

CPI Indexed Rent in Lucernex



October 2018



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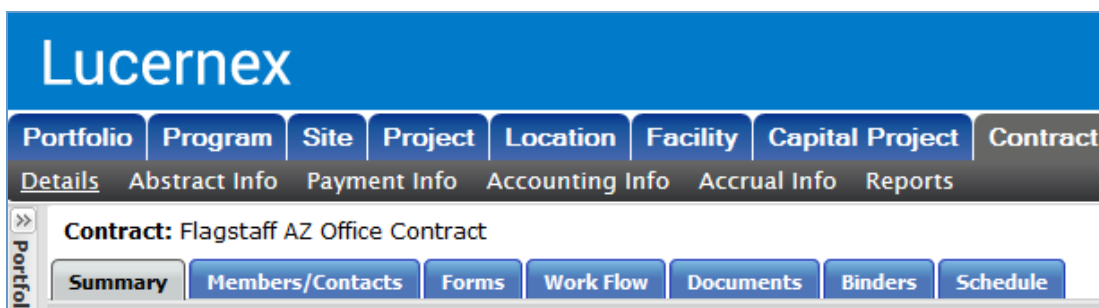
User Interface Guide

This user interface guide will teach you how to navigate in Lucernex, and how to use some of the primary features of the application.

Navigation

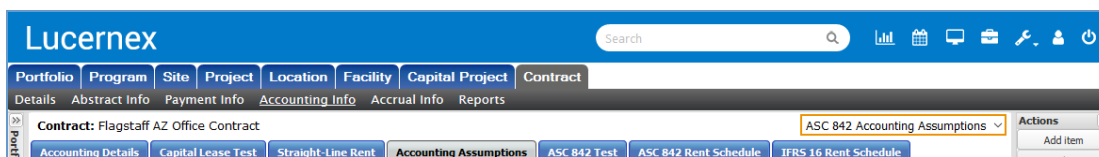
Top-level tabs link to the main modules found within Lucernex. If you click a top-level tab, you are taken to the **Details > Summary** page of the last record you viewed in that module.

When you hover your mouse over a top-level tab, several sub-tabs become visible. These sub-tabs link to different areas within the selected module, such as your lease abstract information or your accounting schedules if you were viewing the **Contract** module. When you click a sub-tab, the home page of that sub-tab opens. Several tertiary tabs are available on each page. These tertiary tabs allow you to perform actions relevant to the part of the contract you are working with. For example, if you clicked the **Contract > Details > Members / Contacts** tab in the screen shot below, you could add or edit members and contacts on a contract.



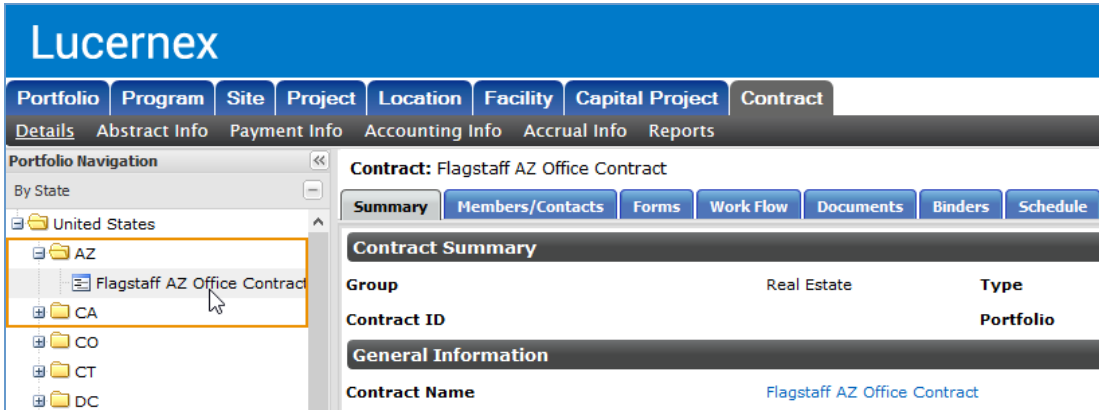
In this screen shot, the **Contract > Details > Summary** page is open.

Additionally, some tertiary tab pages have sub-pages. To access these pages, select the appropriate page from the drop-down menu to the left of the **Actions** menu on the right side of the page.



The **Contract > Accounting Info > Accounting Assumptions** page has a drop-down menu to the left of the **Actions** menu. From this drop-down menu, you can access the [ASC 842 Accounting Assumptions](#) page and the [IFRS 16 Accounting Assumptions](#) page.

If you want to view a specific record in the system, you will need to select it from the **Portfolio Navigation** menu on the left side of the page. This menu can be expanded and collapsed as necessary. The system will remember the last record you viewed, even if you navigate away from the module to another area of Lucernex.



Your contracts will appear in the Portfolio Navigation menu on the left side of your screen.

Note: By default, when you navigate between top-level tabs in Lucernex, the system will navigate you to the last entity you viewed in the module. If the **Related Entity Navigation** setting is enabled, the system will prompt you to select from a list of entities related to your current entity when you navigate between modules. It is our best practice recommendation to use the **Related Entity Navigation** setting. Your system administrator can enable this setting on the **Manage Company** page.



Toolbar








The **Toolbar** is located in the upper-right corner of the window. The toolbar gives you access to several parts of Lucernex.

You can search for items across your portfolios in the **Search** field. This **Search** field will search for items by name, address, or associated entity.

To learn more about each of the buttons in the toolbar, see the table below:

Button	Description
	Reports - This button takes you to Lucernex's reporting tool.
	Calendar - This button takes you to your Calendar . The Calendar displays upcoming events relevant to items in your portfolio.

Button	Description
	Dashboard - This button takes you to your Dashboard . The Dashboard is a user-configured home page that can display many different types of data pertaining to your portfolio.
	My Portfolio - This button takes you to a page that lists all items in your portfolio where you are a member.
	Tools - Click this button to access a drop-down menu that gives you the option to add a page to your links, access your user information, open the Setup Wizards, or do an advanced search.
	Admin - Click this button to manage the admin settings in Lucernex.
	Logout - Click this button to log out of Lucernex.

Advanced Search

The **Search** field in the header of Lucernex will search for items by name, address, or associated entity. However, you can perform an advanced search for items with additional criteria.

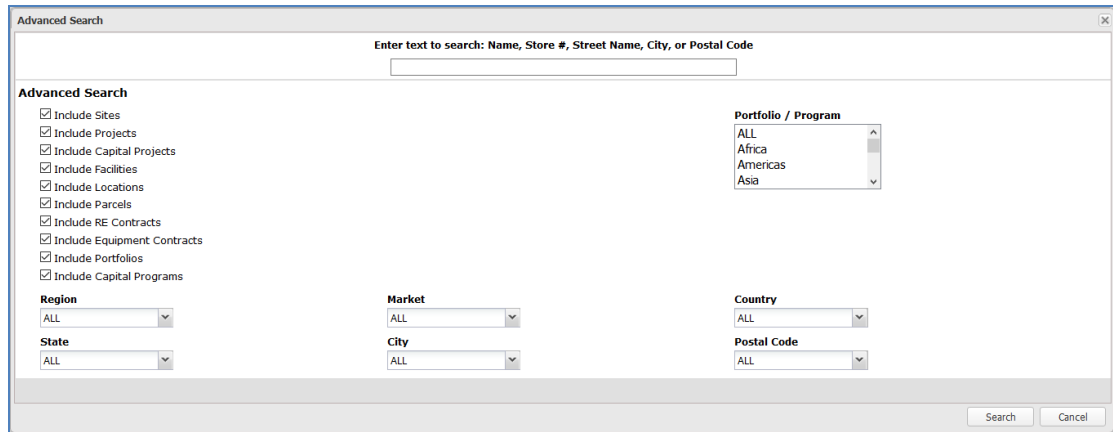
To perform an advanced search, follow the steps below:

1. Click the **Search** button in the **Search** field.



Search button.

