



Release 6.8

2011 General Release

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Spectra

PROPERTY MANAGEMENT SOFTWARE

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SPECTRA LOGIN SCREEN

You will notice a little change to the Login screen: Spectra will now remember the Login Name – based on the last login and the machine.

TODAY'S REMINDERS

We have enhanced Today's Reminders, so that if you double click on a tenant or supplier name, it will open the tenant or supplier in the database.

| Today's Reminders | |
|--|-----------------------|
| Name | Building |
|  Outstanding Receivables (70) | |
|  Wiggett, Gary | Condo Corp #245 |
|  Westend Wholesale | Best Warehousing Inc. |
|  McDougald Fabrics | Best Warehousing Inc. |
|  Mclver Drugs | Best Warehousing Inc. |

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.

We've made some great enhancements to your use of Report Groups. All of us would like Report Groups to work exactly the same way that the Financial Statement groups work, but there are fundamental differences. But, we have tried to expand the Report Groups and make them more user-friendly.

This screen shows what you will see when you add a report to a report group. This is a new report group, where the email address can be added now. (Remember that the email reports option must be set on the Configuration File.)

Please select Report Group

New

Save As PDF File?

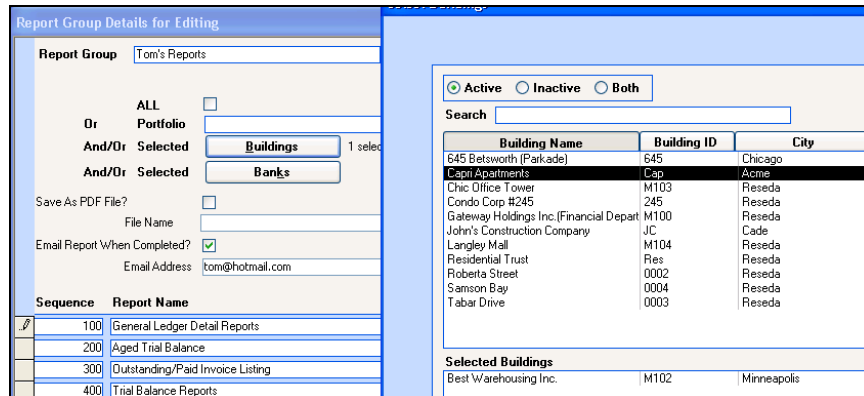
File Name

Email Report When Completed?

Email Address

When other reports are added to "Tom's Reports", the buildings selected will be the building(s) selected on the first report. If you go to Report Groups – call up Tom's Reports – Edit Report Groups – Buildings, you would see the building(s) to be used for all the reports.

Notice in this example that Best Building is the selected building:



| Building Name | Building ID | City |
|---|-------------|---------|
| 645 Betsworth (Parkade) | 645 | Chicago |
| Capri Apartments | Cap | Acme |
| Chic Office Tower | M103 | Reseda |
| Condo Cop. #245 | 245 | Reseda |
| Gateway Holdings Inc. (Financial Depart | M100 | Reseda |
| John's Construction Company | JC | Cade |
| Langley Mall | M104 | Reseda |
| Residential Trust | Res | Reseda |
| Roberta Street | 0002 | Reseda |
| Samson Bay | 0004 | Reseda |
| Tabar Drive | 0003 | Reseda |

| Selected Buildings | | |
|-----------------------|------|-------------|
| Best Warehousing Inc. | M102 | Minneapolis |

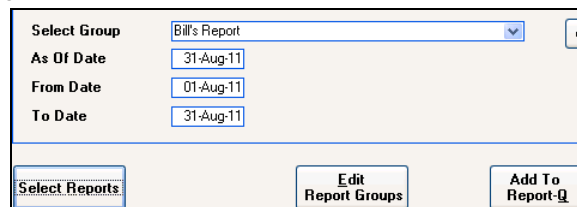
Bill and Harry are two other investors/owners and they get the same reports, but for different buildings. What you need to do is “copy” Tom’s Reports to Bill and Harry and then change the building on the first report in each report group.

- Select Tom’s Reports and click on the “Copy to a New Report Group”
- Enter the name of the new report group
- Edit the new report group – Edit Report Groups – Buildings - deselect the building from the first report group (Tom’s Reports) and select the building(s) for the new report group. These buildings will be used for all the reports in the new group, so you don’t have to select the buildings for any other reports.
- Change the Email address to the new person
- Repeat for other report groups.

Add to Report-Q:

To create a report queue of several report groups, do the following:

- Select the first group. Enter the relevant dates and click on “Add to Report-Q”



- Select the next group and click on “Add to Report-Q”.
- Repeat for all groups.
- When all groups have been selected and show in the queue, process the Queued Reports by clicking on the Print or the PDF and/or Email Queued Reports button.

| Queued Reports | | | |
|-----------------|-------------|-------------|-------------|
| Report Group | As Of Date | From Date | To Date |
| ▶ Bill's Report | 31-Aug-2011 | 01-Aug-2011 | 31-Aug-2011 |
| Harry's Report | 31-Aug-2011 | 01-Aug-2011 | 31-Aug-2011 |
| Tom's Reports | 31-Aug-2011 | 01-Aug-2011 | 31-Aug-2011 |
| * | | | |

Notes: If any of the reports has no data that meets the selection criteria, you will have to clear the onscreen message.

At this point, once the queue is started, you cannot “break” it.



Wizards

Journal Entry Due To/From Wizard

We have modified this wizard to handle 3-digit Due to/from accounts.

Financial Statement Control

Row Definition

Have you ever printed a financial statement that showed headings without any detail? The reason was that the heading printed before the system knew that there were no amounts. Example:

| | |
|--|------------------|
| EXPENSES | |
| Cleaning Expenses | |
| Repairs and Maintenance | |
| Utilities | |
| Outside Maintenance | |
| Security | |
| Administration and Other Expenses | |
| Admin - Payroll | 15,555.00 |
| Fixed Expenses - Insurance | 3,200.00 |
| Bank Charges | 555.00 |
| Total Admin and Other Expenses | 19,310.00 |

Headings with no amounts in these sections

You can now define your row definition to print a heading only if the section has amounts. The system will use whatever T column you specify to calculate if there are amounts for the following section. The following example will use T8 and #H8#, but it could just as easily be T7 and #H7#.

| Statement Content ID: | | Income1 | INCOME STATEMENT | | Actions on Totals Print | | | | | | | | | | | | |
|-----------------------|------|-----------|------------------|-------------------------------|-------------------------|---|---|---|---|---|---|---|---|---|----|-----|-------|
| Seq No | Func | Beg Range | End Range | Description | Tab | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | \$ | Row | Total |
| 10 | BL | | | | 0 | | | | | | | | | | | No | Yes |
| 20 | AD | 3000 | 3999 | | 0 | | | | | | | | | | | No | No |
| 30 | HP | | | REVENUE | 0 | | | | | | | | | | | No | Yes |
| 40 | AD | 3000 | 3999 | | 0 | | | | | | | | | | | No | Yes |
| 50 | US | | | | 0 | | | | | | | | | | | No | Yes |
| 60 | T1 | | | TOTAL REVENUE | 0 | | | | | | | | | | | No | Yes |
| 70 | US | | | | 0 | | | | | | | | | | | No | Yes |
| 80 | HP | | | EXPENSES | 0 | | | | | | | | | | | No | Yes |
| 90 | AD | 4000 | 4199 | #H8#Cleaning Expenses | 0 | | | | | | | | | | | No | No |
| 100 | HP | | | #H8#Cleaning Expenses | 0 | | | | | | | | | | | No | Yes |
| 110 | AD | 4000 | 4199 | | 0 | | | | | | | | | | | No | Yes |
| 120 | US | | | | 0 | | | | | | | | | | | No | Yes |
| 130 | T1 | | | Total Cleaning Expenses | 0 | 0 | + | | | | | | | | | No | Yes |
| 140 | US | | | | 0 | | | | | | | | | | | No | Yes |
| 150 | AD | 4200 | 4399 | #H8#Repairs and Maintenance | 0 | | | | | | | | | | | No | No |
| 160 | HP | | | #H8#Repairs and Maintenance | 0 | | | | | | | | | | | No | Yes |
| 170 | AD | 4200 | 4399 | | 0 | | | | | | | | | | | No | Yes |
| 180 | US | | | | 0 | | | | | | | | | | | No | Yes |
| 190 | T1 | | | Total Repairs and Maintenance | 0 | 0 | + | | | | | | | | | No | Yes |

Key Features:

- Before the Heading Line in question (e.g. Line 90) enter the account range and add to T8. Do not print the line.
- Modify the heading line to put **#H8#** at the beginning of the heading (Line 100).
- In the T line that totals the section (Line 130), put a zero in the T8 column to free up this column for the next heading (Line 150).



With the above modifications, that same statement now prints:

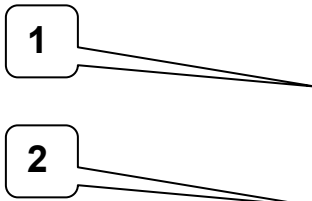
| EXPENSES | |
|--|-----------|
| Administration and Other Expenses | |
| Admin - Payroll | 15,555.00 |
| Fixed Expenses - Insurance | 3,200.00 |
| Bank Charges | 555.00 |
| | 19,310.00 |
| Total Admin and Other Expenses | 19,310.00 |

Another similar programming change has been made to allow you to print your financial statement as you normally would and then add lines to divide the amounts in your financial statement by any number or to calculate a percentage of an amount.

