insightsoftware

Modify Deal Import Workbook Guide and Data Dictionary

LeaseAccelerator

Version 25.2

Document Information

Notices

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Contents

Modify Deal Import Workbook and Data Dictionary

Introduction

LeaseAccelerator can modify a deal using a bulk import file. The bulk import contains all the fields users see in the UI's Modify Deal workspace tiles. It is called the Modify Deal Import Workbook (MDIW). The new import file needs to be completed using the modified contract terms. It is recommended that the user familiarize themselves with the Modify Deal feature in the UI and the deal being modified prior to attempting a Modify Deal Import.

Data Dictionary Details

The data dictionary defines each field in the MDIW. The dictionary includes the following information:

- Column – the position on the tab

- Field Name

- Description

- Validation / Valid Values / Format – defines the verifications LeaseAccelerator performs when loading the data. If the field is governed by a drop-down in the Excel file, the valid values are listed (or a reference to the detailed list of available values is provided). This section will also list the field type and character length.

- LeaseAccelerator does not allow special characters to be used on the CIW or PIW for any field. NOTE: Do not use a comma, colon, or semi-colon in Schedule Numbers or GL Coding Conventions. Special Characters, as defined by LeaseAccelerator, include the following:

Character	Character Name	Character	Character Name	Character	Character Name
&	ampersand	"	double quote	<	less than
*	asterisk	=	equals sign	+	plus sign
@	at	!	exclamation point	}	right curly bracket
\	backward slash	/	forward slash	]	right square bracket

Character	Character Name	Character	Character Name	Character	Character Name
^	caret	>	greater than	;	semi-colon
,	comma	#	hash or number sign	'	single-quote
$	dollar sign	{	left curly bracket	~	tilde
		[	left square bracket	_	underscore

- Note on Date Formats - Date format requirements are aligned with the customer's standard presentation for reporting output. For example, in the US, MM/DD/YYYY are presented, whereas in Europe, DD/MM/YYYY. The date format requirements for input are still MM/DD/YYYY.

- The Renewal LRF field on EOT Options should be entered as a decimal. When entering the decimal, the value is multiplied by the OEC to determine the Renewal Payment. Example 1: Renewal payment is 25% of OEC, which should be entered as 0.25. Example 2: Renewal payment is 1.5% of OEC, which should be entered as 0.015.

- The following fields may be entered as either a number with decimal places (##.##) or as a percentage (%): Buyout Ceiling, Buyout Floor, Early Penalty (or Return Fee), Limit Fee, Purchase Amount, and Renewal Payment. If entered as a percentage, the value is divided by 100. Example: Entered as 5.67% = .0567, which may be multiplied by OEC to determine the field's actual value.

- If copying data from an external system or source, please ensure the formatting does not change. Certain fields are formatted specifically for system import; any changes may cause errors. LeaseAccelerator suggests using the Paste Special Values functionality in Excel to avoid issues.

Import File Tabs

The following table lists the MDIW tabs and the UI's corresponding Modify Deal tile. Some tabs are required, and some may be used based on the renegotiated contract.

MDIW Tab Name	'Modify Deal' UI workspace tile	Description
Modification Summary	Summary	Required
Schedule	Terms	Required

MDIW Tab Name	'Modify Deal' UI workspace tile	Description
Details	Add Assets	If adding assets to a deal, only populate it with the new asset(s), and do not use old assets on this tab.
EOT Options	Terms	Required: All EOT Options must be included for the modification.
Step Payments	Terms	Use as needed.
Category LRFs	Terms	Use as needed.
Remove Reduce Assets	Remove/Reduce Assets	Must include either the previously assigned External ID or the system-assigned Asset ID. If asset(s) are removed, then both Remove Reduce Assets and Remove Reduce Events tabs are required.
Remove Reduce Event	Remove/Reduce Assets	If removing asset(s) or reducing the scope of asset(s), the Remove Reduce Assets tab must be populated.

Bulk Import Workspace

The import is performed like other imports through the Bulk Import workspace using the new Modify Deal tile and the MDIW. LeaseAccelerator expects a .xlsx file with a minimum of three required worksheets, as listed above. Other tabs can be included and will be ignored if no data is filled in.

Tab Details

Many fields in the MDIW have the same valid values, format, and requirements as fields with the same name on a PIW. Some fields are required (indicated in red), and some should be used as needed, as if performing the Modify Deal through the UI.

Several fields on the MDIW contain drop-downs used to select valid values for these fields. LeaseAccelerator will reject the imported data file if values are entered that are not in the drop-down. Please consult your Customer Success Manager or Project Implementation Manager if additional values are appropriate to your organization.