The **Advanced Search** modal window opens.



Advanced Search modal window.

2. Enter the text you want to search in the **Enter text** field at the top-center of the modal window.
3. Select or clear the entity check boxes on the left side of the modal window to include or exclude entity types from your search.
4. Select the portfolios you want to search from the **Portfolio / Program** field.

Note: Press and hold the **CTRL** button on your keyboard to select multiple values.

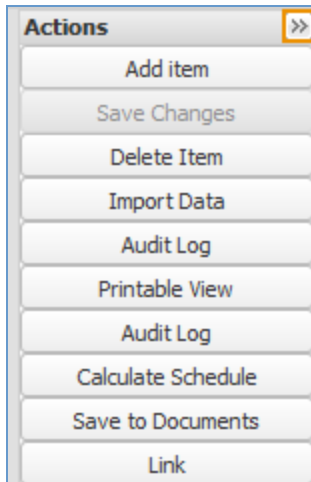
5. Select the appropriate location data from the drop-down menus at the bottom of the modal window.
6. Click the **Search** button.

The entities which match your search criteria appear in the modal window.

7. Click an entity name to navigate to the entity.

Actions Menu

Most pages have a collapsible **Actions** menu on the right side of the page. This menu contains buttons that trigger most or all of the actions you can take on the page. This menu can be resized by clicking and dragging the edge of the menu, or collapsed and reopened by clicking the **Arrow** button in the upper-right corner of the menu.




Actions menu from the Accounting Assumptions page of the Equipment Contract module. The Arrow button—which can be used to expand or collapse the menu—is boxed with an orange border.

Date Formatting

Lucernex will automatically recognize dates entered in fields in numerical format. You can configure how dates are configured from the **My Options** page.

- For example, if your system is configured to use the US **MMDDYY** format, January 1, 2018 would be entered as **010118**, and December 31, 2018 would be entered as **123118**.
- Or, if your system is configured to use the international **DDMMYY** format, January 1, 2018 would be entered as **010118**, and December 31, 2018 would be entered as **311218**.

Ellipses Button

If you have a number of options available to you—so many that they do not fit in a drop-down menu—you can click the  button to open a modal window. All available options will be available in this modal window. You can then use the Table Search functionality to search for the appropriate option. When you find the option you are looking for, click the item to select it.

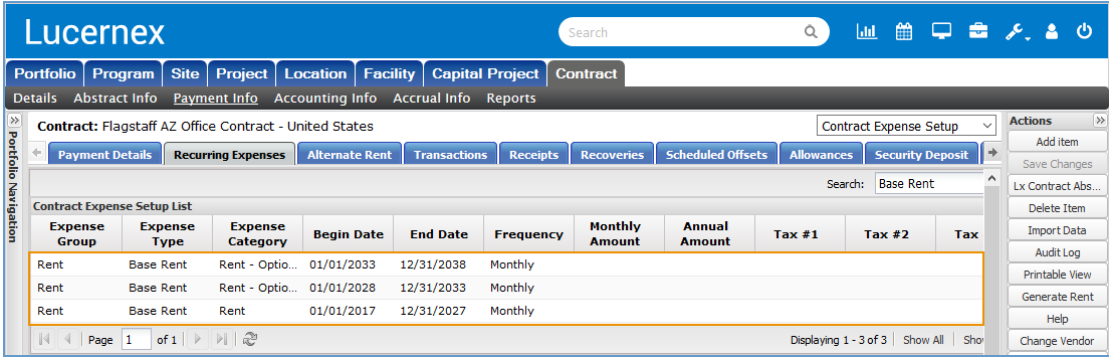
Fiscal Calendars

The fiscal calendar you use can have an impact on your lease accounting. See the *Fiscal Calendars* procedures to learn how to configure your fiscal calendar.

You can also configure specific payments to occur according to English / Scottish Quarters. For Contracts, see the *Step 5: Recurring Expenses Page* procedures or the *Add Recurring Expenses* procedures to learn how. For Equipment Contracts, see the *Step 5: Recurring Expenses Page* procedures or the *Add Recurring Payments* procedures to learn how.


List Layout Pages

Some pages allow multiple records of the same type. These pages will list all existing records at the top of the page, which you can then select from the list and view.



The Accounting Assumptions page is a list layout page.

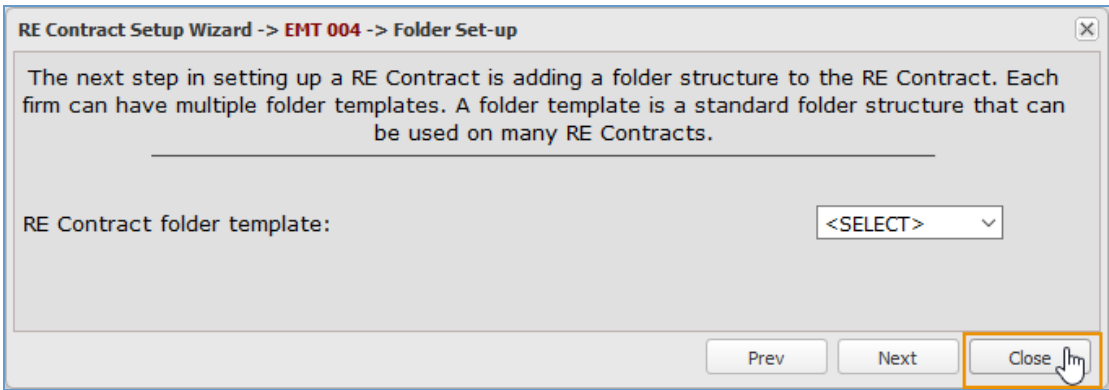
Magnifying Glass Button

Occasionally, you may see a magnifying glass button  next to a drop-down menu or field.

- For drop-down menus, if you select an item from the drop-down menu and then click the magnifying glass button, a modal window will open with more information about the item you selected.
- For a field, if you click the magnifying glass, a modal window opens that contains a list of records related to that field.

System Close Button

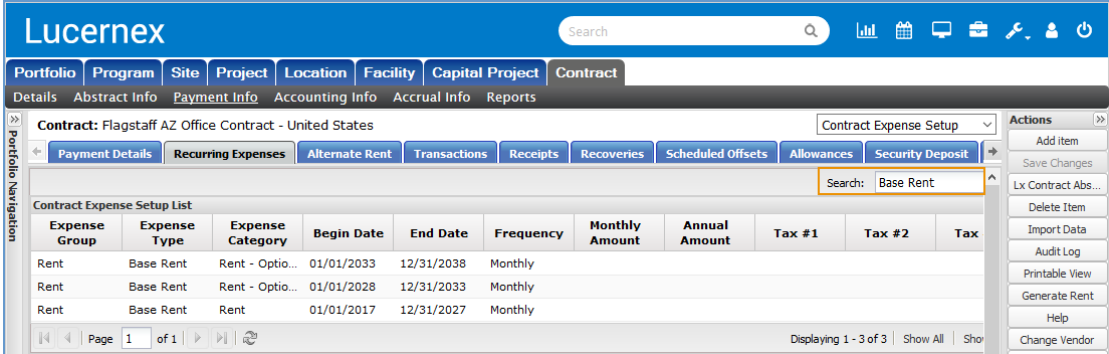
When working in a modal window, make sure to use the system-provided **Close** button. This will ensure that any changes that you enter are saved.



System Close button in the RE Contract Setup Wizard modal window.

Table Search

You can search for items within a table using the **Search** field in the upper-right corner of the table. This allows you to quickly find a specific item if you are working with a large number of items.



Search bar in the upper-right corner of the Contract Expense Setup List.