Examples as shown in the screenshot below:

1. Net Income split amount various owners by percentage ownership
2. Common Area Expenses that are printed in total, the building area, and the \$/sq.ft. We recommend putting any \$/sq.ft. calculations at the bottom of your statements. You will note that the Building Area shows without any decimal places – see the Appendix to find out why.

| EXPENSES | | |
|-----------------------------------|------------|--------------|
| Recoverable Expenses: | | |
| Cleaning | 9,021.85 | 60,090.37 |
| Repairs & Maintenance | 3,383.64 | 24,313.92 |
| Utilities | 21,583.43 | 151,084.01 |
| Outside Mtce & Security | 2,343.55 | 16,529.85 |
| | 36,332.47 | 252,018.15 |
| Recoverable Expenses | | |
| Non-Recoverable Expenses | 118,575.14 | 831,516.34 |
| TOTAL EXPENSES | 154,907.61 | 1,083,534.49 |
| NET INCOME <LOSS> | 158,723.78 | 1,062,460.11 |
| Ownership Split: | | |
| 60% of Net Income - Tom's Share | 95,234.27 | 637,476.08 |
| 25% of Net Income - Bill's Share | 39,680.95 | 265,615.03 |
| 15% of Net Income - Harry's Share | 23,808.57 | 159,369.02 |
| Recoverable Expenses | 36,332.47 | 252,018.15 |
| Building Area | 77,306 | 77,306 |
| CAM \$/sq.ft. | .470 | 3.260 |



The Row Definition used to create this financial statement is printed at the end of these release notes in Appendix A. Try to follow the example, but if you need assistance, please contact our Support Department.

Chart of Accounts

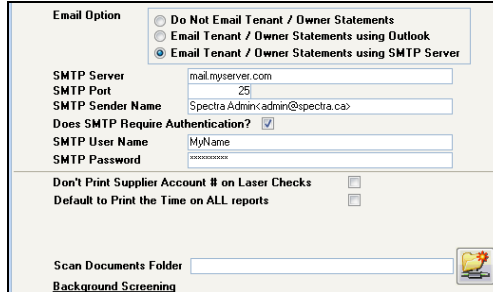
One client found that under certain circumstances, the system would allow the deletion of a GL account number that had transactions. This has been corrected.

Spectra Utilities

Configuration File

Email Option:

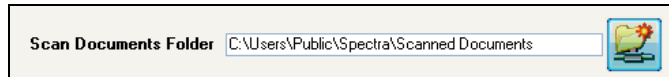
Have you used our Email Tenant / Owner Statements using Outlook and been frustrated with Outlook's security feature to allow/disallow the emailing of each individual email? Has Support recommended that you use the SMTP option? Some clients have recently reported that their SMTP server required authentication, so we have modified the Configuration File to include this option:



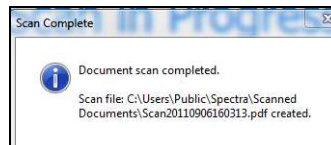
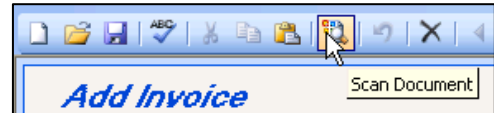
Scan Documents Folder:

Any screen that has the source document link will now have a scanner button on it. Here's the process:

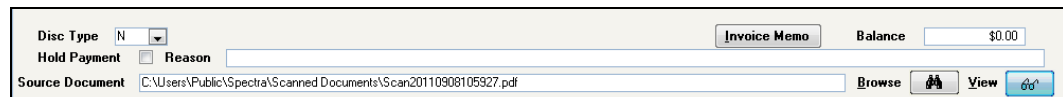
- Install the Scanner program on your workstation
- Designate the scanned documents folder on the Configuration File. (For demonstration purposes, this screenshot shows the C:\Users\Public drive, but a shared drive on your network would have to be selected for others to be able to view your scanned documents. Please note that Windows 7 or Vista workstations will not allow anything to be saved to C:\.)



- Insert the document to be scanned in the automatic feeder of the scanner
- When you have a screen showing a Source Document field, e.g. Supplier Invoice Entry, click on the **Scan Document button on your Toolbar** and "Select" your scanner. (If the "Sources" box is empty, a scanner has not been installed for use from your workstation.)
- The system will scan the document and create a document in your Scanned Documents folder:



- Click on either "View" option to see your scanned document.



Set Supplier Check Stub Format

We have added a Check Format to give you the option to print the new default invoice description (see Supplier Invoices Batch Entry) on the check stub called “Spectra Standard Format (1 UP – Invoice Description)”. Here’s a screenshot from the Supplier – Accounting screen.


| | |
|---------------------------------------|--|
| Check Format | Spectra Standard Format (1 UP - Invoice Descript) |
| Insurance Certificate Required | Spectra Standard Format (2 Up) |
| Level | Spectra Job Cost Format |
| | Spectra Standard Format (1 Up) |
| | Spectra Standard Format (1 UP - G/L Detail) |
| | Spectra Standard Format (1 UP - Invoice Description) |

If you wish to change multiple (or all) suppliers to a different check format, go to System Tasks – Spectra Utilities and use the Set Supplier Check Stub Format program. It will allow you to change all suppliers that are using one specific format to whichever format you select.


Original Check Stub Format

Change To Check Stub Format

This process will change the stub format for all Suppliers that have the original format selected.



Process



Close

FIND

Buildings

Accounting – Abstract

One of our clients is making extensive use of the Building – Abstract to keep track of who is responsible for the various costs of the building. Here are just a few of the fields:

| Accounting | Banking / Control | Building | Other | Residential Complex | Abstract |
|------------|-------------------|------------------|-------|---------------------|----------|
| Building | Cap | Capri Apartments | | | |
| Seq # | Item Description | Who Does It | Notes | | |
| 10 | Hydro | Tenant | | | |
| 20 | Gas | Tenant | | | |
| 30 | Water | Tenant | | | |
| 40 | Oil | Tenant | | | |
| 50 | Mortgage | Owner | | | |
| 60 | Property Taxes | Owner | | | |

They have customized these fields extensively, but each new building defaulted to the originally supplied abstract. This has been changed to allow the codes to be copied from an existing building:

Abstract | MPAC Control | MPAC XRef | Services

Active Building

Copy from Default
 Copy from Another Building

Langley Mall

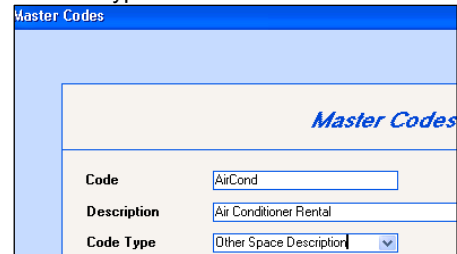
The “Who Does It” and “Notes” fields will not be copied to the new building.

Other Spaces

Do you rent out anything other than rental units or parking spaces? Have you struggled to figure out how to record these? We have added a screen for “Other Spaces” to be used for items such as garages, storage units, appliances, or anything else that you want to track and record revenue for without distorting your rent roll. Here’s how:

Go to **System Tasks – Control Codes – Master Codes** and add two types of codes:

1. Space Description, e.g. Air Conditioner using a Code Type of “Other Space Description” and



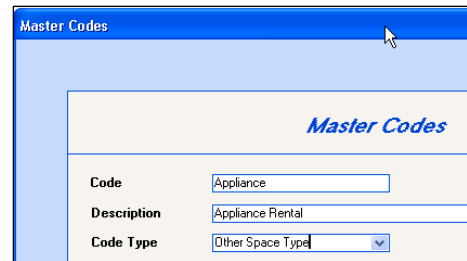
Master Codes

Code: AirCond

Description: Air Conditioner Rental

Code Type: Other Space Description

2. Space Type, e.g. Appliance Rental, using a Code Type of “Other Space Type”.



Master Codes

Code: Appliance

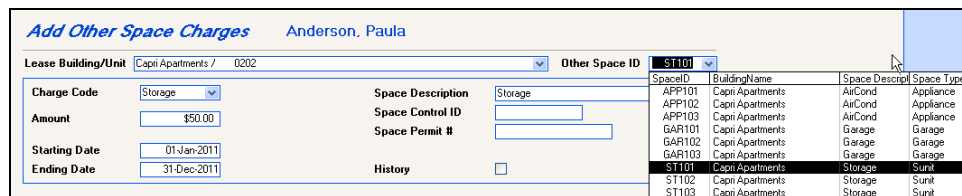
Description: Appliance Rental

Code Type: Other Space Type

When you have added all the types of Other Space codes that you require, go to Find – Buildings – drill down on a building – Other Spaces – click on “Add Other Spaces” and add as many of these rental items, as you require.

| Add Other Spaces | | | |
|-------------------------------------|-------------------|------------------|----------|
| | Space Description | Space Type | Space ID |
| <input checked="" type="checkbox"/> | AirCond | Appliance Rental | APP101 |
| <input checked="" type="checkbox"/> | AirCond | Appliance Rental | APP102 |
| <input checked="" type="checkbox"/> | AirCond | Appliance Rental | APP103 |
| <input checked="" type="checkbox"/> | Garage | Garage Rental | GAR101 |
| <input checked="" type="checkbox"/> | Garage | Garage Rental | GAR102 |
| <input checked="" type="checkbox"/> | Garage | Garage Rental | GAR103 |
| <input checked="" type="checkbox"/> | Storage | Storage Unit | ST101 |
| <input checked="" type="checkbox"/> | Storage | Storage Unit | ST102 |
| <input checked="" type="checkbox"/> | Storage | Storage Unit | ST103 |

Go to **Find – Tenant – Other Space Charges** and add charges to your tenants. The Space Control ID and Space Permit # are optional fields for your use, if you need them.



Add Other Space Charges Anderson, Paula

Lease Building/Unit: Capri Apartments / 0202 Other Space ID: ST101

Charge Code: Storage Space Description: Storage

Amount: \$50.00 Space Control ID:

Starting Date: 01-Jan-2011 Space Permit #:

Ending Date: 31-Dec-2011 History:

| SpaceID | BuildingName | Space Descrip | Space Type |
|---------|------------------|---------------|------------|
| APP101 | Capri Apartments | AirCond | Appliance |
| APP102 | Capri Apartments | AirCond | Appliance |
| APP103 | Capri Apartments | AirCond | Appliance |
| GAR101 | Capri Apartments | Garage | Garage |
| GAR102 | Capri Apartments | Garage | Garage |
| GAR103 | Capri Apartments | Garage | Garage |
| ST101 | Capri Apartments | Storage | Storage |
| ST102 | Capri Apartments | Storage | Storage |
| ST103 | Capri Apartments | Storage | Storage |

Note: Multiple “Other Space Charges” are consolidated on the rent roll, but charge separately in the Begin Month program. Other Spaces “units” will not print on the rent roll.

