



COPY EXPENSE SETUP GUIDE

May 1, 2020

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Copy Expense Setup Guide

The **Copy Expense Setup** feature helps Lucernex customers address rental concessions and deferment scenarios in rent emergency situations. This feature was conceptualized and developed based upon the guidance provided by the FASB in mid-April 2020, stating that lease concessions related to COVID-19 could be treated as variable rent expense if the client chose.

With the **Copy Expense Setup** feature, you'll be able to copy an existing expense setup record and use the copy to track rent concessions, deferments, or new rental structures that your landlords propose.

Although this feature was created due to the current COVID-19 event, the **Copy Expense Setup** functionality can also be used in non-rent emergency situations as well.

Security Settings

To use the **Copy Expense Setup** feature, your user must have the following security permissions on their user class record.

Security Setting	Value
Field Security > Summary Information > Summary Page Buttons > Copy Expense	Edit

Add Copy Expense action button to your page layout


If you are using a custom page layout for your recurring expenses page, you can add the **Copy Expense** button to the **Actions** menu on the right side of the page by using the **Page Layout Editor**. Skip these procedures if you are using the global page layout.

To add the **Copy Expense** button to the **Actions** menu:

1. Click the **Admin** button in the toolbar in the upper-right corner of the window. The **System Administrator Dashboard** page opens.



2. Click the **Manage Page Layouts** link in the **Company Administration** column. The **Manage Summary Pages** page opens.
3. Click the **Manage List Layouts** tab. The **Manage List Layouts** page opens.
4. Find the layout you use for your recurring expenses page.
5. Click the **Build Layout** link in the **Actions** column of the layout you want to edit. The **Page Layout Editor** opens.

6. Click the **Edit Layout** tab at the top of the editing pane.
This allows you to make changes to the body of the page layout rather than the list at the top of the page.
7. Search for the phrase **Copy Expense** in the **Search** field at the top of the **Fields** pane.
The button appears in the **Related Fields > Summary Information > Summary Page Buttons** section of your search results.
8. Click and drag the **Copy Expense** button from the **Fields** pane to the layout.
9. Drop the button on a  icon in the layout.
The button is added to the cell. It will not be visible on the page layout, but it will appear in the **Actions** menu.
10. Click the **Save Layout** button.
A save message appears. Your changes are saved.
11. Click the **Close** button.
The **Page Layout Editor** closes.
12. Navigate to your recurring expenses page.
The button appears in the **Actions** menu on the right side of the page.

Copy Expense

The **Copy Expense** button allows you to copy an expense setup record including its vendor allocations, expense schedules, and expense allocations.

To copy an expense setup:

1. Select the expense setup you want to copy from the **Expense Setup List** at the top of the page.
2. Click the **Copy Expense** button.
The **Recurring Expense Copy** window opens.
3. Select the check boxes for the types of records you want to copy:
 - **Vendor Allocation**
The system will only copy vendor allocation records where the vendor is active.
 - **Expense Schedule**
 - **Expense Allocation**
4. Click the **OK** button.
The expense setup is copied.

Important! The **Expense Type** field on your new **Expense Setup** record will be blank. You will need to update it manually.

COPY EXPENSE SETUP GUIDE – APRIL 2020

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