As with all imports, an import has failed when you receive red errors. These must be fixed to continue the import process. Yellow warnings will not stop the import; however, these must be reviewed to ensure there is no downstream impact. If you need additional assistance not provided in this Product Advisory, please contact your Customer Success Manager or Project Implementation Manager.

The next section defines the Column, Field Name, Description, and Validation/Valid Values/Format.

> ! **Important:** Required fields are in bold font.

Modification Summary (required)

Modify Deal

Terms	Add Assets	Remove/Reduce Assets	**Summary**

The Modification Summary tab captures information that would be populated on the Summary tile of the Modify Deal workspace. This tab includes critical data points such as IBR and Date of Modification. Some are only applicable based on the kind of modification you are performing.

Column	Field Name	Description	Validation/Valid Values/Format
A	**Schedule Number**	Use the original Schedule #. This is the unique identifier for a lease.	Alphanumeric (1000)
B	**IBR**	Incremental Borrowing Rate. Best practice is to populate. If left blank, the system will pull appropriate IBR based on Lessee, Geo, and Term from the loaded rates. If no IBRs have been imported as part of the master data, the system will use the original deal's IBR at inception.	Numeric (Total Digits = 10, Precision = 6 to the right of the decimal) expressed as a percent ##.####, do not include percent sign
C	Reasonably Certain Holding Period	This is for the modification and is the number of months that the assets contained in the lease are expected to be used. It may be shorter than Duration if assets are typically bought out early or longer if renewal periods are typically exercised or if evergreen is typically incurred.	Numeric (4), must be greater than 0, must be in months
D	Estimated Guaranteed Residual Value (GRV)	For the modification, the amount expected to be paid by Lessee to Lessor at the end of the lease because equipment FMV is less than the contractual guaranteed residual.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)
E	**Comments**	Reason for the modification.	Alphanumeric (256)

Column	Field Name	Description	Validation/Valid Values/Format
F	**Modification Date**	Effective date of modification (this will become the Lease Start Date of the modified deal). This date should be a payment period anniversary date and cannot be: ▪ Before the original lease start date ▪ After the original lease end date ▪ After the current system date	MM/DD/YYYY
G	Asset Available Date (required when adding assets)	Available For Use Date (AFUD) for assets being added.	MM/DD/YYYY
H	Commensurate Adjustment (required when adding assets)	Applies if adding asset(s) on the Details tab. The field asks the question in the UI, "Has payment been adjusted commensurate with value of new assets?"	Drop-down: Yes, No
I	Remeasure ROU Basis	Change in Liability (entire gain/loss recognized at the date of modification) Change in Asset (part of gain/loss recognized over revised term) Currently, there is no difference in accounting treatment.	Drop-down: Liability, Asset

Schedule (required)

Modify Deal

| Terms | Add Assets | Remove/Reduce Assets | Summary |

The Schedule tab will capture basic schedule-level attributes on the Terms tile within the Modify Deal workspace.

Column	Field Name	Description	Validation/Valid Values/Format
A	**Schedule**	Use the original Schedule #. This is the unique identifier for a lease.	Alphanumeric (1000)
B	**Lease Type**	For the modification, the type of contractual agreement.	Drop-down: See Data Validation Below
C	**Frequency**	For the modification, the periodic nature of payments is monthly, quarterly, bi-monthly, annual, bi-annual, etc.	Drop-down: See Data Validation Below
D	**Repayment Mode**	For the modification, are payments made in advance or arrears?	Drop-down: Advance, Arrears
E	Accounting Classification	For the modification, the accounting classification may be Operating or Capital for ASC 840, Capitalized-Operating or Finance for ASC 842, and Operating or Finance for IFRS 16.	Drop-down: See Data Validation Below
F	Override Explanation	Explanation for accounting classification. Required if Accounting Classification is populated.	Alphanumeric (1000)
G	**Duration**	For the modification, this is the number of payments between commencement (Date of Modification) and the end of term of the modified deal. Unless the modification specifically changes the length of the lease, the duration needs to be properly calculated using the remaining term for the original deal to avoid inadvertently changing the end date.	Numeric (4), must be a positive number
H	**Payment Basis**	Payment Based On: in UI	Drop-down: Fixed (Interest Rate), Floating (Interest Rate), LRF ***Cost Basis Not Available is not available in the drop-down - if no cost is available, leave the Payment Basis field blank.**
I	Down Payment	For the modification, an initial amount due reduces the contractual payment amount over the term.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)