CPI Indexes in Lucernex

Many of our customers have leases where payments are CPI-indexed. This means that there are regular escalations to rent payments that are calculated based upon a percentage increase of one of several possible government-maintained Consumer Price Index. Under FASB guidance, CPI increases are variable rent and should not impact ASC 842 schedules. This means that the CPI escalation must be tied to a separate expense schedule that is not tied to an ASC 842 schedule. Under IASB guidance, the CPI increase is incorporated into IFRS 16 schedules more promptly.

How Lucernex Calculates CPI-Indexed Rent

When a CPI adjustment is made, two values are pulled from the associated CPI table:

- The base CPI index, which is from the month and year of the expense setup if there has been no ASC 842 re-measurement done; or from the month and year of the ASC 842 re-measurement if that's been done.
- The current CPI index, which is from the month and year of the retro date of the CPI adjustment being made

Then the ratio of the two values is calculated. The CPI increase is calculated from this ratio, based on the base rent as of the retro date and the ratio calculated in the previous step.

This CPI increase will never be below 0, even if the current CPI index is lower than the base CPI index. This way, the total CPI-indexed rent will never be lower than the fixed base rent. However, as the CPI index fluctuates up or down, the amount of the CPI expense above base rent may either increase or decrease.

If there are catch-up payments due, they will be calculated by taking the difference between the new and previous CPI-increase schedule amounts.


Associate an Expense Setup Record with a CPI Index

To associate an expense setup record with a CPI index, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Recurring Expenses** using the tabs in the menu at the top of the screen.
3. Select the expense setup record you want to configure from the **Contract Expense Setup List** at the top of the page.

The expense setup's data populates on the page.

4. Select the CPI Index this expense setup should be associated with from the **CPI Index** drop-down menu.

You can view information about a CPI index by selecting an index from the drop-down menu and then clicking the **View** button .

5. Click the **Save Changes** button in the **Actions** menu on the right side of the page.

The page refreshes. Your changes are saved.

Create a Retro Payment Based on a CPI Adjustment


The retroactive payments functionality is used to make changes to the expense schedule retroactively and create catch-up payments. This is our recommended path for making a manual adjustment to a schedule for CPI (Consumer Price Index) changes because index data are usually populated retroactively, and landlords usually notify lessees of a change in rent after the date the change should become effective.

Important! If you create a retro payment based upon a CPI increase, you will need to remeasure your IFRS schedule. CPI increases do not impact ASC 842 schedules.

To create a retro payment based on a CPI adjustment, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Recurring Expenses** using the tabs in the menu at the top of the screen.
3. Select the expense setup record you want to create a retro payment for from the **Contract Expense Setup List** table.
4. Click the **Retro Payment** button in the **Actions** menu on the right side of the page.


The **Retro-Payment Setup** modal window opens.

5. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the date that the change takes (or took) effect in the **Retro Date** field.

Important! The **Retro Date** is the date the CPI-indexed increase should take effect, and the CPI index data is fetched according to this date.

Note: The **Retro Date** must occur prior to the **New Effective Date**. In a retro payment, the adjustment is a date in the past, with an adjustment to expense

schedules being made after the date has passed. This is why a catch-up payment is needed between the retro date and the date the new expense schedules take effect.

6. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the date that the new schedule will begin in the **New Effective Date** field.
7. Select the **Stop Payment on New Effective Date?** check box if you want to stop all payments on the listed expense.
8. Select the **CPI-index Adjustment** check box.
9. Choose between two options:
 - If you want to use CPI index data loaded into Lucernex to calculate your retro payment, follow the steps below:

Important! If you are going to create a retro payment based upon a CPI adjustment, you must first follow the *Associate an Expense Setup Record with a CPI Index* procedures above.

- a. Select the **Use Index Data for Increase** check box.

The **New End Date** and the **New Payment Amount** fields automatically populate. Several CPI fields appear in the right column of the modal window. These information in these fields include the index name assigned to the expense setup, the begin date of the CPI index, the base payment amount for the expense setup, the base BPI, and the retro CPI.

Retro-Payment Setup

Expense Group: Lease Expense

Expense Type: Base Rent

Frequency: Monthly

Retro Date: 01/01/2018

New Effective Date: 09/01/2018

Stop Payment on New Effective Date?:

New End Date: 12/31/2023

Posting Date: 09/25/2018

Due Date: 09/25/2018

Percent Increase Cap:

New Amount / Percent Increase: Amount

New Payment Amount: 991.76

Send Email?:

Use posting date for vendor allocation?:

Mark Retro Payments as One-Time Payments?:

Create Retro Payment as One Lump Sum?:

Payment Description:

Remit Message:

Buttons: Preview Payment, Create Payment, Cancel

CPI-index Adjustment:

Use Index Data For Increase:

Index Name: BLS_PCUOMFG--OMFG--

Begin Date: 01/01/2014

Payment Amount: \$1,000.00

Base CPI: 194.20000

Retro CPI: 192.60000


Retro-Payment Setup modal window with CPI data populated.

- b. Proceed to step 10.
- If you want to manually specify your CPI index adjustment, follow the steps below:

Note: A good use case for when this method would be used is when the landlord has sent a letter where the rate increase is specified—either an amount or a percentage—and you have:

- a) validated that this is the right increase outside the system,
- b) you haven't uploaded the index relevant to the contract, or
- c) you want to override the amount that would have been automatically calculated based on the index.

In this case, the CPI increase can be added manually without the system calculating it for you.

- a. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the following dates in their respective fields:
 - **New End Date**
 - **Posting Date**

- **Due Date**

Note: The **Percent Increase Cap** will only populate if you have populated the **Percent Increase Cap** field on the expense setup record.

- Select whether this revised payment will be charged as an amount or as a percentage from the **New Amount / Percent Increase** drop-down menu.
- Enter the new payment amount in the **New Payment Amount** field.

Important! Do not enter your catch-up payment amount in this field. The system will calculate your catch-up payment automatically. The amount that should be entered in this field is the new recurring payment amount.

- Proceed to Step 10.

10. Select or clear the following check boxes according to your preferences:

- **Send Email?** – Select this check box to send yourself a confirmation email once the retro payment has been created.
- **Use posting date for vendor allocation?** – Select this check box if your catch-up payments need to be allocated according to the current vendor allocations. If the catch-up payment needs to be split between the current and previous vendor allocations, clear the check box.
- **Mark Retro Payments as One-Time Payments?** – Select this check box if you would like this retro payment to be marked as a one-time payment.

Note: If you do not select this check box, the catch-up payments will populate as a short-term recurring expense schedule.

- **Create Retro Payment as One Lump Sum?** – Select this check box if you would like to create the retro payment as a lump sum payment.

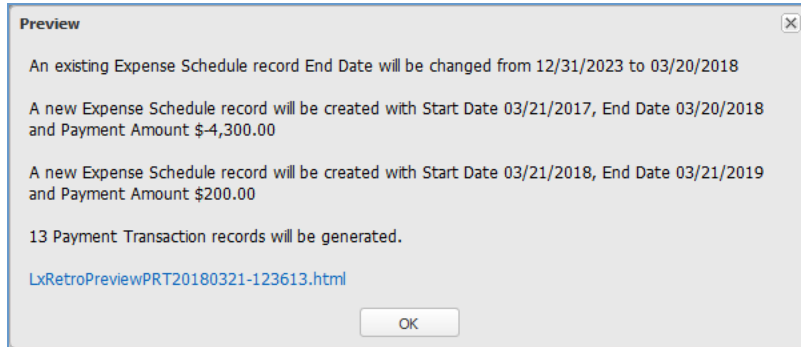
If this check box is not selected, the catch-up amount will be distributed in monthly payments evenly between the retro date and the new effective date.

- Enter a description of the payment in the **Payment Description** field.
- Enter a remit message in the **Remit Message** field.

13. (optional) To preview a summary of the changes that will be made once the retroactive payment is created, follow the steps below:

- a. Click the **Preview Payment** button.

