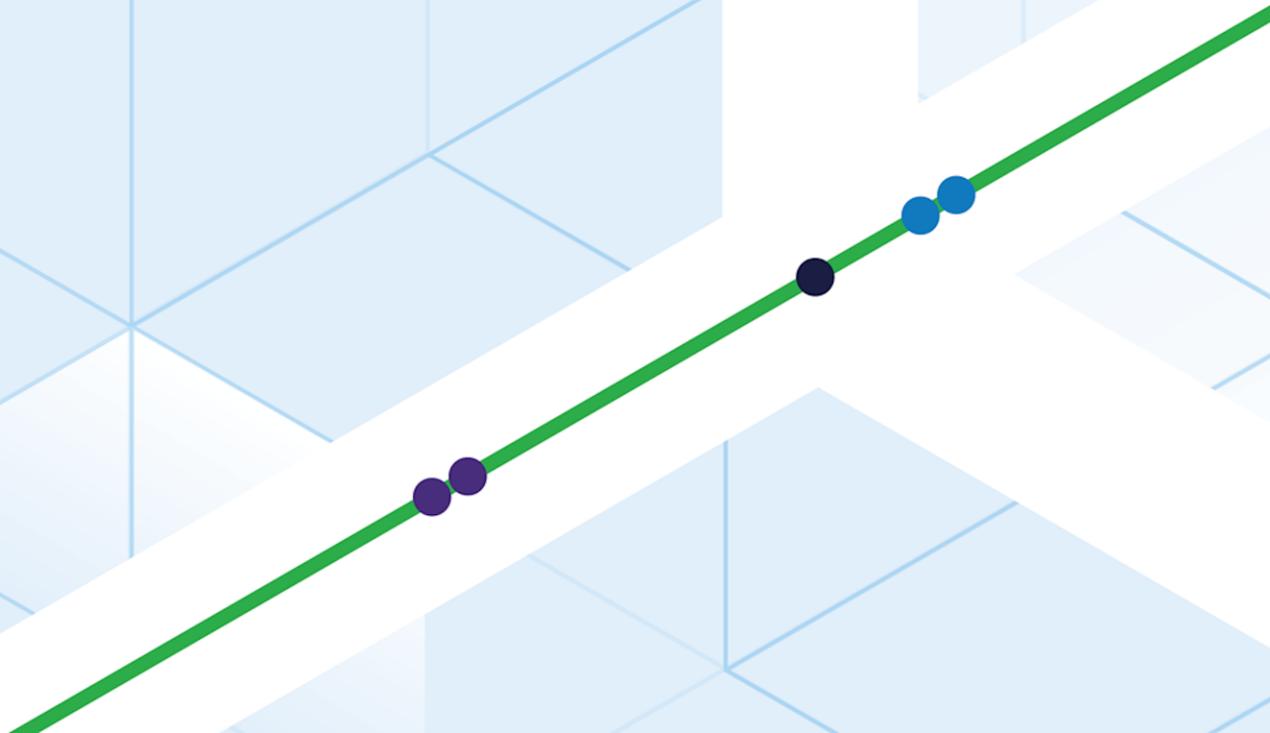




Import Validation Message Matrix Guide

LeaseAccelerator

Version 25.2



Document Information

Notices

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This guide is designed to help you to use the LeaseAccelerator applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.



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Import Validation Message Matrix

The first step to bulk importing data in LeaseAccelerator is to validate the import file, which can be either the Client Information Workbook (CIW) or the Portfolio Intake Workbook (PIW). During this step you will see messages that either tell you of an error, which means you cannot import until it is resolved, or a warning, which is just to alert you that something may need to be corrected but it will not prevent import.

