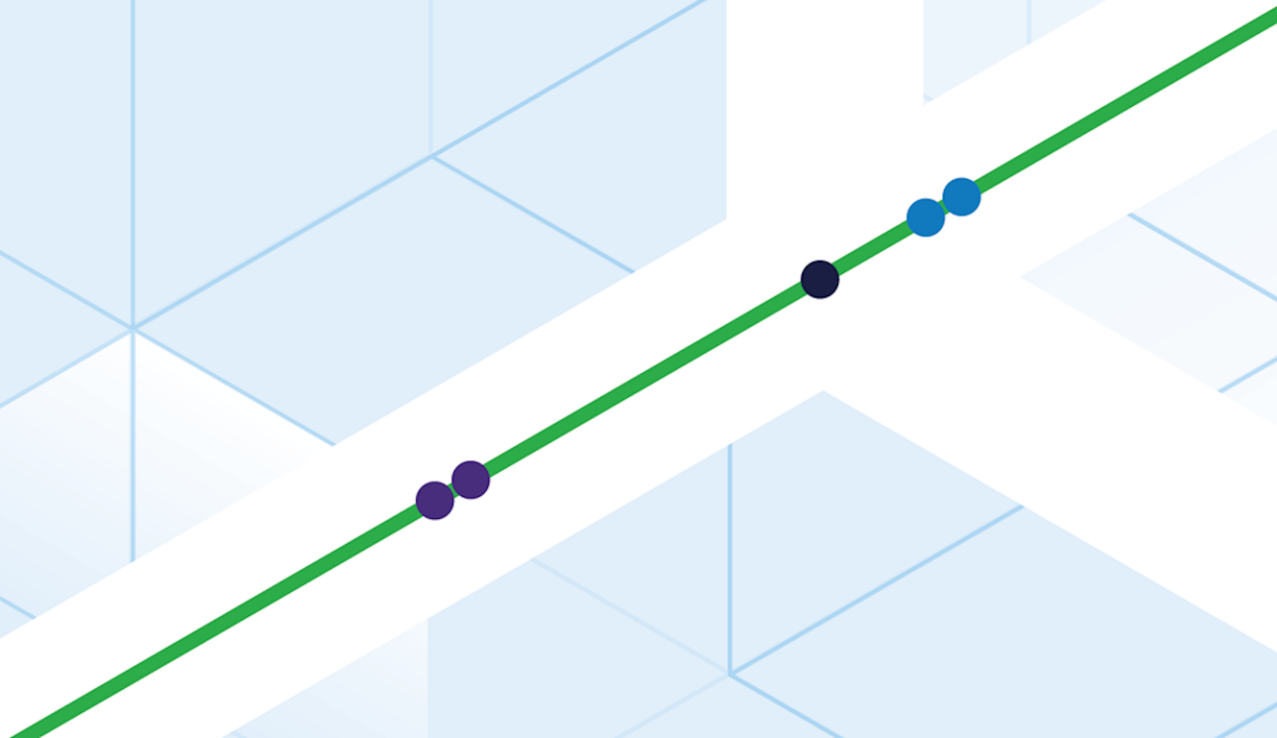




# Bulk Importing User Guide

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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# Bulk Importing

## Data Input Options

LeaseAccelerator has multiple options for entering data into the system and updating it once it resides. Data may be loaded into LeaseAccelerator via Bulk Import or through the UI. Some types of data may ONLY be entered and updated via the UI. No client interface exists to enter specific data in limited circumstances, so LeaseAccelerator Client Support must be engaged.

Contact your Client Success Manager, Implementation Manager, or Client Support through the Success Center for assistance with this data.

See the Client Implementation Guide and Data Dictionary (also known as the CIG) for definitions and additional information about each data type.

This guide will describe the options for Bulk importing. For information on entering data into the LeaseAccelerator UI, Ask Alex for instructional videos and user guides. Additional user guides are found in the Success Center.

The table lists the data input options by Tab Name and import type.

Workbook	These Fields Appear	Bulk Import	UI Only	Support
CIW	Addresses	X		
PIW	Category LRFs	X		
CIW	Companies	X		
CIW	Cost Center	X		
CIW	Economic Life		X	
CIW	Depreciation		X	
PIW	Details	X		
PIW	End of Term Options	X		
CIW	FX Rates	X		
CIW	Approved Funders			X
CIW	Restricted Funders			X
PIW	Interim Rent	X		
PIW	Invoice Related Expenses	X		
CIW	Lessee Financials		X	
CIW	Lessee Info		X	
CIW	Lessee Rates	X		
CIW	Lease v. Buy Settings			X
PIW	Manifest (File Import)	X		
CIW	Notifications (Configuration)		X	
PIW	Notifications (Schedule Level)	X		
PIW	Paid Related Expenses	X		
PIW	Payment Adjustments	X		
CIW	People	X		

Workbook	These Fields Appear	Bulk Import	UI Only	Support
CIW	Policy Thresholds		X	
PIW	Schedule	X		
PIW	Scheduled Related Expenses	X		
PIW	Step Payments	X		
CIW	Tax Rates		X	
CIW	Templates		X	

## Bulk Import Supporting Files

LeaseAccelerator uses different supporting templates to import bulk data. These templates are Excel spreadsheets that are configured to meet LeaseAccelerator's requirements.

- **Client Information Workbook (CIW)** is for gathering and importing data related to lease administration for your complete portfolio.
- **Portfolio Intake Workbook (PIW)** is for gathering and importing the data from each lease schedule, including assets and expenses.
- Individual templates are to import specific types of data.

### Import Files for Each Data Type

Tab Name	CIW	PIW	Individual Template
Addresses (ShipTo)	X		
Balance Adjustments			X
Category LRFs		X	
Companies	X		
Cost Center	X		
Details		X	
Disbursements			X
Document IDs			X
End of Term Options		X	
Event			X
FX Rates	X		
Interim Rent		X	
Invoiced Related Expenses		X	
Ledger Reassignment			X
Lessee Rates	X		X
Manifest (File Import)		X	
Modify Deal			X
Notifications (Schedule Level)		X	

Tab Name	CIW	PIW	Individual Template
Paid Related Expenses		X	
Participants			X
Payment Adjustments		X	
People	X		
Record Asset Event			X
Renumber Schedule			X
Schedules		X	
Scheduled Related Expenses		X	
Step Payments		X	

## CIW

Companies, Addresses, People, Cost Centers, Exchange Rates, and Lessee Rates are imported from the CIW.



**Caution:** Companies, Addresses, and People must be imported in this exact sequence. Do not import addresses before importing companies, and do not import people before importing companies and addresses.

The CIW contains tabs that are for information gathering only. For example, the Economic Life tab cannot be imported but is used to collect data. Other tabs, such as Geos and Reporting Areas, gather information but must be entered on the Companies tab to facilitate a bulk import.

### List of Information-Only CIW Tabs

- Geos
- Reporting Area
- LA Users
- Economic Life
- Depreciation
- LvB Settings
- Policy Thresholds
- Lessee Info
- Tax Rates
- Lessee Financials

- Approved Funders
- Restricted Funders

For more information about the specific tabs in the CIW, see the CIG.

When new versions of the LeaseAccelerator application are released, the CIW may be updated to account for functionality updates.

