

Use Based Rent in Lucernex



October 2018



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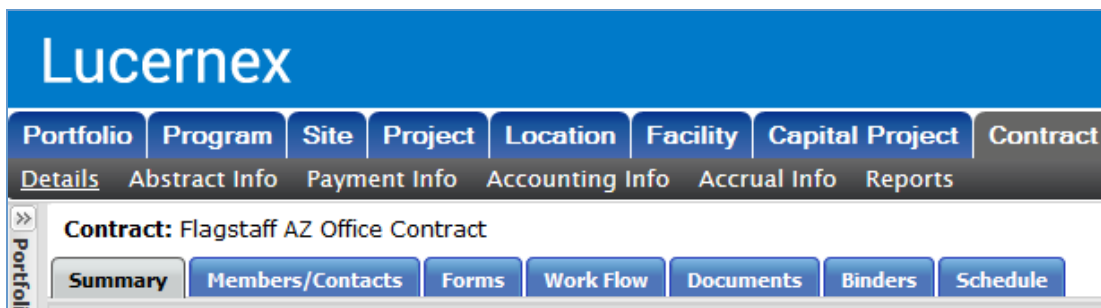
User Interface Guide

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

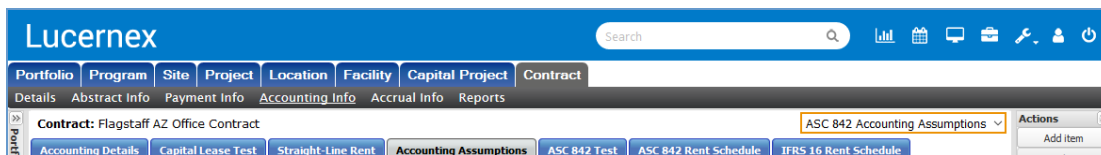
Top-level tabs link to the main modules found within Lucernex. If you click a top-level tab, you are taken to the **Details > Summary** page of the last record you viewed in that module.

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.



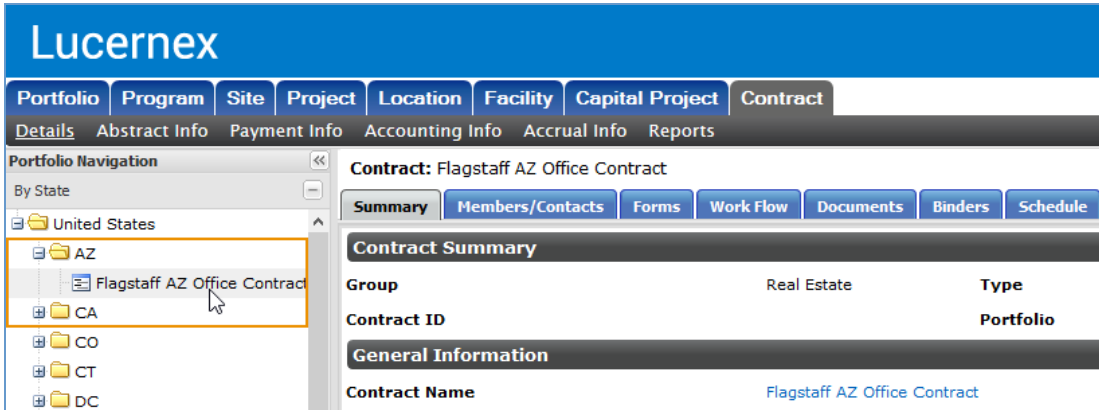
In this screen shot, the **Contract > Details > Summary** page is open.

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.

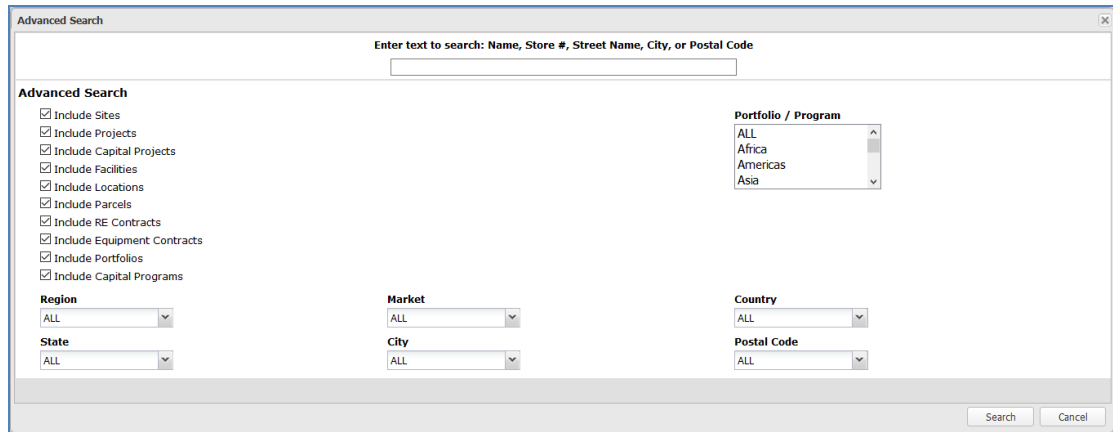
To perform an advanced search, follow the steps below:

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.

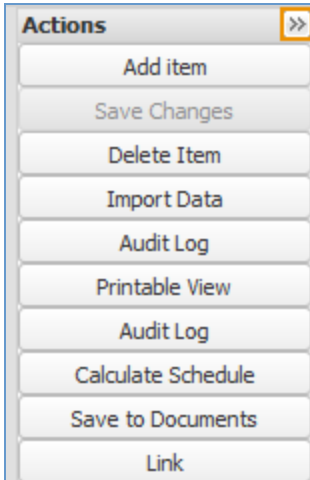
5. Select the appropriate location data from the drop-down menus at the bottom of the modal window.
6. Click the **Search** button.

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.

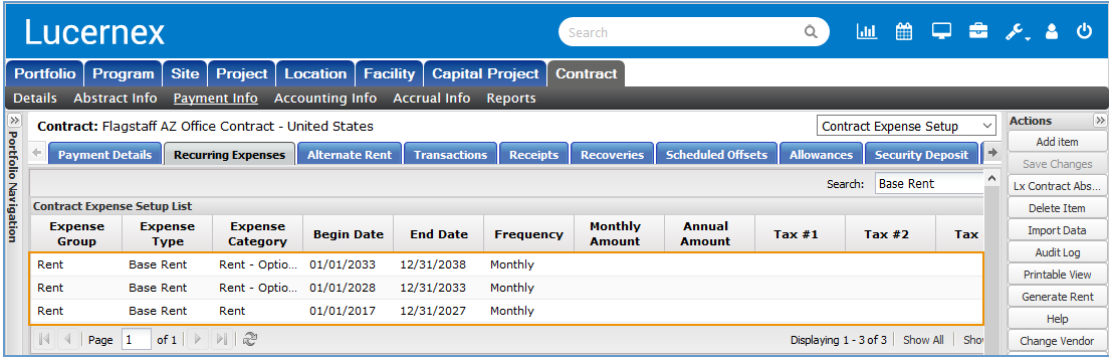
Fiscal Calendars

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.