Column	Field Name	Description	Validation/Valid Values/Format
J	LRF	Lease Rate Factor for the modification. A numeric factor expressed as a decimal used to calculate a payment, renewal, or buyout amount by multiplying against the Original Equipment Cost. It can be calculated when payment is known by dividing the payment by the OEC.	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal) Expressed as a decimal x.xxxxx Required if Payment is not specified. Must be between 0 and 4.
K	Payment	For the modification, the amount paid to Lessor each period when due. Required if LRF is not specified.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)
L	Rent Escalation Cap	For the modification, the maximum increase that a rental payment may increase for a single measurement if a floating rate lease.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal) Must be number ≥ 0 or Null (if None)
M	Partial Building Flag	For the modification and is Real Estate related. Determines if the leased property is for an entire building. This flag impacts the lease classification testing procedures such that a partial building does not have an FMV (no cost basis available) for purposes of the Substantially All Test (90% for ASC840). Required for Real Estate leases. Allowed for the following Product Categories only: Real Estate, Billboards, Buildings, Data Center, Land, Stadium Suite. Available for any custom real estate sub-categories requested by customers.	Drop-down: Yes, No

Details (Add Assets)

The details tab is used **only** when adding assets with the modification. This tab is similar to the Details tab in a PIW and serves the same purpose: to gather new asset information for the modified deal.

Column	Field Name	Description	Validation/Valid Values/Format
A	**Schedule Number**	Use the original Schedule #. This is the unique identifier for a lease.	Alphanumeric (1000)
B	**Product Category**	For the added asset to the modification, and is a grouping of assets by type.	Drop-down: See Data Validation Below
C	External Id	For the added asset to the modification. A unique identifier defined by the user. Used to identify parent/child relationships (if any) for a group of assets. If using External Id for parent/child, all rows must contain a value for this field, which cannot be left blank. Parent Asset has a sequential whole number, and child asset has a sequential decimal that relates to the parent asset. (Ex: 1 for parent and 1.1, 1.2, 1.3 for children)	Alphanumeric (1000)
D	Product Id	For the added asset to the modification and is a unique identifier for equipment typically used to delineate the type of equipment in the manufacturer's product catalog.	Alphanumeric (1000)
E	Manufacturer	For the added asset to the modification, and is a company name. This field may be used to identify the real estate developer for a real estate lease.	Alpha (1000)
F	Product Description	For the added asset to the modification and is a description of the equipment or real estate, which may include model year, make, lot number, parcel number, and other descriptors.	Alphanumeric (1000)

Column	Field Name	Description	Validation/Valid Values/Format
G	Unit Rent	For the added asset to the modification, a specific rental or payment amount defined in the lease agreement for the specific asset or lease component. If the standalone observable price is not provided, this amount will be used as the estimate for allocating the total payments to each individual component or asset (if provided). If unit rent is specified for one asset, it must be specified for all assets on schedule. The accounting standards prescribe the use of the SOP. This field should be entered if the explicit SOP or an estimate is used. However, LeaseAccelerator does not REQUIRE the field since the system has default rules-based estimates.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal) Must be greater than 0.
H	**Cost Center**	For the added asset to the modification, the department code assigned to an asset for responsibility/management reporting. Must be pre-configured as part of your master data.	Alphanumeric (100)
I	**GL Code**	For the added asset to the modification, this is the GL Coding Convention ruleset that maps to the series of account codes where accounting transactions are recorded for this asset. Must exactly match the value set during GL Configuration in UI; Settings: Ledger Number: Set of Books Edit: GL Code (Coding Convention).	Alphanumeric (1000)
J	**Quantity**	For the added asset to the modification, it represents the number of units.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal) Must be greater than 0. If left blank, system assumes 1.
K	Unit Price	For the added asset to the modification and represents the original equipment cost per unit in local currency or the fair market value of a real estate asset.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal) Must be greater than 0.