Be sure to always use the version of the CIW that corresponds to the application version in the environment you are using.

## PIW

During implementation, clients should import a small batch of leases representative of their portfolio and verify that all master data has been configured. Prior to any import, clients should review the participant information and other configuration-related data to ensure that any master data updates have been made.



**Caution:** Master Data and configuration should be completed before importing portfolio schedule and asset information.

The PIW may be imported all at once in a Portfolio import, where the only required tabs are Schedule and Details. The Manifest tab must be imported individually using the File Import feature. The Payment Adjustment tab may be imported with a Portfolio import or individually for existing leases using the Payment Adjustment Import feature. The following other tabs may be imported separately:

- Details (Assets)
- Paid Related Expenses
- Invoiced Related Expenses

Users may use a completed PIW when importing subsequent Payment Adjustments, Manifests, Asset Details, and Expenses because LeaseAccelerator will ignore any data in the PIW that is not on the tab being imported.

When new versions of the LeaseAccelerator application are released, the PIW may be updated to account for functionality updates. Be sure to always use the version of the PIW that corresponds to the application version in the environment you are using.

## Individual Templates

Individual templates are for importing specific types of data as follows:

- **Balance Adjustment:** This file is used to import balance adjustments to existing deals to align balance with the ERP.
- **Bulk Participant Update:** This file is used to update existing schedule-level participants of a lease.

- **Disbursements:** This file is used to import the actual disbursements (i.e., checks issued by Accounts Payable) to the appropriate Accounts Payable Clearing Account. Actual disbursements are matched to the assumed payment per the lease. Several different methodologies are available to perform this matching. Please see the LeaseAccelerator Enterprise Integration Guide for more information.
- **Document IDs:** This file is used to import document IDs and to identify the journal entries successfully received and posted in the ERP.
- **Event:** This file is used to import certain events that affect deals in bulk.
- **Lessee Rates:** This file is used to import the IBR, Debt, and Equity Rates.
- **Modify Deal:** This file is used to import deal modifications for existing deals.
- **Record Asset Event:** This file is used to import EOT events, i.e., Renewal, Return, and Buyout.
- **Renumber Schedule:** This file is used to import schedule number changes in bulk.

These templates are available from your implementation team manager or Client Success Manager and in Ask Alex and the Success Center.

# 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. The **Configuration** section contains imports that use the CIW. The Lease section contains the PIW import and other imports to record additional lease events. **Integration** includes the imports for ERP reconciliations.

The tile selected depends on the supporting file being used and the data being imported:

## CIW

Bulk Import

Configuration

Company

Address

Person

Cost Centers

Exchange Rates

Lessee Rates

Lease

Portfolio

Asset Import

Participant

Invoice Related Expenses

Paid Related Expenses

Payment Adjustment

Modify Deal

Record Asset Event

Balance Adjustment

Event

File Import

Ledger Reassignment

Renumber Schedule

Integration

Disbursement

Capture Document Id

Real Estate Portfolio

## PIW & Lifecycle Events

Bulk Import

Configuration

Company

Address

Person

Cost Centers

Exchange Rates

Lessee Rates

Lease

Portfolio

Asset Import

Participant

Invoice Related Expenses

Paid Related Expenses

Payment Adjustment

Modify Deal

Record Asset Event

Balance Adjustment

Event

File Import

Ledger Reassignment

Renumber Schedule

Integration

Disbursement

Capture Document Id

Real Estate Portfolio

## Special Templates

Bulk Import

Configuration

Company

Address

Person

Cost Centers

Exchange Rates

Lessee Rates

Lease

Portfolio

Asset Import

Participant

Invoice Related Expenses

Paid Related Expenses

Payment Adjustment

Modify Deal

Record Asset Event

Balance Adjustment

Event

File Import

Ledger Reassignment

Renumber Schedule

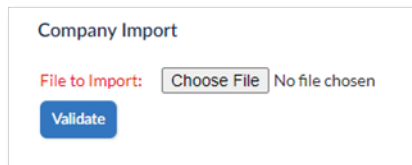
Integration

Disbursement

Capture Document Id

## To Begin a Bulk Import

1. Review the section in this guide for the type of data you plan to import to be sure you understand the import implications.
2. Prepare your PIW, CIW, or individual template. (Review the CIW Notes and PIW Notes in the previous section.)
3. Click **Bulk Import** from the Left NavBar.
4. Select the appropriate tile to correspond to the import you wish to complete.
5. Click **Choose File**.
6. Browse to locate PIW, CIW, or the individual template to import and select. The file name appears in the UI.



7. Click **Validate**. The system will start processing.
8. Review the validation results (see the next section for more information).
9. 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.
10. Click **Import**.
11. Verify that the import was successful. The import status will display a green dot indicating the import was successful.

## Validation Results

Before importing the data into the system, LeaseAccelerator validates the data in the import file and displays one of three possible status results:

- Errors
- Warnings
- OK

## STATUS: Errors

Save	Schedule Number	Status	# Assets	Amount	Category	Lessee	Funder	Ship To Location
	JC Step Test	Invalid ledger - ASC 842 Ledgers  Invalid Asset Owner: Candy  Invalid Asset User: Cane	1	10,000.00 USD	Automobiles	Acme, Inc.	LeaseAccelerator Services	City1

Errors in red text prohibit importing data with one exception.



**Caution: Import Error Exception:** For an Asset Import, if the cost related to assets on the import file differs from the current cost of those assets in the system, a red warning message will display but will not prevent import.

To correct errors, update the data on the import file and save the file. Then return to Step 4 in the Begin a Bulk Import instructions - choose the file and validate it again.

## STATUS: Warnings

Save	Schedule Number	Status	# Assets	Amount	Category	Lessee	Funder	Ship To Location
<input type="checkbox"/>	JC Step Test2 MEC	No asset user specified in the schedule  No asset user specified in the details  No EOT options specified.  None of the Entered Options have been selected as Reasonably Certain. Please review and update as necessary.	1	10,000.00 USD	Automobiles	Acme, Inc.	LeaseAccelerator Services	City1

Warnings in yellow text do not prevent the data from being imported but indicate items needing attention before or after proceeding with the import action.

If you do not make any changes, the box next to the schedule number must be checked before clicking the Import button. If you make changes to the import file, choose it and validate it again (i.e., return to Step 4 in the To Run a Bulk Import instructions).

# STATUS: Ok

Import Results						
Select/Deselect All						
Save	Schedule Number	Status	Event	Date	Comments	documentType
<input checked="" type="checkbox"/>	PS 2.3.8	Ok	Annotate	01-FEB-21		DealSummary
<input checked="" type="checkbox"/>	PS 2.3.6	Ok	Annotate	01-FEB-21		DealSummary
<input checked="" type="checkbox"/>	PS 2.3.4	Ok	Annotate	01-FEB-21		DealSummary
<input checked="" type="checkbox"/>	PS 2.3.3	Ok	Annotate	01-FEB-21		DealSummary
Import						

Ok indicates readiness for import.

Users may continue the process by clicking **Import**.

# Bulk Import By Data Type

This section explains each data type that can be imported into LeaseAccelerator using Bulk Import in further detail. The data types are in alphabetical order.

## Addresses

Addresses in the CIW designate the address to which an asset is located (i.e., ShipTo Address) and the associated Facility Code.