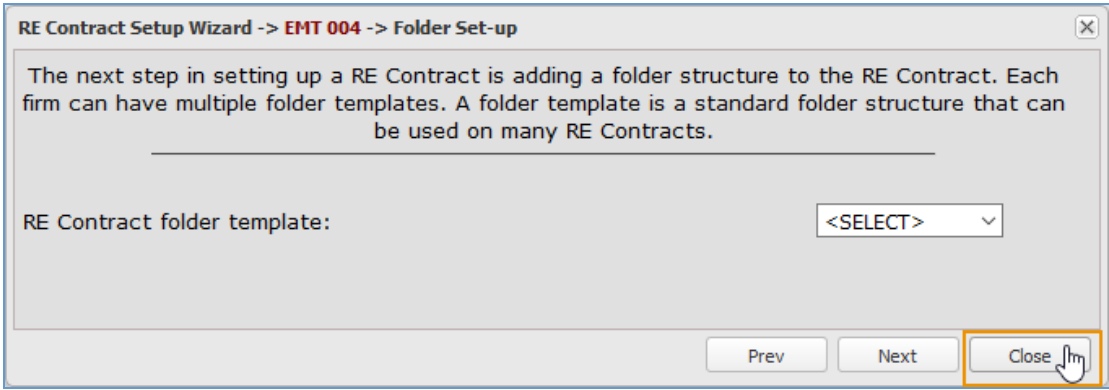
Magnifying Glass Button

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

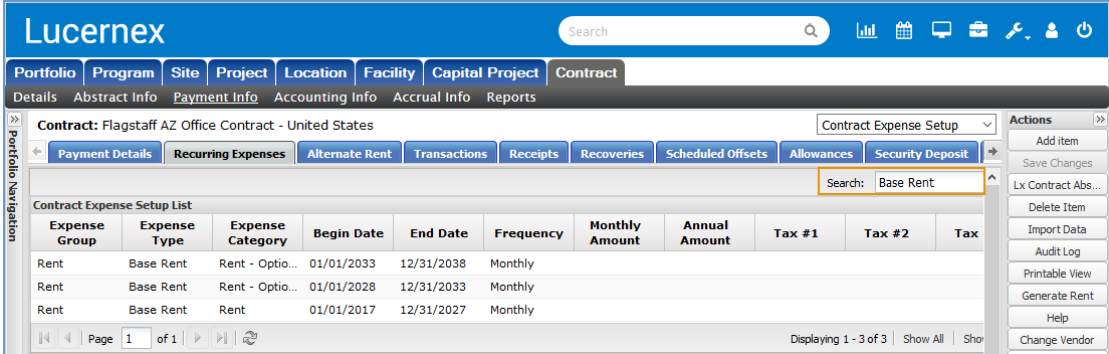
When working in a modal window, make sure to use the system-provided **Close** button. This will ensure that any changes that you enter are saved.



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.

Use Based Rent

The **Use Based Rent** sub-module of the **Contract** module allows users to create variable rent records based upon their usage of a real estate resource. There are two models supported by Lucernex: **Count Based** and **Share Based**. The **Count Based** model calculates rent based upon the unit rate multiplied against the number of units used. The **Share Based** model calculates rent based upon a shared resource rent rate multiplied against the lessee share.

Note: If you do not have need for use-based rent in your lease portfolio, we recommend that you disable access to this tab through security settings for cleanliness of your user experience.

Important! Do not enter 0 in fields unless the value is truly zero. If you are not going to use a field, leave the field blank.

Important! Before you can create a use based rent record, you must first have a matching Recurring Expense record with the necessary vendor allocation, expense allocation, and applicable taxes.

Note: If your contract has multiple breakpoints for use based rent, they will all appear in the **Breakpoints** table on the **Use Based Rent** page.

Add Use Based Rent Record

To add a use based rent record, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Click the **Add Item** button in the **Actions** menu on the right side of the page.
4. Select the usage group from the **Usage Group** drop-down menu.
If you want to create a new group or category, follow the [Add a Group procedures](#).
5. Enter a description of the record in the **Description** field.

- Select the model type from the **Model Type** drop-down menu.

Important! A **Usage Group** will be used with one and only one **Model Type**. If you have use-based rent that involves both model types, then create different usage groups for each model type.


There are two model types available:



- **Count Based** - When you select the **Count Based** model type, the rent will be calculated as the **Unit Resource Rent Rate** * the **Number of Units Used by the Lessee**.

For example, if the per-instance rate of using a gate at an airport was \$500 and the gate was used by an airline 25 times, the rent would be \$12,500.

- **Share Based** - When you select the **Share Based** model type, the rent will be calculated as the **Shared Resource Rent Rate** * the **Lessee Share**.

For example, if the monthly rate for leasing a baggage carousel at an airport was \$50,000 and the lessee used the carousel 25% of the time, the rent would be \$12,500.

- Enter (or click the **Calendar** button  to open the **Date Picker** and select) the **Begin Date** and the **End Date** for the use based rent record.
- Select the start month of the rent year from the **Rent Year Start Month** drop-down menu.
- Select **Monthly** from the **Payment Frequency** drop-down menu.
If a different option is selected, the system will return a message that reads *Use Based Rent does not support this payment frequency*.
- Select **Monthly** from the **Reporting Frequency** drop-down menu.
If a different option is selected, the system will return a message that reads *Use Based Rent does not support this reporting frequency*.
- Enter the payment due date in the **Period Payment Due Day** field.
- Enter the reporting due date in the **Period Report Due Day** field.
- Select the expense group from the **Expense Group** drop-down menu.
If you want to create a new group or category, follow the [Add a Group procedures](#).

14. Select the expense type from the **Expense Type** drop-down menu.
To add an expense type, follow the [Add an Expense Type procedures](#).
15. Select the currency type from the **Currency Type** drop-down menu.
16. Enter any notes in the **Notes** field.
17. Select the covenant for this use based rent from the **Covenant** drop-down menu.
You can view information about a covenant by selecting a covenant from the drop-down menu and then clicking the **View** button .
18. Enter the section of the covenant where use based rent is mentioned in the **Section** field.
19. If this use based rent is associated with an amendment, select the amendment from the **Amendment** drop-down menu.
You can view information about an amendment by selecting an amendment from the drop-down menu and then clicking the **View** button .
20. Click the **Save Changes** button in the **Actions** menu on the right side of the page.
The page refreshes. Your changes are saved.

Edit Use Based Rent Record

To edit a use based rent record, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select the use based rent record you want to edit from the **Contract Use-Based Rent List**.
The record data populates on the page.
4. Make your changes.
5. Click the **Save Changes** button in the **Actions** menu on the right side of the page.
The page refreshes. Your changes are saved.

Delete Use Based Rent Record

To delete a use based rent record, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select the use based rent record you want to delete from the **Contract Use-Based Rent List**.

The record data populates on the page.

4. 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.
5. Click the **Yes** button.

The dialog box closes. The use based rent record no longer appears on the page.

Add a Breakpoint

Note: To add breakpoints using the **Import Data** functionality, [follow the Complete the Use Based Rent Breakpoint Import Spreadsheet procedures](#).

Important! Before you can add a breakpoint, you must first create a use based rent record.

Note: Most use-based rent cases do not require multiple breakpoint tiers. In this case, you will need only one breakpoint record with zero threshold for each usage group.

To add a breakpoint to your use based rent record, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select the use based rent record you want to add a breakpoint to from the **Contract Use-Based Rent List**.

The record data populates on the page.