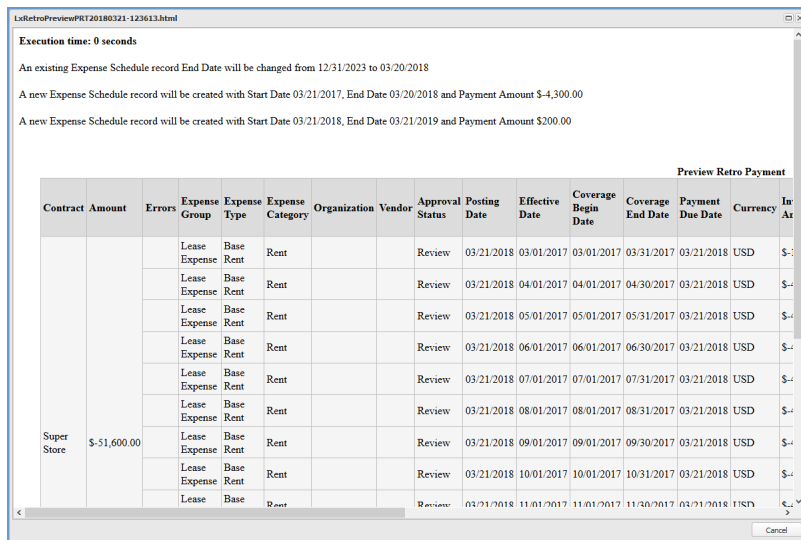
A **Preview** modal window opens.



Preview modal window.

- b. Click the link above the **OK** button.

A second **Preview** modal window opens.



The second Preview modal window allows you to view the adjusted expense schedule.

c. Click the **Cancel** button to exit the modal window.

The second **Preview** modal window closes.

d. Click the **OK** button to exit the first **Preview** modal window.

The first **Preview** modal window closes.

14. Click the **Create Payment** button.

A **Success** dialog box opens, confirming that the retroactive payments were created.

Note: If you used the method specified in the first bullet of step 9, you can see your CPI retro payment schedule on the **Recurring Expenses** page. To view the CPI retro payment schedule, scroll down to the **Expense Schedule / Escalations** section. The **Is CPI?** check box will be selected in the **Is CPI?** column of the CPI retro payment schedule.

Begin Date	End Date	Approval Status	Payment Amount	Annual Amount	Rate	First Payment	Last Payment	Is CPI?	Notes	Actions
01/01/2014	12/31/2023	Review	\$1,000.00	\$12,000.00		\$1,000.00	\$1,000.00	<input type="checkbox"/>		edit delete
01/01/2018	12/31/2023	Review	-\$8.24	-\$98.88		-\$8.24	-\$8.24	<input checked="" type="checkbox"/>		edit delete

In the screen shot above, you can see that the **Is CPI** check box is selected for the CPI retro payment schedule.

CPI Index Page - Contract Module

CPI indexes can be loaded at the firm-level or at the contract-level. The **CPI Index** page allows users to specify CPI indexes at a contract-level. Load an index [at the firm level](#) if there is a particular index that is commonly used for a lot of your CPI-indexed leases. Lucernex has a short list of common indexes that will be loaded and maintained for every firm automatically for you to use as well. Load an index at the contract level if the index applies to one or a small number of CPI-indexed leases.

Important! You can only add one CPI index per contract. This CPI index will be titled **Contract Specific**.


Add CPI Index

To add a CPI Index to your contract, follow the steps above:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Recurring Expenses** using the tabs in the menu at the top of the screen.
3. Select **CPI Index** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **CPI Index** page opens.

4. Click the **Add Item** button in the **Actions** menu on the right side of the page.
5. Select the year of the CPI index from the **Year** drop-down menu.
6. Enter the two-digit month in the **Month** field.
For example, enter February as **02**.
7. Enter the CPI index value in the **CPI Value** field.

8. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the publication date of the CPI index in the **Published Date** field.

Important! It is our best practice recommendation that you include the publication date of the CPI index. In rare cases, the government may make changes to CPI index values for a prior month or year. However, as an auditing practice, we take the policy of retaining the old CPI index value in the system. By including the publication date of

the CPI index, the system will know which CPI value to use—the more recent one—if there are multiple records in the system for a particular month or year.

9. Click the **Save Changes** button in the **Actions** menu on the right side of the page.

The page refreshes. A new CPI Index record appears in the **CPI Index List**.

Edit CPI Index

To edit a CPI Index, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Recurring Expenses** using the tabs in the menu at the top of the screen.
3. Select **CPI Index** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **CPI Index** page opens.

4. Select the CPI Index record you want to edit from the **CPI Index List**.

The CPI Index data populates on the page.

5. Make your changes.
6. Click the **Save Changes** button in the **Actions** menu on the right side of the page.

The page refreshes. The CPI Index record is updated.

Delete CPI Index

To delete a CPI Index record, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Recurring Expenses** using the tabs in the menu at the top of the screen.
3. Select **CPI Index** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **CPI Index** page opens.

4. Select the CPI Index record you want to delete from the **CPI Index List**.

The CPI Index data populates on the page.

5. Click the **Delete Item** button in the **Actions** menu on the right side of the page.

A dialog box opens, asking you to confirm your choice.

6. Click the **Yes** button.

The dialog box closes. The CPI Index record is deleted.

Import Data

To import CPI data in bulk, follow the procedures on the [Complete the CPI Index Import Spreadsheet page](#).

Complete the Contract-Level CPI Index Import Spreadsheet

The **CPI Index Import Spreadsheet** can be used to import CPI index data to a contract in bulk.

Important! You can only load one CPI Index to a contract. This CPI Index will be titled **Contract Specific**.

Important! Read the *Best Practices* section below before completing your spreadsheet.

1	Created: 2018-09-20 15:19:33.517						
2	sTYPE_NUMBER	sTYPE_NUMBER	sTYPE_NUMBER	sTYPE_NUMBER	sTYPE_NUMBER	sTYPE_NUMBER	sTYPE_NUMBER
3	Year	Jan	Feb	Mar	Apr	May	Jun
4	2018	209.22	213.7	215.31			
5							

CPI Index Import Spreadsheet

Best Practices for Completing Your Spreadsheets

- **Important!** To clear a field that currently contains a value in the system, type **Null**.
- **Important!** To skip entering a value in a field, leave the field in the spreadsheet blank.
- **Important!** Use a new spreadsheet every time you import.
- **Important!** Do not change column header names.
- **Important!** Do not add new sheets to the spreadsheet.
- **Important!** Do not change the name of the spreadsheet tab, unless instructed in the procedures below.
- **Important!** Always test imports in TRAIN, not PRODUCTION.
- **Important!** All data must match exactly, or else the system will create records with incorrect data. For example, contract names must include the same number of spaces.
- **Important!** You can hide columns you do not plan to use, but do not delete them.
- Each time you import data, give your spreadsheet a unique name so that you can track changes.
- Schedule large uploads (more than 2,000 rows) after normal business hours.
- Start entering data on first available row after the header.
- Column headers with an asterisk * at the end accept multiple values separated by commas.

- Avoid using special characters—such as quotes and percentage signs—as these characters may cause problems when importing the spreadsheet.
- Enter dates in MM/DD/YYYY format.
- If you want to create a record, type **FALSE** in the **Update Only** column. If you want to update a record, type **TRUE** in the **Update Only** column.