**Important:** Address information may only be imported after companies have been successfully imported.

After initially importing addresses during the implementation of LeaseAccelerator, you may need to add information to an existing company. You can use the Addresses import to add new information to an existing company but not update information that already exists for that company.

Address

To Bulk import the ShipTo Addresses and associated Facility Codes, use the Address tile in the Bulk Import workspace and import a CIW with a completed Addresses tab, as shown below. LeaseAccelerator will disregard any data in the CIW that is not on the Addresses tab.

	A	B	C	D	E	F	G	H	I	J		
1	Address Role Type	Company Name	Address Line 1	Address Line 2	City	State	Province	Country	Postal Code	Facility Code	Ledger Code	
2	ShipTo	Acme, Inc.	100 Acme Dr		Reston	VA		US	20191	ACME	ACME	
3	ShipTo	Acme, Inc.	555 Telefon Way		Angelw	CA		US	93255	TCS	TCS	
4	ShipTo	Acme, Inc.	26762 Monache Ln		Portervi	CA		US	93257	ACCA	ACCA	
5	ShipTo	Acme, Inc.	728 Maxley St		Las Vegi	NV		US	89148	ACNV	ACNV	
6	ShipTo	Acme, Inc.	3330 W. Royal Lane		Irving	TX		US	75063	ACTX	ACTX	
7	ShipTo	Acme, Inc.	1221 Boomerang Way		Sydney	New South Wal	Australia		4005	ACAUS	ACAUS	
8	ShipTo	Acme, Inc.	47 Cape Horn Dr		Port Elizabeth		South Africa		6001	ACAFR	ACAFR	
9	ShipTo	Acme, Inc.	Av. Brasil 1177		Buenos Aires		Argentina		B1757	ACSAM	ACSAM	
10	ShipTo	Acme, Inc.	Segelflygsgaten 27		Skarnpack		Sweden		128 30	ACINT	ACINT	
11	ShipTo	Acme, Inc.	No. 613, Xida Road		Hsinchu City		Taiwan, Prov		308	ACASA	ACASA	
12	ShipTo	Acme, Inc.	13, Sahar Rd, Sambhaji Nagar, Vi		Mumbai	Maharashtra		India	400047	ACIND	ACIND	
13	ShipTo	Acme, Inc.	707 Holding Ln		Studio C	CA		US	91604	ACCS	ACCS	
14	ShipTo	Acme, Inc.	714 Holding Ln		Studio C	CA		US	91604	ACTS	ACTS	
15	ShipTo	Acme, Inc.	14803 Telemark Rd		Lake Pla	NY		US	12946	ACNS	ACNS	
16	ShipTo	Acme, Inc.	Sodra Blasieholm		Stockholm		Sweden		103 27	ACIS	ACIS	
17	ShipTo	Acme, Inc.	878 Annirac Pkwy		Englew	CO		US	80113	ACWU	ACWU	
18	ShipTo	Acme, Inc.	136 Wynford St		Toronto	Ontario		Canada	M3C 1J3	ACNAM	ACNAM	
19	ShipTo	Acme, Inc.	1903 Wright Dr		Kitty Ha	NC		US	27949	ACFAS	ACFAS	
20												
	Version Control	Overview	Companies	Addresses	People	Geos	Reporting Area	Cost Centers	Fx Rates	LA Users	Notifications	Economic

## Assets

Sometimes, asset details on a lease schedule need to be updated or amended. One way to do this in LeaseAccelerator is to perform an Asset Detail Import. When importing, the system will extract all asset data from the Details tab of the PIW. If a field is blank, the system will assume that "blank" is the new value to be stored. The new data will **replace** any existing asset detail on a specified schedule, including EOT events that have been recorded for all assets, and the deal will be rebooked.



**Important:** By doing an Asset Detail Import, you are replacing all asset details with the new information populated on the Details tab for the schedule numbers on that tab. Any information in the system for those schedules but not included on the Details tab of the PIW will be lost. Asset Detail imports can result in unexpected data changes and data loss. Before doing it, thoroughly understand the implications of this type of import. An Asset Detail Import will rebook the lease, and a catch-up entry will be recorded to reflect accounting changes in the current open period when Month-End-Close is in place. Rebooking removes all Mid-Term/End-of-Term events, if any exist for the deal. The best practice is to capture these events before the import if they need to be re-recorded after the import.

For more detailed information about the Asset Detail Import and the other types of asset imports, see the Updating Assets Guide.

### Asset Import

Use the Asset Import tile in the Bulk Import workspace to import a PIW with a completed Details tab, as shown below. LeaseAccelerator will disregard any data in the

PIW that is not on the Details tab.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Schedule Number	Product Category	External Id	Allocation Percent	Product Number	Manufacturer	Description	Cost Center	Project	GL Code	Available for Use Date	Depreciation Start Date	Reference Number	Quantity	Unit Price
Acme 001	Automobiles			F250	Ford	2020 Ford F250 Truck	Acme01	Acme NS - Fleet					1.00	65000.00
Acme 002	Automobiles			F250	Ford	2020 Ford F250 Truck	Acme02	Acme NS - Fleet					1.00	65000.00
Acme 003	Automobiles			CV2500	Mercedes-Benz	2020 Sprinter Cargo Van 2500	Acme01	Acme NS - Fleet					1.00	40000.00
Acme 003	Automobiles			CV2500	Mercedes-Benz	2020 Sprinter Cargo Van 2500	Acme02	Acme NS - Fleet					1.00	40000.00
Acme 003	Automobiles			CV1500	Mercedes-Benz	2020 Sprinter Cargo Van 1500	Acme01	Acme NS - Fleet					1.00	35000.00
Acme 003	Automobiles			CV1500	Mercedes-Benz	2020 Sprinter Cargo Van 1500	Acme02	Acme NS - Fleet					1.00	35000.00
Acme 004	Computers/Peripherals			3510	Dell	Dell Latitude 3510 Laptop	Acme03	Acme NS General					10.00	900.00
Acme 005	Computers/Peripherals			5520	Dell	Dell Latitude 5520 Laptop	Acme01	Acme NS General					15.00	1025.00
Acme 006	Computers/Peripherals			5520	Dell	Dell Latitude 5520 Laptop	Acme02	Acme NS General					15.00	1025.00
Acme 007	Computers/Peripherals			3510	Dell	Dell Latitude 3510 Laptop	Acme04	Acme NS General					10.00	900.00
Acme 008	Computers/Peripherals	1		5520	Dell	Dell Latitude 5520 Laptop	Acme05	Acme NS General					15.00	1025.00
Acme 008	Computers/Peripherals	2		3510	Dell	Dell Latitude 3510 Laptop	Acme05	Acme NS General					10.00	900.00
Acme 008	Computers/Peripherals (Sof	1.1		9999	Dell	Warranty Package	Acme05	Acme NS General					25.00	100.00
Acme 009	Material Handling			WP 3035-45	Crown	WP 3035-45 Electric Pallet Jack	Acme01	Acme TCS Material Handling					1.00	4600.00
Acme 010	Material Handling			WP 3035-45	Crown	WP 3035-45 Electric Pallet Jack	Acme03	Acme TCS Material Handling					1.00	4600.00
Acme 011	Material Handling	1		PTH 50	Crown	PTH 50 Hand Pallet Jack 5000 lb.	Acme01	Acme TC Material Handling					1.00	500.00
Acme 011	Material Handling (Soft Cos	1.1		PTHB 50	Crown	Battery for PTH 50 36v	Acme01	Acme TC Material Handling					1.00	0.00
Acme 012	Building	1	50.000000			9th Floor Office Space - Gregor Buil	Acme01	Acme NS Real Estate					1.00	15000000.00
Acme 012	Building	1.1	50.000000			9th Floor Office Space - Gregor Buil	Acme02	Acme NS Real Estate					1.00	15000000.00
Acme 013	Building					Retail Space - Fair Oaks Mall - AZ	Acme04	Acme NS Real Estate					1.00	657000.00
Acme 014	Building					Retail Space - Grand Pavilion Mall	Acme05	Acme NS Real Estate					1.00	1563200.00

## Balance Adjustment

Balance Adjustment imports are for clients that did not enter a lease's complete history during implementation and may have unreconciled differences between historical accounting records and LeaseAccelerator.