Column	Field Name	Description	Validation/Valid Values/Format
L	Standalone Observable Price	For the added asset to the modification, and represents the price at which the Lessee would purchase the lease or non-lease component separately. The relative percent for each component is used to allocate the total consideration of lease payments to each component for accounting purposes. If the observable standalone prices are not readily available, the Lessee shall estimate the standalone prices, maximizing the use of observable information. If observable price is entered for one asset, it should be entered for all assets, even if the observable price is the same as the unit price. The accounting standards prescribe the use of the SOP. This field should be entered if the explicit SOP or an estimate is used. However, LeaseAccelerator does not REQUIRE the field since the system has default rules-based estimates.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal) Must be greater than 0.
M	Units	For the added asset to the modification and for real estate assets only. The unit of measure for area (currently used for real estate leases). Required if payments are utility-based calculations (versus a specified amount).	Drop-down: See Data Validation Below
N	Total Space	For the added asset to the modification and for real estate assets only. The amount of total space leased. Required based on selection in Utility Pricing Basis.	Numeric (10)
O	Usable Space	For the added asset to the modification and for real estate assets only. The amount of space that can be used in the leased premises is generally measured from wall to wall. Required based on selection in Utility Pricing Basis.	Numeric (10)
P	Rentable Space	For the added asset to the modification and for real estate assets only. Refers to the usable space, plus a proportional share of common areas of the building, such as the main lobby, elevator lobbies and hallways, and bathrooms that are outside a tenant's leased space and available for use by other tenants, etc. Required based on selection in Utility Pricing Basis.	Numeric (10)
Q	Price Per Utilized Unit	For the added asset to the modification and for real estate assets only. Rate used to determine rental payment. Required if utility-based payment.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal) Must be greater than 0.

Column	Field Name	Description	Validation/Valid Values/Format
R	Utility Pricing Basis	For the added asset to the modification and for real estate assets only. The type of space factor used to identify the quantity of space rented. Required if utility-based pricing.	Drop-down: See Data Validation Below

EOT Options (required)

Modify Deal

Terms | Add Assets | Remove/Reduce Assets | Summary

The EOT Options tab provides information for each lease, defining the actions that could occur at the end of the lease term. Best practice is to enter all of the options available for a lease, not just the reasonably certain option. A lack of a return option may impact accounting classification, and LeaseAccelerator will assume an automatic ownership transfer since it will appear that a Lessee cannot return the equipment. Since all original EOT options are removed from the modified deal, all modification EOT options must be added with an accurate effective month, according to the terms and duration of the new modified deal. Remember to enter all options available per the contract, not just the Reasonably Certain option.

Column	Field Name	Description	Validation/Valid Values/Format
A	**Schedule Number**	Use the original Schedule #. This is the unique identifier for a lease.	Alphanumeric (1000)
B	**Timing**	Include all EOT Options for the modification. Defines whether the option is a mid-term or end-of-term option.	Drop-down: Mid-term, EOT
C	**Option Type**	Defines the type of option. For example, renewal, buyout, or return.	Drop-down: Buyout, Renewal, Return
D	Reasonably Certain EOT Option	Flag used to define whether the option is expected to be exercised. You may enter multiple renewal options that are Reasonably Certain, but they must be contiguous terms without any overlap.	Drop-down: Yes, No

Column	Field Name	Description	Validation/Valid Values/Format
E	**Effective Month**	The month in the lease term that the option is available to be exercised.	Number (4) Must be greater than 2.
F	Min Days Notice	Smallest number of days required per lease agreement to provide notification to the Lessor of the expected action to occur. The Min Days Notice column should be populated with zero if the Lessee can exercise an option without advance notice. However, if the option will be exercised by default without any initiation by the Lessee (e.g. automatic buyout or automatic evergreen), then Min Days Notice should be left blank (as should Max Days Notice). This provides the system with identification of which options are automatically exercised vs. which ones require explicit action by the Lessee, with some or no advance notice to the lessor required.	Numeric (4) Must be greater than 0 and may be left blank, but the system will assume this option is automatic.
G	Max Days Notice	Largest number of days required per lease agreement to provide notification to the Lessor of the expected action to occur.	Numeric (4) Must be greater than 0 and may be left blank.
H	Exercisable by Lessee	Flag denoting whether the option is exercisable by the Lessee. Used in real estate. If left blank, system will assume and default to Yes. Best practice is to populate.	Drop-down: Yes, No
I	Description	Contractual language for each EOT option.	Alphanumeric (4000)
J	Purchase Amount	Amount that assets may be bought for in local currency. If you leave this field blank on a buyout option, the system will assume FMV, and an exact purchase amount may be entered when exercising the option. Required if Option = Buyout and is not an FMV purchase. If entered with a "%" Suffix, the amount is interpreted as "percent of" versus the absolute value entered.	Numeric (Total Digits = 16, Precision = 2 to the right of the decimal)
K	Buyout Ceiling	Maximum amount that buyout cost may be if structured as FMV rather than as a stated amount. If Option = Buyout, Number ≥ 0, may be blank. If entered with a "%" Suffix, the amount is interpreted as "percent of" versus the absolute value entered.	Numeric (Total Digits = 16, Precision = 2 to the right of the decimal)