Download the CPI Index Import Spreadsheet

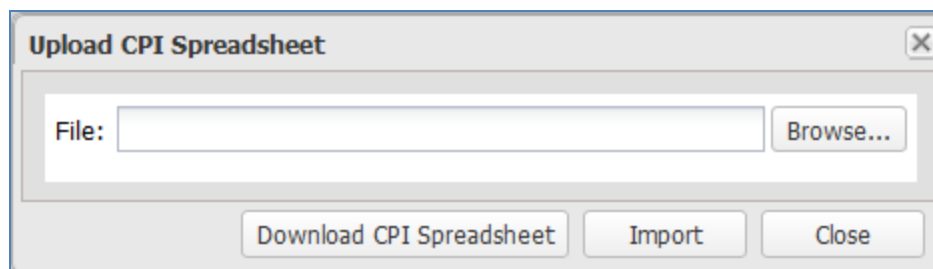
To download the **CPI Index Import** spreadsheet, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Recurring Expenses** using the tabs in the menu at the top of the screen.
3. Select **CPI Index** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **CPI Index** page opens.

4. Click the **Import Data** button.

The **Upload CPI Spreadsheet** dialog box opens.



[Upload CPI Spreadsheet dialog box.](#)

5. Click the **Download CPI Spreadsheet** button.

A system download dialog box opens. The system asks whether you want to save or open the CPI spreadsheet.

6. Save the file in a place on your computer where you will be able to find it, and give it a distinctive name.

Enter or Update CPI Index Data in the CPI Index Import Spreadsheet

To enter or update CPI index data in the **CPI Index Import** spreadsheet, follow the steps below:

1. Enter the publication date of the CPI index in **Column A**, the **Publish Date** column.

Important! It is our best practice recommendation that you include the publication date of the CPI index. In rare cases, the government may make changes to CPI index values for a prior month or year. However, as an auditing practice, we take the policy of retaining the old CPI index value in the system. By including the publication date of the CPI index, the system will know which CPI value to use—the more recent one—if there are multiple records in the system for a particular month or year.

2. Enter the CPI Index year in **Column B**, the **Year** column.
3. Enter the CPI values for the appropriate months in **Column C - Column N**.

Note: Each month has a separate column. Only enter CPI values for months where you want to create a new record.

4. Save your spreadsheet.

Save your spreadsheet in a folder where you can find it again if necessary.

Import Your Contract-Level CPI Index Data

Important! Test your import in the Train environment before you import to your Production environment, to avoid importing incorrect data.

Important! This spreadsheet does not contain columns for contract ID, contract name, or any other contract-identifying fields. As such, you will not be able to upload this spreadsheet from the admin-level **Import Data** page.

To import your contract-level CPI index data, follow the steps below:

1. Return to the **CPI Index** page.

If you closed the CPI Index page, follow the steps below:

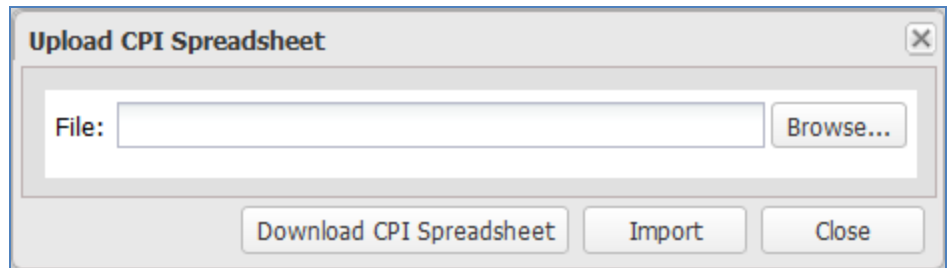
- a. Navigate to **Contract > Payment Info > Recurring Expenses** using the tabs in the menu at the top of the screen.

- b. Select **CPI Index** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **CPI Index** page opens.

- c. Click the **Import Data** button.

The **Upload CPI Spreadsheet** dialog box opens.



Upload CPI Spreadsheet dialog box.

- 2. Click the **Browse** button in the **Upload CPI Spreadsheet** modal window.

An upload dialog box opens.

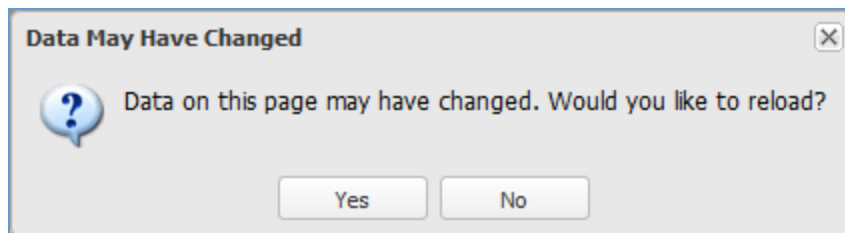
- 3. Select your CPI spreadsheet.

- 4. Click the **Import** button.

The import completes.

- 5. Click the **Close** button.

The modal window closes. A dialog box opens, asking if you want to reload the page.



Reload dialog box.

6. Click the **Yes** button.

The page refreshes. Your new data appears on the page.

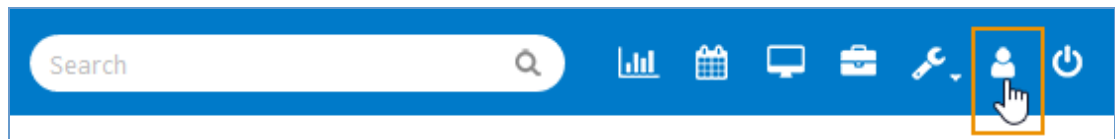
View Import Results

Once your import is complete, you can view the results of the import using the **Job Log**. The **Job Log** can also be accessed from the **Job Log** tab of the **Import Data** page.

To view the results of an import job, follow the steps below:

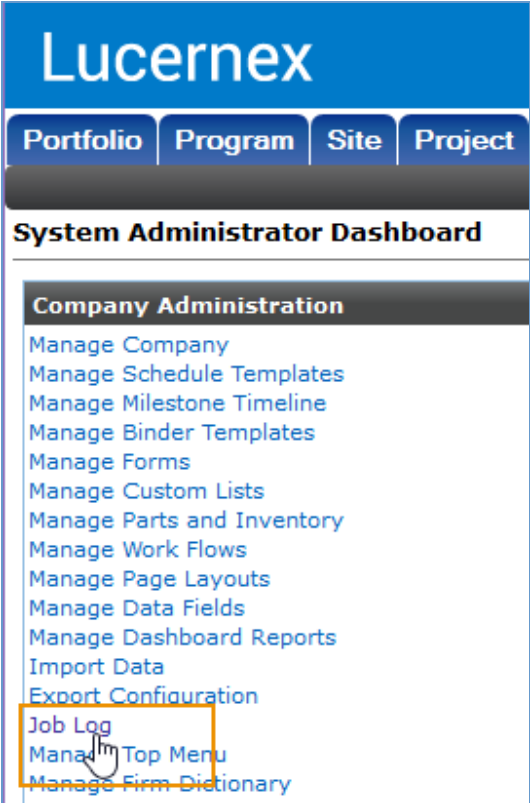
1. Log into Lucernex.
2. Click the **Admin** button in the toolbar in the upper-right corner of the window.

The **System Administrator Dashboard** page opens.




Admin button in toolbar.

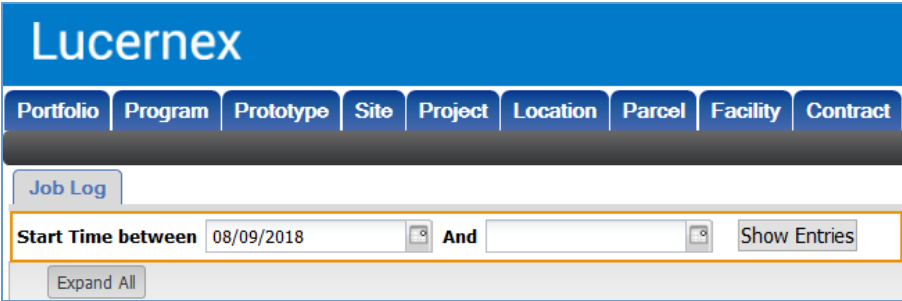
3. Click the **Job Log** link in the **Company Administration** column.