This import is intended to be used one time per date per deal for a given standard and account.

### Balance Adjustment

Use the **Balance Adjustment** tile in the Bulk Import workspace to import a Balance Adjustments import with all required fields completed.

	A	B	C	D	E	F	G
1	Schedule Number	Accounting Standard	Account Description	Adjustment Type	DR or CR	Amount	Effective Date
2	Acme 001	ASC 842	Accumulated depreciation: Step payment timing adjustment - Operating Lease	Apply as Adjustment to Calculated Balance	DR	500.00	1/1/19
3	Acme 002	IFRS 16	Finance Lease asset	Use as Starting Balance	CR	1000.00	1/1/19

## Companies

Companies must be successfully imported before addresses can be imported.

After companies have initially been added to the system during implementation, you can add new companies by doing a Company import. However, information for existing companies cannot be updated via import.

### Company

Use the **Company** tile in the Bulk Import workspace to import a CIW with a completed Companies tab, as shown below. LeaseAccelerator will disregard any data in the CIW that is not on the Companies tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Company Role Type	Company Name	Parent Name	URL	Address Line 1	Address Line 2	City	State Province	Country	Postal Code	Contact	Phone	Email	Ledger Code	Functional Currency
2	Lessee	Acme Communications Corporation	Acme, Inc.		901 Freedom Plaza		New York	NY	US	10005				12001	
3	Entity	Acme Communications Corporation	Acme, Inc.		901 Freedom Plaza		New York	NY	US	10005				12001	USD
4	SBU	Acme Headquarters	Acme Communications Corporation		100 Acme Dr		Reston	VA	US	20191				12010	
5	SBU	Acme Flight	Acme Communications Corporation		100 Acme Dr		Reston	VA	US	20191				12011	
6	SBU	Acme Air Signal	Acme Communications Corporation		100 Acme Dr		Reston	VA	US	20191				12012	
7	SBU	Acme Towers	Acme Communications Corporation		100 Acme Dr		Reston	VA	US	20191				12013	
8	SBU	Acme Business Solutions	Acme Communications Corporation		100 Acme Dr		Reston	VA	US	20191				12014	
9	Area	HQ Finance	Acme Headquarters											12100	
10	Area	HQ Executive	Acme Headquarters											12200	
11	Area	HQ Corporate Real Estate	Acme Headquarters											12300	
12	Area	HQ Legal	Acme Headquarters											12400	
13	Area	HQ Regulatory	Acme Headquarters											12500	
14	Area	HQ Finance - Treasury	HQ Finance											12101	
15	Area	HQ Regulatory - Federal Affairs	HQ Regulatory											12501	
16	Project	HQ Finance - Treasury - AP	HQ Finance - Treasury											12110	
17	Project	HQ Regulatory - Federal Affairs - NE	HQ Regulatory - Federal Affairs											12502	
18	Lessee	Acme Telecommunications Inc.	Acme, Inc.		555 Telefon Way		Angelwood	CA	US	93255				13001	
19	Entity	Acme Telecommunications Inc.	Acme, Inc.		555 Telefon Way		Angelwood	CA	US	93255				13001	USD
20	SBU	Acme Telecom	Acme Telecommunications Inc.		555 Telefon Way		Angelwood	CA	US	93255				13100	
21	SBU	Acme Consumer Services	Acme Telecommunications Inc.		555 Telefon Way		Angelwood	CA	US	93255				13200	
22	SBU	Acme Transmission Services	Acme Telecommunications Inc.		555 Telefon Way		Angelwood	CA	US	93255				13300	
23	SBU	Acme Telecommunications HQ	Acme Telecommunications Inc.		555 Telefon Way		Angelwood	CA	US	93255				13400	

## Cost Centers

After initially importing Cost Centers during the implementation of the system, you can use the Cost Centers import to add additional cost centers. Existing cost center information cannot be updated via import.

### Cost Centers

Use the **Cost Centers** tile in the Bulk Import workspace to import a CIW with a completed Cost Centers tab, as shown below. LeaseAccelerator will disregard any data in the CIW that is not on the Cost Centers tab.

	A	B	C	D	E
1	<b>Cost Center</b>	<b>Description</b>			
2	Acme01	Generic Cost Center 1			
3	Acme02	Generic Cost Center 2			
4	Acme03	Generic Cost Center 3			
5					
6					
7					
8					
9					

Version Control
Overview
Companies
Addresses
People
Geos
Reporting Area
Cost Centers
Fx Rates

## Disbursements

Payments captured in a client's ERP system can be accounted for in LeaseAccelerator using the Disbursement Import. This action will result in a "Paid" status for each disbursement. Please note that either a PO Number or Payment Reference ID is required. The import will fail if you leave both blank or if you populate both.

Payment Reference ID is the LedgerEntryLineId that identifies the journal entry and can be found on the Payables Export for each month.

### Disbursement

Use the **Disbursement** tile in the Bulk Import workspace to import a completed Disbursement template, as shown below, available from your implementation team manager or Client Success Manager and in Ask Alex and the Success Center.

	A	B	C	D	E	F	G
1	<b>Date Paid</b>	<b>Amount</b>	<b>Currency</b>	<b>Payment Reference Id</b>	<b>Posting Id</b>	<b>Reference Number</b>	<b>PO Number</b>
2	01/01/2023	500.00	USD	LL11340	123456	321654	4565
3	01/01/2023	1500.00	CAD	LL11341	78910	654789	4650
4							
5							
6							
7							
8							

Version Control
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Data
+

Users will see an **Export Results** button after the file has been validated and imported. If configured for the client, clicking this button will generate a Disbursement Reconciliation report. Speak to your Client Success Manager for more details on this feature.

## Document ID

Document IDs only apply if your company configures LeaseAccelerator to integrate with your enterprise resource planning (ERP) system.

The Capture Document ID import in LeaseAccelerator is used to communicate accepted journal entries from the ERP back to LeaseAccelerator. Each Document ID used by LeaseAccelerator identifies a specific document within a deal. Every entry in the Ledger Export file can have a LedgerEntryLineId, PostingEntryId, and/or PostingId. Ledger entry statuses include 1) New, 2) Transferred, or 3) Posted.