Column	Field Name	Description	Validation/Valid Values/Format
L	Buyout Floor	Minimum amount that buyout cost may be if structured as an FMV rather than as a stated amount. If Option = Buyout, Number ≥ 0, may be blank. If entered with a "%" Suffix, the amount is interpreted as "percent of" versus the absolute value entered.	Numeric (Total Digits = 16, Precision = 2 to the right of the decimal)
M	Renewal Term	Number of months from the End of the Original Term (or latest Renewal) to the end of this Renewal Period. Represents the number of months even if the original deal frequency is not monthly. Example: 1-year renewal with quarterly payments is entered as 12. If left blank, LA will assume month to month, and an exact term may be entered when exercising the option. Required if Option = Renewal; Number > 0.	Numeric (4)
N	Renewal Payment	Amount of Renewal Payment. If left blank, LA will assume FMV; an exact amount will be entered when exercising the option. If Option = Renewal, Number >0 or may be calculated based on LRF or Price Per Utilized Unit and Utility Units as appropriate. If entered with a "%" Suffix, the amount is interpreted as "percent of" versus the absolute value entered.	Numeric (Total Digits = 16, Precision = 2 to the right of the decimal)
O	Renewal Payment LRF	Factor applied to OEC (Original Equipment Cost) to determine Renewal Payment. If Option = Renewal, Number >0. Numeric factor expressed as a decimal. May be left blank.	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal)
P	Price Per Utilized Unit	The rate used to determine the rental amount during the renewal period if utility-based pricing applies. If Option = Renewal, Number >0; only required if Renewal Payment is Utilization-based and Renewal Payment is blank.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)
Q	Utility Units	The unit of measure used to determine the pricing during the renewal period if utility-based pricing applies. If Option = Renewal, it is only required if the Renewal Payment is Utilization-based and the Renewal Payment is blank.	Drop-down: See Data Validation Below

Column	Field Name	Description	Validation/Valid Values/Format
R	Return Fee	The total fee required to be paid by Lessee to return equipment or real estate to the Lessor/Landlord. This does not include refurbishment or other costs that the Lessee may incur to return an asset to the required condition. When a Guaranteed Residual Value (GRV) is present in the lease, this includes the Contractual GRV used in Lease Classification testing after applying any Limit Fee. If Option = Return; Number ≥ 0, may be blank. If entered with a "%" Suffix, the amount is interpreted as "percent of" versus the absolute value entered.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)
S	Early Penalty	Amount paid by Lessee for terminating lease prior to expiration. If Option = Return; Number ≥ 0, may be blank. If entered with a "%" Suffix, the amount is interpreted as "percent of" versus the absolute value entered.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)
T	Limit Fee	For a Split TRAC lease, the percentage of the Total Return Fee that the Lessee is required to pay based on a contractual agreement to split the amount due with the Lessor. In order to identify a return fee as representing a contractual GRV, the return fee must be specified by selecting a Limit fee. If Option = Return; Number ≥ 0, may be blank. If entered with a "%" Suffix, the amount is interpreted as "percent of" versus the absolute value entered.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)

Step Payments

This tab is only required if a schedule has uneven payments during the term. It identifies and captures the payment schedule for the changing payments.

Column	Field Name	Description	Validation/Valid Values/Format
A	Schedule Number	Use the original Schedule #. This is the unique identifier for a lease.	Alphanumeric (1000)
B	Starting Payment Number	Payment Number with which new step payment begins. (i.e. Payment #1, Payment #13, Payment #25).	Numeric (22)
C	Number Payments	How many payments the step payment applies to. The total number of payments should equal the duration of the lease.	Numeric (14)
D	Payment Amount	Amount of payment.	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal)
E	Payment Frequency	Timing of payment.	Drop-down: See Data Validation Below

Category LRFs

This tab defines Lease Rate Factor values at a product category level when a particular schedule contains more than one product category. Category LRFs are then used to determine the Payment Schedule for each product category (if the payments are not specified).

Column	Field Name	Description	Validation/Valid Values/Format
A	Schedule Number	Use the original Schedule #. This is the unique identifier for a lease.	Alphanumeric (1000)
B	Product Category	A grouping of assets by type.	Drop-down: See Data Validation Below

Column	Field Name	Description	Validation/Valid Values/Format
C	LRF	Lease Rate Factor for specified product category. Required if the tab is populated. Must be between 0 and 4.	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal) Expressed as a decimal x.xxxxx

Remove Reduce Assets (to be used with Remove Reduce Events)

Modify Deal

Terms | Add Assets | **Remove/Reduce Assets** | Summary

The next two tabs are used together; if you populate one, you must populate the other. There may be times during a modification when an existing asset is either removed from the lease schedule or has a reduction in scope. If that is the case, then these next two tabs will be used. Keep in mind that if the only thing you do during the modification is remove an asset, this typically can be done by simply recording an asset event and not going through the modification process. The only time you should remove an asset during a modification is if other modifications to the contract happen.