For a report of these Other Spaces, go to Building – Select a Report – Parking/Other Spaces Control and select “Other Spaces” (the default is Parking).



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.

Tenant Addresses

When entering postal codes the system will default to capital letters to facilitate data entry.

Financial

We have added a shortcut to the Tenant Ledger on the Financial screen.



Straight Line Rents

We now offer Straight Line (S.L.) Rent Processing as an add-on module. Where rent increases during the course of the lease, the S.L. Rent calculation divides the total rent over the course of the lease by the number of months of the lease to arrive at an average rent, i.e. Straight Line Rent.

| Edit Straight Line Rent | | Accounting Plus | |
|--|---|----------------------|-------------------------------|
| Lease Building/Unit | Chic Office Tower / 0401 | | |
| Calculate Straight Line Rent Monthly Amount | | | |
| Description | Straight Line Rent for Commercial Rent only | | |
| SL Rent Start Date | 01-Dec-2009 | | |
| Term (months) | 72 | | |
| Total Lease Rent | \$1,054,850.64 | | |
| Straight Line Amount | \$14,650.70 | Last Posted | 31-Aug-2011 |
| SL Adjustments to Date | \$2,640.69 | Months Left | 42 |
| | | SL Rent Adj. Account | 1250 |
| | | Rent Account | 3000 |
| | | | Straight Line Rent Adjustment |
| | | | Office Rent |

As part of the monthly process, the Straight Line Rent Processing program will subtract the rent for the month being processed from the S.L. Rent and enter this amount to whichever account has been designated as the S.L. Rent Adj. Account with the offset to the Rent account.

For example, the above screen shows S.L. Rent of \$14,650.70 whereas the August/11 rent was \$14,357.29 for a difference of \$293.41. The system will debit 1250 and credit 3000 for this amount.

As the lease progresses and the rents increase, the difference will eventually be a negative amount and the system will credit 1250 and debit 3000.

Only charge codes that are flagged as “Base Rent” will be included in these calculations.

If you are interested in this add-on module, please contact your Client Account Manager by email to CAM@Spectra.ca or via toll free telephone to (800) 731-8668.

Pre-Payments

If you select the option to apply the payment to specific charge codes, we have modified this option to show **current and future charge** codes for each tenant.

1. The Postdated Checks screen will now allow you to enter the name of the person writing the check. This will prove helpful to clients who have units with multiple roommates; so that you can tell which roommate(s) have paid their rent.

The Postdated Check Listing will print the name on the account, but the Rapid Receipts and subsequent Deposit Listing will print the name of the tenant.

| | | |
|---|----------------------------|---|
| Pre-Authorized Payment <input type="radio"/> | Starting Date | <input type="text" value="01-Jul-11"/> |
| Postdated Checks <input checked="" type="radio"/> | Payment Amount | <input type="text" value="\$1,204.00"/> |
| | Number of Postdated Checks | <input type="text" value="12"/> |
| Name on Account if Different Than Tenant Name Above <input type="text" value="Jonathan Smith"/> | | |

Pre-Authorized Payments now have the option to enter an ending date:

| | | | |
|--|-------------------------------|--|--|
| <i>Edit Pre-Payments</i> | | Anderson, Paula | |
| Lease Building/Unit <input type="text" value="Capri Apartments / 0202"/> | | | |
| Pre-Authorized Payment <input checked="" type="radio"/> | Starting Date | <input type="text" value="01-Aug-11"/> | |
| Postdated Cheques <input type="radio"/> | Payment based on Tenant Share | <input type="text" value="100.00%"/> | |
| | Payment Amount | <input type="text" value="\$992.80"/> | |
| | Ending Date | <input type="text" value="01-Jul-12"/> | |

We have modified the way that payments are applied to tenant receivables. You can control the order of application by the way the tenants' PAP screen is set up:

- **Charges are selected** – The system will apply payments based on priority and then newest to oldest charges. This means that if Rent has a priority of 1 and Parking has a priority of 2 and a tenant has July and August charges outstanding, the system would apply the payment in the order of August Rent, July Rent, August Parking, and then July Parking. Any amount remaining will be left unapplied.
- **Apply to Specific Charge Codes selected, but no codes selected** – The system will not apply the payment at all, so that it can be manually applied.
- **Apply to Specific Charges Codes not selected** – System would apply payments by Priority and then by newest date first.

| | |
|--|-------------|
| Apply this payment to specific charge codes? <input checked="" type="checkbox"/> | |
| Code | |
| ▶ Res Rent | Residential |
| ▶ Parking | Parking |

| | |
|--|--|
| Apply this payment to specific charge codes? <input checked="" type="checkbox"/> | |
| Code | |
| ▶ | |

| | |
|---|--|
| Apply this payment to specific charge codes? <input type="checkbox"/> | |
|---|--|

A recent release removed the ability to assign pre-payments to specific charge codes for post-dated checks. We have added this feature back.



Suppliers Accounting

We've had requests for checks to print the invoice description on the check stub. We have added a new Check Format to give you this option:

| | |
|---------------------------------------|--|
| Check Format | Spectra Standard Format (1 UP - Invoice Description) ▼ |
| Insurance Certificate Required | Spectra Standard Format (2 Up) |
| Level | Spectra Job Cost Format |
| | Spectra Standard Format (1 Up) |
| | Spectra Standard Format (1 UP - G/L Detail) |
| | Spectra Standard Format (1 UP - Invoice Description) |

Here's a screenshot of a Handwritten Check:

| Invoices | | | | | | | |
|----------------|-------------|------------------------------|-----------|---------------------|---------------|-----------------------|----------|
| Invoice Number | Inv. Date | Post Date | PO Number | Voucher # | Invoice Total | Allocat | |
| 4564 | 15-Aug-2011 | 15-Aug-2011 | | Voucher # 123 | \$444.00 | | |
| Invoice Descr | | Deposit on design work | | Source Doc | | | |
| 4677 | 30-Aug-2011 | 30-Aug-2011 | | Voucher # 456 | \$555.00 | | |
| Invoice Descr | | Final payment on design work | | Source Doc | | | |
| | | | | Check Amount | \$999.00 | Invoices Total | \$999.00 |

The resulting check would show these details on the check stub:

| Supplier: ABC Design | | | Check Date: August 30, 2011 | | |
|-----------------------------|-----------|----------------|------------------------------------|------------------------------|-------------|
| Account # 1234567 | | | Check Amount: \$999.00 | | |
| 2101 | | | | | |
| Invoice Number | Date | Identification | Building | Description | Amount Paid |
| 4564 | 15-Aug-11 | Voucher # 123 | Best Warehousing Inc. | Deposit on design work | \$444.00 |
| 4677 | 30-Aug-11 | Voucher # 456 | Best Warehousing Inc. | Final payment on design work | \$555.00 |

If you like this option, but don't want to make the change to each individual supplier's Accounting screen, please refer to the System Tasks – Spectra Utilities section for the instruction to make the change to multiple suppliers.

If you are authorized for our NACHA EDI Supplier payment module, you now have the option to specify whether the Supplier's bank account is a Checking or a Savings Account:

| | | | | |
|-----------------------------|---|-----------------------|----------------------|--|
| EDI Supplier Details | <input type="checkbox"/> Pay Supplier by EDI Flag | Bank Number | <input type="text"/> | Account Type |
| | | Branch Number | <input type="text"/> | <input type="radio"/> Checking Account |
| | | Account Number | <input type="text"/> | <input type="radio"/> Savings Account |

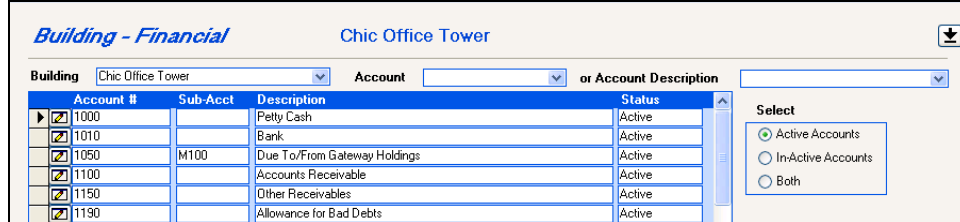
BUILDING

START A TASK

Inquiries

General Ledger Detail Display

As we have added the option to make G/L accounts “inactive”, the General Ledger Detail Display defaults to show “Active Accounts” or you can select Inactive or Both. Additionally, you may search by the Account Description.

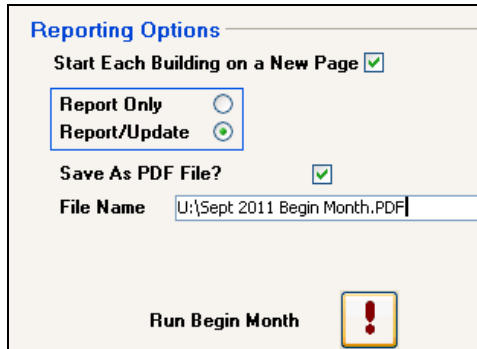


| Account # | Sub-Acct | Description | Status |
|-----------|----------|------------------------------|--------|
| 1000 | | Petty Cash | Active |
| 1010 | | Bank | Active |
| 1050 | M100 | Due To/From Gateway Holdings | Active |
| 1100 | | Accounts Receivable | Active |
| 1150 | | Other Receivables | Active |
| 1190 | | Allowance for Bad Debts | Active |

Monthly Processes

Begin Month/Charge Rent

We have added the option to print the Begin Month to a PDF file. If you select the option to “Save As PDF File?”, the File Name field will become visible.



Reporting Options


Start Each Building on a New Page

Report Only

Report/Update

Save As PDF File?

File Name: U:\Sept 2011 Begin Month.PDF

Run Begin Month 

Notes: If no file name is entered, the system will still create the PDF file and display it on your workstation, but it will be saved in a temporary file only called “Spectra.PDF”, which will be overwritten by the next PDF file.