4. Click the **Add Use Based Rent Breakpoint** button in the **Breakpoints** table.

The **Add Use Based Rent Breakpoint** modal window opens.

5. Select the usage group from the **Usage Group** drop-down menu.

Note: If the usage group you select is share-based, the layout of the **Add Use Based Rent Breakpoint** modal window will change to only have one **Cost** field.

If the usage group you select is count-based, the layout will remain the same.

6. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the begin and end dates for the breakpoint in the **Begin Date** and **End Date** fields.
7. Enter a description of the breakpoint in the **Description** field.
8. If you selected a share-based usage group in step 5, enter the shared resource rent rate in the **Cost** field.
9. If you selected a count-based usage group in step 5, follow the steps below:
 - a. Enter your count or share threshold in the first **Breakpoint Count** field.
 - b. Enter the unit resource rent rate for this breakpoint in the first **Cost** field.
 - c. Repeat steps a - b to add additional breakpoints.
10. Enter any notes in the **Notes** field.
11. Click the **Add** button.

The modal window closes. The breakpoint appears in the **Breakpoints** table.

Edit a Breakpoint

To edit a breakpoint, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select the use based rent record whose breakpoint you want to edit from the **Contract Use-Based Rent List**.

The record data populates on the page.

4. Click the **Edit** link in the **Actions** column of the breakpoint you want to edit.

The **Edit Use Based Rent Breakpoint** modal window opens.

5. Make your changes.
6. Click the **Update** button.

The modal window closes. Your changes are saved.

Delete a Breakpoint

To delete a breakpoint, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select the use based rent record whose breakpoint you want to delete from the **Contract Use-Based Rent List**.

The record data populates on the page.

4. Click the **Delete** link in the **Actions** column of the breakpoint you want to edit.
5. Click the **Yes** button.

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

The modal window closes. The breakpoint is deleted.

Import Data

To import use based rent records in bulk, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Click the **Import Data** button in the **Actions** menu on the right side of the page.

The **Upload Spreadsheet** modal window opens.

4. Click the **Download Spreadsheet** button.
 5. Save the spreadsheet in a folder where you will be able to find it in the future.
- Your computer prompts you to either save or open the spreadsheet file.

6. If necessary, clear the existing data from the spreadsheet.

Note: If you have existing use based rent records on your contract, they will appear in the spreadsheet. Simply delete these rows from the spreadsheet if you do not want to edit them.

7. Follow the [Complete the Use Based Rent Import Spreadsheet procedures.](#)

Complete the Use Based Rent Import Spreadsheet

The **Use Based Rent Import Spreadsheet** can be used to import use based rent records in bulk.

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

	A	C	D	E	F	G	H	
1								
2								
3								
4	Boolean	Number	Number	Text	Text	CODE_USE_RENT_MODEL_TYPE	Contract Amendment	Date
5	UpdateOnly	ProjectEntityID	LxRecID	ContractName	ContractID	UseBasedRent.CodeUseRent	UseBasedRent.AmendmentID	UseB
6	UpdateOnly	ProjectEntityID	LxRecID	Contract Name		Model Type	Amendment	Begin
7	TRUE	1097651	68	International Airport	269591	Share Based		01/01
8	TRUE	1097651	69	International Airport	269591	Count Based		01/01

Use Based Rent 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.

Enter or Update Use Based Rent Data in the Use Based Rent Import Spreadsheet

To enter or update use based rent data in the **Use Based Rent Import** spreadsheet, follow the steps below:

1. Choose between two options:
 - If you want to create a new use based rent record, type **FALSE** in **Column A**, the **Update Only** column.
 - If you want to update an existing record, type **TRUE** in **Column A**, the **Update Only** column.
2. Enter the contract name the use based rent record should be uploaded to in **Column E**, the **Contract Name** column.

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.

3. Enter the model type in **Column G**, the **Model Type** column.

There are two model types available:

- **Count Based** - When you enter the **Count Based** model type, the rent will be calculated as the **Unit Resource Rent Rate** * the **Number of Units Used by the Lessee**.

For example, if the per-instance rate of using a gate at an airport was \$500 and the gate was used by an airline 25 times, the rent would be \$12,500.

- **Share Based** - When you enter the **Share Based** model type, the rent will be calculated as the **Shared Resource Rent Rate** * the **Lessee Share**.

For example, if the monthly rate for leasing a baggage carousel at an airport was \$50,000 and the lessee used the carousel 25% of the time, the rent would be \$12,500.

4. If there is an amendment associated with this use based rent record, enter the name of the amendment in **Column H**, the **Amendment** column.
5. Enter the begin date of the use based rent record in **Column I**, the **Begin Date** column.
6. If there is a covenant associated with this use based rent record, enter the name of the covenant in **Column J**, the **Covenant** column.
7. Enter the currency code used for this use based rent record in **Column K**, the **Currency Type** column.
8. Enter a description of the use based rent in **Column L**, the **Description** column.
9. Enter the end date of the use based rent record in **Column M**, the **End Date** column.
10. Enter the expense group associated with this use based rent record in **Column N**, the **Expense Group** column.
11. Enter the expense type associated with this use based rent record in **Column O**, the **Expense Type** column.
12. Enter any notes about the use based rent record in **Column P**, the **Notes** column.
13. Enter **Monthly** in **Column Q**, the **Payment Frequency** column.
14. Enter the payment due date in **Column R**, the **Period Payment Due Day** column.
15. Enter the reporting date in **Column S**, the **Period Report Due Day** column.
16. Enter the rent year start month in **Column T**, the **Rent Year Start Month** column.
17. Enter **Monthly** in **Column U**, the **Reporting Frequency** column.
18. Enter the usage group in **Column V**, the **Usage Group** column.
19. Repeat steps 1 – 18 to enter or update additional use based rent records.
20. Save your spreadsheet.
Save your spreadsheet in a folder where you can find it again if necessary.
21. Import the spreadsheet by following the [Import Data procedures below](#).
22. To view results about a data import, follow the [View Import Results procedures below](#).

Use Based Rent (Single BP) Schedule

The **Use Based Rent (Single BP) Schedule** page allows you to see your use based rent by usage group and by payment period. The **Summary Totals** section at the bottom of the page displays the **Total Use Based Rent** for the period selected from the drop-down menus in the middle of the page, and the **Use Based Rent Due** for that period. The **Use Based Rent (Single BP) Schedule** page also allows you to generate use based rent payments.