Column	Field Name	Description	Validation/Valid Values/Format
A	Schedule Number	Use the original Schedule #. This is the unique identifier for a lease.	Alphanumeric (1000)
B	External Id	User-defined and previously assigned.	If not used, must use Asset Id.
C	Asset Id	System-assigned and unique identifier for a single asset.	Must be included if not using previously assigned External Id.

Remove Reduce Events (to be used with Remove Reduce Assets)

Modify Deal

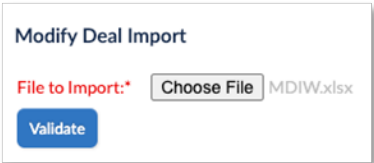| Terms | Add Assets | Remove/Reduce Assets | Summary |

This tab will be used with the Remove Reduce Assets tab. Only one event may be listed on this tab. This tab will give details on what is happening to the particular asset listed on the previous tab. The event will be applied to all assets listed on the Remove Reduce Assets tab.

Column	Field Name	Description	Validation/Valid Values/Format
A	**Schedule Number**	Use the original Schedule #. This is the unique identifier for a lease.	Alphanumeric (1000)
B	**Asset Event**	EOT Option Type for the asset being removed.	Drop-down: Buyout, ReduceScope, Renewal, Return, Other
C	**Effective Date**	For assets being removed. Should be the same as the Date of Modification.	MM/DD/YYYY
D	Comments	Will appear in the audit trail.	Alphanumeric (1000)
E	Purchase Price	Amount that asset is being purchased in local currency. Do not leave blank. Must be greater than 0.	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal)
F	Percent Reduction	For assets being removed. Percent of reduction intended for the asset(s) in the modification.	Can only be 1-99, decimals accepted. Value entered as a number without a percent sign. Numeric (Total = 12, Precision = 10)

Column	Field Name	Description	Validation/Valid Values/Format
G	Return Fee	The total fee being paid by Lessee to return equipment or real estate to the Lessor/Landlord. This does not include refurbishment costs or other costs that Lessee may incur to return the asset to the required condition.	Numeric (Total Digits = 18, Precision =2 to the right of the decimal)
H	Borrower Obligation	Borrower's Obligation is ordinarily associated with TRAC or Split-TRAC leases. It is the maximum dollar value for which the Lessee is responsible after the equipment has been returned. This is an information-only field.	Numeric (Total Digits = 18, Precision =2 to the right of the decimal)
I	Sale Proceeds	The value of any goods sold at the end of term (usually used on a TRAC lease).	Numeric (Total Digits = 18, Precision =2 to the right of the decimal)
J	TRAC Amount	A Terminal Rental Adjustment Clause (TRAC) lease is a type of open-end lease that's used to lease motor vehicles and trailers for commercial use. TRAC leases are often used for automobiles and light-duty trucks, and they usually allow the lessee to make changes to the lease while it's still active. The TRAC amount is the estimated residual value that a Lessee pays to a Lessor at the end of a lease to purchase equipment.	Numeric (Total Digits = 18, Precision =2 to the right of the decimal)
K	Return Shipment Date	The date the assets were physically shipped off the premises.	MM/DD/YYYY
L	RMA Number	Return Merchandise Authorization number usually issued by the Lessor for assets being returned at end of term.	Alphanumeric (150)
M	Return Logistics	Any further data relating to the return of an asset, such as a tracking number.	Alphanumeric (2048)

Bulk Import Instructions

Bulk import functionality is similar regardless of what data is imported and what supporting file is used. All the bulk import options are accessed by clicking Bulk Import on the Left NavBar. The import options are organized by action. For the MDIW, users will select the Modify Deal tile within the Lease section.

Step	Action
1	Prepare your MDIW and save your template.
2	Click **Bulk Import** from the Left NavBar.
3	Select the **Modify Deal** tile within the Lease section.
4	Click **Choose File**.
5	Browse to locate MDIW to import and select. The file name appears in the UI. **Modify Deal Import** File to Import:* [Choose File] MDIW.xlsx [Validate]
6	Click **Validate**. The system will start processing.
7	Review the validation results.
8	Make any updates needed to your import file to resolve errors. Please note that if you make changes, you will need to validate your file again before importing.
9	Click **Import**.
10	Verify that the import was successful. The import status will display a green dot indicating the import was successful.