If the PDF extension is not entered, the file will still be saved, but if you try to open it, you may be prompted to select the Adobe Reader program. If you enter the PDF extension as shown in this screenshot, Adobe will automatically open your file.

Prepaid Accrual Process

At client request we have added the ability to reclassify tenant credit balances in the General Ledger as Prepaid Amounts. Please note these details:

- This option is available only for buildings using accrual accounting
- You will be able to enable this option on a per building basis
- The reversing journal entry post date will default to the first day of the next month
- You will only be able to run this menu item once in a month for any building.
- The journal entry will be detailed by tenant.



Setup:

- If you don't already have a liability account for Prepaid Revenue, create one now and copy it to all buildings.
- What account do you want to use to offset the Accounts Receivable control account? If you use the Accounts Receivable control and subsequently run the Aged Trial Balance report with the "Verify G/L Balances" option, the report will show that you are out of balance. For this reason, you **may wish** to assign another G/L account for Prepaid Receivables, e.g. 1101. If so, create this account now and copy it to all buildings.
- Go to **System Tasks – Spectra Utilities – Prepaid Accrual Setup Wizard**. If all your buildings are using the same chart of accounts, your setup is easy. Select the option to "Set All Properties to Allow Prepaid Accruals". Enter whatever account number you have designated for the Prepaid Receivables, either the Prepaid Receivables or Tenant Accounts Receivable control account in the "Debit Account" field and enter your Prepaid Revenue account in the "Credit Account" field. Click on the **! Process Changes** button. This example shows the new 1101 Prepaid Receivables and Prepaid Revenue GL account numbers:

Prepaid Accrual Setup Wizard Show Properties Allowing Prepaid Accruals Set All Properties to Allow Prepaid Accruals

Debit Account: 1101
Credit Account: 2625

Process Changes

Click to Process

This will populate your accrual buildings with the Prepaid Accrual information:

Prepaid Accrual Setup Wizard Show Properties Allowing Prepaid Accruals

| Building ID | Building | Allow Prepaid | | Prepaid Accrual Debit Account | Prepaid Accrual Credit Account |
|-------------|--|-------------------------------------|--|-------------------------------|--------------------------------|
| | | Accruals | | | |
| 0002 | Roberta Street | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| 0003 | Tabar Drive | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| 0004 | Samson Bay | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| 245 | Condo Corp #245 | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| 645 | 645 Betsworth (Parkade) | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| JC | John's Construction Company | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| M100 | Gateway Holdings Inc. (Financial Department) | <input type="checkbox"/> | | | |
| M102 | Best Warehousing Inc. | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| M103 | Chic Office Tower | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| M104 | Langley Mall | <input checked="" type="checkbox"/> | | 1101 | 2625 |
| Res | Residential Trust | <input checked="" type="checkbox"/> | | 1101 | 2625 |

Make any required changes to account numbers or remove the "Allow Prepaid Amounts" flag from any buildings that will not have this feature.

Select to Save the Displayed Information

Click on the button at the bottom of the screen to update the Building – Accounting – Banking/Control Screen.

Buildings Flagged in Error will NOT be Updated

The message at the bottom of the screen simply means that all information (Allow Prepaid Accruals flag, Debit and Credit accounts) must be entered for the system to set this feature up. If there's a red at the right margin for any building, this building will not be set up for this feature.

Building – Accounting – Banking/Control screen will be updated with this information. The Prepaid Accruals Last Posted will be blank until you have run your first journal entry and will then be automatically updated by the system.

Allow Posting of Prepaid Accruals at Month End

Prepaid Accrual Debit: 1101 **Prepaid Receivables**

Prepaid Accrual Credit: 2625 **Prepaid Revenue**

Prepaid Accruals Last Posted:



Preview of Prepaid Accruals Posting?

A new option has been added to the Tenant Aged Trial Balance and Aged Trial Balance -Historical reports:

| Include on Report | | |
|------------------------|-------------------------------------|---|
| Include Future Charges | <input checked="" type="checkbox"/> | |
| Prepays Only | <input type="checkbox"/> | Negative Balance Tenants Only <input checked="" type="checkbox"/> |
| Include Tenant Details | <input checked="" type="checkbox"/> | |

Select the “Negative Balance Tenants Only” to see what will be included in the Prepaid Accruals posting. (Note: The “Prepays Only” option gives you a listing of unapplied credits, which may not equal the tenants’ balances.)

Monthly Procedure:

Go to Building – Monthly Processes – Prepaid Accrual Process.

Buildings: Select your accrual buildings only.

Prepaid Accrual Date: Enter your Prepaid Accrual Date. This would normally be the last day of the month.

Prepaid Accrual Reverse Date: The system will automatically enter the Prepaid Accrual Reverse Date as the first day of the following month.



Click on the **Process Accrual** button. (If you select the Report Only option and click on the Preview button, the system checks if the selected buildings can have this process run, but no report is actually produced.)

| Report Dating | |
|------------------------------|--|
| Prepaid Accrual Date | <input type="text" value="31-May-2011"/> |
| Prepaid Accrual Reverse Date | <input type="text" value="01-Jun-2011"/> |

| Reporting Options | |
|-------------------|----------------------------------|
| Report Only | <input type="radio"/> |
| Update | <input checked="" type="radio"/> |
| Process Accrual | |

When the process is completed, you will be returned to this screen. If you have no other buildings to process, click on the **Close Current Window** button on the toolbar.

Go to Building – Select a Report – General Ledger – Audit Reports to see the actual postings that have been done to the General Ledger.

SELECT A REPORT

Master Listings

Building Summary Listing

We have expanded the width of the Bldg ID column to display the full 10 characters of any possible Bldg ID.

Rent Reports – Custom (M to Z)

Rent Roll – Property Advisers Rlty

We have corrected the calculation of the Total Monthly Payment on the last page.

Parking/Other Spaces Control

If you're using our new feature of Other Spaces, you'll want to print the report:

| Other Spaces Control Report | | | | | | | | | | |
|-----------------------------|----------|--------|------|-----------------------------------|--------------|-------------|------------|----------------|------------------------------|--------------|
| Building: Capri Apartments | | | | As Of: 15-Aug-11 | | 08-Sep-2011 | | | | |
| By Space / Unit | | | | Print All Spaces | | Page 1 | | | | |
| Space # | Type | Status | Unit | Tenant | Move In Date | Expiry Date | Control ID | Permit # | Description | Lease Amount |
| APP101 | Appliano | In Use | 0202 | Anderson, Paula | 01-Jul-11 | 31-Aug-11 | | | Rental of AirCond for summer | \$40.00 |
| APP102 | Appliano | Vacant | | | | | | | | |
| APP103 | Appliano | Vacant | | | | | | | | |
| ** Space Descr: AirCond | | | | Spaces: 1 In Use 2 Vacant 3 Total | | | | Total Charges: | | \$40.00 |
| GAR101 | Garage | In Use | 0202 | Anderson, Paula | 01-Jan-11 | | | | Single car garage | \$35.00 |

Building – Commercial

Lease Status

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

Financial Statements

Financial Statements – Fiscal or Non-Fiscal

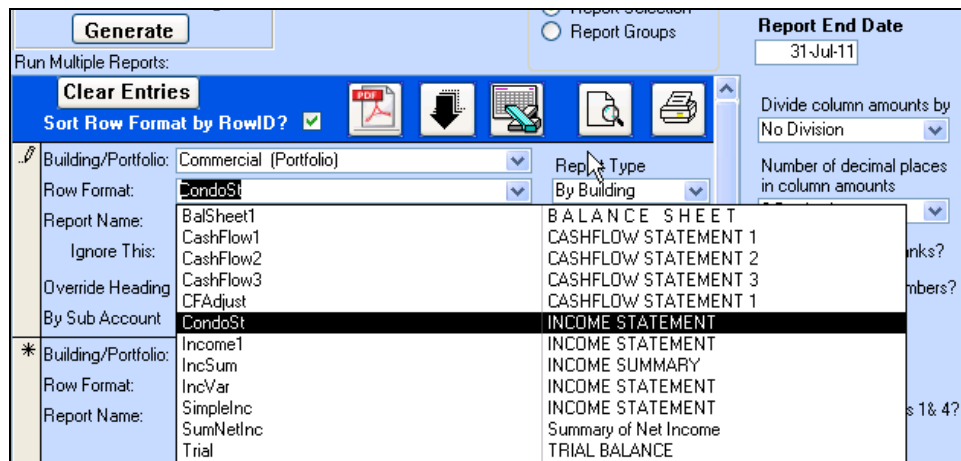
New Report Names (column formats) have been added:

- 15b – Current Actual, YTD Actual, Current Month Last Year, and YTD Last Year
- 16b – Current Actual, YTD Actual, Annual Budget, and % Budget Used
- 27a – Actual YTD, Last Year YTD, and Variance \$
- 27b – Actual YTD, Budget YTD, and Variance \$

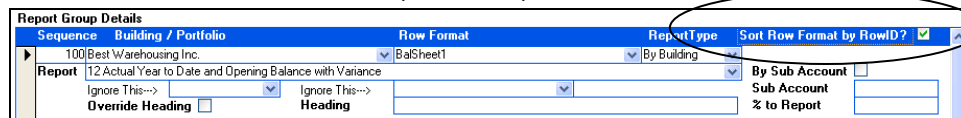
Report Names 20 and 40 (Quarterly Spread Reports) were revised so that the “Do Not Print Total Column on 12-month Spread Reports” feature will also work for these quarterly spread reports.

Do you have 27 different statements called “Income Statement” and do you struggle to find the right one? We have added an option to sort and select by Row ID instead of by the name of the report. Thus, if you have an income statement for each building with the Bldg ID as part of the ID, you can select the option to “Sort Row Format by RowID” and either key in the Row ID or select it from the dropdown list.

In this example, after selecting the option to “Sort Row Format by RowID”, you could either key in “CondoSt” or select that Row ID from the dropdown list.



This same feature has been added to the Update Groups screen:





At the bottom of the financial statement screen, you'll notice two new options:

- # of Copies to reports to print, and
- Force all reports to print on legal size.

