only paid amounts are subject to the leasing commission, payments must be applied to the tenant charges.

The monthly process can only be run once per month, so we recommend that you run it at the end of the month.

Late Payment Charges

You may now preview this report on screen.

We have made some corrections to the calculation of Late Fees for items selected within a specific date range.

Report Dating

Outstanding Items From

To

Management Fees

As each building may now have up to eight management fees set up on the Building – Accounting screen, we have revised the selection screen to allow you to select up to six individual management fees at a time. If you do not select individual management fees, ALL management fees will calculate.

Report Data Selection

ALL

Or Portfolio

And/Or Selected

Selected Management Fees

-
-
-
-
-
-

Condominium Charge Additions

The error message “Enter Parameter Unit Type” will no longer appear when you select the Unit Type.

Global Expected Rent Changes

Many clients have requested a program similar to the Global Charge Change program except that it should update the Unit Expected Rents instead of the Tenant Charges. Here it is:

Report Data Selection

ALL

Or Portfolio

And/Or Selected

Unit Types

2 BR 2B

Unit Codes

Report Dating

Date Processed

Include on Report

Rent to Update

Expected Rent

Market Rent

Reporting Options

Incr./Decr. Type Increase Rent

Amount Decrease Rent

Round to Nearest \$

Round Down

If the amount rounded up would exceed the percentage amount

Report Only

Report/Update

Cost Recovery – Format I & II

We have corrected the sales tax calculation on the tenant letter, when the letter printed to a second page. This was a report only issue, as the charge to the tenant was correct.

We have revised this program to ignore any logo that has been set up in the Configuration or Remit to Address if you export the recovery invoices to Word®.

Escalations

CPI Escalations Edit Listing

This is a new menu item to print a report of tenants with CPI records showing the information from the Tenants’ CPI screens, the current and previous CPI indices, and the current rents.

Building: Best Warehousing Inc.		CPI Escalation Edit Listing				From Date:	30-Aug-2010 2:23 P M			
						To Date:	30-Aug-2010			
						Page 1				
Unit	Tenant	Escalation Code	Escalation Date	Current Year	Previous Year	Raw CPI Increase	CPI Factor Increase	Rent Code	Current Rent	Retro Bill Code

CPI Escalations Process

The CPI Escalation billings will now calculate all levels of sales tax.

Retail

Percentage Sales Calculation

We have corrected the situation where the County Sales Tax calculated and printed on the tenant's invoice, but was not included in the invoice total.

Residential

Pre-Authorized Payments Update

This function will now update the Tenants' PrePayment screen with the bank transaction code, which will default to the code selected on the original prepayment record.

As you can set up multiple pre-authorized payments and apply these to specific charge codes, you now control which pre-authorized payments are included when running the update. In this example, Paula Anderson has two pre-authorized payments set up, but only the one pertaining to her rent will be increased.

Building: Capri Apartments		Pre-Authorized Payments Report Only					30-Aug-2010 3:03 PM	
		By Tenant	For: September/2010		Page 1			
Floor/Unit	Tenant	Last Posted	Old Amount	New Amount	Share	Bank Name	Transit Number	Account Number
2 0202	Anderson, Paula	August/2010	\$65.00	\$65.00	100.000000%	DEF Bank	05050	50-50505
2 0202	Anderson, Paula Pamela J. Scott	August/2010	\$992.80	\$1,000.00	100.000000%	ABC Bank	03030	03-030303

Create Mail Merge

You have the option to create a mail merge to merge the pre-authorized information into a Word document, **but this option must be selected before the Update step is run.**

The recent increase in one of the sales tax rates alerted us to the need for a Mail Merge export to enable to write to your tenants to advise them of their increased PAP amount:

Tenant Name,	Unit ID
Name On Account	Building Name
Address Line 1	Charge Codes
Address Line 2	Old Amount
Address Line 3	New Amount
Building ID	Effective Date

Report Action

Report Only

Update Pre-Authorized Payments

Mail Merge Must Be Completed Before Update Step Run

Create Mail Merge

Only create if PAP changing?

SELECT A REPORT

Building Reports

On most tenant reports, you will have three sorting orders, as shown here. The Unit number option ignores the Floor number entirely.

Print By

Building/Floor/Unit

Building/Unit

Building/Tenant

Rent Reports

Looking for a rent roll to show the floor number, market rent, and the current amount due? Click on this direct link to our website to see a matrix of all options available on our rent rolls.

Display Rent Roll Report Matrix

Rent Roll

We have corrected an issue involving the use of the calendar to select the date, which resulted in the incorrect calculation of the vacancy.