Job Log Link.

The **Job Log** page opens.

- 4. To search for a job conducted within a specific date range, follow the steps below:
 - a. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the date range you want to the view using the **Start Time** between fields.



Start Time between fields.

- b. Click the **Show Entries** button.

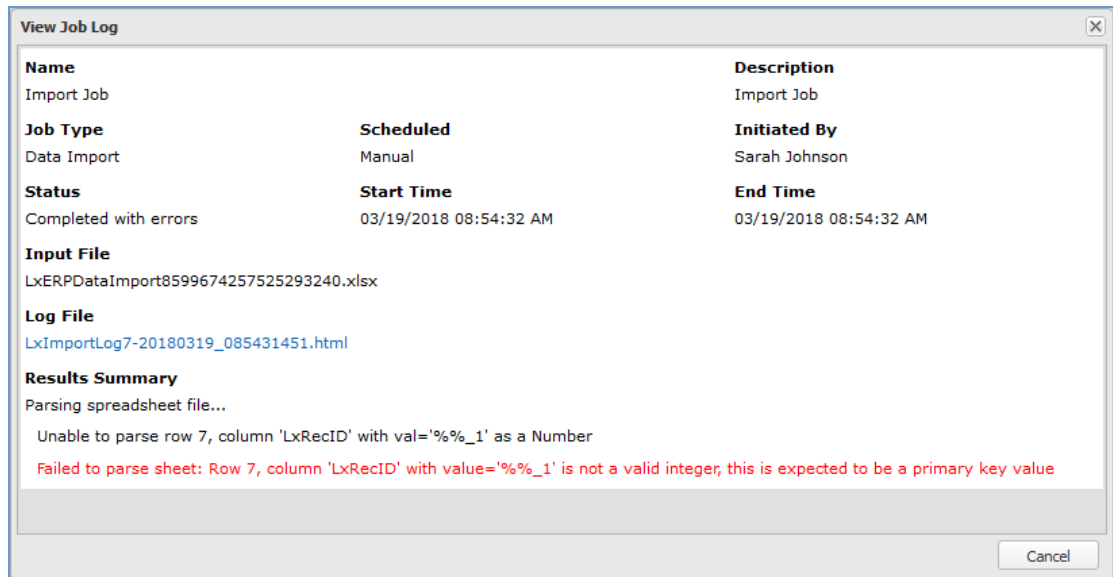
The page refreshes. The jobs within the specified date range appear on the page.

- 5. Click the job you want to view.

The line item expands. High-level details about the job display, including any errors that may have occurred during the import.

- 6. Click the **View** link in the **Actions** column to view more information about the import job.

The **View Job Log** modal window opens with more details about the import job.



View Job Log modal window. This data import had special characters in one of the fields. As a result, the import failed. The reason for the failed import is listed in red.

Manage CPI Data - Company Administration

The **Manage CPI Data** page of the **System Administrator Dashboard** is where system administrators can set firm-level CPI indexes. Additionally, on this page system administrators can view the global-level CPI indexes that are loaded into Lucernex via API.

Note: There are three levels of CPI data in Lucernex. The first two are visible on the firm level. However, global-level indexes cannot be edited, as they are maintained by Lucernex.

1. **Global-level** - CPI data for four indexes are loaded via API into Lucernex. These indexes are viewable, but not editable, on the **Manage CPI Data** page. The indexes are:

US All Urban Consumers (Current Series) - **BLS_CUUR0000SA0**,

US Urban Wage Earners and Clerical Workers (Current Series) - **BLS_CWUR0000SA0**,

US Producer Price Index - Industry Data **BLS_PCUOMFG**, and

UK Retail Price Index - RPI Series **ONS_CHAW MM23**.

2. **Firm-Level** - System administrators can add their own CPI indexes that can be used across Lucernex to the **Manage CPI Data** page.

3. **Contract-Level** - Users can add one CPI index to a contract using the [CPI Index page of that contract](#).

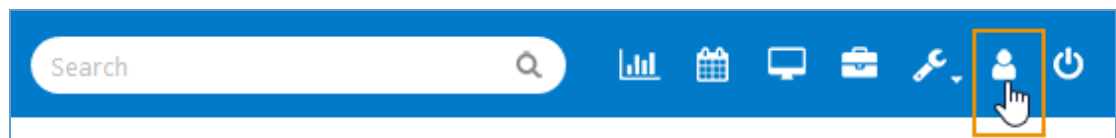
Note: You can upload CPI Index data in bulk. See the [Complete the Firm-Level CPI Import Spreadsheet procedures](#) to learn more.

Navigate to the Manage CPI Data Page

To navigate to the **Manage CPI Data** page, follow the steps below:

1. Log into Lucernex.
2. Click the **Admin** button in the toolbar in the upper-right corner of the window.

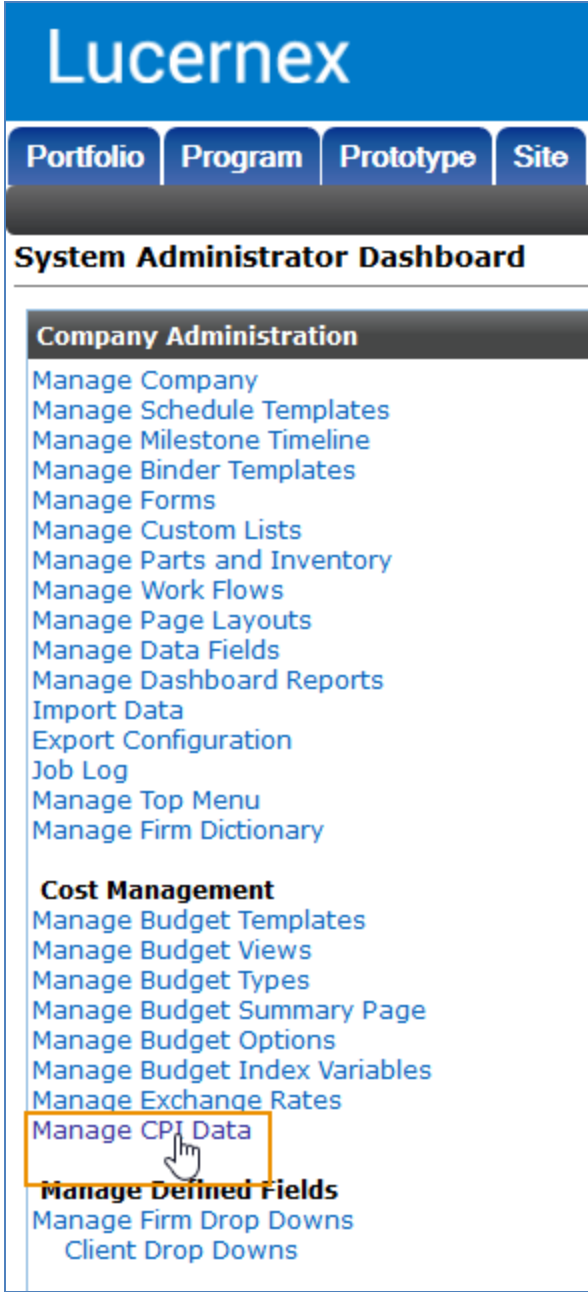
The **System Administrator Dashboard** page opens.



Admin button in toolbar.

- 3. Click the **Manage CPI Data** link in the **Company Administration** column.

The **Manage CPI Data** page opens.



Manage CPI Data link.

- 4. Follow the appropriate procedures below.


Add CPI

To add a firm-level CPI index, follow the steps below:

1. Follow the *Navigate to the Manage CPI Data Page* procedures above.
2. Click the **Add CPI** button.

The **Add CPI** modal window opens.