LedgerEntryLineId, PostingEntryId or PostingId along with External Document ID are used to cross-reference and track the status of ledger entries. This information can be found in the Ledger Export Report (which is generated in the UI by clicking **Reporting** in the Left NavBar, then navigating to the Integration tile and selecting Ledger Export).

The Ledger Export report displays journal entries following the parameters entered to generate the report. The data shown in the five columns on the far right, under the Ledger Entries tab, provide this information: 1) LedgerEntryLineId, 2) PostingEntryId, 3) PostingId, 4) Status, and 5) External Document Id. Either the LedgerEntryLineId, PostingEntryId or the PostingId can be copied to the Capture Document ID Template to be imported into LeaseAccelerator, allowing the system to acknowledge the ledger status as “Posted” on the individual entry.

### Capture Document Id

Use the Capture Document ID tile in the Bulk Import workspace to import a completed Capture Document ID template, as shown below. This template is available from your implementation team manager or Client Success Manager and in Ask Alex or the Success Center.

	A	B
1	Payment Reference Id	External Document Id
2	LL11345	123
3	LP50	456
4		
5		
6		
7		
8		

	X	Y	Z	AA	AB	AC	AD
1	LedgerEntrySubId	LedgerEntryId	PostingId	Status	PostingEntryId	ExternalDocumentId	LedgerEntryLineId
7	8.1.1301953873.1301953873	LA0000H680000003		New	LP50		LL11345
8	8.4.1301953873.1301953873	LA0000H680000003		New	LP50		LL11346
9	10.1.1301953748.1301953748	LA0000H680000004		New	LP50		LL11347
10	10.4.1301953748.1301953748	LA0000H680000004		New	LP50		LL11348
11	11.4.1301954022.1301954022	LA0000H680000005		New	LP50		LL11349
12	11.7.1301954022.1301954022	LA0000H680000005		New	LP50		LL11350
13							

## Events

Certain deal-level events can be captured in bulk using the Event import template. These events will be exercised against the Deal Summary of the lease and are helpful when performing the action on many deals. Annotate, ApproveDealSummary, ApproveEOTEvents, OperationalRefresh, Retired, Recalculate, and RollbackBookedDeal are allowed event types.

### Event

Use the **Event** tile in the Bulk Import workspace to import a completed Event file, as shown below, available from your implementation team manager or Client Success Manager and in Ask Alex or the Success Center.

	A	B	C	D	E	F
1	Schedule Number	Event Type	Event Date	Comments	Document Type	Document Number
2	Acme 100	Annotate	3/1/2025	Annotate to insert a comment in the audit history log.	DealSummary	Acme 100
3	Acme 101	ApproveDealSummary	3/1/2025	Approval deals with Segregations of Duties.	DealSummary	Acme 101
4	Acme 102	ApproveEOTEEvents	3/1/2025	Approval end-of-term events with Segregations of Duties.	DealSummary	Acme 102
5	Acme 103	OperationalRefresh	3/1/2025	Forcing an operational refresh for the lease.	DealSummary	Acme 103
6	Acme 104	Retired	3/1/2025	Lease deleted due to error correction.	DealSummary	Acme 104
7	Acme 105	Recalculate	3/1/2025	Recalculation of accounting for life of lease	DealSummary	Acme 105
8	Acme 106	RollbackBookedDeal	3/1/2025	Rolling back booking of deal due to error correction.	DealSummary	Acme 106

**Note:** Do not use this import to Retire/Delete the original deal in any modification relationship where the modified M00# deal is not yet booked or still active. You will create an orphaned deal that will require Support assistance to correct. Please rollback the modification from the UI and then determine if deletion of the original deal is still needed. Additionally, do not put any deal in a modification relationship on this template to rollback the booking of those deals. Please follow the modification rollback process in the UI.

## Exchange Rates

To accommodate changing exchange (FX) rates, you can import them into LeaseAccelerator anytime. However, please note that an import of FX rates will cause a recalculation of all impacted leases. While clients may capture daily FX rate changes to account for lease transactions properly, bulk imports should be performed when your user activity is low to help avoid delays or work stoppages.

When designating Exchange Rates in the CIW, enter effective dates to indicate the period during which that rate is applicable.

### Exchange Rates

Use the **Exchange Rates** tile in the Bulk Import workspace to import a CIW with a completed FX Rates tab, as shown below. LeaseAccelerator will disregard any data in the CIW that is not on the FX Rates tab.

	A	B	C	D	E	
1	Effective Date	From Currency	To Currency	Rate	Rate Type	Source
2	1/1/2021	AUD	USD	1.379865000000	Spot	x-rates.com
3	1/1/2021	ARS	USD	75.562348000000	Spot	x-rates.com
4	1/1/2021	BRL	USD	5.452135000000	Spot	x-rates.com
5	1/1/2021	CAD	USD	1.321246820000	Spot	x-rates.com
6	1/1/2021	CNY	USD	6.978545210000	Spot	x-rates.com
7	1/1/2021	EUR	USD	0.845214500000	Spot	x-rates.com
8	1/1/2021	INR	USD	73.965421500000	Spot	x-rates.com
9	1/1/2021	ILS	USD	3.456258400000	Spot	x-rates.com
10	1/1/2021	JPY	USD	106.002355600000	Spot	x-rates.com
11	1/1/2021	MXN	USD	22.587965000000	Spot	x-rates.com
12	1/1/2021	SGD	USD	1.365489700000	Spot	x-rates.com
13	1/1/2021	ZAR	USD	16.894563000000	Spot	x-rates.com
14	1/1/2021	TWD	USD	31.254685210000	Spot	x-rates.com
15	1/1/2021	GBP	USD	0.752358954000	Spot	x-rates.com
16						

## Files (Manifest)

LeaseAccelerator can capture files related to leases. Files can be imported to LeaseAccelerator for storage, or a link to the files in another location can be added to LeaseAccelerator.

### File Import

One PIW must be used for each type of import. Complete the Manifest tab of one PIW to import information about files to store in LeaseAccelerator. Complete the Manifest tab in a different PIW to import information about files stored in another location. Both imports use the File Import tile in the Bulk Import workspace.

## To Bulk Import File Information and the Files Into LeaseAccelerator

1. Add each of the documents to a zip file. Note that a single file within the zip file cannot exceed **50MB**.
2. Complete the **Manifest** tab of the PIW with the following information for each document in the zip file:
  - Schedule Number to which the document applies
  - Document Type, such as Schedule or Attachment
  - Document Number (if any)
  - Document Status, such as Executed or Original
  - File Name – must be an exact match to the document name to be imported. Ensure the extension is included and correct (e.g., check for XLS versus XLSX).
3. Use the **File Import** tile in the Bulk Import workspace to upload the PIW and zip files.

	A	B	C	D	E	F
1	Schedule Number	Document Type	Document Number	Document Status	File Name	Comments
2	Acme 001	Schedule	Acme 001	Executed	Acme 001 Lease Schedule.pdf	Dates 12/13/2020
3	Acme 001	CofA	Acme 001COA	PartiallyExecuted	Acme 001 COA.pdf	Dated 1/1/2021
4	Acme 002	Schedule	Acme 002	Executed	Acme 002 Lease Schedule.pdf	Dated 1/06/2021
5	Acme 003	Schedule	Acme 003	Original	Acme 003 Lease Schedule.doc	Original dated 12/29/2020
6						
7						
8						
9						

## To Bulk Import File Information Files Stored in Another Location

- Complete the Manifest tab of the PIW with the following information for each document:
  - Schedule Number to which the document applies
  - Document Type, such as Schedule or Attachment
  - Document Number (if any)
  - Document Status, such as Executed or Original
  - Hyperlink to the file that is stored in another location for the file name
- Use the File Import tile in the Bulk Import workspace and select both the PIW.

