



Release 6.7.1.1

March 2011

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SYSTEM TASKS

Report Notes

Report Groups

If the Monthly A/R Summary is added to a Report Group, we have modified this report to reflect the requested date, not today's date.

FIND

Tenants

Clients who used our new "Search by Unit Number" feature discovered that users who were restricted to specific portfolios were able to call up tenants in all buildings using this feature. This has been corrected.

BUILDING

SELECT A REPORT

Building – Commercial

Lease Status

We have resurrected this report, which stopped working in Release 6.7.

TENANT

SELECT A REPORT

Monthly A/R Summary

If this report is added to a Report Group, we have modified this report to reflect the requested date, not today's date.

Tenant Ledger

If a Tenant's Correspondence language is French, the title "Tenant Ledger" will now print at the top of the page.

Tenant Late Reminders

If a selection criteria is used to limit the reminders to only Active tenants with a minimum balance, only valid emails will now be sent. Previously all tenants received an email, but if the tenants didn't match the selection criteria, the attached PDF was a blank form.

Tenant Invoices/Statements

Tenant Statements-Continental

Tenant Statements-Towle

If the "Print Next Month's Rent" option is selected, the total will now include this amount. Also, the City Tax will now calculate on the Next Month's Rent amount, if the system is set up to calculate City Tax.

SUPPLIER

SELECT A REPORT

Outstanding/Paid Invoice Listing

The "Start Each Building on a New Page" will now work if the Building/Bank/Supplier option is selected.

BANKING

START A TASK

Bank Reconciliation Reconciliation Step

Release 6.7.1 included what we hoped would be a good enhancement and that was to consolidate all receipts with the same DCR number on one line. Unfortunately, internally, the bank reconciliation process didn't recognize all these batches with the same DCR # as having cleared the bank, so we have undone our previous enhancement. We apologize to those clients who encountered this issue.

Procedure:

If you have bank reconciliations that have not been completed, after installing this release, open up the bank reconciliation again, and reselect all the deposits that you know have cleared your bank account.

Completed Bank Reconciliations:

This example shows a completed January bank reconciliation that has a variance of \$8,796.33 on the Bank Statement side and \$25,133.30 on the G/L side. If you look at the Outstanding Receipts and Deposits, the outstanding January batches related to DCR #1 total \$8,796.33, whereas the total for November to January equals \$25,133.30.

Bank: DEF Bank		Bank Reconciliation		03-Mar-2011 Page 1
		Bank Statement Reconciliation	G/L Reconciliation	
Account:	Opening Bank Balance	\$87,523.55	Closing Bank Statement Balance	\$96,898.16
G/L Bank Number: 1.G/WC2002.1010	Cleared Deposit	\$27,437.85	Outstanding Deposits	\$25,133.30
Statement Ending Date: 31-Jan-11	Cleared Disbursements	(\$11,859.57)	Outstanding Disbursements	\$0.00
Accounting Period End Date: 31-Jan-11	Cleared Miscellaneous	(\$15,000.00)	Outstanding Miscellaneous	\$0.00
Completed Successfully?: Yes	Calculated Balance	\$88,101.83	Calculated Balance	\$122,031.46
	Memo Adjustment	\$0.00	Memo Adjustment	\$0.00
	Closing Bank Balance	\$96,898.16	G/L Balance	\$96,898.16
	Variance	(\$8,796.33)	Variance	\$25,133.30

Outstanding Receipts and Deposits				
Date	DCR Number	Batch Number	Transaction Amount	
01-Nov-10	DCR# 1	12674	\$7,868.66	
11-Nov-10	DCR# 1	12757	\$3,542.37	
01-Dec-10	DCR# 1	12963	\$4,925.94	
07-Jan-11	DCR# 1	13322	\$2,996.33	
07-Jan-11	DCR# 1	13323	\$5,800.00	
Total Transaction Amount D/S:			\$25,133.30	

To resolve this, do another bank reconciliation dated 31-Jan-11. Even though most of these DCR's date from November and December, the bank reconciliation should be dated January because the January bank reconciliation has already been completed, but with a variance of these outstanding receipts and deposits. If you have completed the February bank reconciliation, your bank should be dated February 28th.

Important: Use the last Closing Bank Balance as the opening and closing balance for this new bank reconciliation.

Bank Name	DEF Bank
Bank Statement Opening Balance	\$96,898.16
Bank Statement Ending Balance	\$96,898.16
Bank Statement Ending Date	31-Jan-11



Clear all these DCR's and then do a memo adjustment to complete the bank reconciliation. (Note: A memo adjustment is appropriate in this case, because we don't want to modify the G/L balance.)

The resulting bank reconciliation will show a variance on the G/L side, but it's a "false" variance because the Calculated Balance equals the G/L Balance, so it will disappear on the next bank reconciliation.

Bank DEF Bank		Bank Reconciliation		03-Mar-2011 Page 1	
		Bank Statement Reconciliation		G/L Reconciliation	
Account:		Opening Bank Balance	\$96,898.16	Closing Bank Statement Balance	\$96,898.16
G/L Bank Number: 1.GWC2002.1010		Cleared Deposit	\$25,133.30	Outstanding Deposits	\$0.00
Statement Ending Date: 31-Jan-11		Cleared Disbursements	\$0.00	Outstanding Disbursements	\$0.00
Accounting Period End Date: 31-Jan-11		Cleared Miscellaneous	\$0.00	Outstanding Miscellaneous	\$0.00
Completed Successfully?: Yes		Calculated Balance	\$122,031.46	Calculated Balance	\$96,898.16
		Memo Adjustment	(\$25,133.30)	Memo Adjustment	\$25,133.30
		Closing Bank Balance	\$96,898.16	G/L Balance	\$96,898.16
				Variance	\$25,133.30

After installing Release 6.7.1.1, each batch referencing the same DCR # will show separately and will have to be cleared separately on the bank reconciliation.