Rent Roll – Format II

We have made some corrections to the resulting rent roll if several single-unit buildings in a row with vacancies were printed

Rent Reports – Custom (A to L)

Rent Roll – American Real Estate

This custom rent roll features 14 columns: unit #, unit description, square footage, tenant name, charge code, opening balance, month to date charges, month to date collections, balance due, market rent, security deposit, move in date, lease expiry, and last increase.

We have also corrected the “Include Tenants with Zero Balance” option.

Rent Roll Export to Excel – Jerudan

Whereas the Rent Roll Export to Excel includes the Tenant and Lease User Data Fields, this customized rent roll export also includes the Unit Custom Data fields (Find – Buildings – Units – Custom Data Fields).

Rent Reports – Custom (M to Z)

Rent Roll – Port Property Mgmt

This custom rent roll exports the tenant name, floor #, unit #, Market Rent, Rent Collected, and Variance to Excel to enable you to enter the reason for the variance in Excel.

	A	B	C	D	E	F	G
1	Rent Roll						
2							
3	As of May 31, 2010						
4	Tenant	Floor #	Unit #	Market Rent	Rent Collected	Variance	Reason for Variance
5							
6	Capri Apartments						
7	Ryan, Antonio & Samantha	1	0101	\$660.00	\$815.00	\$155.00	
8	Jones, Denise	1	0102	\$840.00	\$618.00	(\$222.00)	
9	Rogers, Camille	1	0103	\$937.00	\$755.00	(\$182.00)	

Rent Roll – Sunny Hills Palladium

We have corrected the non-printing of the Building Report Notes.

Lease Reports

Leasing Activity – Plus Mgmt

This custom report summarizing leasing activity is available to all clients.

- The Prospects section will show all prospect activity within the entered date range for prospects **without** a Date Applied on their Prospect – Information screen.
- The Applicants section will show all prospect activity within the entered date range for prospects **with** a Date Applied on their Prospect – Information screen.
- The Move-Ins section will include tenants who have moved in during this period. The Prospect record must include a “LAgent” code to populate the Move-Ins “Leasing Professional” field.

Code LAgent	Date 27-May-10	Description Leasing Agent
Building Capri Apartments	Unit 0301	Leasing / Real Estate Agent Betty Smith, Agent

- The Move-Outs section will include tenants who have moved out during this period.
- The Renewals section will include any leases renewed during this period.

From: 01-May-2010 To: 31-May-2010		Leasing Activity Report				Building Capri Apartments	27-May-10 Page 1
Prospects							
Name	Source	Status	Activity	Activity Date	Leasing Professional		
Arcosolis, Michele	New paper Ad	Active	LAgent	05/27/2010	Betty Smith, Agent		
Arcosolis, Michele	New paper Ad	Active	Sham	05/27/2010	ABC Real Estate Company		
2 Prospects For Selected Period							
Applicants							
Name	Appl Date	Status	Activity	Activity Date	Leasing Professional		
Ernell A Davis	05/15/2010	Applied	Applied	05/27/2010	ABC Real Estate Company		
1 Applicants For Selected Period							
Move-Ins							
Name	Move-In Date	Apartment	Lease Start	Lease End	Leasing Professional		
Arcosolis, Michele	05/28/2010	0301	05/23/2010	05/28/2011	Betty Smith, Agent		
1 Move-Ins For Selected Period							
Move-Outs							
Name	Move-Out Date	Apartment	Lease Start	Lease End	Balance On Account		
Anderson, Paula	05/15/2010	0202	10/1/2009	05/31/2012	\$495.00		
1 Move-Outs For Selected Period							
Renewals							
Name	Expiration Date	Apartment	Expiring Rent	Renewal Rent	Lease Start Date		
Jones, Denise	04/30/2010	0102	\$040.00	\$065.00	05/01/2010		
1 Renewals For Selected Period							



Maintenance Reports

Scheduled Maintenance

We have added the ability to select a supplier and specific maintenance codes and the option to remove the page break.

Report Data Selection

ALL

Or Portfolio

And/Or Selected

Or Selected

And Only for this Maintenance Code

Unit Maintenance History

We have made some changes to the Unit Maintenance History:

- Scheduled Maintenance items now require a completed date before they will be moved to the Maintenance History.
- 40 characters of the Scheduled Maintenance general description will now be included when a scheduled maintenance item is moved to the Maintenance History

Security Deposit Reports

Security Deposit

We have enhanced the report for Moved Out tenants to enable you to enter a date range to list only tenants who moved out during that period. The screenshot below shows the default date range with the "To" date being today's date, but you can enter any date range.

Reporting Options

Print only for Moved out Tenants

Start Each Building on a New Page

From

To

The Moved Out Tenants – Deposit Listing report will show both the Lease End and the Moved Out dates.

Vacancy Reports

All Vacancy Reports

We have enhanced each of these reports to include a sub total and total for units that have been pre-leased and the associated percentages.