Important Note: If you select a column format that is currently landscape, the system will print on legal sized paper and cut off the columns on the right side that exceed the 7.5" printing width.

Display Financial Statement Report Matrix

of Copies of reports to print:

Force all reports to print on legal size

Report Groups

Do you have several different owners to whom you email financial statements? You probably run the same financial statements for each building, so wouldn't it be convenient to set up a report group for each owner to automate the emailing of these statements?

We have simplified this process. Click on the "Update Groups" button:

Financial Statements Report Groups

Report Group: Select Report Group or Enter New Group Name

Over-ride the first title line on the statements with the following?

Save As PDF File Name

Email Report Email Address

- Click on the "Copy to a New Report Group" button
- Enter the name for the new report group.
- Edit the new report group to select the correct building(s)
- Enter the Email Address on the new Report Group
- When you exit this screen, remember to click on the "Refresh List" button to see your new report groups.

We have corrected the error #2450 that was sometimes generated if a client tried to exit the financial statement previous screen before all statements have been generated.

General Ledger

G/L Detail Export to Excel

G/L Trial Balance Export to Excel

We've done some work to speed up the export to Excel for these two menu items.

General Ledger Detail Reports

We have modified the information that will show if you select the "Print Transaction Memo Description" option. The big benefit to this change will be that the Invoice # and Voucher # (where the identification on check stubs comes from) will appear in the memo description of the Due to/from account postings from the A/P processes.

If you select the "Print Transaction Memo Description", the full description of any journal entries will print and not be truncated in the General Ledger Detail Reports and in the Audit Reports.



Trial Balance Reports

If you select the "Consolidated Report – By Building" option, you will see a new "Alternate" option. This was a client's request to show a comparison to the previous year's YTD balance and the resulting variance.

| | | |
|--|---|--|
| Consolidated Report <input checked="" type="checkbox"/> | By Building <input checked="" type="radio"/> | Standard Format <input type="radio"/> |
| | Summarize <input type="radio"/> | Alternate Format <input checked="" type="radio"/> |

| GL Account Number | Building | 2011-May | 2010-May | Variance |
|-------------------|----------------------------|---------------|---------------|--------------|
| | | Y T D Balance | Y T D Balance | |
| 1100 | Accounts Receivable | | | |
| M102 | Best Warehousing Inc. | 7,332.52 | (3,098.61) | 10,431.13 |
| M103 | Chic Office Tower | (120.00) | 130,910.87 | (131,030.87) |
| 245 | Condo Corp #245 | 0.00 | 128.05 | (128.05) |
| M104 | Langley Mall | 9,394.94 | 118,726.96 | (109,332.02) |

- The Building ID will print to the left of the Building name.
- Any range of GL accounts can be selected for any number of buildings.
- This report option is only available for the Trial Balance, not the Audit Trial Balance.

Trust Account Detail Report – Investec

Under certain circumstances, some items would print twice on the report. This has been corrected.



TENANT

START A TASK

Charges

Tenant Charges

If you have attached your logo to the "Print Logo and Address on Appropriate Reports" on the Configuration File, the logo will now print if you print invoices from the Tenant Charges program in addition to the Print Invoices program.

Tenant Deposits

Deposit Refunds

If multiple refunds are done for one tenant, they will now print the Refund Receipt documents to be given to the tenant on separate pages.
Deposit Refund reports for tenants will now print in order of building name and unit number.

Tenant Receivables Display

We have added a shortcut to the Tenant Ledger on the Tenant Receivables Display screen:



Tenant Deposit Display

Both the display and the printout of tenant deposits will now print in date order.

SELECT A REPORT

Tenants

Contact Master Listing – Paramount

Tenant email addresses have been added to this report.

| Unit / Floor / Unit Type | | Name / Contact Type | by Tenant Name | |
|--|--|---|----------------|--|
| Tenant Name and Address | | Phone Type / Number / Extension | | |
| 0401 / 4 / Office Accounting Plus 126 - 103rd Street #0401 Reseda, CA 91334 USA Email: Accounting1@hotmail.com | | Mr. Sam Watson / Chief Financial Officer Business (310) 555-4545 Sam.Watson@hotmail.com | | 300 Cellular (310) 200-7100 Sam.Watson2@hotmail.com |

Tenant email address

Two contact email addresses

Tenant Ingoing/Outgoing Confirmation

This report has been expanded to show the unit description codes and the square footage.

Aged Trial Balance

Aged Trial Balance - Historical

You'll notice a new option on both of these reports to include the tenants' email address.

| Include on Report | |
|-------------------------------|-------------------------------------|
| Include Future Charges | <input checked="" type="checkbox"/> |
| Prepays Only | <input type="checkbox"/> |
| Include Tenant Details | <input checked="" type="checkbox"/> |
| Include Deposits on Hand | <input type="checkbox"/> |
| Print Last Payment Info | <input type="checkbox"/> |
| Include Telephone | <input checked="" type="checkbox"/> |
| Negative Balance Tenants Only | <input type="checkbox"/> |
| Include Email Address | <input checked="" type="checkbox"/> |

The resulting Aged Trial Balance would show the Tenant's email address:

| Tenant | Floor / Unit | Bus. Phone | *Note: An TM | | |
|-----------------|--------------|----------------|--|------------------|-----------|
| Anderson, Paula | 2 0202 | (111) 222-3333 | Paula@hotmail.com | | |
| Batch # | Reference | Date | Code | Description | Current |
| 6762 | | 28-Sep-11 | CK | Ck Payment | * -100.00 |
| 6784 | 9415 | 28-Sep-11 | Res Rent | Residential Rent | * 555.00 |
| Tenant Total | | | | | 455.00 |

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.

Monthly A/R Summary – Spread

In some circumstances, the tenants' opening balances were wrong – either when the report was run directly or when included in a report group. This has been corrected.

Tenant Ledger

Starting in Release 6.7.1, the tenant ledger would not print for future tenants who paid their Security Deposits. We have restored this feature, so that the tenant ledger will print for tenants with future move in dates.


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 condition 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

A client reported that they were using the "Print Logo and Address on Appropriate Reports" option on the Configuration File, but weren't adding a Logo to their Configuration File. When the invoices/statements printed out, the word "Telephone" still appeared. This has been corrected now.

| | | |
|----------------|---|--------|
| Logo File Path | <input type="text"/> | Browse |
| Address/Logo |  | |
| | 6850 Canby Avenue, Suite 105 Reseda, CA 91335 Telephone: (333) 333-3333 Fax: (333) 334-3344 Email: Support@Spectra.ca | |

Print Invoices-Property Mgmt Co

This is a custom client invoice that will print all tenant transactions since the last zero balance for each tenant with the option to print Next Month's Invoice. At client request, the invoice reads "Make Checks payable to (the building name)". Miscellaneous charges will not print in the Next Month's Invoices section.

Tenant Statements

We have corrected the Error #6 that one client encountered due to the very large number of tenant receivable transactions.

Tenant Statements-CityCom

This custom statement has the following features:

- The statement will include the previous, current, and future month information (charges and payments, whether or not they have been applied).
- Space will be allowed for a custom message which will show on a group of statements
- Print format will be the same as the Investec report.
- Report selections are the same as the other statements except for the Report Dating:

| Report Dating | |
|----------------------|-------------|
| Statement Date | 31-May-2011 |
| Balance Forward Date | 31-Mar-2011 |

Statement Date: Will default to today's date, but if you enter any historical date, the system will recalculate the tenants' balances to match the Aged Trial Balance – Historical report.

Balance Forward Date: The system automatically defaults to display the date two months before your Statement Date, but actually any previous date can be entered. The system will calculate what the Balance Forward was at that time to print on the statement.

This statement was sent to the client in an interim version. This release includes two modifications:

- The "Statement Required" option on the Tenant Lease screen will now work.
- We have removed the aging along the bottom of the 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

START A TASK

Work Order

Customer Work Order

We've added an option to print the contractor name on the work order and the work order invoice:

| | |
|---|-------------------------------------|
| Contractor | <input type="text"/> |
| Print Contractor on Work Order and Invoice? | <input checked="" type="checkbox"/> |

We have done some work to speed up the entering of supplier invoices in the Work Order module.

If you use the Cost Codes feature (set on the Configuration File) and enter supplier invoices through the Work Order module, you may now select Cost Codes when creating A/P Invoices.

Maintenance Control Codes

Work Order Activities Codes

The Work Order module applied markups by percentage globally on the Maintenance Configuration File for work orders to Buildings or Tenants and on the Category Info screen for materials.

We have modified your options to **override** those percentage markups on both the labor and material components of the work orders. This new feature **overrides entirely** the other markups. You have the option of a Percentage or a Fixed Amount or No Over-Ride at all. This means that you can mark up a technician's labor costs depending on the Activity code that is applied to the Work Order.

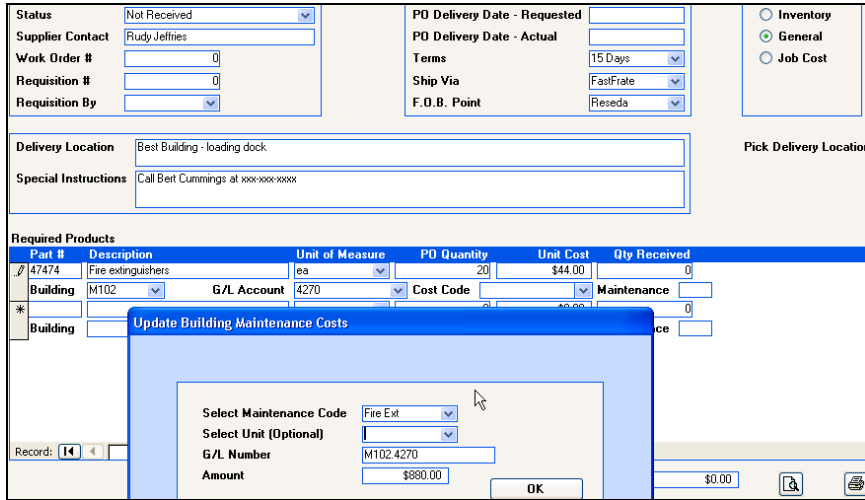
E.g. Fred could have a markup of 20% for an Activity Code of General Labor and 50% if he's working on HVAC Systems.

| | |
|---|--|
| Activity Code | <input type="text" value="HVAC"/> |
| Description | <input type="text" value="HVAC System Maintenance"/> |
| G/L Labour | <input type="text" value="3750"/> <input type="text"/> |
| G/L Expense | <input type="text" value="4280"/> <input type="text"/> |
| Overhead Markup Over-Rides | |
| <input checked="" type="radio"/> Percentage <input type="radio"/> Fixed Amount <input type="radio"/> No Over-Ride | |
| Percentage [%] | <input type="text" value="50.00%"/> |
| Fixed Amount [\$] | <input type="text"/> |

Purchase Order

Purchase Order

If you enter a "General" work order and select a G/L account that is associated with a Maintenance Code, the system will display the same pop-up screen that you would see in Supplier Invoices. This sets up the Maintenance code, but nothing will post until the purchase order is "received".