[Add CPI modal window.](#)

3. Select the CPI Index you want to add a value for from the **CPI Index** drop-down menu.
If you want to create a new group or category, follow the [Add a Group procedures](#).
4. Select the effective year from the **Year** drop-down menu.
5. Select the effective month from the **Month** drop-down menu.
6. Enter the CPI value in the **CPI Value** field.
7. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the date this CPI index was published in the **Published Date** field.

Important! It is our best practice recommendation that you include the publication date of the CPI index. In rare cases, the government may make changes to CPI index values for a prior month or year. However, as an auditing practice, we take the policy of retaining the old CPI index value in the system. By including the publication date of the CPI index, the system will know which CPI value to use—the more recent one—if there are multiple records in the system for a particular month or year.

8. Click the **Add** button.

The modal window closes. The CPI index appears in the table.

Edit CPI

Important! The CPI Indexes on this page fall into two categories: read-only CPI indexes that are fetched via API, and user-created CPI indexes. You will not be able to edit CPI indexes that are fetched by the API.

To edit a CPI index at the firm-level, follow the steps below:

1. Follow the *Navigate to the Manage CPI Data Page* procedures above.
2. Click the **Edit** link in the **Actions** column of the CPI index you want to edit.

The **Edit CPI** modal window opens.

3. Make your changes.
4. Click the **Update** button.

The modal window closes. Your changes are saved.

Delete CPI

Important! The CPI Indexes on this page fall into two categories: read-only CPI indexes that are fetched via API, and user-created CPI indexes. You will not be able to delete CPI indexes that are fetched by the API.

To delete a CPI index at the firm-level, follow the steps below:

1. Follow the *Navigate to the Manage CPI Data Page* procedures above.
2. Click the **Delete** link in the **Actions** column of the CPI index you want to delete.

A dialog box opens, asking you to confirm your choice.

3. Click the **Yes** button.

The dialog box closes. The CPI index is deleted.

Complete the Firm-Level CPI Import Spreadsheet

The **Firm-Level CPI Index Import Spreadsheet** can be used to import CPI index data to a firm in bulk.

Important! Read the *Best Practices* section below before completing your spreadsheet.

	F	G	H	I	J	K	L
1							
2							
3							
4	Text	Text	CODE_CPI_INDEX	5-Digit Number	Number	Number	Date
5	ContractName	ClientEntityID	CPI.CodeCPIIndexID	CPI.CPI	CPI.Month	CPI.Year	CPI.PublishedDate
6	Contract Name (or ID)	Contract ID (or Name)	CPI Index	CPI Value	Month	Year	Published Date
7							

Firm-Level CPI Index Import Spreadsheet

Best Practices for Completing Your Spreadsheets

- **Important!** To clear a field that currently contains a value in the system, type **Null**.
- **Important!** To skip entering a value in a field, leave the field in the spreadsheet blank.
- **Important!** Use a new spreadsheet every time you import.
- **Important!** Do not change column header names.
- **Important!** Do not add new sheets to the spreadsheet.
- **Important!** Do not change the name of the spreadsheet tab, unless instructed in the procedures below.
- **Important!** Always test imports in TRAIN, not PRODUCTION.
- **Important!** All data must match exactly, or else the system will create records with incorrect data. For example, contract names must include the same number of spaces.
- **Important!** You can hide columns you do not plan to use, but do not delete them.
- Each time you import data, give your spreadsheet a unique name so that you can track changes.
- Schedule large uploads (more than 2,000 rows) after normal business hours.
- Start entering data on first available row after the header.
- Column headers with an asterisk * at the end accept multiple values separated by commas.

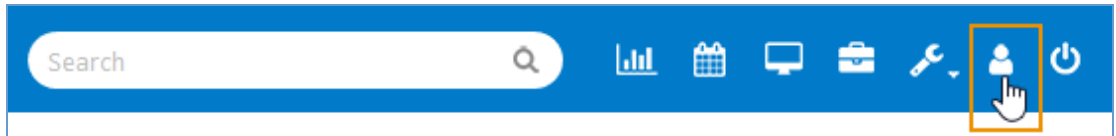
- Avoid using special characters—such as quotes and percentage signs—as these characters may cause problems when importing the spreadsheet.
- Enter dates in MM/DD/YYYY format.
- If you want to create a record, type **FALSE** in the **Update Only** column. If you want to update a record, type **TRUE** in the **Update Only** column.

Download the Firm-Level CPI Index Import Spreadsheet

To download the **CPI Index Import** spreadsheet, follow the steps below:

1. Log into Lucernex.
2. Click the **Admin** button in the toolbar in the upper-right corner of the window.

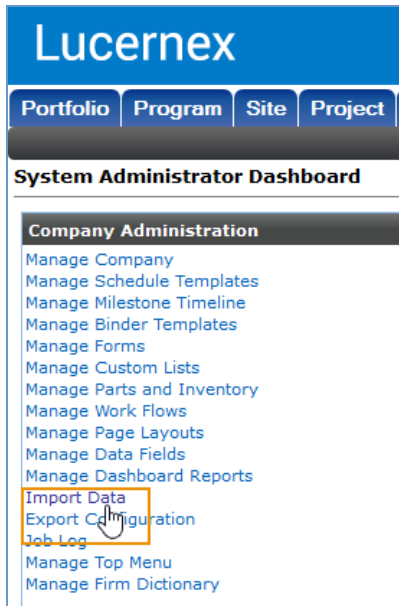
The **System Administrator Dashboard** page opens.



Admin button in toolbar.

3. Click the **Import Data** link in the **Company Administration** column.

The **Import Data** page opens.



Import Data Link.

4. Click the **Spreadsheets** tab.

The **Spreadsheets** page opens.

5. Select the **CPI** spreadsheet from the **Download Spreadsheet Templates** drop-down menu.
6. Click the **Download** button.

The system prompts you to save or open a Microsoft Excel file.

7. Save the Excel file in a place on your computer where you will be able to find it, and give it a distinctive name.

Enter or Update CPI Index Data in the Firm-Level CPI Index Import Spreadsheet

To enter or update CPI index data in the **Firm-Level CPI Index Import** spreadsheet, follow the steps below:

1. Enter the CPI Index name in **Column H**, the **CPI Index** column.
2. Enter the CPI value in **Column I**, the **CPI Value** column.
3. Enter the month in **Column J**, the **Month** column.
4. Enter the year in **Column K**, the **Year** column.
5. Enter the publication date of the CPI index in **Column L**, the **Published Date** column.

Important! It is our best practice recommendation that you include the publication date of the CPI index. In rare cases, the government may make changes to CPI index values for a prior month or year. However, as an auditing practice, we take the policy of retaining the old CPI index value in the system. By including the publication date of the CPI index, the system will know which CPI value to use—the more recent one—if there are multiple records in the system for a particular month or year.

6. Repeat steps 1 - 5 to add additional CPI indexes.
7. Save your spreadsheet.

Save your spreadsheet in a folder where you can find it again if necessary.

Import Spreadsheet

To import your completed spreadsheet, follow the steps below:

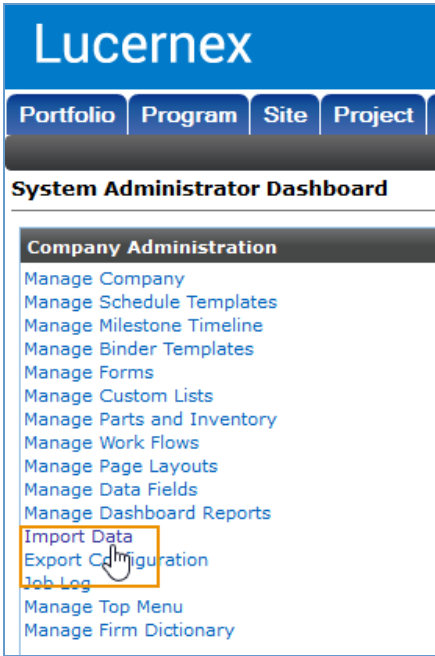
1. Log into Lucernex.
2. Click the **Admin** button in the toolbar in the upper-right corner of the window.