Building: Capri Apartments		Vacancies				As of date: 23-Aug-2010			
Floor	Unit	Unit Descriptions	Area	Vacant Since	Expected Rent	Vacate Date	Move In Date / Rented		
2	0201	Rented 1 BR 1B	900		\$868.00	30-Sep-2010	01-Dec-2010	John Brown	
2	0202	Vacant Penthouse	1,000	16-Aug-2010	\$932.80		01-Oct-2010	Betty Smith	
3	0301	Vacant 1 BR 1B	900	30-Nov-2007	\$650.00				
4	0402	Rented 2 BR 1B	1,000		\$907.50	31-Oct-2010			
Units Vacant:		4	% of Units Vacant: 26.67%	3,800	\$3,358.30	2	2		
Vacant Pre-Leased:		1	% Vacant Pre-Leased: 6.67%	1,000	\$932.80				
Vacant Available:		1	% Vacant Available: 6.67%	900	\$650.00				
Future Pre-Leased:		1	% Future Pre-Leased: 6.67%	900	\$868.00				
Future Available:		1	% Future Available: 6.67%	1,000	\$907.50				

If you encountered the request "Enter Parameter Value . . .", this has been corrected.

Utility Billing

Utility Field Entry Report

This report will no longer show moved out tenants.

Prospects

Referral Source Detail & Summary Reports

As you can now add to the list of referral sources, both of these reports will report on any additional referral sources.

Owners

Update Owner Payout Reserves

This release includes two great additions: two owner payout reserves and a easy way to update both of them. Use one reserve to hold back the tenants' security deposits.

BuildingID	Building Name	Owner Payout Reserve I	Owner Payout Reserve II
0002	Roberta Street	\$100.00	\$500.00
0003	Tabar Drive	\$100.00	\$750.00
0004	Samson Bay	\$100.00	\$950.00

Both of these reserves are stored on the Buildings – Accounting screen and will be deducted from the Owner Statements.

Owner Statements

If an Owner's payout calculation results in a negative amount payable, nothing will process and no onscreen error message will display. Owner's Statements will now print if a bank has a 3-digit G/L account number.

Financial Statements

Looking for a financial statement to show a statement showing the Annual Budget and the budget remaining for the balance of the year? Click on this direct link to our website to see a matrix of all column options available on our financial statements.

Display Financial Statement Report Matrix

Export to Excel Spreadsheet

When Report Name 36A is exported to Excel, it will now export 36A, not # 36.

Report Groups

A terrific enhancement has been made to the Financial Statement Report Groups to facilitate the emailing of financial statements or the saving of them for web publishing. On the "Update Groups" screen, you'll now see two additional options, namely:

Save As PDF File?

If you enter just a file name, the PDF file will be saved wherever your SPECTRA programs are located. Or, as the screenshot shows below, you can enter a drive letter and folder whether the reports should be stored.

Email Report When Completed?

This option saves the financial statements as a PDF file and emails them to the email address, which will be the default for this report group.

Save As PDF	<input checked="" type="checkbox"/>	File Name	u:\My Documents\F5\Capri FS
Email Report	<input checked="" type="checkbox"/>	Email Address	Damien@CapriEnterprises.com



If you have selected several groups, e.g. one for each of your owners, each owner will receive his group of financial statements by your clicking on the Process button ! once!



Tip: Notice that Damien Capri's financial statements are going to u:\My Documents\FS\Capri FS. If you sent all your owner's statements to one folder, you could then move these en masse to a folder indicating the month, e.g. FinStmt 201008, etc

General Ledger

General Ledger Detail – Date Span

This new report enables you to print the transactions for a specific date range, e.g. August 6th to September 5th, instead of for a range of months. The "To" Date defaults to one month from the "From" Date, but you can overwrite this to be any date.

Please bear in mind that your opening balance will be as of the "From" date and the ending balance will add all the intervening transactions. If the date range spans a year end, the actual ending balance of the G/L account(s) will be affected by two things: whether a year end has been run to update the opening balances of the new fiscal year and whether the accounts are Balance Sheet accounts only. (The actual G/L balance for Revenue and Expense accounts will be current year's transactions only.)

Trust Account Detail Report / Trust Account Detail Report - Investec

Prior to this release, these two Trust Account Detail Reports were only available for a single month. You may now select a range of months.

Cash Receipts Journal

Prior to this release, the Cash Receipts Journal would print the receipts for the month up to the date entered. We have revised this program to print the receipts for a range of dates.

Control Code Listings

Building Maintenance Codes List / Energy Codes Listing

You may now print a report of these codes to review for accuracy.

TENANT START A TASK

Tenant Deposits Deposit Refunds

We have corrected the situation which resulted in an error 3163 and have made a modification to correct the calculation for multi-page deposit refunds.