Contract: International Airport

Contract General Information

Contract Group: International Airport
 Contract Type: Lease
 Name: International Airport
 Location ID: 122131
 Facility ID: [blank]
 Contract Category: Leased
 Status: Active
 Contract Use: Retail Store

Schedule Details

Breakpoint Cost #1: \$2,000.00
 \$12,500.00
 January 2018 Refresh

Usage Group	Calendar Month/Year	Usage Count	Usage Share	Breakpoint Amount #1	Usage Past Breakpoint #1	Breakpoint Cost #1	Total Rent Due
ShareGroup1	January, 2018	0.000	15.000000	0.833333	0.416667	\$12,500.00	\$2,377.08
ShareGroup1	February, 2018	0.000	18.000000	0.833333	0.416667	\$12,500.00	\$2,816.25
ShareGroup1	March, 2018	0.000	22.000000	0.833333	0.416667	\$12,500.00	\$3,516.25
ShareGroup1	April, 2018	0.000	14.000000	0.833333	0.416667	\$12,500.00	\$2,136.25
ShareGroup1	May, 2018	0.000	3.000000	0.833333	0.416667	\$12,500.00	\$191.25
ShareGroup1	June, 2018	0.000	39.000000	0.833333	0.416667	\$12,500.00	\$6,491.25
ShareGroup1	July, 2018	0.000	15.000000	0.833333	0.416667	\$12,500.00	\$2,291.25
ShareGroup1	August, 2018	0.000	13.000000	0.833333	0.416667	\$12,500.00	\$1,941.25
ShareGroup1	September, 2018	0.000	0.000000	0.833333	0.000000	\$12,500.00	-\$156.66
ShareGroup1	October, 2018	0.000	0.000000	0.833333	0.000000	\$12,500.00	-\$156.66
ShareGroup1	November, 2018	0.000	0.000000	0.833333	0.000000	\$12,500.00	-\$156.66
ShareGroup1	December, 2018	0.000	0.000000	0.833333	0.000000	\$12,500.00	-\$156.66

Summary Totals

Total Use Based Rent: \$2,447.01
 Use Based Rent Due: \$2,377.08

Note: If there are multiple usage groups, the amounts are listed below the primary totals.

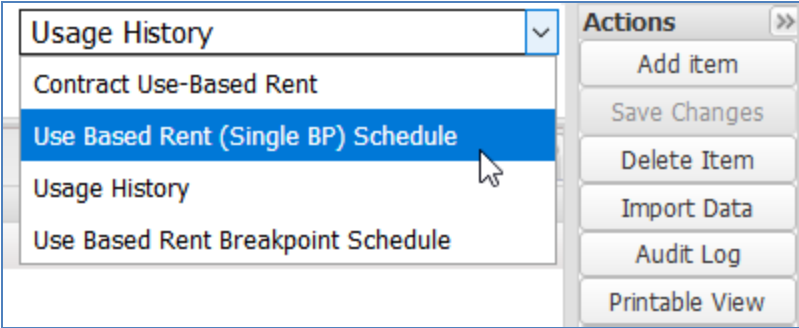
Use Based Rent (Single BP) Schedule page.

View the Summary Totals for a Period

To view the summary totals for a period, follow the steps below:

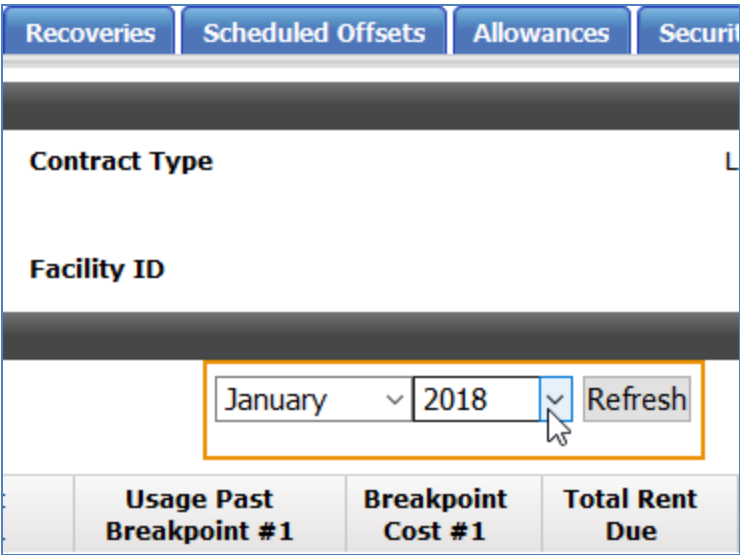
1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select **Use Based Rent (Single BP) Schedule** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **Use Based Rent (Single BP) Schedule** page opens.



Use-based rent drop-down menu.

- 4. Select the period whose summary totals you want to view from the drop-down menus near the center of the page.



The drop-down menus appear above the last three columns in the Schedule Details table.

- 5. Click the **Refresh** button next to the drop-down menus.

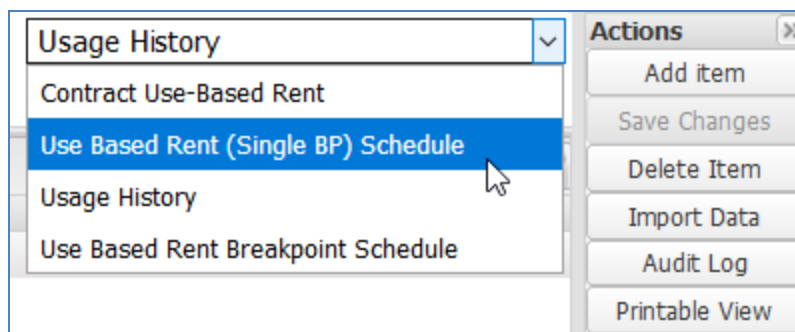
The data in the **Summary Totals** section refreshes. The totals for the period you selected display.

Process Usage Payment

To process a usage payment, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select **Use Based Rent (Single BP) Schedule** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **Use Based Rent (Single BP) Schedule** page opens.



[Use-based rent drop-down menu.](#)

4. Click the **Process Usage Payment** button in the **Actions** menu on the right side of the page.


The **Process Payment** modal window opens.


The screenshot shows a modal window titled "Process Payment". It contains the following fields and controls:

- Payment Period:** A drop-down menu with "August" selected.
- Year:** A text input field with "2018" and up/down arrow buttons.
- Effective Date:** A text input field with "08/31/2018" and a calendar icon.
- Contracts to Process:** A drop-down menu with "Single Contract" selected.
- Posting Date:** A text input field with "08/16/2018" and a calendar icon.
- Due Date:** A text input field with "08/16/2018" and a calendar icon.
- Use posting date for vendor allocation?:** An unchecked checkbox.
- Portfolio:** A text input field with "All Portfolios" and a close button (X) and a drop-down arrow.

At the bottom of the window are "OK" and "Cancel" buttons.

[Process Payment modal window.](#)

5. Select the payment period from the **Payment Period** drop-down menu.
The value in this field will default to the payment period.
6. Enter the payment year in the **Year** field.
The value in this field will default to the current year.
7. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the effective date of the payment in the **Effective Date** field.
8. Choose between two options from the **Contracts to Process** drop-down menu:
 - Select **Single Contract** if you want to generate a payment for this contract only.
 - Select **All Contracts** if you want to generate payments for all contracts in your selected portfolio for this payment period.

9. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the following dates in their respective fields:

- **Posting Date**
- **Due Date**

10. Select the **Use posting date for vendor allocation?** check box if your payment needs to be allocated according to the current vendor allocations.

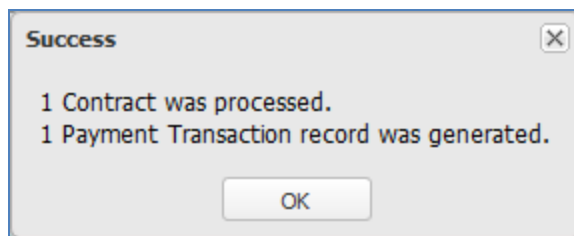
If the payment needs to be split between the current and previous vendor allocations, clear the check box.

11. Select the portfolio you would like to generate payments for from the **Portfolio** drop-down menu.

Note: All Portfolios is selected by default.

12. Click the **OK** button.

A success message appears.



[Payment success message.](#)

13. Click the **OK** button.

The dialog box closes.