	A	B	C	D	E	F
1	Schedule Number	Document Type	Document Number	Document Status	File Name	Comments
2	Acme 001	Schedule	Acme 001	Executed	<a href="https://leaseacceleratorcorp.sharepoint.com/x:/s/learningandDevelopment/EYeh3o3VNGkgZP29heJoAlCqDv47EPWb8HDAQ2e=Wdyod">https://leaseacceleratorcorp.sharepoint.com/x:/s/learningandDevelopment/EYeh3o3VNGkgZP29heJoAlCqDv47EPWb8HDAQ2e=Wdyod</a>	Dates 12/13/2020
3	Acme 001	CofA	Acme 001COA	PartiallyExecuted	<a href="https://leaseacceleratorcorp.sharepoint.com/x:/s/learningandDevelopment/LSLFCQjoblFFmyUmfdrRVw8lpW4uYINZKJg2e=GvmeQy">https://leaseacceleratorcorp.sharepoint.com/x:/s/learningandDevelopment/LSLFCQjoblFFmyUmfdrRVw8lpW4uYINZKJg2e=GvmeQy</a>	Dated 1/1/2021
4	Acme 002	Schedule	Acme 002	Executed	<a href="https://leaseacceleratorcorp.sharepoint.com/x:/s/sites/EndUserTraining/_layouts/15/Doc.aspx?sourceidoc%7B0ec4480e-6c67-48&amp;action=edit&amp;activeCellb9d44f5">https://leaseacceleratorcorp.sharepoint.com/x:/s/sites/EndUserTraining/_layouts/15/Doc.aspx?sourceidoc%7B0ec4480e-6c67-48&amp;action=edit&amp;activeCellb9d44f5</a>	Dated 1/06/2021
5	Acme 003	Schedule	Acme 003	Original	<a href="https://leaseacceleratorcorp.sharepoint.com/x:/s/learningandDevelopment/EeuTiaUUnBNPvYSiLSqzUBp-bdMyK8rMBUnbF_lldg7e=XVZ9y">https://leaseacceleratorcorp.sharepoint.com/x:/s/learningandDevelopment/EeuTiaUUnBNPvYSiLSqzUBp-bdMyK8rMBUnbF_lldg7e=XVZ9y</a>	Original dated 12/29/2020
6						
7						
8						
9						

## Invoice Related Expenses

Actual invoiced amounts for other related expenses can be imported into LeaseAccelerator as invoice-related expenses.

Invoice Related Expenses are captured on the Invoiced Related Expenses tab of the PIW. Most columns on the Invoiced Related Expenses tab are the same as the columns under the Paid Related Expenses tab of the PIW; others differ for respective invoice or payment data capture.

See the Client Implementation Guide and Data Dictionary (CIG) for more information about the data required for the Invoiced Related Expenses tab of the PIW.

Invoice Related Expenses

Use the Invoice Related Expenses tile in the Bulk Import workspace to import a PIW with a completed Invoiced Related Expenses tab, as shown below. LeaseAccelerator will disregard any data in the PIW that is not on the Invoiced Related Expenses tab.

[illegible]

## Ledger Reassignment

Ledger Reassignment is valuable when dealing with work related to acquisitions and divestitures. It may also be helpful if you need to add a consolidated ledger to existing deals or even if the need arises to move multiple deals to different ledgers because of ERP requirements. For detailed instructions, please review the LeaseAccelerator – Product Advisory Bulk Import: Ledger Reassignment. The standalone template has a single tab with a required Schedule # column, an optional Comments column, and six (6) Ledger columns.

## Ledger Reassignment

Use the Ledger Reassignment tile in the Bulk Import workspace to import a completed Ledger Reassignment template. At least one ledger is required.

	A	B	C	D	E	F	G	H
1	<b>Schedule #</b>	<b>Comments</b>	<b>Ledger 1</b>	<b>Ledger 2</b>	<b>Ledger 3</b>	<b>Ledger 4</b>	<b>Ledger 5</b>	<b>Ledger 6</b>
2	Acme 001	Updated ledger list	ASC Ledger 1	ASC Ledger 2	ASC Ledger 3	ASC Ledger 4	ASC Ledger 5	ASC Ledger 6
3	Acme 002	Updated ledger list	IFRS Ledger					
4	Acme 003	Updated ledger list	Consolidated Ledger	ASC 842 Ledger				
5								
6								
7								
8								

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Version Control
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## Lessee Rates

Lessee Rates include three types of rates used for different purposes in LeaseAccelerator. Lessee Rates include IBR, Equity Rate, and Debt Rate. The Lessee Rates Import can be done with the Lessee Rates tab from the CIW or the new standalone Lessee Rates Bulk Import template. The tab and standalone import template have the same fields and requirements. The tab remains in the CIW for implementation purposes. Please see the Client Implementation Guide or visit the Success Center if further guidance is required for Lessee Rates.

## Lessee Rates

Use the Lessee Rates tile in the Bulk Import workspace to import a CIW with a completed Lessee Rates tab, or use the standalone version, as shown below. The importer will ignore any other tab in the CIW that is bulk imported if using the CIW instead of the standalone template.

	A	B	C	D	E	F
1	Lessee	Geo	Term (Months)	Rate Type	Rate	Effective Date
2	Acme, Inc.	US	1	IBR	2.500000	1/1/2021
3	Acme, Inc.	US	24	IBR	2.800000	1/1/2021
4	Acme, Inc.	US	36	IBR	2.890000	1/1/2021
5	Acme, Inc.	US	48	IBR	3.000000	1/1/2021
6	Acme, Inc.	US	60	IBR	3.200000	1/1/2021
7	Acme, Inc.	US	1200	IBR	3.500000	1/1/2021
8	Acme, Inc.	Australia	1	IBR	1.500000	1/1/2021
9	Acme, Inc.	Australia	24	IBR	2.000000	1/1/2021

## Modify Deal

Modifications of leases can be done via bulk import, including all the same features as performing a modification via the UI. Modifications are captured on the Modify Deal Import Workbook (MDIW). The following is a list of the tabs and the corresponding Modify Deal tile in the UI on the import file, which can be used, as needed, based on the renegotiated contract.

MDIW Tab Name	'Modify Deal' UI workspace tile	Description
Modification Summary	Summary	Required
Schedule	Terms	Required
Details	Add Assets	If adding assets to a deal, only populate with the 'new' asset(s); do not use 'old' assets on this tab. To create an A001 coterminal deal, you may only add asset(s).
EOT Options	Terms	Required: must include all EOT Options for the modification.
Step Payments	Terms	Use as needed
Interim Rent	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 the asset(s) are removed, both Remove Assets and Remove Events sheets are required.
Remove Reduce Event		If removing asset(s), the Remove Assets tab must be populated.