A deposit refund may be payable to someone other than the "Tenant Name". In this example, the tenant's name is "Anderson, Paula", but the payee is "Beth Anderson":

Description	Beth's portion only
Pay From Bank	Capri Bank - Security Deposits
Payable To	Beth Anderson
Address	<Primary Address>
Anderson, Paula #0202 1217 Louden Road Acme LA USA 14523	

By the way, in the Select Invoices to Pay display, Beth's name will show a red asterisk beside it, because she is not the "Tenant Name". Double clicking on her name shows the Actual Supplier Name of "Anderson, Paula".

Supplier Name	Building ID	Invoice Number	Invoice Date
A-OK Locksmith Co.	Cap		
Beth Anderson	Cap		
Bill Knight Flooring	JC		
Bill Knight Flooring	JC		
City Services	JC		
Filtration Systems, Inc.	M104		
Jones Cabinets	JC		
Laidlaw Waste	M104		

Actual Supplier Name/Payee

Supplier:
Anderson, Paula

Payee:
Beth Anderson
#0202 1217 Louden Road
Acme, LA 14523

OK

If a stop payment has to be placed on this check and if the check was printed using our MICR module, the top portion of the check stub now contains this information:

1. The specific Bank and Bank account number
2. The Tenant Name / Payee Name

Company: Capri Apartments				Check Date: September 2, 2010			
Bank: American Savings Bank / # 652-9986 ①				Check Amount: \$500.00			
Supplier: Anderson, Paula / Beth Anderson ②				Account # 24			
Invoice Number	Date	Identification	Amount to Pay	Invoice Number	Date	Identification	Amount to Pay
Sep02-80	02-Sep-10	Beth's portion only	\$500.00				

Apply Unapplied Credits

We have made some changes to speed up the processing of this program.

Tenant Receivables Display

We have added a "Show Next Month's Charges" button to the Tenant Receivables Display. Select the "Summary" Form to Display and click on the OK button.

Click on the "Show Next Month's Charges" button in the center of the screen:

This same feature exists on the Find – Tenants – Financial screen.

Edit Financial Info Anton, Adam

Balance		Date	Amount
0-30 Days	\$125.00	Last Charge	30-Aug-10 \$125.00
31-60 Days	\$0.00	Last Payment	01-Sep-10 \$65.00
61-90 Days	\$0.00		
91-120 Days	\$0.00		
121-150 Days	\$0.00		
Over 150 Days	\$0.00		
Current Balance	\$125.00		
Unposted Balance	\$125.00		

Next Month

Invoice # _____
 Invoice Date _____
 Invoice Amount \$0.00

Show Next Month's Charges

Building	Unit	Date	Code	Description	Charge Amount
845 Betsworth (Parkade)		01-Sep-2010	Parking	Parking	\$55.00

Termination Notices

Manitoba

Form 8 has replaced Form 7 as the government-required Notice of Termination by Landlord for Non-Payment of Rent.

Ontario

We have revised this program to show all charges and then all payments for the month, if the charges are all charged on the same day of the month. If you have Rent charged on the 1st and Parking charged on the 15th and the Rent is paid, but not the Parking, the N4 will only show only the Parking charge as outstanding.

As a reminder, you must run the Apply Unapplied Credits prior to printing the N4's because the system will report all unapplied charges as outstanding.

An interim release had a couple of "unscheduled" modifications:

1. It changed the default to Include tenants with outstanding balances "Thirty or More" Days only instead of defaulting to "All Due Days". This has been corrected.
2. If an NSF payment was entered and the tenant was charged with an NSF Fee in the Receipts program, the N4 didn't pick up this charge. This has been corrected.

REPORTS

Tenant Reports

On most tenant reports, you will have three sorting orders, as shown here. The Unit number option ignores the Floor number entirely.

Print By	
Building/Floor/Unit	<input checked="" type="radio"/>
Building/Unit	<input type="radio"/>
Building/Tenant	<input type="radio"/>

Tenants

Lobby List of Tenant Names

We have expanded the reporting options to show two columns in portrait mode showing tenant names to 42 characters or four columns in landscape mode showing tenant names to 24 characters.

Pre-Payment Listing

This report defaults to print each building on a new page, but we have added the option for you to remove this option to compress the printing of this report.

If the Tenant's Pre-Payment screen shows another name on the bank account, this name will appear on the Pre-Authorized Payment Listing, and you have the option to include the charge codes to be paid by these payments.