14. To view the generated transaction, navigate to **Contract > Payment Info > Transactions** using the tabs in the menu at the top of the screen.

The transaction appears in the **Contract Payments List**.

Usage History

The **Usage History** page is used to create and manage usage history records. There are two methods for adding usage history records: adding a record manually, or importing records in bulk.

Important! Usage history data is encrypted using the same **theFirm.getIsSalesDataEncrypted** flag used to encrypt sales data in the system.

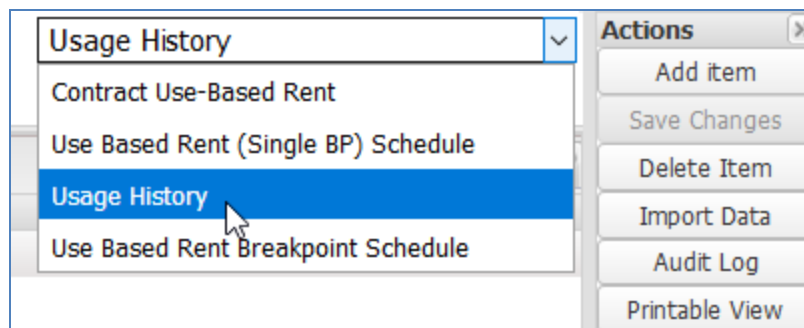
Add Usage History Record

Note: To add usage history in bulk, see the *Import Data* procedures below.

To add usage history, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select **Usage History** from the drop-down menu to the left of the the **Actions** menu on the right side of the page.

The **Usage History** page opens.



[Use-based rent drop-down menu.](#)

4. Click the **Add Item** button in the the **Actions** menu on the right side of the page.
5. Select the usage group from the **Usage Group** drop-down menu.

If you want to create a new group or category, follow the [Add a Group procedures](#).


6. Select the usage type from the **Usage Type** drop-down menu.

If you want to create a new type, follow the [Add a Type procedures](#).

7. Select the usage category from the **Usage Category** drop-down menu.

Note: The default categories are **Actual** and **Forecast**. The system will not generate transactions for usage history records with a category of **Forecast**.

If you want to create a new group or category, follow the [Add a Group procedures](#).

8. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the effective date of the usage history record in the **Effective Date** field.

9. Choose between two options:

- Enter the usage count in the **Usage Count** field.
- Enter the usage share in the **Usage Share** field.

Important! Make sure that the choice is consistent with the **Model Type** for that **Usage Group**.

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

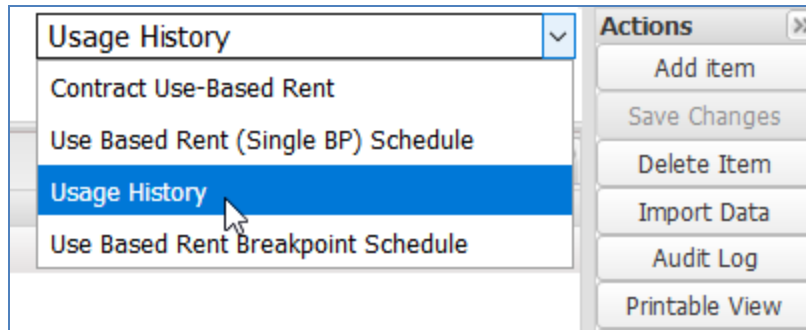
The page refreshes. Your new record appears in the **Usage History List**.

Edit Usage History Record

To edit a usage history record, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select **Usage History** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **Usage History** page opens.



Use-based rent drop-down menu.

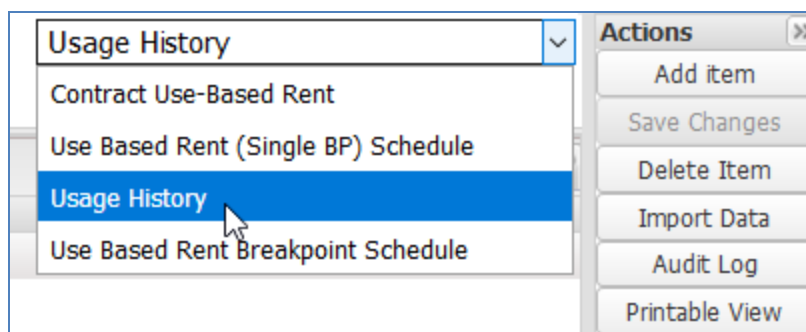
4. Select the usage history record you want to edit from the **Usage History List**.
The record data populates on the page.
5. Make your changes.
6. Click the **Save Changes** button in the **Actions** menu on the right side of the page.
The page refreshes. Your changes are saved.

Delete Usage History Record

To delete a usage history record, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select **Usage History** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **Usage History** page opens.



Use-based rent drop-down menu.

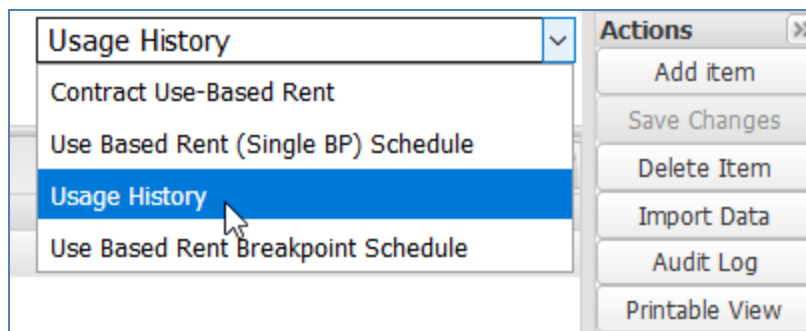
4. Select the usage history record you want to delete from the **Usage History List**.
The record data populates on the page.
5. Click the **Delete Item** button in the **Actions** menu on the right side of the page.
A dialog box opens, asking you to confirm your choice.
6. Click the **Yes** button.
The dialog box closes. The usage history record no longer appears in the **Usage History List**.

Import Data

To import usage history data in bulk, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select **Usage History** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **Usage History** page opens.



Use-based rent drop-down menu.

4. Click the **Import Data** button in the **Actions** menu on the right side of the page.
The **Upload Spreadsheet** modal window opens.
5. Click the **Download Spreadsheet** button.
Your computer prompts you to either save or open the spreadsheet file.

6. Save the spreadsheet in a folder where you will be able to find it in the future.
7. If necessary, clear the existing data from the spreadsheet.

Note: If you have existing usage history records on your contract, they will appear in the spreadsheet. Simply delete these rows from the spreadsheet if you do not want to edit them.

8. Follow the [Complete the Usage History Import Spreadsheet procedures](#).

Complete the Usage History Import Spreadsheet

The **Usage History Import Spreadsheet** can be used to import usage history data in bulk.

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

	A	C	D	E	F	G	H	
1								
2								
3								
4	Boolean	Number	Number	Text	Text	Date	CODE_USAGE_CATEGORY	Numt
5	UpdateOnly	ProjectEntityID	LxRecID	ContractName	ContractID	Usage EffectiveDate	Usage.CodeUsageCategoryID	Usag
6	UpdateOnly	ProjectEntityID	LxRecID	Contract Name		Effective Date	Usage Category	Usag
7	TRUE			International Airport		1/1/2018	Actual	
8	TRUE			International Airport		2/1/2018	Actual	
9	TRUE			International Airport		3/1/2018	Actual	
10	TRUE			International Airport		4/1/2018	Actual	
11	TRUE			International Airport		5/1/2018	Actual	
12	TRUE			International Airport		6/1/2018	Actual	
13	TRUE			International Airport		7/1/2018	Actual	
14	TRUE			International Airport		8/1/2018	Actual	

Usage History 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.