See the Modify Deal Bulk Import Product Advisory and the MDIW Auto Classification and Booking Product Advisory for more detailed instructions on completing this import file.

Modify Deal

Use the Modify Deal tile in the Bulk Import workspace to import an MDIW with all needed fields completed to import a modification. A specific example screenshot is not included for this import type.

## Paid Related Expenses

Actual paid amounts for other related expenses approved for payment and sent to Accounts Payable can be imported into LeaseAccelerator as paid related expenses.

Paid related expenses are captured on the Paid Related Expenses tab of the PIW. Most columns on the Paid Related Expenses tab are the same as the columns under the Invoiced Related Expenses tab of the PIW; others differ for respective invoice or payment data capture.

See the Client Implementation Guide and Data Dictionary (also known as the CIG) for more information.

### Paid Related Expenses

Use the Paid Related Expenses tile in the Bulk Import workspace to import a PIW with a completed Paid Related Expenses tab, as shown below. LeaseAccelerator will disregard any data in the PIW that is not on the Invoiced Related Expenses tab.

Schedule Number	Product Category	Expense Type	Expense Subtype	Is Lease	Description	Service Period Start	Service Period End	Amount Paid	Currency	Payment Date	Payment Reference Number	Invoice Date	Invoice Number	Payment or Receipt
Acme 001	Automobiles	Late Fee	None	A1 Leasing	Late Fee	1/1/2021	1/31/2021	25.00	USD	2/1/2021	2345698.103	1/31/2021	2345698	Payment
Acme 001	Automobiles	Variable/Perfo Mileage Based	A1 Leasing	Excess Mileage C	Excess Mileage C	1/1/2021	1/31/2021	57.63	USD	2/1/2021	1234568.152	1/31/2021	1234568	Payment
Acme 002	Automobiles	Variable/Perfo Mileage Based	A1 Leasing	Excess Mileage C	Excess Mileage C	1/1/2021	1/31/2021	12.35	USD	2/1/2021	1236875.153	1/31/2021	1236875	Payment

## Participants

Schedule-level Participants in LeaseAccelerator, such as Lessee, Entity, Business Unit, Funder, Treasury Approver, Asset Owner, and Asset User, can be updated via bulk import using the Bulk Participant Update Template.

The Bulk Participant Update Template is available from your Client Success Manager, Implementation Manager, in Ask Alex, and the Success Center.

LeaseAccelerator can accept multiples for a particular field. If you can enter multiple values, it is indicated by an orange plus sign to the right of the field in the UI. When the Bulk Participant Update Template is imported, the information in the template will either replace existing participant details or add to it, depending on which is indicated in the import file.

Vendor:  

### Participant

Use the Participant tile in the Bulk Import workspace to import a completed Bulk Participant Update Template, as shown below.

- Deal Number and Document Number must be the same and are required.
- Populate the Document Type field with the location in the deal where you want to see the change. Do not leave blank. Valid required options are DealSummary, LvBAnalysis, or RFP.
- The 'Remove Existing' field is also required to be either 'Y' or 'N.' 'Y' will replace the participant. AS NOTED ABOVE, 'N' will add to the participant where applicable.
- When using 'Make Changes Effective,' it is best practice to use the first day of the first open period. Changes imported with a date in the future are reflected in the UI immediately and on reporting based on the specified date.

[illegible]

## Payment Adjustments

A payment adjustment can be recorded when there has been a one-time or recurring change in payment on a deal due to a change in underlying index rate or resolved rent contingency.

You can import payment adjustments for multiple schedules at once using the bulk import feature. You can also import multiple payment adjustments for a single schedule. Note: If a recurring and a one-time Payment Adjustment needs to be done on a single schedule, the effective date cannot be the same for both types, as there is a potential for accounting issues to arise. The best practice is to record the recurring Payment Adjustment on the lease payment anniversary date and the one-time Payment Adjustment the day after.

Payment adjustments made through the Bulk import and in the UI will be reflected in a deal's Payment Schedule under Deal Summary.

## Payment Adjustment

Use the Payment Adjustment tile in the Bulk Import workspace to import a PIW with a completed Payment Adjustments tab to bulk import payment adjustments, as shown below. LeaseAccelerator will disregard any data in the PIW that is not on the Payment Adjustments tab.

[illegible]

## People

The People tab in the CIW captures contact information about people in LeaseAccelerator, such as company name, address, and phone number.

Information about people may only be imported after addresses have been successfully imported.

After initially importing people during the implementation of LeaseAccelerator, you may need to add information to people who have already been imported. You can use the Person import to add information to an existing person but not update existing data for that person in the system.

Example: If a person was previously imported as an Asset Owner and an Asset User but is now also an Order Administrator, the same person can be imported again with the new Person Role Type selected while keeping the rest of the data the same. If the person is currently a User in the system, then the 'Is User' field should be set to 'No.'

### Person

Use the Person tile in the Bulk Import workspace to import a CIW with a completed People tab, as shown below. LeaseAccelerator will disregard any data in the CIW that is not on the People tab.

	A	B	C	D	E	F	G	H	I	J	K	L
	Full Name	Person Role Type	Company Name	Address Line 1	Address Line 2	City	State Province	Country	Postal Code	Phone	Email	Is User
1												
2	Aaron Lightner	AssetOwner	Acme, Inc.	100 Acme Dr		Reston	VA	US	20191		alightner@acme.com	No
3	Abd al-Rahman	AssetUser	Acme Texas	3330 W. Royal Lane		Irving	TX	US	75063		aalrahman@acme.com	No
4	Adam Nother	AssetUser	Acme California	26762 Monache Ln		Porterville	CA	US	93257		another@acme.com	No
5	Angele Duerr	AssetUser	HQ Regulatory	100 Acme Dr		Reston	VA	US	20191		aduerr@acme.com	No
6	Anita Haupt	AssetUser	HQ Executive	901 Freedom Plaza		New York	NY	US	10005		ahaupt@acme.com	No
7	Anita Haupt	FinanceApprover	HQ Executive	901 Freedom Plaza		New York	NY	US	10005		ahaupt@acme.com	No
8	Arvid Magnusson	AssetUser	Acme International Sales	Sodra Blasieholm		Stockholm		Sweden	103 27		amagnusson@acme.com	No
9	Bandile Thato	AssetOwner	Acme Africa	47 Cape Horn Dr		Port Elizabeth		South Afr	6001		bthato@acme.com	No

## Portfolio (Schedules)

All schedule information, including the associated Details, EOT Options, Notifications, Interim Rent, Step Payments, Category LRFs, Scheduled Related Expenses, Invoiced Related Expenses, Paid Related Expenses, and Payment Adjustments that are captured on a PIW can be imported at one time using a Portfolio import. A Portfolio import pulls in the data from all tabs in the PIW except data on the Manifest tab. A separate import is available for files (manifest).

A Portfolio import (i.e., importing a complete PIW except for files (manifest)) is intended for importing only new lease schedules that have not yet been entered in LeaseAccelerator. A Portfolio import does not update deal-level information on existing schedules in LeaseAccelerator.

### Portfolio

Use the Portfolio tile in the Bulk Import workspace to import a completed PIW, as shown below. All data for new schedules (i.e., schedules that do not already exist in LeaseAccelerator) on all tabs on the PIW except the Manifest tab is imported.