Pre-Authorized Payment Listing					
Payment Date	Tenant	Start Date	End Date	Floor/Unit	Bank Name
Building: Capri Apartments					
01-Aug-2010	Ryan, Antonio & Samantha	01-Apr-2007		1 0101	Royal Bank
01-Aug-2010	Smith, Danielle	01-Apr-2007		2 0201	Royal Bank
01-Aug-2010	Coutu, Garth	01-Jan-2006		2 0201	Bank of Montreal
01-Aug-2010	Anderson, Paula	01-Aug-2010	31-Jul-2011	2 0202	ABC Bank
Name on Account: Pamela J. Scott					
Charge Codes to Apply: Res Rent Parking					

We have done some refining to ensure that a Pre-Payment Listing for the 1st of the next month will exclude any that end in the current month.

Aged Trial Balance

If this report was split into Active/Inactive tenants, the total for the 61-90 days was wrong for the Active tenants. This has been corrected.

Aged Trial Balance – Historical

We have added two options to this report:

- Include Deposits on Hand, and
- Verify G/L Balances

The report note heading “Building Note” will now only print if the option to print report notes is selected and there is an Aged Trial Balance – Historical report note on the building.

Include on Report	
Include Tenant Details	<input checked="" type="checkbox"/>
Prepays Only	<input type="checkbox"/>
Include Deposits on Hand	<input checked="" type="checkbox"/>
All Names	<input type="checkbox"/>
Print Description Type	Charge Code Transaction Entry
Print Last Payment Info	<input type="checkbox"/>
Include Telephone	<input type="checkbox"/>
Verify G/L Balances	<input checked="" type="checkbox"/>

Monthly A/R Collection Report

We have corrected the selection process so that, if only one tenant is selected, only one tenant will print and have also corrected the “Include Tenants with Zero Balance” option.

Tenant Ledger

If tenant ledgers are printed for a building for a prior period, the system will now check whether a tenant was in occupancy during that period before selecting any tenants for printing.

Tenant Ledger – Colyvan

Two modifications have been done to this program:

- We have corrected the error encountered when trying to email these tenant ledgers.
- We have removed the shadow that printed beside the logo.

Tenant A/R History

If a tenant had two leases and transferred the security deposit from one to the other, the Tenant A/R History report would show the deposit in both units. This has been corrected.

Tenant Payment History

You now have the option to change the name of the report and email it to tenants. In addition, you may record a tenant activity automatically.

Do you want to generate an Activity Code for all generated forms?	<input checked="" type="checkbox"/>
Activity Code to Add	TenHistory
Note: This Activity Code will only be added to each tenant if you "Print" or "Email". No Activity Code will be added if you "Preview".	

Tenant Late Reminder

We may now email Late Reminders and you have the option to record a tenant activity automatically when sending out tenant late reminders.

Do you want to generate an Activity Code for all generated forms?	<input checked="" type="checkbox"/>
Activity Code to Add	LateRem
Note: This Activity Code will only be added to each tenant if you "Print" or "Email". No Activity Code will be added if you "Preview".	



Minnesota CRP Form

We have incorporated the 2010 changes to this form.

Tenant Invoices/Statements

Print Invoices

If a tenant's leased area had decimal places and the tenant's charges were expressed as an annual rate, the Print Next Month Invoices feature would calculate and round the invoice amount differently than the Begin Month, resulting in a discrepancy between the invoice sent to the tenants and what they were actually charged. This has been corrected.

We have added the option to select "Active, Inactive, or Both" to the Reporting Options.

Reporting Options

Next Month's Rent

Miscellaneous Charges

Active Inactive Both

Tip: We are occasionally asked if it is possible to reprint invoices and the answer is No. But, if you print your invoices to a PDF printer and save these with a unique name, the PDF file is searchable, so that any invoices are always available to be reprinted. There are a variety of PDF programs available on the Internet to be downloaded.

Tenant Statements (All)

All Tenant Statement programs have been modified to give you the ability to record an activity automatically when sending out tenant statements.

Do you want to generate an Activity Code for all generated forms?

Activity Code to Add

Note: This Activity Code will only be added to each tenant if you "Print" or "Email". No Activity Code will be added if you "Preview".

Tenant Statements – Continental

Tenant Statements – Towle

We have corrected the issue whereby statements could not be emailed unless the "Print Next Month's Rent" option was selected and the sales tax calculation for multi-page statements.

Tenant Statement - Continental

We have corrected an issue that caused the message "no data" if moved out tenants with zero balances were included plus an issue involving current tenants without recurring charges.

SUPPLIER

START A TASK

Work Order

Customer Work Order

In the A/P section of the Work Order, it was possible to enter an invoice distribution to 3 decimal places. This has been corrected.

One client reported an issue involving work orders that wouldn't print to a Ricoh printer. We have made a change to resolve this.

When entering Supplier invoices through the Work Order module, the system will now check in unposted work orders for duplicate supplier invoice numbers.