Common Validation Errors in the CIW

Error	Type	Reason	Solution
Company Exists	Error	The Company Name listed on your import file already exists in the system.	Verify that this company exists in the system by searching for it in the LeaseAccelerator application. You cannot update company information using a CIW.
A company can only be configured with one parent company	Error	You have listed a Company more than once but with different Parent Name information.	Verify that each time you list a company, all information except Company Role Type, Ledger Code, and Functional Currency are identical. This includes Parent Name.
Invalid role: Site	Error	The Participant role you entered in role type isn't valid.	Check that drop-down menus in the LeaseAccelerator application have not been overridden. If this is a custom participant, verify that it has been configured and that you are entering the role type name accurately.
Insufficient ship to address specified	Error	You did not populate the minimum address fields of City and Country.	Verify that if you are listing address information, that you have, at a minimum, populated the City and Country.
Name exists, address, BU, and party role type will be updated	Warning	The name is already in LeaseAccelerator, but you are adding information to the record.	This is a warning; you don't need to change anything in order to import.
Functional currency is not provided	Warning	You did not specify the Functional Currency for an Entity.	This is a warning; you don't need to change anything in order to import but it is advised to include Functional currencies for all Entities.
Invalid Geographic Area: United States of America	Error	The country you indicated in GEO has not been configured as a GEO in LeaseAccelerator.	Verify that you have not overridden the drop-down menus and that you already configured the country as a GEO in LeaseAccelerator.



Error	Type	Reason	Solution
Ship to address already exists but is not configured as a ship to address	Error	The address listed is in the system, but it is not a ShipTo.	Go to the address record in LeaseAccelerator and check the ShipTo box.

Common Validation Errors in the PIW

Error	Type	Reason	Solution
Schedule does not exist	Error	There is a Schedule Number on your import file that does not exist in the system.	Verify that you have the right Schedule Number, no leading or trailing spaces and correct spelling where applicable.
Invalid Reporting Area	Error	The Reporting Area you entered is not set up as a Reporting Area.	Verify that you configured the Company as an Area in the system.
Invalid ShipToKey	Error	The value you input in the Facility Code field does not match what has been configured in your ShipTo addresses.	Verify that the Facility Code is configured in the system and that you've input the name exactly as it is in the system.
Deal Ship To address does not exist and will be added.	Warning	You entered a deal-level address that has not been configured in the system and the new ShipTo will be added.	If this is a ShipTo, there is no need to configure/import this address as a ShipTo in the system. Proceed with the import of the PIW.
Asset Ship To address does not exist and will be added.	Warning	You entered an asset-level address that has not been configured in the system and the new ShipTo will be added.	If this is a ShipTo, there is no need to configure/import this address as a ShipTo in the system. Proceed with the import of the PIW.
No asset owner specified	Warning	Asset Owner field is blank on PIW.	Asset Owner is a required field; you should populate it on the PIW. Asset Owners may be critical to proper portfolio and EOT management.
No payment information specified	Error	The payment and LRF fields on Schedule tab were left blank.	Verify that you've populated either the LRF or the Payment on the Schedule tab.



Error	Type	Reason	Solution
Unit price is specified for one or more assets but neither LRF nor IR is specified. LeaseAccelerator will assume the cost basis information is incomplete and it will not be used for accounting purposes. If this is incorrect, you should specify a LRF of .0001526655.	Warning	Unit Price is populated but you have not indicated the LRF. LeaseAccelerator is suggesting that you use LRF to ensure accurate classification and that the PV test is run during classification.	Verify that you have the LRF field populated on the Schedule tab since you have provided a Unit Price.
Lease starts in a closed period; catch up entries will be posted in the first open period June 2022 (01-Jun-2022)	Warning	You are importing a lease with a Lease Start Date in a closed period.	This is a notice so you will understand that you are going to see adjusting entries for this lease from lease inception in the first open period.
No Thresholds or Default economic life is set for the Geo: Netherlands and product category: Machine/Shop Equipment	Warning	You have selected a Geo/Product Category combination where configuration has not been completed for either Asset Types or Policy Thresholds.	Verify that you have entered the correct Geo and/or Product Category. If you have, if you are a Power User or System Admin User, you may navigate to the Configuration Settings workspace and update the Asset Types and Policy Thresholds configuration for this Product Category.
GL Code must be provided	Error	The GL Code field is blank.	Verify that you have entered the correct GL Code (Coding Convention) on the Details tab.
Cost center is required for assets	Error	The Cost Center field is blank. Cost Center is a required field on the Details tab of the PIW.	Verify that you've populated the Cost Center field on the Details tab.
Payment basis for assets with rent has to be Cost Basis not Available	Error	You've populated fields suggesting the lease is UtilityBased or that has Unit Rent, but also populated the LRF field. For these types of leases, LRF must be blank, indicating that Cost Basis is Not Available and that LeaseAccelerator should not use the Unit Price for classification as it may be incomplete.	Verify that you have populated the correct fields and if the lease is Utility-based or using Unit Rent, clear the LRF field. If the lease is not either of these types of leases, clear those fields so that you may use LRF and Unit Price to determine the payment and generate accurate classification.