Additional Guidance

When importing a PIW for a backdated deal and then a deal modification for the same deal, it is necessary to make sure that the original deal has gone through the nightly maintenance procedure, either by using the 'Auto-Record Default EOT Event' button in Deal Summary of the original deal or by waiting overnight for the task to complete. Doing this will ensure the system properly handles the modification.

Valid Values Glossary

The table below lists the valid values for each of the abovementioned fields where a drop-down exists. LeaseAccelerator contains detailed logic and algorithms to validate and process information based on the specific values in these fields. **LA will reject the imported data file IF the values entered are not in the drop-down.**

> **Note:** The valid values below are on the DATA tab in the Customer Workbooks.

Tab	Field Name	Valid Values
Modification Summary	Commensurate Adjustment	Yes, No
Modification Summary	Remeasure ROU Basis	Liability, Asset
Schedule	Lease Type	FMV, FinLse-FixPO, FinLse-Put, First Amend, Full-Service, Gross, Lev-Debt, Lev-Equity, Loan/NSA, Municipal, Split-TRAC, Synthetic, TRAC, Triple-Net
Schedule	Frequency	Annual, Bi-Monthly, Monthly, Quarterly, Semi-Annual
Schedule	Repayment Mode	Advance, Arrears
Schedule	Payment Basis	Fixed, Floating, LRF
Schedule	Partial Building Flag	Yes, No
Details	Product Category	See Product Category List Below
Details	Units	Square Feet, Square Meters, Acres
Details	Utility Pricing Basis	Total, Usable, Rentable
EOT Options	Timing	EOT, Mid-Term
EOT Options	Option Type	Buyout, Other, Renewal, Return
EOT Options	Reasonably Certain EOT Option	Yes, No
EOT Options	Exercisable by Lessee	Yes, No
EOT Options	Utility Units	Square Feet, Square Meters, Acres
Step Payments	Payment Frequency	Annual, Bi-Monthly, Monthly, Quarterly, Semi-Annual

Tab	Field Name	Valid Values
Category LRFs	Product Category	See Product Category List Below
Remove Reduce Event	Asset Event	Buyout, Renewal, Other, Return, ReduceScope

Product Category List

Agriculture and Forestry	Electronics	Mobile Shop Equipment (Soft Costs)	Stadium Suite
Aircraft and Related	Emergency Vehicles	Modular Building	Recreation
Automobiles	Energy Systems	Mold Tools	Restaurant Fixtures
Broadcast/Audiovisual	Food Processing	Office Equipment	Retail Fixtures
Building Improvement/Equipment	Furniture and Fixtures	Office Equipment (Soft Costs)	Semiconductor
Building Improvement/Equipment (Soft Costs)	Furniture and Fixtures (Soft Costs)	Oil and Gas	Software
Building/HVAC	Gaming	Other	Telecommunications
Buses	Laboratory Equipment	Packaging/Bottling	Telecommunications (Soft Costs)
Computers/Peripherals	Machine/Shop Equipment	Point of Sale	Telephone Systems
Networking	Power Tools	Power and Pipeline	Telephone Systems (Soft Costs)
Servers	Manufacturing/Fabricating	Power and Pipeline (Soft Costs)	Test and Measurement
Storage	Manufacturing/Fabricating (Soft Costs)	Printing/Publishing	Trailers
Supercomputer	Marine	Rail	Trucks
Supercomputer (Soft Costs)	Material Handling	Real Estate	Trucks (Soft Costs)
Computers/Peripherals (Soft Costs)	Material Handling (Soft Costs)	Billboards	Waste Remediation/Recycling
Construction	Medical	Building	
Containers	Mining	Data Center	

Agriculture and Forestry	Electronics	Mobile Shop Equipment (Soft Costs)	Stadium Suite
Durable Tooling	Mobile Shop Equipment	Land	

Lease Type Definitions and Genre

Key:

- EQ = Equipment

- RE = Real Estate

The following table defines the Lease Types and the business rules applicable to determining each.