The Labor component of the work order invoice will now show the number of hours billed, if the Maintenance Configuration file shows that you have selected the option to "Print Technician Hours on Invoice".

Clearing Account	<input type="text" value="2650"/>
Default Tenant Charge Code	<input type="text" value="W/O"/>
<input checked="" type="checkbox"/> Print Technician Hours on Invoice	

The Work Order Header screen show shows "Entry Note: instead of "Pets" to reflect the change to the Building – Units screen to make this field more universally usable.

Key Code	<input type="text"/>
Entry Note	<input type="text" value="Contact tenant prior to entry to disable alarm"/>

We have made a change to the way that sales taxes are handled by the Work Order module. Prior to this release, if the Maintenance Department was a profit center, the system would expense the sales taxes to the G/L expense account stored on either the first Work Order Activity code or the first Category Info code used on the work order.

Starting in this release, if a profit center is set up, the Maintenance Department Configuration file includes a Tax Expense Account field for you to designate where sales tax should be expensed on the building where the work was done. If no account number is specified in this field, the system will post the sales tax first to the G/L expense on the Work Order Activity code or, if no Activity code exists on this work order, to the first Category Info code.

Invoices

Supplier Invoice Batch Entry

We have resolved the 3163 error resulting from attaching a source document to an invoice with a long invoice number.

Cancel Supplier Invoices

Have you ever been told by Spectra's Support Department that, if you have cancelled a check and reinstated the invoice, you couldn't then cancel the invoice? The answer was to enter another invoice for a negative amount to reverse the previous invoice. **No more!** This release will enable you to use the Cancel Supplier Invoices program to cancel invoices that have been reinstated.

Another great feature that has been added is that the Cancel Supplier Invoices program will now also reverse previous postings to the Maintenance and Energy modules:

Maintenance History		Best Warehousing Inc.				
Code	<input type="text" value="Air Conditioning"/>	Year	<input type="text" value="2010"/>	<input type="button" value="Refresh"/>		
Unit	Date	Description	Amount	Supplier	Invoice #	
<input checked="" type="checkbox"/>	01-Jul-10	Service HVAC Chiller	-101.00	Harry's HVAC Service	6826	
<input checked="" type="checkbox"/>	01-Jul-10	Service HVAC Chiller	101.00	Harry's HVAC Service	6826	

Supplier Invoice Display

If you drill down on a paid invoice, the Payment Batch # will now display in addition to the Check # and Payment Date.

Hold Payment	<input type="checkbox"/>	Reason		Total	\$333.00
Discount Date		Type	N	\$ - % \$	Amount \$0.00
Payment Date	30-Nov-07	Cheque Number	115	Payment Amount	\$333.00
		Payment Batch #	6760	Disc. Taken	\$0.00
				Balance Due	

A/P Year End

IRS Form 1099 Processing

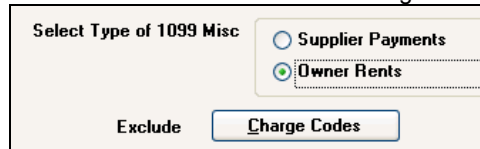
A number of clients requested the ability to create 1099's for Owners. After some diligent research with clients and the IRS website, this is how we will handle Owner 1099s:

Setup:

1. Designate which of your suppliers are "Owners". The fastest way to accomplish this is from the IRS Form 1099 Processing screen. Click on the Supplier Review button and change the 1099 Type to "Owner"



2. When you click on the MISC Forms – Create Working Tables button, you'll see a new option:



3. If you select "Owner Rents", you'll also have an option to Exclude specific Charge Codes. We had different definitions of what should be included in "Rent" from various clients. This ability to exclude charge codes gives you the control over what is printed on the 1099s.

Notes:

- All receipts applied to Tenant Receivables are included.
- Security Deposits are not included, unless applied to the outstanding receivables.
- Miscellaneous Receipts are included if they have been coded to revenue accounts.

We have revised the 1099 form to print your telephone number on the final printed form only. It will not display on the Edit screens. The 1099 form will now print all lines of the supplier's addresses.

SELECT A REPORT

Work Order

Customer Work Order Status

You may now run a report based on the Work Order Follow Up screen.

The "Logged Date" option now works.

The Work Order Status report allows you to specify what should print on the report: Contractor, W/O Short Description, W/O Detail Description, Follow Up Description, or the Follow Up Completed Description.

Report Dating

Logged Date From: 30-Aug-10
 Scheduled Date To: 15-Sep-10
 Dispatched Date
 Requested Completion Date
 Actual Completion Date
 Follow Up Date
 Follow Up Completion Date

Work Order Status Report										From Date:	07-Sep-2010
										To Date:	Page: 3
W.O.#	Tenant	Contractor	Status Code	Unit	Work Order Scheduled	Requested Completion	Actual Completion	Category	Type	Person in Charge	
Building:	Capri Apartments		Completed	0203	18-Jul-2005	18-Jul-2005	19-Jul-2005	Renovation	Landlord Request	Maint Dept	
23 Fox, Danielle		Lindafs Woodworking			Replace kitchen door fronts						
					Remove existing and replace with new oak kitchen door fronts.						