Error	Type	Reason	Solution
Both ShipTo key: [company name] and [address] specified. Enter either a ShipTo key or valid address.	Error	Both Facility Code and ShipTo address fields are populated.	Use either a Facility Code and clear all other ShipTo Address fields or clear Facility Code and only use ShipTo address fields.
Partial building flag only applies real estate assets. Select Product Category or type Real Estate to proceed.	Error	You've populated the Partial Bldg Flag field on Schedule tab for a non-RE lease.	Verify that the Partial Bldg Flag is not populated or that you have the correct Product Category selected on Details tab.
The entered GL Code is not configured in all ledgers the deal is being booked into. Please verify the GL Code is set up with the required Accounting Codes before proceeding.	Error	You've populated the GL Code field with a Coding Convention that has not been configured in LeaseAccelerator.	Verify that you have entered the GL Code (Coding Convention) exactly as it has been configured in the ledgers. Also verify that the GL Code (Coding Convention) is configured in all ledgers to which you are attempting to book the lease. Lastly, verify that all 5 required account fields are populated in the GL Code (Coding Convention) that you indicated on Details tab.
Link item external ID 1.1 is linked to a line item with quantity greater than one.	Warning	You've populated the Quantity field on Details tab with a number greater than one and indicated that this line item has a parent/child relationship to another asset. LeaseAccelerator will not allow a quantity greater than one for any single parent or child asset.	Verify that Quantity is 1 for all parent/child assets.
No unit price specified, assuming 0.00	Warning	You've indicated Unit Rent for at least one asset on a schedule but not all of them. LeaseAccelerator requires that if one asset has Unit Rent, all assets on that schedule must have Unit Rent populated.	Verify that all Unit Rent fields for all assets on schedule are populated.
Number of total payments does not match duration	Error	The number of step payments does not match the duration indicated on the Schedule tab.	Verify that you have included all valid steps on the Step Payments tab and that the total number of payments equal the Duration listed on the Schedule tab.



Error	Type	Reason	Solution
Invalid final step	Error	The last step indicated on Step Payments tab is incorrect.	Verify that you have included all steps and that the last Payment starting number is accurate for the number of payments.
Missing first step on step payment	Error	The first payment number on Step Payment tab is not 1.	Verify that you've started with Payment Number 1 on Step Payments tab.
Invalid Related Expense subtype	Error	The expense subtype selected is invalid for the expense type.	Select the Expense Type first, then select the subtype. This will ensure that you choose a valid subtype for the expense type.
Empty Related Expense payment frequency	Error	You must specify a frequency for any related expenses.	Verify that you've populated the Frequency field on any of the Related Expense tabs.
1 st Scheduled Payment date is required for ARO expense type	Error	The 1 st Scheduled Payment date field is blank on the Related Expense tab.	Verify that you populate the 1 st Scheduled Payment date prior to import.
Empty Related Expense payee	Error	You must indicate a payee for related expenses.	Verify that you've populated the Payee field on Related Expense tabs.
1 st Schedule Payment date is required for Lease Incentive expense type	Error	The 1 st Scheduled Payment date field is blank for Lease Incentive on Related Expense tab.	Verify that you populate the 1 st Scheduled Payment date prior to import.
1 st Scheduled Payment date cannot come before lease start date or depreciation start date or available date	Error	The date populated for the 1 st Scheduled Payment is prior to the lease start date.	Verify that the date entered is not prior to the lease start date. LeaseAccelerator will not accept a related expense to be paid before the lease starts. It must equal the lease start date or be after commencement.
Error	Type	Reason	Solution
Empty document type	Error	The Document Type field is blank on the Manifest tab.	Verify that you've selected a Document Type on Manifest tab.
File does not exist in zip file	Error	The File Name listed on Manifest tab does not match the file name in the zip file used for the file import.	Verify that the name of the file on the Manifest tab matches the name of the file included in the zip file EXACTLY, including file extension.
Empty document status	Error	The Document Status field is blank on the Manifest tab.	Verify that you've selected the appropriate Document Status on Manifest tab.