Enter or Update Usage History Data in the Usage History Import Spreadsheet

To enter or update usage history data in the **Usage History Import** spreadsheet, follow the steps below:

1. Choose between two options:
 - If you want to create a new usage history record, type **FALSE** in **Column A**, the **Update Only** column.
 - If you want to update an existing record, type **TRUE** in **Column A**, the **Update Only** column.
2. Enter the contract name the usage history record should be uploaded to in **Column E**, the **Contract Name** column.

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.

3. Enter the effective date of the usage history record in **Column G**, the **Effective Date** column.
4. Enter the usage category in **Column H**, the **Usage Category** column.

Refer to the **Usage Category** drop-down menu to see the available usage categories.

Note: Usage history data with the usage category **Forecast** cannot be used to generate transactions.

5. If the usage is being tracked by count, enter the count in **Column I**, the **Usage Count** column.

Important! Make sure that the choice is consistent with the **Model Type** for that **Usage Group**.

6. Enter the usage group in **Column J**, the **Usage Group** column.

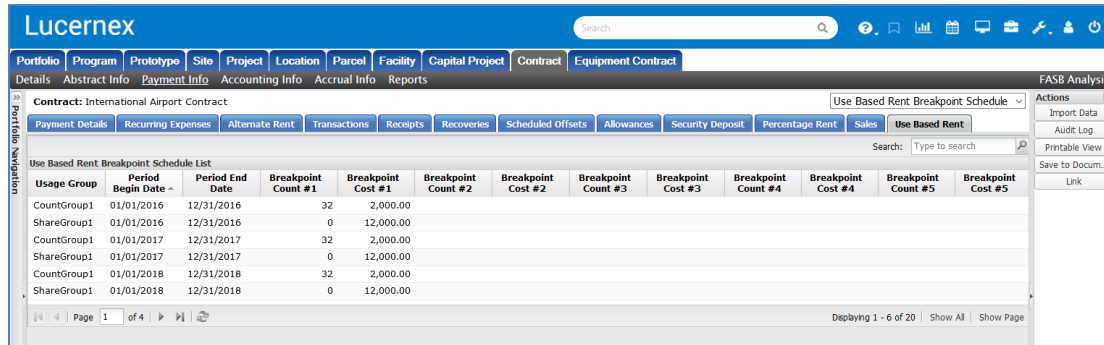
7. If the usage is being tracked by share, enter the share percentage in **Column K**, the **Usage Share** column.

Important! Make sure that the choice is consistent with the **Model Type** for that **Usage Group**.

8. Enter the usage type in **Column L**, the **Usage Type** column.
9. Repeat steps 1 – 8 to enter or update additional usage history data.
10. Save your spreadsheet.
Save your spreadsheet in a folder where you can find it again if necessary.
11. Import the spreadsheet by following the [Import Data procedures below](#).
12. To view results about a data import, follow the [View Import Results procedures below](#).

Use Based Rent Breakpoint Schedule

The **Use Based Rent Breakpoint Schedule** page allows you to see the breakpoints assigned to your use based rent records over the course of your contract term.



[Use Based Rent Breakpoint Schedule page.](#)

Import Data

To import breakpoints in bulk, follow the steps below:

1. Log into Lucernex.
2. Navigate to **Contract > Payment Info > Use Based Rent** using the tabs in the menu at the top of the screen.
3. Select **Use Based Rent Breakpoint Schedule** from the drop-down menu to the left of the **Actions** menu on the right side of the page.

The **Use Based Rent Breakpoint Schedule** page opens.

4. Click the **Import Data** button in the **Actions** menu on the right side of the page.

The **Upload Spreadsheet** modal window opens.

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

Your computer prompts you to either save or open the spreadsheet file.

6. Save the spreadsheet in a folder where you will be able to find it in the future.
7. If necessary, clear the existing data from the spreadsheet.
8. Follow the [Complete the Use Based Rent Breakpoint Import Spreadsheet procedures.](#)

Complete the Use Based Rent Breakpoint Import Spreadsheet

The **Use Based Rent Breakpoint Import Spreadsheet** can be used to import use based rent breakpoints in bulk.

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

	A	C	D	E	F	G	H	I	J
1									
2									
3									
4	Boolean	Text	Number	Number	Text	Text	CODE_USAGE_GROUP	Date	Currency
5	UpdateOnly	ClientID	LxRecID	ProjectEntityID	ContractName	ClientEntityID	UseBasedRentBreakpoint.Co	UseBasedRentBreakpoint.Be	UseBasedRentBreakpoi
6	UpdateOnly	ClientID	LxRecID	ProjectEntityID	Contract Name (or ID)	Contract ID (or Name)	Usage Group	Begin Date	Breakpoint Cost #1
7									
8									

Use Based Rent Breakpoint 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.


Enter or Update Breakpoint Data in the Use Based Rent Breakpoint Import Spreadsheet

To enter or update breakpoint data in the **Use Based Rent Breakpoint Import** spreadsheet, follow the steps below:

1. Choose between two options:
 - If you want to create a new breakpoint record, type **FALSE** in **Column A**, the **Update Only** column.
 - If you want to update an existing record, type **TRUE** in **Column A**, the **Update Only** column.
2. Choose between two options:
 - Enter the contract name for the contract where the breakpoints should be uploaded in **Column F**, the **Contract Name** column.

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.

 - Enter the contract ID for the contract where the breakpoints should be uploaded in **Column G**, the **Contract ID** column.
3. Enter the usage group for the breakpoint in **Column H**, the **Usage Group** column.
4. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the begin date for the breakpoint record in **Column I**, the **Begin Date** column.
5. Choose between two options:
 - If this usage group is share-based, enter the shared resource rent rate in **Column J**, the **Breakpoint Cost #1** column.
 - If this usage group is count-based, follow the steps below:

- a. Enter the unit resource rent rate in **Columns J - Q**.
 - b. Enter the breakpoint counts in **Columns R - Y**.
6. Enter a description of the breakpoint in **Column Z**, the **Description** column.
7. Enter (or click the **Calendar** button  to open the **Date Picker** and select) the end date for the breakpoint record in **Column AA**, the **End Date** column.
8. Enter any notes about the breakpoint in **Column AB**, the **Notes** column.
9. Repeat steps 1 – 9 to enter or update additional breakpoints.
10. Save your spreadsheet.
Save your spreadsheet in a folder where you can find it again if necessary.
11. Import the spreadsheet by following the [Import Data procedures below](#).
12. To view results about a data import, follow the [View Import Results procedures below](#).

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.