Work Order Summary – Plus Mgmt

This custom report, which has been made available to all clients, includes a number of reporting options:

Report Data Selection

Or ALL Portfolio

And/Or Selected: Buildings

And/Or Selected: Tenants

And/Or Selected: Work Order Status

And/Or Selected: Category

Report Dating

Logged Date
 Invoiced Date
 Dispatched Date
 Requested Completion Date
 Actual Completion Date

From: To:

Include on Report

Include Only Posted Work Orders

Include Only Updated Maintenance History W/O

Include Work Orders Charged To:

Tenant
 Building
 Both

Include Zero (0) Balance Work Orders

Reporting Options

Start Each Building on a New Page

Print By:

Building / Unit
 Actual Completion Date
 Work Order Status

Outstanding/Paid Invoice Listing

If you select the option to print by "Building / Bank / Supplier", you will be given the option to "Print Bank Balance" on the reports.

- The system will look at the Building – Banking/Control screen to determine the Disbursement Bank. If the building is using a bank in another building or department, it will print the balance in the Building's Due to/from Account.
- The building's bank balance for the current month will print on the report.

Print By

Building/Bank/Supplier
 Building/Supplier
 Supplier Only

Print Bank Balance?

Do you want to print current bank balance?

Yes No

Supplier Payment History

We have fixed the "Export to PDF" button to enable you to PDF this report.

BANKING

START A TASK

Receipts

Regular

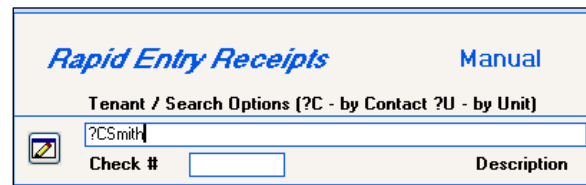
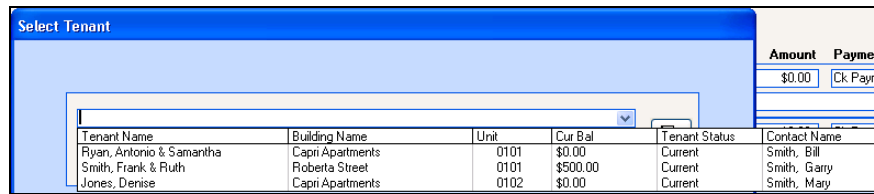
A client used the Miscellaneous Receipts to transfer an expense from one building to another, but discovered that, as the batch totaled zero, nothing posted to the General Ledger. This has been corrected.

If you received an interim release and encountered an Error 3135 when entering a Miscellaneous Cash Receipt, this has been corrected.

Rapid Entry

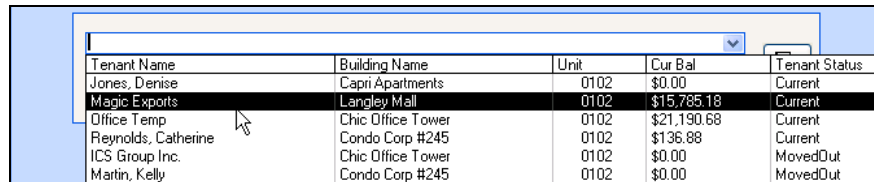
We have added the ability to search by Contact name or by Unit number.

This screenshot above displays a search for a contact named "Smith". Notice that no space exists between "?C" and "Smith". The search entry is "?CSmith". The resulting screen shows the tenant name, building, unit number, and the contact name in the last field:

Tenant Name	Building Name	Unit	Cur Bal	Tenant Status	Contact Name
Ryan, Antonio & Samantha	Capri Apartments	0101	\$0.00	Current	Smith, Bill
Smith, Frank & Ruth	Roberta Street	0101	\$500.00	Current	Smith, Gary
Jones, Denise	Capri Apartments	0102	\$0.00	Current	Smith, Mary

To search by a Unit number, while still in the Tenant Name field, enter "?U0102". This will display all tenants in Unit 0102.



Tenant Name	Building Name	Unit	Cur Bal	Tenant Status
Jones, Denise	Capri Apartments	0102	\$0.00	Current
Magic Exports	Langley Mall	0102	\$15,785.18	Current
Office Temp	Chic Office Tower	0102	\$21,190.68	Current
Reynolds, Catherine	Condo Corp #245	0102	\$136.88	Current
ICS Group Inc.	Chic Office Tower	0102	\$0.00	MovedOut
Martin, Kelly	Condo Corp #245	0102	\$0.00	MovedOut

Print Daily Cash Receipts

A client found that if they had a combination of checks and money orders on one DCR, the MICR deposit slip would total the items incorrectly. This has been corrected.