The screenshot shows a Purchase Order form with a pop-up dialog titled "Update Building Maintenance Costs". The dialog contains the following fields:

- Select Maintenance Code: Fire Ext
- Select Unit (Optional):
- G/L Number: M102.4270
- Amount: \$880.00

Buttons: OK, Cancel

If, by some chance, you have selected the wrong Maintenance Code, return to this Purchase Order screen, and double click on the Maintenance folder.

| Unit Cost | Qty Received |
|-----------|--------------|
| \$44.00 | 15 |
| | Maintenance |

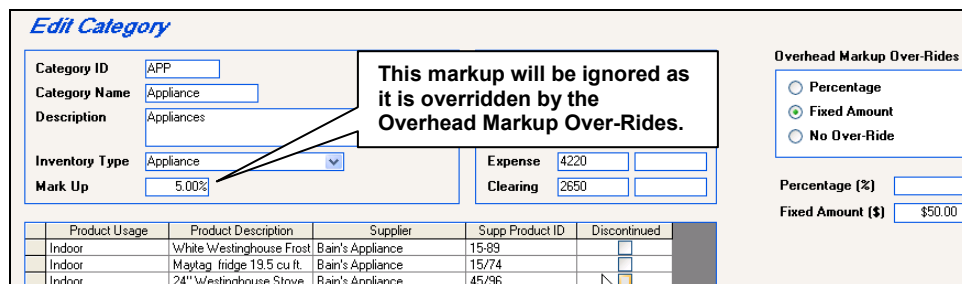
Purchase Receipt

We have done some work to speed up the entering of supplier invoices in the Purchase Receipt module.

Category Info

As mentioned above, the Work Order module applied markups by percentage globally on the Maintenance Configuration File for work orders to Buildings or Tenants and on the Category Info screen for materials.

Here is your option to **override** those percentage markups on the material component of the work orders. This new feature **overrides entirely** the other markups. You have the option of a Percentage or a Fixed Amount or No Over-Ride at all. In this example, every time an appliance is sold in a work order, \$50.00 will be added to the work order. The original markup of 5% will be ignored.



The screenshot shows the "Edit Category" form with the following details:

- Category ID: APP
- Category Name: Appliance
- Description: Appliances
- Inventory Type: Appliance
- Mark Up: 5.00%
- Expense: 4220
- Clearing: 2650
- Overhead Markup Over-Rides:
 - Percentage
 - Fixed Amount
 - No Over-Ride
- Percentage (%):
- Fixed Amount (\$): \$50.00

A callout box states: "This markup will be ignored as it is overridden by the Overhead Markup Over-Rides."

| Product Usage | Product Description | Supplier | Supp Product ID | Discontinued |
|---------------|---------------------------|------------------|-----------------|--------------|
| Indoor | White Westinghouse Frost | Bain's Appliance | 15-89 | |
| Indoor | Maytag fridge 19.5 cu ft. | Bain's Appliance | 15/74 | |
| Indoor | 24" Westinghouse Stove | Bain's Appliance | 45/96 | |



Invoices

Supplier Invoices Batch Entry

We periodically get requests to have the invoice description print on various reports. The question has always been “which” description, i.e. if an invoice had several different lines of distribution with different descriptions, which description should print? We have added a default description that will print on the GL Detail Reports, G/L Purchase, Owner Statements, Trust Account Reports, and A/P Invoice Inquiry.

Add Invoice Batch # 6836

| | | | |
|------------------------------|----------------------|---|----------------------------|
| Select Supplier: ABC Design | Account # | Invoice Number: 6836 | Invoice Total \$: \$999.00 |
| Pay To / Address: ABC Design | 1100 Bishop Crescent | Invoice Date: 29-Aug-2011 | Allocation Code |
| Reseda, CA 26703 | | Posting Date: 29-Aug-2011 | |
| | | Payment Due Date: 28-Sep-2011 | |
| | | P/O #: 123456789012345 | |
| | | Voucher #: ABCDEFGHIJKLMNOPQRST | |
| | | Description: ABCDEFGHIJ1234567890ABCDEFGHIJ1234567890 | |

Ref # Description Building ID Bank G/L Account Cost Code Split Amount

New Field

Expand Data Entry Screen

This example has been done to show how many characters would display on the reports.

Based on the above entries, the following prints on the **GL Detail Report**, if the Print Transaction Memo Description option is selected, the default invoice description prints first, followed by the PO #, and then the Voucher # for entries showing the invoice total. **For the invoice distribution entries, the individual descriptions for each line of the invoice will print.**

| | | | | | | | |
|---|-------------------------|------|-----------------|-----|--------------------|-----------|--------|
| M102.2000 | Accounts Payable | | | | Beginning Balance: | 47,993.04 | |
| ABC Design | | 6837 | 29-Aug-2011 INV | A/P | 29-Aug-2011 | 444.00 | |
| Invoice# 6836 - Descr: ABCDEFGHIJ1234567890ABCDEFGHIJ1234567890 - PO# 123456789012345 - Voucher# ABCDEFGHIJKLMNOPQRSTUVWXYZ -I#(5225) | | | | | | | |
| Transaction Totals: | | | | | | 0.00 | 444.00 |
| Ending Balance: | | | | | | 47,549.04 | |

The **Owner's Statement** shows the Supplier Name followed by the new Invoice Description:

| | | | |
|--|----------------------------------|-------------------------|-------------|
| Building: Best Warehousing Inc. | Account Number: M102.1050 | Opening Balance: | \$17,328.21 |
| Less: Disbursements | | | |
| ABC Design : | 29-Aug-11 C# 2075 | | 444.00 |
| ABCDEFGHIJ1234567890ABCDEFGHIJ1234567890 | | | |
| Disbursement Totals: | | | 444.00 |
| Account Totals / Closing Balance: | | | \$16,884.21 |

The Trust Account Detail Reports show the Supplier Name and new Invoice Description.

| Building: Best Warehousing Inc. | | Trust Account Detail Report | | Post Date From: 2011/08 | 29-Aug-2011 | |
|---------------------------------|---|------------------------------------|------------------|-------------------------|--------------------|-----------|
| | | | | To: 2011/08 | Page 1 | |
| Trans Date | Description | Batch # | Source Reference | Post Date | Amount | Balance |
| M102.1050.M100 | Due To/From Gateway Holdings | | | | Beginning Balance: | 17,328.21 |
| 29-Aug-11 | ABC Design : ABCDEFGHIJ1234567890ABCDEFGHIJ1234567890 | 6840 | A/P C# 2075 | 29-Aug-11 | -444.00 | 16,884.21 |
| Ending Balance: | | | | | 16,884.21 | |

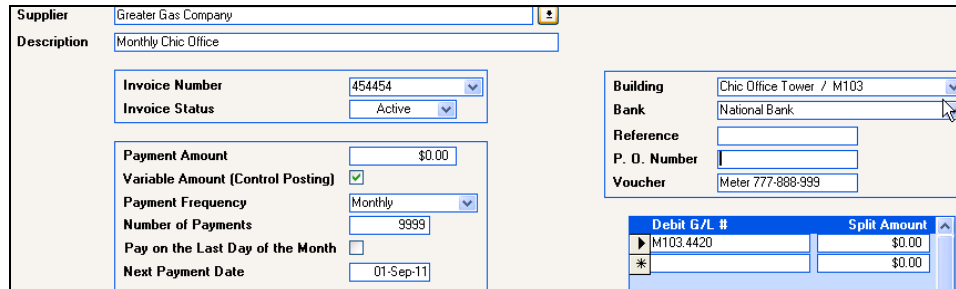
Add or Change Standard Invoices

At client request, we have added some terrific features to the Standard Invoices:

- Payment Frequency – The Payment Frequency will default to Monthly, or you can select Weekly, Bi-Weekly, Quarterly, Semi-Annually, or Annually
- Variable Amount (Control Posting) – Invoices, such as Utility bills, can be set up for a zero amount, posted (to the Suppliers), and then the amount edited prior to posting (to the G/L) or payment. See “Edit Open Unposted Invoices” and “Print List of Unpostable Invoices” below.

| |
|----------------|
| Weekly |
| Bi-Weekly |
| Monthly |
| Quarterly |
| Semi-Annually |
| Annually |

- The Variable Amount (Control Posting) feature can be used for any amount, but we would suggest using a zero amount. Otherwise, these amounts will print on various reports, where you don't expect them.
- These unpostable invoices will also print on the Outstanding/Paid Invoice Listing and the Supplier Aging reports flagged with an asterisk (*).