	A	B	C	D	E	F	G	H	I	J	K	L
											Reasonably Certain Holding Period	
1	Schedule Number	Lease Start Date	Ledger	Ledger Date	Currency	Comments	PO Number	Lease Type	Frequency	Duration		LRF
2	Acme001	1/1/2020	Acme 842	1/1/2021	USD			FMV	Monthly	60	60	0.012345000000
3	Acme002	1/1/2021	Acme 842		USD			FMV	Monthly	60	60	0.021350000000
4	Acme003	5/1/2020	Acme 842		USD			FMV	Monthly	120	120	0.016000000000
5	Acme004	6/1/2020	Acme 842		USD			FMV	Monthly	60		0.012345000000
6	Acme005	4/1/2021	Acme 842	4/1/2021	USD			FMV	Quarterly	16	48	0.021350000000
7												
8												

## Record Asset Event

Executing End-of-Term (EOT) Events using the Bulk Import feature is done using the tile – Record Asset Event. This is in addition to the functionality for EOT Mailback. The Bulk Import Record Asset Event uses either the EOT Recordation report generated from the End of Term tile in Reporting or a standalone template - Bulk Import Record Asset Event Template.

### Record Asset Event

Use the Record Asset Event tile in the Bulk Import workspace to import a Bulk Import Record Asset Event Template, as shown below. If the Ledger Date columns are left blank, it will be recorded as the first day of the fiscal month containing the start of the first adjusted payment period or today's date, whichever is earlier.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Asset		EOT								Renewal Term in		
1	Schedule Number	ID	Serial Number	Description	Event	Ledger Date Month	Ledger Date Day	Ledger Date Year	Effective Date Month	Effective Date Day	Effective Date Year	Months	Renewal Term Payment Frequency	Renewal Pa
2	Acme001	45678		Return		5	1	2021	5	31	2021			
3	Acme002	45679		Return		5	1	2021	5	31	2021			
4	Acme003	45680		Return		5	1	2021	5	31	2021			
5	Acme004	45681		Return		5	1	2021	5	31	2021			
6	Acme005	45682		Return		5	1	2021	5	31	2021			
7	Acme006	45683		Return		5	1	2021	5	31	2021			
8	Acme007	45684		Return		5	1	2021	5	31	2021			
9	Acme008	45685		Return		5	1	2021	5	31	2021			
10	Acme009	45686		Return		5	1	2021	5	31	2021			
11	Acme010	45687		Return		5	1	2021	5	31	2021			
12	Acme011	45688		Return		5	1	2021	5	31	2021			
13	Acme012	45689		Return		5	1	2021	5	31	2021			
14	Acme013	45690		Return		5	1	2021	5	31	2021			
15	Acme014	45691		Return		5	1	2021	5	31	2021			

## Renumber Schedule

There are times when it is necessary to renumber a schedule. Some of the scenarios where this is needed are:

- Clean up incorrect schedule names due to special characters, formatting, etc.
- After the rollback and re-entry of many schedules, the rolled back schedules usually need to be renumbered.
- Mistakes with naming conventions at the time of upload
- Clients whose portfolios are divesting into one or more other companies may want a new naming convention.

### Renumber Schedule

Use the Renumber Schedule tile in the Bulk Import workspace to import a Renumber Schedule template, as shown below. The template has a simple structure, requiring the current Schedule Number and New Schedule Number, as well as an optional Comments field.

Schedule Number	New Schedule Number	Comments

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Version Control
Renumber Schedule
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# Version Summary

Version	Changes/ Updates	Date
20R1	Creation of Version Summary table	1/15/20
20R1	Corrections and updates to Bulk Participant Import, Asset Import, Disbursement Import and Capture Document Id Import	01/28/2020
20R1.1	Edits and corrections to document format	03/09/2020
20R1.1	Edits and corrections to document format	03/10/2020
20R2	Changed Special Templates screenshot Added Section for Balance Adjustment Import Added Section for Modify Deal Import	03/25/2020
20R2	Corrected the table for Balance Adjustment import (removed the X from Support and added X to Bulk Import)	05/19/2020
20R2.1	Added section for Record Asset Event Import	05/26/2020
20R2.1	Added Confidential/Proprietary watermark to header	05/27/2020
20R2.2	Corrected the footnote for Balance Adjustment and Special ROU Asset imports in the table on page 2  Moved the X for Lessee Rates import in the table to Bulk Import column Added Lessee Rates to the Import Files for Each Data Type table Removed Lessee Rates from List of Information Only CIW Tabs Added a screenshot of the Bulk Import Record Asset Event Template Replaced the Special Templates screenshot Added Balance Adjustment, Modify Deal, and Lessee Rates to the Individual Templates section Changed screenshot for Cost Centers Tab of CIW	06/04/2020
20R2.2	Updated Important Note for Asset import	06/16/2020
20R2.2	Changed Service Cloud to Client Success Center on page 2  Changed 'Standalone' workbook name to 'Balance Adjustments' in the table on pages 2 and 3 Added Lessee Rates to the table on page 2	06/29/2020
20R2.2	Added a screenshot for a 'hyperlink' import under Files (Manifest) section	06/30/2020
20R3	Added a table with the tab names and UI locations for Modify Import	07/14/2020
20R3	Added classification and booking guidance to Modify Deal section  Added information on the ledger date being equal to the system date for Record Asset Event	07/22/2020
20R3.1	'Make Changes Effective' bullet added to Bulk Participant Import section Changed Bulk Participant Import screenshot	08/12/2020
20R3.1	Changed tag line on tile page to Enterprise Lease Lifecycle Automation	08/31/2020

Version	Changes/ Updates	Date
20R4	Added Ledger Date column information to the Record Asset Event import and changed the screenshot Reformatted this Guide	09/25/2020
20R4	Record Asset Event information added to Data Input Options table, Import Files for Each Data Type table, Individual Templates section, and highlighted in the Bulk Import tile screenshots	10/23/2020
21R1	Removed Special ROU adjustments from the table on page 3 & 4 Moved standalone templates to table on page 4 Updated wording in bullets for Bulk Import Supporting Files section Added Event to tables, screenshots and import sections	12/2/2020
21R1	Reformatted this Guide Updated Screen Shots Removed references to LeaseAccelerat-ED	01/19/2021
21R3	New Screenshots for imports New Screenshots for the import files on Payment Adjustment and PIW Record Asset Event paragraph edits for blank ledger date fields, update the Excel screenshot	06/10/2021
21R3	Added a warning to the Event import for deletion of modified deals	07/08/2021
21R3	Removed statement for MDIW that you must classify and book in UI	9/29/2021
22R1	Added Recalculate to Event import and changed the screenshot	11/17/2021
22R3	Added Ledger Reassignment import section	05/05/2022
23R2	Added OperationalRefresh and RollbackBookedDeal to Event import and changed screenshot.	03/06/2023
24R2	Disbursements and Document ID updates Grammatical and formatting updates	02/16/2024
24R2.2	Added new Renumber Schedule to Individual Templates descriptions, added to table on page 5, new screen shot on page 8, and new section specifically for Renumber Schedule.	06/24/2024
25.2	Added ApproveDealSummary and ApproveEOTEEvents to Event import and changed the screenshot	03/12/2025