Electronic Payments

We have resolved the issue of handshakes being loaded for buildings not included in the upload queue. Deleted Tenants will be removed from the upload queue. Also, the name of the person making the payment will now be recorded on the tenant's account, whether that person is the tenant or a contact.

When processing Electronic Payments (either ePay or TenantPay), you face the issue of how to record the bank's charges for this service. What you should do is take note of the DCR number for your Electronic Payments and then start a Regular Receipts batch with the Session Type of "Miscellaneous" and **use the same DCR number** to record the bank charges for this service. (Remember to enter your bank charges as a negative amount.)



Spectra

PROPERTY MANAGEMENT SOFTWARE

The Bank Reconciliation program will record the Rapid Receipt for your Electronic Payments and the Regular Receipt – Miscellaneous used to record the bank charge on the same line by DCR number. (Note DCR # 261 in the example below.)

Cheque Listing Receipts and Deposits Journal Entries						
Date	DCR Number	Batch	Debit Amount	Credit Amount	Cleared	Select All <input type="checkbox"/>
24-Aug-10	DCR# 260	6801	\$55.00	\$55.00	<input type="checkbox"/>	
21-Oct-10	DCR# 261	6809	\$7,000.00	\$22.00	<input type="checkbox"/>	

Checks

Cancel / Void Checks

If you cancel a check and do not reinstate the invoices, if any of those invoices had entries to the Maintenance or Energy modules, these will now be reversed as well.

Maintenance History Best Warehousing Inc.						
Code	Air Conditioning	Year	2010	Refresh		
Unit	Date	Description	Amount	Supplier	Invoice #	
<input checked="" type="checkbox"/>	01-Jul-10	Service HVAC Chiller	-101.00	Harry's HVAC Service	6826	
<input checked="" type="checkbox"/>	01-Jul-10	Service HVAC Chiller	101.00	Harry's HVAC Service	6826	

Select Invoices to Pay

We have corrected an Error #7878, reported by one client.

Check Printing

You now have the option to **not** print the suppliers' account number on the top stub of the NEBS Laser check stubs. This option is found on System Tasks – Spectra Utilities – Configuration File. The default is to print the supplier account number, so you must edit the Configuration File if you do **not** want the supplier account numbers to print on the top stub of your NEBS Laser checks

Don't Print Supplier Account # on Laser Checks

Check Detail Display

This inquiry screen has been modified to show the batch number for the posting to the General Ledger to facilitate tracing a check payment.

A/P Check Inquiry Display								
			<input checked="" type="checkbox"/> By Check Date	<input type="checkbox"/> By Check No.				
Check #	Date	Supplier	Void	Amount	Cleared	Reconciled	Batch #	
<input checked="" type="checkbox"/> 2038	24-Aug-10	ABC Design	No	\$11,190.80	No		6800	
<input checked="" type="checkbox"/> 2039	24-Aug-10	Addmore Advertising	No	\$390.00	No		6800	
<input checked="" type="checkbox"/> 2040	24-Aug-10	Bee Clean	No	\$750.10	No		6800	

Create Bank PAP Interface File (and EDI)

We have corrected the positioning if the company name was too long. The program will now truncate company names over 30 characters.



Bank Reconciliation

Reconciliation Step

As explained above, the change made to facilitate clients using Electronic Payments, the Bank Reconciliation program will consolidate all receipts with the same DCR number on one line.

Date	DCR Number	Batch	Debit Amount	Credit Amount	Cleared
24-Aug-10	DCR# 260	6801	\$55.00	\$55.00	<input type="checkbox"/>
21-Oct-10	DCR# 261	6809	\$7,000.00	\$22.00	<input type="checkbox"/>

Create Positive Pay File

The Supplier Name in the US Bank Positive Pay file will now be truncated at 40 characters.

The Positive Pay module is now available for four banks: the US Bank, Wells Fargo, Compass Bank, and Sun Trust Bank.

SELECT A REPORT

Bank / Cash Reports

Cash Balance Report

All the Cash Reports now automatically exclude Inactive banks. Prior to this release, the Cash Balance Report included the inactive banks, whereas the other reports didn't.

Checks

Monthly Disbursement Report

We have corrected a discrepancy that one client found when the report was run first "By Supplier" and then by "Summary By Account".

BACKGROUND SCREENING

Check for Change in Status

We have modified this program, so that you can run this process if any of these statuses are present: Pending, Pending Input Required, Declined, Approved with Conditions.