Error	Type	Reason	Solution
Invalid document status. Valid types are: Amalgam, Executed, Original, Partially Executed, Substitute, Unknown	Error	The Document Status has a value that is not valid in LeaseAccelerator.	Verify that you have not overridden the drop-down menu values and that you have selected a valid status.
All details provided are Utility-based; payment information specified is not valid.	Error	If you have populated any of the Utility-based payment fields on the Details tab for real estate leases AND populated Payment and Unit Price information, you will get an error.	If you are truly entering a utility-based lease, then clear the payment and Unit Price fields. If you've populated the space fields to capture square footage as a description or reference field, please move that information to one of the other reference fields as these fields are ONLY for utility-based leases.
Unit price and space provided.	Error	The Unit Price and space fields are provided, only one is allowed.	If you are truly entering a utility-based lease, then clear the Unit Price fields. If you've populated the space fields to capture square footage as a description or reference field, please move that information to one of the other reference fields as these fields are ONLY for utility-based leases.
Multiple reasonably certain EOT Options specified; only one allowed.	Error	You've indicated that more than one EOT option is reasonably certain. This is only allowed for consecutive renewal options.	Verify that you have only indicated that one option is reasonably certain or that all of your renewal options are consecutive if they are all reasonably certain.
Multiple renewal options selected as Reasonably Certain; however, the dates are either not contiguous or are overlapping.		You've indicated that multiple renewal options are reasonably certain; however, they are not contiguous or they overlap in timing and Effective Month.	Verify that the Effective Months are contiguous and do not have overlapping periods.
Unknown schedule(s) found in details file.	Error	You've listed a Schedule Number on the Details tab that does not exist on the Schedule tab.	Verify that all Schedule Numbers listed on Details tab also appear on Schedule Tab.
No timing specified for EOT option.	Error	The Timing field on EOT Options tab is blank.	Verify that you've indicated the correct timing for each EOT option.



Error	Type	Reason	Solution
Invalid timing for renewal EOT option: mid-term.	Error	You've indicated that a renewal option is a mid-term option; LeaseAccelerator does not allow that.	Verify that you have selected EOT as Timing for any renewal that you enter.
No option type specified for EOT option.	Error	The Option Type field is blank on the EOT Options tab.	Verify that you've indicated the appropriate option type for each option and no option is blank.
Schedule does not exist	Error	You are trying to attach files to a schedule that doesn't exist in LeaseAccelerator.	Verify that you have the right Schedule Number, no leading or trailing spaces, and correct spelling where applicable
One or more of the following dates are outside of any Fiscal Calendar date configured in Settings, Fiscal Calendar. Ledger Date, Lease Start Date or Effective End Date. Please review and make corrections.	Error	You are trying to enter a lease in which the original term or reasonably certain holding period goes beyond your configured fiscal calendar.	If you are a Power User or System Admin User, you can navigate to Configuration Settings/Fiscal Calendar and add the appropriate years to your fiscal calendar and then validate again.



Version Summary

Version	Changes/ Updates	Date
22R1	Converted to new template	01/05/2022
22R3	Added Validation for fiscal calendar, policy thresholds/economic life, and closed periods.	07/15/2022
23R4	Minor updates to change customer to client.	10/03/2023
24R3	Added the auto-add Ship To address validation warnings to the PIW.	09/09/2024