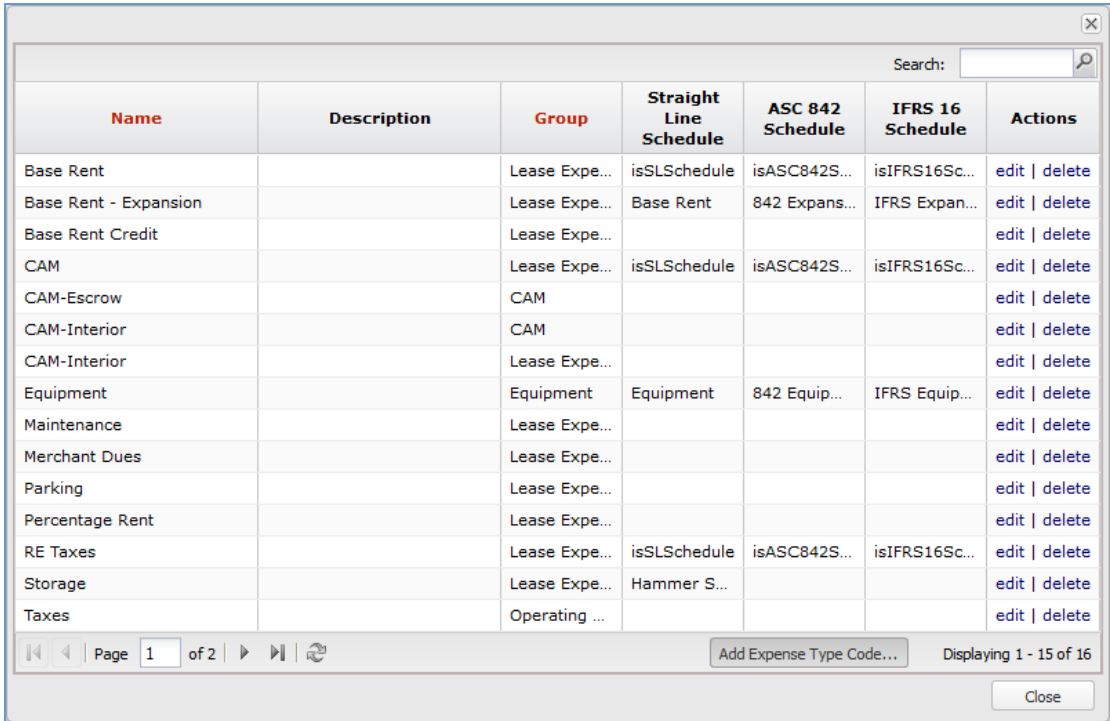
Appendix B: Add an Expense Type

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.

To add an expense type, follow the steps below:

1. Click the  button next to the **Expense Type** drop-down menu.

A modal window showing all available expense types opens.



Name	Description	Group	Straight Line Schedule	ASC 842 Schedule	IFRS 16 Schedule	Actions
Base Rent		Lease Expe...	isSLSchedule	isASC842S...	isIFRS16Sc...	edit delete
Base Rent - Expansion		Lease Expe...	Base Rent	842 Expans...	IFRS Expan...	edit delete
Base Rent Credit		Lease Expe...				edit delete
CAM		Lease Expe...	isSLSchedule	isASC842S...	isIFRS16Sc...	edit delete
CAM-Escrow		CAM				edit delete
CAM-Interior		CAM				edit delete
CAM-Interior		Lease Expe...				edit delete
Equipment		Equipment	Equipment	842 Equip...	IFRS Equip...	edit delete
Maintenance		Lease Expe...				edit delete
Merchant Dues		Lease Expe...				edit delete
Parking		Lease Expe...				edit delete
Percentage Rent		Lease Expe...				edit delete
RE Taxes		Lease Expe...	isSLSchedule	isASC842S...	isIFRS16Sc...	edit delete
Storage		Lease Expe...	Hammer S...			edit delete
Taxes		Operating ...				edit delete

Expense Type modal window.

2. Click the **Add Expense Type Code** button.

The **Add Expense Type Code** modal window opens.

Add Expense Type Code *Required fields in red**

Name

Description

Group ...

Straight Line Schedule ...

ASC 842 Schedule ...

IFRS 16 Schedule ...

AP Export Base Number

AP Export Prepaid Number

Expense Accrual Acct #1

Expense Accrual Acct #2

AP Export Tax #1

AP Export Tax #2

Percent Rent Accrual Acct #1

Percent Rent Accrual Acct #2

RE Tax Accrual Acct #1

RE Tax Accrual Acct #2

Available for the following Portfolios/Capital Programs:

All Portfolios/Capital Programs ...

Add Cancel

Add Expense Type Code modal window.

3. Enter a name for the expense type in the **Name** field.
4. Enter a description for the expense type in the **Description** field.
5. Select an expense group to associate the expense type with from the **Group** drop-down menu.
6. Select the Straight Line schedule you want to associate this expense type with from the **Straight Line Schedule** drop-down menu.
7. Select the ASC 842 schedule you want to associate this expense type with from the **ASC 842 Schedule** drop-down menu.
8. Select the IFRS 16 schedule you want to associate this expense type with from the **IFRS 16 Schedule** drop-down menu.
9. Complete the following fields:
 - **AP Export Base Number** – Enter the account number for your expenses.
 - **AP Export Prepaid Number** – Enter the account number for your prepaid expenses (if applicable).

- **Expense Accrual Account** – Enter the account number for your expense accruals.
 - **AP Export Tax** – Enter the account number for your accounts payable export taxes.
 - **Percent Rent Accrual** – Enter the account number for your percent rent accruals.
 - **RE Tax Accrual** – Enter the account number for your real estate tax accruals.
10. Select the portfolio you want this expense type 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.

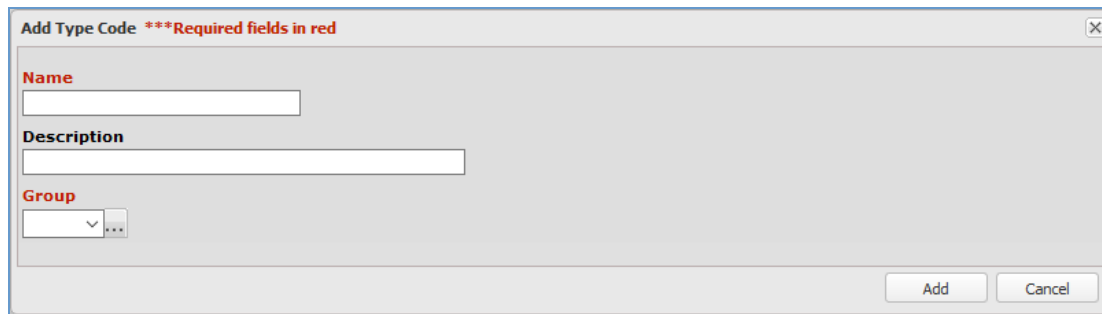
11. Click the **Add** button.

The modal window closes. The expense type code appears as selected in the **Expense Type** drop-down menu.

Appendix C: Add a Type

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.

Types are informational fields that help you organize your data. Types are organized into Groups.




Add Type Code modal window.

Note: These procedures are generic. The name of the **Add Type Code** button and the **Add Type Code** modal window varies depending upon the type of type code you are creating. For example, if you were creating a recovery, the button and modal window would be called the **Add Recovery Type Code** button and modal window.

The **Expense Type** drop-down menu has different procedures. You can learn how to add an expense type by following the [Add an Expense Type procedures](#).

To add a type, follow the steps below:

1. Click the  button to the immediate right of the **Type** drop-down menu.
A modal window opens.
2. Click the **Add Type Code** button.
The **Add Type Code** modal window opens.
3. Enter a name for the type in the **Name** field.
4. Enter a description for the type in the **Description** field.
5. Select the group you want this type to be associated with from the **Group** drop-down menu.