Lease Type	Lease Genre	Value in MDIW	Definition	Business Rule to Identify
Finance Lease - $1Out Mandatory Purchase	EQ	FinLse-Put	Lease which requires the Lessee to purchase the assets at the end of the term.	Any of the following: - Title to assets automatically transfers to Lessee at the end of term - Buyout Price = $1 - Language similar to "Lessee is required to purchase assets"

Lease Type	Lease Genre	Value in MDIW	Definition	Business Rule to Identify
Finance Lease - Fixed Purchase Option	EQ	FinLse-FixPO	Lease granting Lessee the option to purchase the assets at a fixed amount.	Any of the following: ■ Option to Buy at a price of $$$
First Amendment Lease	EQ	First Amend	A lease which contains a first amendment clause. Used for Lessees who may opt to purchase equipment early. Typically includes a penalty for non-purchase or requires the Lessee to renew for a fixed number of months.	
Full-Service Lease	RE	Full-Service	A lease where the Base Rent includes a baseline cost for CAMS and Other Rent charges, but lease allows landlord to pass through incremental charges or credits to reflect the actual cost of CAMS and Other Rent expenses.	Real Estate Lease where: ■ CAMS charges listed ■ CAMS benchmark cost identified ■ Contains CAMS Billing language ■ Contains CAMS expense Reconciliation language
Leveraged Lease Debt	EQ	Lev-Debt	A lease agreement that is partially financed by the Lessor through a third-party financial institution. In a leveraged lease, the lending company holds the title to the leased asset, while the lessor creates the agreement with the Lessee and collects the payment. The payments are then passed on to the lender.	
Leveraged Lease Equity	EQ	Lev-Equity		

Lease Type	Lease Genre	Value in MDIW	Definition	Business Rule to Identify
Loan / Note & Security Agreement	EQ	Loan/NSA	This is not a lease but a financed purchase either as a loan or promissory note.	
Modified Gross Lease	RE	Gross	A lease where the Base Rent includes all costs including CAMS and Other Rent; however, utilities may be separately identified as a cost where the landlord is allowed to pass through incremental charges or credits to reflect the actual Utility costs.	Real Estate lease where: ■ Base Rent language exists ■ Only Utility Cost Benchmark is identified ■ Excess Utility cost pass through language ■ Utility uses reconciliation language ■ This is the default Lease Type for Real Estate

Lease Type	Lease Genre	Value in MDIW	Definition	Business Rule to Identify
Municipal Lease Purchase	EQ	Municipal	A municipal or tax-exempt lease agreement allows a political subdivision to use annual revenues to make payments for any type of essential use equipment or facilities. While municipal leases are documented as a lease, they have characteristics similar to a loan. The Lessee owns the equipment at the end of the lease, and the lease can be paid off early. These financing agreements are structured as a lease to accommodate the fiscal funding restrictions of political subdivisions. In most cases, the obligation terminates if the Lessee fails to appropriate funds to make the renewal year's lease payments. Because of this provision, neither the lease nor the lease payments are considered debt (in most states).	
Other Financial Product	EQ	Other		
Split-TRAC Lease	EQ	Split-TRAC	A modified TRAC lease where the Lessor assumes part of the estimated residual value risk which may allow the Lessee to classify the transaction as an operating lease.	▪ Includes a possible return fee such that the Lessee has limited responsibility for the fee
Synthetic Lease	EQ	Synthetic	A disguised loan. Treated as a loan for tax purposes and an operating lease (off-balance sheet financing) for accounting purposes. Relies on Lessee to exercise FMV purchase option or pay substantial penalty for non-renewal.	
TRAC Lease	EQ	TRAC	Terminal Rental Adjustment Clause. A Lessee guaranteed residual value for vehicle leases (automobiles – trucks or trailers), the inclusion of which will not in and of itself disqualify the tax lease status of a tax-oriented vehicle lease.	▪ Includes a possible return fee that is born solely by the Lessee

Lease Type	Lease Genre	Value in MDIW	Definition	Business Rule to Identify
Triple-Net Lease	RE	Triple-Net	A lease where the Base Rent Rate excludes the full cost of CAMS and Other Rent expenses on a monthly basis.	Real Estate Lease where: ■ Base Rent Rate excludes the full cost of CAMS and Other Rent expenses on a monthly basis ■ CAMS and Other Rent pass through language
True/Operating Lease (FMV)	EQ	FMV	Lease granting the Lessee the option to purchase the assets at the FMV of the lease equipment at the option date. Option may be at the FMV or at a defined percentage of the FMV.	May include the following: ■ True Lease ■ Contains purchase option ■ Contains language referencing Lessee ability to buyout the asset at a date. ■ This is default lease type for non-Real Estate leases

Version Summary

Version	Description	Date
24R2.1	Guide created	06/06/202
24R2.3	Updated section for EOT Options to instruct users that all EOT Options are wiped from original deal and must be entered on this tab, even if they aren't changing.	08/23/2024