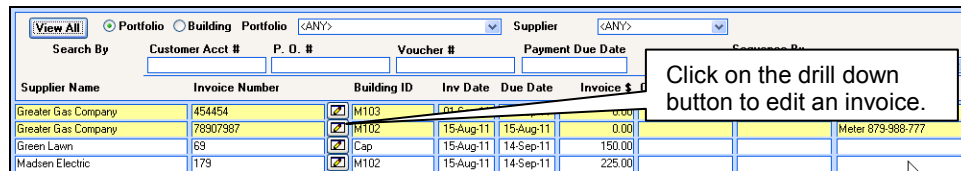
| Debit G/L # | Split Amount |
|-------------|--------------|
| M103.4420 | \$0.00 |
| * | \$0.00 |

Cancel Supplier Invoices

A client recently reported that, if a zero invoice was used to correct G/L postings and if the correction was within the same building, these zero invoices would still appear in the Cancel Supplier Invoices. The program has been modified so that these zero invoices will no longer appear in the Cancel Supplier Invoices screen.

Edit Open Unposted Invoices

Any supplier invoice that has not been paid or posted to the General Ledger may be edited:

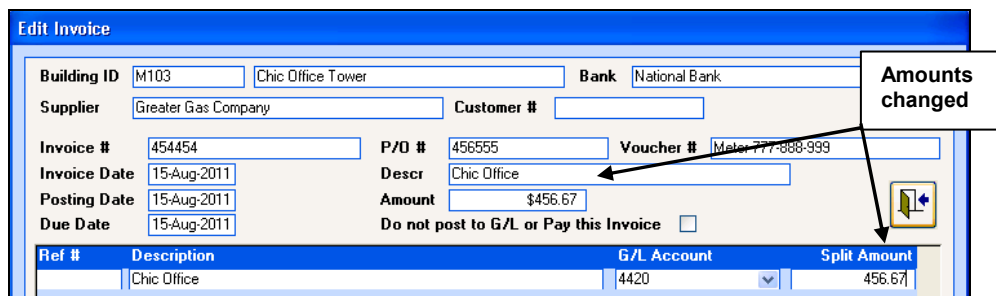


| Supplier Name | Invoice Number | Building ID | Inv Date | Due Date | Invoice \$ |
|---------------------|----------------|-------------|-----------|-----------|------------|
| Greater Gas Company | 454454 | M103 | 15-Aug-11 | 15-Aug-11 | 0.00 |
| Greater Gas Company | 78907987 | M102 | 15-Aug-11 | 15-Aug-11 | 0.00 |
| Green Lawn | 63 | Cap | 15-Aug-11 | 14-Sep-11 | 150.00 |
| Madsen Electric | 179 | M102 | 15-Aug-11 | 14-Sep-11 | 225.00 |

This will bring up the invoice details to be modified:

- Variable Amount (Control Posting) invoices will be shaded in yellow.
- Any fields **under** the Supplier name (except the Invoice #) can be modified.
- If the invoice is one of the Variable Amount (Control Posting), it will be flagged as "Do not post to G/L or Pay this Invoice". When you change the amount, you will be prompted to remove this flag to allow it to be paid.
- The "Do not post to G/L or Pay this Invoice" is for the Variable Amount invoices only. If you use this field to hold invoices for payment, your Supplier sub ledger will not balance to your G/L control account, because the system will not post this invoice to the G/L, but it will be included on any Supplier reports. If you wish to hold payment, use the option on the Select Invoices to Pay screen.
- When you change the Invoice Amount, you must also change the "Split Amount".

Revised Invoice:



| Ref # | Description | G/L Account | Split Amount |
|-------|-------------|-------------|--------------|
| | Chic Office | 4420 | 456.67 |



Post Auto Withdraw Invoices Post Standard Invoices to A/P

If you will be using our new option to pay standard invoices weekly or bi-weekly, you will need to know how the system will process these. Each time you run the Post Standard or Auto Withdraw Invoices, the system checks the Next Payment date on all the Standard Invoices and, if the date is before the date you entered, it processes the invoices **once** using the Next Payment Date.

Therefore, if you have weekly invoices for September, you have two choices: run the Post Standard Invoices every week, or run it multiple times using the September 30th date. The system will find the first invoice with the payment date of September 1st and advance the date to September 8th. When you run it the second time, it will advance the date to September 15th, the third time to the 22nd, the fourth time to the 29th, and the fifth time to October 6th. If you ran it a sixth time for September 30th, the system would say that there were no invoices to be posted, because the Next Payment Date is October 6th.

You may wonder how the system would handle a mix of monthly and weekly/bi-weekly invoices. When you ran the first batch of standard invoices for September, the Next Payment date would have been advanced to October for the monthly invoices, so that the monthly invoices would be excluded from the subsequent running of the Post Standard Invoices for September.

Print List of Unpostable Invoices

Assuming that you have many zero-dollar utility bills set up as Standard Invoices with the Variable Amount (Control Posting) set, you would want a listing of any utility bills that haven't been received. Our invoice above hasn't been edited yet, so it appears on this list.

| Unpostable Supplier Invoice Listing | | | | | | | | 26-Aug-2011 |
|---------------------------------------|-------------|--------|----------|--------------|------------------|--------|--------|-------------------------|
| | | | | | | | | Page 1 |
| | | | | | | | | By: Building / Supplier |
| Supplier | Building ID | Bank | Invoice# | Invoice Date | Posting Due Date | Amount | P.O. # | Voucher # |
| Building Best Warehousing Inc. | | | | | | | | |
| Grester Gas Company | M102 | Nation | 78907967 | 15-Aug-11 | 15-Aug-11 | 0.00 | | Meter 879-988-777 |

Post Invoice Expenses to G/L

We have revised this program to use the posting date to select invoices for posting.

Supplier Invoice Display

We've added more information to this screen to facilitate your investigating any supplier invoices. As this screenshot shows, the Supplier Invoice Display shows the Payment Batch #, the original invoice entry batch #, and the batch that posted the invoice to the G/L:

| | | | | | | |
|--------------------------------|--|--------------------------|-----------------------------------|----------------|---------------------------------------|-------------------------------------|
| Payment Date | <input type="text" value="30-Jun-11"/> | Check Number | <input type="text" value="2076"/> | Payment Amount | <input type="text" value="\$555.00"/> | <input type="text" value="\$0.00"/> |
| | | Payment Batch # | <input type="text" value="6841"/> | Balance Due | | |
| Entered on A/P Invoice Batch # | <input type="text" value="6836"/> | Posted to G/L on Batch # | <input type="text" value="6837"/> | | | |

A/P Year End

IRS Form 1099 Processing

If a supplier is not a US resident, his EIN number begins with 903. We have revised the 1099 program to accept Individual Taxpayer Identification numbers beginning with 903.



SELECT A REPORT

Work Order

Customer Work Order Status

This report has been modified to list all the units if multiple units have been selected in the work order.

Work Order Summary – Plus Mgmt

This report has been modified to allow the option to specific Unposted, Posted, or Both.

Purchase Order

Purchase Order Status – Apollo

This custom report has been written to a client's specifications. The report may be selected by building(s) or portfolio and each building will start on a new page. This report is designed for each building to have its own purchase orders.

| Purchase Order Status Report | | | | | | From Date: 01-May-11 | 16-May-2011 |
|--|----------------|--------------|----------------|-----------|----------------|----------------------|-------------|
| | | | | | | To Date: 31-May-11 | Page: 1 |
| P.O.# | Contractor | Status Code | Requisition By | PO Date | Date Requested | Date Delivered | |
| Building / Property: Chic Office Tower | | | | | | | |
| 16 | Dorwin Windows | Not Received | | 16-May-11 | 20-May-11 | 16-May-11 | |
| 13 | Dorwin Windows | Received | Cheryl | 22-Apr-11 | 02-May-11 | 16-May-11 | |

Outstanding/Paid Invoice Listing

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

Supplier Standard Invoices

This report has been modified to reflect the various Pay Frequencies that are now available for standard invoices:

| A/P Standard Invoices | | | | | | | | | | 29-Aug-2011 |
|--------------------------------------|------------------------------|---------------|-----------|---------------------------------|--------------|-----------|----------|--------------|--------------------|-------------|
| | | | | | | | | | | Page 1 |
| Supplier | Description | Invoice# | Status | Last Payment | Next Payment | Pay Freq. | Auto W/D | Payment Amt. | Payments Remaining | Balance Due |
| Bank | P.O.# | Voucher# | G/L | Split Amt. | | | | | | |
| Building Best Warehousing Inc. | | | | | | | | | | |
| Bee Clean National Bank | Weekly cleaning contract | 1025 | Active | 01-Aug-11 | 08-Aug-11 | Weekly | No | 1,025.00 | 23 | 23,575.00 |
| | | | M102.4110 | Cleaning - Contract Services | | | | | | |
| City Tax Department National Bank | Quarterly Monthly Tax Amount | Roll 12351213 | Active | 01-Sep-11 | 01-Dec-11 | Quarterly | Yes | 2,931.00 | 38 | 111,378.00 |
| | | m102.7510 | | Fixed Expenses - Property Taxes | | | | | | |

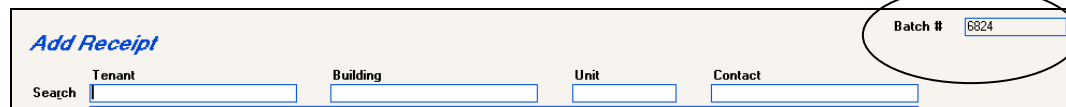
BANKING

START A TASK

Receipts

Regular Receipts

We received a request from one of our “power users” to show the batch number on the second screen of the Regular Receipts program, because they have many different batches on the go at the same time.



Add Receipt

Search

Tenant Building Unit Contact

Batch #

Rapid Receipts

Post Dated Checks

Pre-Authorized Payments

Release 6.7.1 had a change to the way that the system applied PAP payments to the tenant receivables. We have revised the order that payment will be automatically applied:

1. By Priority – in ascending order (1's first, then 2's, etc.)
2. By Date – in descending order

This means that if Rent has a priority of 1 and Parking has a priority of 2 and a tenant has July and August charges outstanding, the system would apply the payment in the order of August Rent, July Rent, August Parking, and then July Parking.

Please refer to Find – Tenants – Pre-Payments for options you can use to control these payments applications.

Print Daily Cash Receipts

We have done some work to organize the order that checks print on the DCR deposit slips to enable you to presort your checks in the same order. The sequence will be: Bank, DCR #, Deposit Date, Payment Type, Tenant Name, and Miscellaneous Receipts (with Transaction description). If you have checks for tenants from multiple buildings, they will now sort in order of the tenant names only.