The **System Administrator Dashboard** page opens.



Admin button in toolbar.

3. Click the **Import Data** link in the **Company Administration** column.



Import Data Link.

The **Import Data** page opens.

Lucernex

Portfolio Program Site Project Location Facility Capital Project Contract

Import Data Spreadsheets Schedule Job Job Log

Note: When Facility records get imported the Location data will be automatically created/updated

Audit: Enabled

Stop: On first error Continue till the end

File:

[Import Data page.](#)

4. Select the **On first error** option button if you want the import to stop when the system encounters the first error, or the **Continue till the end** option button if you want the system to continue the import and give you a list of errors at the end of the import.

5. Click the **Browse** button.

A **File Upload** dialog box opens.

6. Select the spreadsheet you want to upload.

7. Click the **Open** button.

The **File Upload** dialog box closes. The file name populates in the **File** field.

8. Click the **Import** button.

The spreadsheet begins to upload. Once the upload is complete, the **Status** bar will read **Finished**.

Import Data page, with successful import.

Import Data page, with failed import.

9. If your import fails, follow the steps below:
 - a. Correct the data in your spreadsheet.
 - b. Save your spreadsheet.
 - c. Click the **Reset** button on the **Import Data** page where you received the error.

The page refreshes, and the failed import is cleared from the page.
 - d. Repeat steps 4 – 8 above to import the corrected spreadsheet.

View Import Results

Once your import is complete, you can view the results of the import using the **Job Log**. The **Job Log** can also be accessed from the **Job Log** tab of the **Import Data** page.

To view the results of an import job, follow the steps below:

1. Log into Lucernex.
2. Click the **Admin** button in the toolbar in the upper-right corner of the window.

The **System Administrator Dashboard** page opens.



Admin button in toolbar.

3. Click the **Job Log** link in the **Company Administration** column.

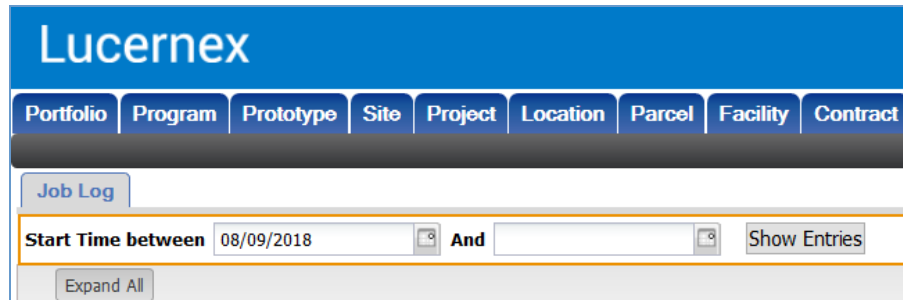


Job Log Link.

The **Job Log** page opens.

4. To search for a job conducted within a specific date range, follow the steps below:

- a. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the date range you want to the view using the **Start Time** between fields.



Start Time between fields.

- b. Click the **Show Entries** button.

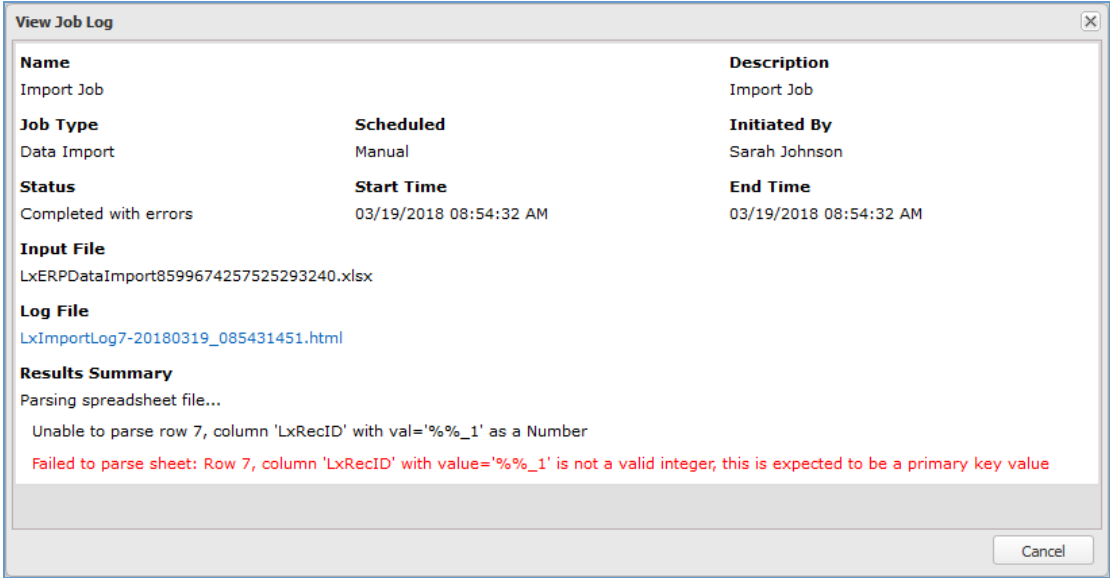
The page refreshes. The jobs within the specified date range appear on the page.

5. Click the job you want to view.

The line item expands. High-level details about the job display, including any errors that may have occurred during the import.

6. Click the **View** link in the **Actions** column to view more information about the import job.

The **View Job Log** modal window opens with more details about the import job.

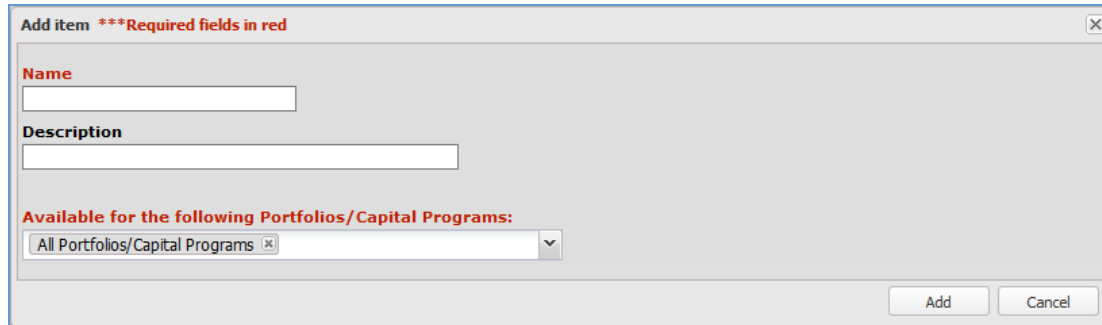


View Job Log modal window. This data import had special characters in one of the fields. As a result, the import failed. The reason for the failed import is listed in red.

Appendix A: Add a Group

Note: These are generic procedures that are common across all areas of Lucernex. As such, these procedures do not call out specific navigation to the page.

Groups are informational fields that help you organize your data. Groups have sub-categories called Types.



Add Item modal window.

To add a group, follow the steps below:

1. Click the  button to the immediate right of the drop-down menu.

A modal window opens.

Note: If you have a number of options available to you—so many that they do not fit in the drop-down menu—all available options will be available in this modal window. You can then use the [Table Search](#) functionality to search for the appropriate option.

2. Click the **Add Item** button.
The **Add Item** modal window opens.
3. Enter a name for the contract group in the **Name** field.
4. Enter a description for the contract group in the **Description** field.
5. Select the portfolio you want this contract group to be available for from the **Available for the following Portfolios/Capital Programs** drop-down menu.

Note: **All Portfolios/Capital Programs** is selected by default.

Note: You can select multiple options from this drop-down menu.

6. Click the **Add** button.

The modal window closes. The contract group you created is selected in the corresponding drop-down menu.

CPI in Lucernex - October 2018

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