If you want to create a new group or category, follow the [Add a Group procedures](#).

6. Click the **Add** button.

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

Appendix D: Import Procedures

Import Data

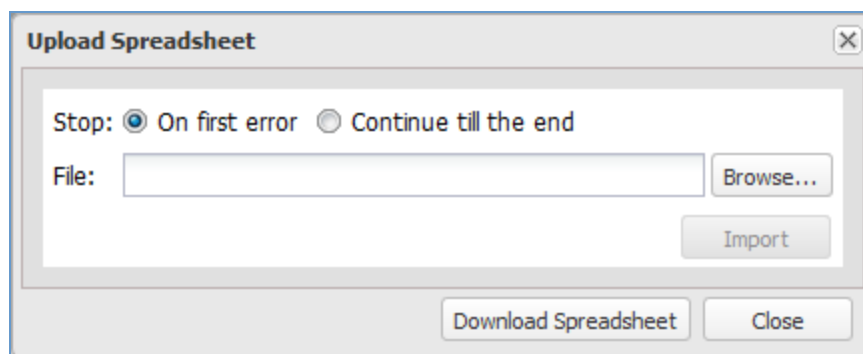
Note: These are generic procedures that are common across all areas of Lucernex. As such, these procedures do not call out specific navigation to the page.

To import data, follow the steps below:

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

1. Click the **Import Data** button in the **Actions** menu on the right side of the page.

The **Upload Spreadsheet** modal window opens.



[Upload Spreadsheet modal window.](#)

2. Click the **Download Spreadsheet** button if you need to download a spreadsheet for import.

The spreadsheet downloads.

3. Complete the spreadsheet.
4. Save the spreadsheet with a unique title, so that you can identify it for tracking purposes.
5. Click the **Browse** button in the **Upload Spreadsheet** modal window.

An upload dialog box opens.

6. Select the spreadsheet you saved in step 4.

7. Choose between two options:

- If you are doing a test import of your data in TRAIN, select the **Continue till the end** option button.

This will import the entire spreadsheet, with the exception of the lines that have errors. The system will give you a summary of the lines that had errors once the import is complete.

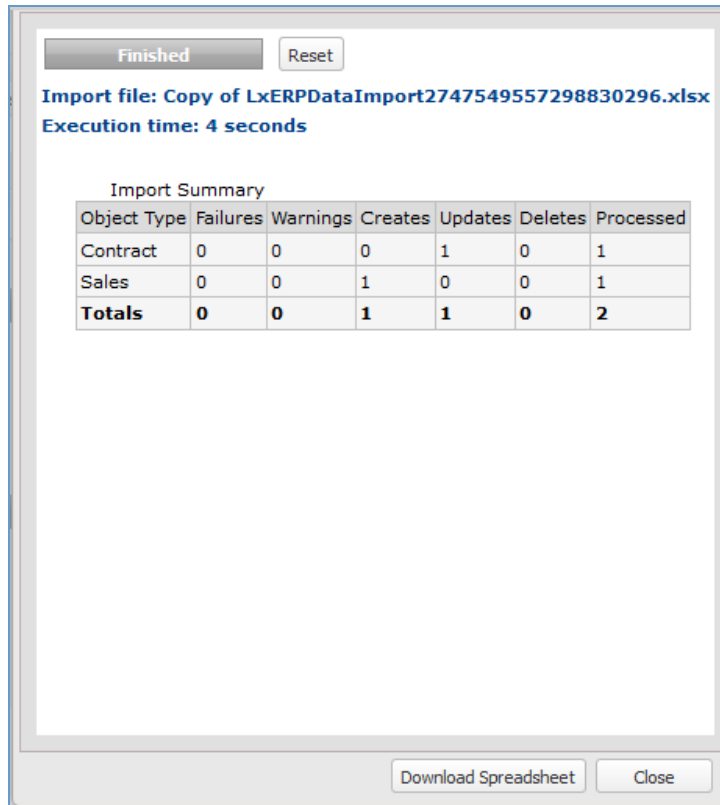
- If you are importing your data in PRODUCTION, select the **On first error** option button.

This will stop the import if the system encounters an error, and the system will inform you which line had the error. You can then fix your import, remove the lines that have already been imported, and then re-import the spreadsheet.

8. Click the **Import** button.

The import starts.

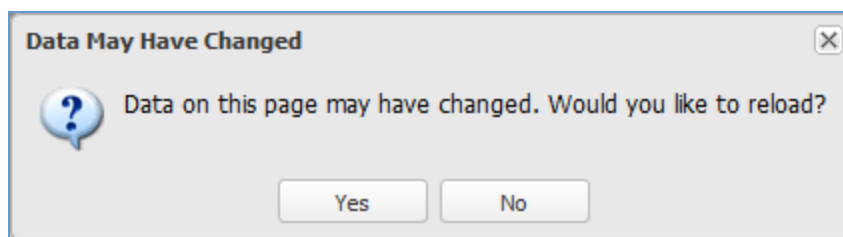
The import completes. A modal window with a summary of the results of your import displays.



Sales Import results.

9. Click the **Close** button.

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



Reload dialog box.

10. Click the **Yes** button.

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

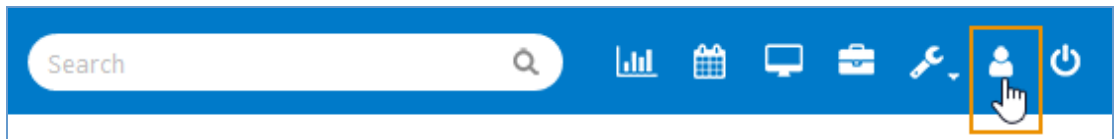
View Import Results

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.

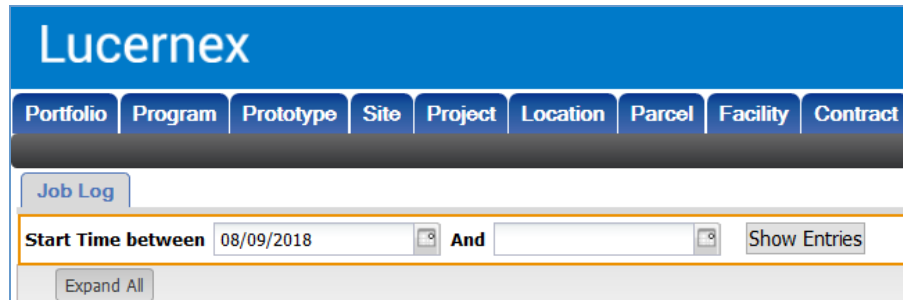


Job Log Link.

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.

The 'View Job Log' modal window displays the following information:

Name	Description
Import Job	Import Job

Job Type	Scheduled	Initiated By
Data Import	Manual	Sarah Johnson

Status	Start Time	End Time
Completed with errors	03/19/2018 08:54:32 AM	03/19/2018 08:54:32 AM

Input File
LxERPDataImport8599674257525293240.xlsx

Log File
[LxImportLog7-20180319_085431451.html](#)

Results Summary
Parsing spreadsheet file...
Unable to parse row 7, column 'LxRecID' with val='%%_1' as a Number
Failed to parse sheet: Row 7, column 'LxRecID' with value='%%_1' is not a valid integer, this is expected to be a primary key value

Cancel

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.

Use Based Rent in Lucernex - October 2018

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