Checks

Print List of Unpayable Invoices

This listing shows invoices flagged as “Do not post to G/L or Pay this Invoice” on the “Edit Open Unpaid Invoices” list.

| Unpayable Supplier Invoice Listing | | | | | | | | 06-Sep-2011 |
|------------------------------------|-------------|--------|----------|--------------|------------------|--------|-------|-------------------|
| | | | | | | | | Page 1 |
| Supplier | Building ID | Bank | Invoice# | Invoice Date | Posting Due Date | Amount | P.O.# | Voucher # |
| Building Best Warehousing Inc. | | | | | | | | |
| Greater Gas Company | M102 | Nation | 78907867 | 15-Aug-11 | 15-Aug-11 | 0.00 | | Meter 879-988-777 |
| Building Chic Office Tower | | | | | | | | |
| Greater Gas Company | M103 | Nation | 454454 | 01-Sep-11 | 01-Sep-11 | 0.00 | | Meter 777-888-999 |
| **** Report Total: | | | | | | 0.00 | | |

Select Invoices to Pay

The “New Bank Balance” and the “Due to/from Balances” will now show the correct balances even if there has been no activity on these accounts for several months.



Create Bank PAP Interface File

If you are authorized for the RBC 152 module and there is more than one record for the tenant (one for rent and another for parking, for example), we have added a unique identified on the file that is submitted to the bank.

Create Positive Pay

If you added another address while in Deposit Refunds, the Positive Pay file that was subsequently created added this address to the file, resulting in the bank's not accepting this check when presented for payment. This has been corrected.

SELECT A REPORT

Checks

Monthly Disbursements Report

A client made a valid suggestion that smaller check runs did not require that each building be on a separate page, so we have added an optional Page Break if the Print by Building option is selected.

Reporting Options

Print By

| | |
|-------------------------|----------------------------------|
| Supplier | <input type="radio"/> |
| Building | <input checked="" type="radio"/> |
| Account Summary | <input type="radio"/> |
| Building Account Detail | <input type="radio"/> |

Start Each Building on a New Page

TOOLBAR

Send

Send V-Card

We've modified the V-Card to include all contact phone numbers.

1. The first thing you must do is create a cross-reference between the Spectra contact phone types and Outlook. To do this, go to System Tasks – Spectra Utilities – Outlook V-Card Cross Reference.
2. When you send the V-Card, the recipient can drill down and select any of the phone numbers entered in Spectra.
3. The Business Address will automatically display, but the receiver can select the “Other” address, which will be the contact address.

Create Cross Reference for Outlook vCard Export

| Spectra Phone Type | Outlook Phone Type |
|--------------------|--------------------|
| BBS | |
| Business | Business |
| Car | Car |
| Cellular | Mobile |
| Cottage | |
| DirectLine | Business 2 |
| Fax | Business Fax |
| Home | Home |
| Internet | |
| Modem | |
| Night Line | |
| Other | Pager |
| Personal | Primary |

Assistant
Business
Business 2
Business Fax
Callback
Car
Company
Home
Home 2
Home Fax
ISDN
Mobile
Other
Other Fax
Pager
Primary

Full Name... Mr. Sam Watson

Company: Accounting Plus

Job title: Chief Financial Officer

File as: Watson, Sam

Internet

E-mail... []

Display as:

Web page address:

IM address:

Phone numbers

Business... (111) 111-1111

Mobile... (333) 333-3333

Business Fax... (222) 222-2222

Business 2... (555) 555-5555

Addresses

Business... 126 - 103rd Street #0401
Reseda, CA 22541

This is the mailing address

Mr. Sam Watson
Accounting Plus
Chief Financial Officer
(111) 111-1111 Work
(555) 555-5555 Work
(888) 888-8888 Primary
(333) 333-3333 Mobile
(666) 666-6666 Home
126 - 103rd Street #0401
Reseda, CA 22541

Notes

APPENDIX A

Financial Statement Row Definition features percentage calculations and division by amounts.

Line 310: The percentage ownership is set by the T column that has the amount to be split and the % sign at the beginning of the description. See Line 310 for an example.

Line 360 shows accounts 9990 to 9992 added to T2. Journal Entries were done to these accounts to record the building areas – with the offset to account 9999. Printing is suppressed.

Line 370 is a total of T2, starting with #N# to print the areas with no decimals. This is added to T7.

Line 380 is a T8 line with the description #T7#Cam \$/sq.ft. This tells the system to divide whatever is in T8 (the recoverable expenses) by whatever is in T7 (the building areas)

We recommend that you add these divisional calculations to the bottom of any financial statement row definition, because anything that follows these will be expressed to 3 decimal places.

| Statement Content ID: | | IncSumOwn | INCOME SUMMARY | | | | | | | | | | Actions on Totals Print | | DR/CR | Rev | Extra | | | | |
|-----------------------|------|-----------|----------------|------------------------------------|-----|---|---|---|---|---|---|---|-------------------------|---|-------|-----|-------|------|------|-------|---|
| Seq No | Func | Beg Range | End Range | Description | Tab | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | \$ | Row | Total | Only | Sign | Lines | |
| 10 | BL | | | | 0 | | | | | | | | | | | No | Yes | Both | No | 0 | |
| 20 | HP | | | INCOME | 0 | | | | | | | | | | | No | Yes | | No | 0 | |
| 30 | AS | 3000 | 3999 | Create Total 9 for ratio column | 10 | | | | | | | | | | | No | No | Both | Yes | 0 | |
| 40 | AD | 3000 | 3999 | | 10 | + | | | | | | | | | | No | Yes | Both | Yes | 0 | |
| 50 | US | | | | 0 | | | | | | | | | | | No | Yes | | No | 0 | |
| 60 | T1 | | | Total Income | 0 | 0 | | + | | | | | | | | No | Yes | Both | Yes | 0 | |
| 70 | US | | | | 0 | | | | | | | | | | | No | Yes | | No | 0 | |
| 80 | HP | | | EXPENSES | 0 | | | | | | | | | | | No | Yes | | No | 0 | |
| 90 | HP | | | Recoverable Expenses: | 0 | | | | | | | | | | | No | Yes | | No | 0 | |
| 100 | AS | 4000 | 4199 | Cleaning | 10 | + | | | | | | | | | | No | Yes | Both | No | 0 | |
| 110 | AS | 4200 | 4399 | Repairs & Maintenance | 10 | + | | | | | | | | | | No | Yes | Both | No | 0 | |
| 120 | AS | 4400 | 4499 | Utilities | 10 | + | | | | | | | | | | No | Yes | Both | No | 0 | |
| 130 | AS | 4500 | 4999 | Outside Mtce & Security | 10 | + | | | | | | | | | | No | Yes | Both | No | 0 | |
| 140 | US | | | | 0 | | | | | | | | | | | No | Yes | | No | 0 | |
| 150 | T1 | | | Recoverable Expenses | 0 | 0 | + | | | | | | + | | | No | Yes | Both | No | 0 | |
| 160 | US | | | | 0 | | | | | | | | | | | No | Yes | | No | 0 | |
| 170 | HP | | | Non-Recoverable Expenses | 0 | | | | | | | | | | | No | No | No | No | 0 | |
| 180 | AS | 5000 | 5999 | Administration | 10 | + | | | | | | | | | | No | No | No | Both | No | 0 |
| 190 | AS | 6000 | 6999 | Parking | 10 | + | | | | | | | | | | No | No | No | Both | No | 0 |
| 200 | AS | 7000 | 7999 | Leasing & Fixed Expenses | 10 | + | | | | | | | | | | No | No | No | Both | No | 0 |
| 210 | AS | 8000 | 8999 | Depreciation | 10 | + | | | | | | | | | | No | No | No | Both | No | 0 |
| 220 | AS | 9000 | 9999 | Financial Costs | 10 | + | | | | | | | | | | No | No | No | Both | No | 0 |
| 230 | US | | | | 0 | | | | | | | | | | | No | No | No | No | 0 | 0 |
| 240 | T1 | | | Non-Recoverable Expenses | 0 | 0 | + | | | | | | | | | No | Yes | Both | No | 0 | |
| 250 | US | | | | 0 | | | | | | | | | | | No | Yes | | No | 0 | 0 |
| 260 | T2 | | | TOTAL EXPENSES | 0 | 0 | | + | | | | | | | | No | Yes | Both | No | 0 | 0 |
| 270 | US | | | | 0 | | | | | | | | | | | No | Yes | | No | 0 | 0 |
| 280 | T5 | | | NET INCOME <LOSS> | 0 | | | | | | | | | | | No | Yes | Both | Yes | 0 | 0 |
| 290 | UD | | | | 0 | | | | | | | | | | | No | Yes | | No | 0 | 0 |
| 300 | HP | | | Ownership Split: | 0 | | | | | | | | | | | No | Yes | Both | No | 0 | 0 |
| 310 | T5 | | | %60% of Net Income - Tom's Share | 0 | + | | | | | | | | | | No | Yes | No | Both | Yes | 0 |
| 320 | T5 | | | %25% of Net Income - Bill's Share | 0 | + | | | | | | | | | | No | Yes | No | Both | Yes | 0 |
| 330 | T5 | | | %15% of Net Income - Harry's Share | 0 | + | | | | | | | | | | No | Yes | No | Both | Yes | 0 |
| 340 | BL | | | | 0 | | | | | | | | | | | No | Yes | No | No | 0 | 0 |
| 350 | T8 | | | Recoverable Expenses | 0 | | | | | | | | | | | No | Yes | No | Both | No | 0 |
| 360 | AD | 9990 | 9992 | | 0 | + | | | | | | | | | | No | No | No | Both | No | 0 |
| 370 | T2 | | | #N#Building Area | 0 | 0 | | | + | | | | | | | No | Yes | No | Both | No | 0 |
| 380 | T8 | | | #T7#CAM \$/sq.ft. | 0 | | | | | | | | | | | No | Yes | No | Both | No | 0 |



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