![insightsoftware logo]

Segregation of Duties User Guide

LeaseAccelerator

Version 25.2

Document Information

Notices

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Disclaimer

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.

Contents

Segregation of Duties

Overview

Segregation of Duties is the idea or concept of separating tasks between various stakeholders to ensure that no single person is responsible for an entire process. Segregation of Duties (or SoD) is an essential element of a control system. Auditors will look for duty segregation as part of their analysis of an entity's system of internal controls. LeaseAccelerator offers a variety of workflows that may be turned on or off by our clients to allow for this type of control, adding steps to ensure the separation of tasks.

These workflows create a final approve/reject step in the user interface (UI) after completion of the action, such as entering, booking, and classifying a new lease or modification, recording an asset event, or doing some bulk imports. A **preparer** is responsible for actions leading up to the approve/reject step and then an **approver** will be able to review and either approve or reject the new lease, modification, or asset event.

Available SoD Workflows

LeaseAccelerator offers the following workflows that enable a segregation of duties:

New Deal Workflows

- Enter Schedule (UI)

- Enter Schedule (PIW Import)

- Modify Deal (UI)

- Modify Deal (MDIW Import)

Record Asset Event Workflows

- Record Asset Event (UI)

- Record Asset Event Bulk Import (RAE)

Payment Adjustment Workflows

- Payment Adjustment (UI)

- Payment Adjustment Bulk Import (PIW)

Segregation of Duties Workspace

Within the user interface, clients have the ability to turn on/off individual approve/reject workflows as necessary. The workspace includes options for all of our current approve/reject workflows, including lease origination, deal modifications, and end of term. Since all segregation of duties workflows are optional, the default system behavior will have the features turned off.

Visibility of the Segregation of Duties workspace is restricted to Power Users and System Admin Users. Custom access levels may be granted visibility by submitting a Support case.

New Deal Workflows

New deal workflows enable a final approve/reject step after the entry of a lease. You can turn on the workflow (either UI or import) for new deals and modifications by checking the appropriate box and clicking Save.

When a preparer (typically an Accounting Analyst) enters a new deal, an Accounting Approver will need to approve or reject the deal before it becomes active.

When a specific workflow is checked, you'll see text reminding you that this workflow will require a separate approver for any schedules entered through the specific workspace or import.

Record Asset Event Workflows

These workflows enable a final approve/reject step after the entry of an EOT event, either through the UI or with a bulk import. You can turn on the workflows for all EOT events by checking the appropriate box and clicking Save.

When a preparer enters a new event, either via the UI or with a bulk import, an Accounting Approver will need to approve or reject the event before it becomes active.

Additional Information

- When the workflow is on, users that are neither an "Accounting Analyst" nor an "Accounting Approver" will only be able to enter, book, and classify (as allowed by permissions) and will not be able to approve a lease. This applies to Power Users, as well.

- Deals created prior to turning on the workflow will not be eligible to go through the approve/reject workflow when it is turned 'on'.

- Likewise, deals created when the workflow is on and are in Incomplete or Pending Approval status, must proceed through the approve/reject workflow even if the feature is turned 'off'.

- When the MDIW import workflow is turned 'on', any modifications coming in via API will also go through the steps for approve/reject.

- You may only make changes to one section at a time and must click Save in the appropriate section.

- There is no bulk approval at this time.

Payment Adjustment Workflows

These workflows enable a final approve/reject step after the entry of a payment adjustment event, either through the UI or with a bulk import. You can turn on the workflows for all payment adjustment events by checking the appropriate box and clicking Save.

When a preparer enters a new payment adjustment, either via the UI or with a bulk import, an Accounting Approver will need to approve or reject the payment adjustment before it becomes active.

Additional Information

- Users may not record additional payment adjustments when there are payment adjustments pending approval. A message will appear in the Payment Adjustment workspace stating there is a pending payment adjustment that must be approved before another may be recorded.

- Users may not import additional payment adjustments for any deal when there are pending adjustments awaiting approval. A validation error message will result, and import will be prevented.

Workflow Requirements

Access Level Assignment

Lease entry (via UI or bulk import), along with recording asset events (via UI) can be done by users with permission to enter deals and record asset events. Lease booking and classification can be done by users with permission to book and classify deals. Please review the Access Control Matrix to determine which Access Level works best for your business.

Approval of new leases entered, or recorded asset events will be restricted in different ways, depending on the Access Level of the user with approval privileges.

The workflow can be completed (or performed) by users with existing Access Levels as stated above. However, a new Access Level of Accounting Reviewer provides the strictest control for segregation of duties.

Access Level: Accounting Reviewer

A user with this access is only allowed to view deals and approve/reject deals that are Incomplete or Pending Approval. Users are still limited by Scope of Access and Scope of Ledgers.

Additional Information

- This is a view-only Access Level similar to the Observer/Monitor, but with the added ability to approve and reject deals.

- When a user with this level is reviewing a deal for approval, they will have rights to view:
  - Deal History
  - Deal Summary
  - Schedule
  - Asset Management

- This Access Level has access to the following:
  - "Approve Deal" To-Do in Deal History
  - "Approve / Reject" To-Do in Deal Summary, Summary
  - Approve/Reject workspace

- This Access Level will not see any 'day two' event options in the Record Event cascading menu.

- Reporting access is granted to all reports by default and is limited by Scope of Access and Scope of Ledgers. Report access can be edited by a Power User.

- Configuration Settings workspace access is granted with view-only permissions.

- The Accounting Reviewer level is able to see deals that are not in need of approval (e.g., active deals), but a user with this level can only view the deal characteristics they cannot make changes.

Can Act As Lessee Roles

Can Act As Lessee Roles are critical to the correct function of these workflows.

The following Can Act As Lessee Roles are required to be assigned to any user that will enter or approve deals and/or asset events using the workflow:

- Accounting Analyst – user is going to be entering deals via Enter Schedule.

- Accounting Approver – user is going to approve/reject deals via Enter Schedule.

Only one of these Lessee Roles can be assigned to a single user. If a single user has both of these Can Act As boxes checked, they will not be able to perform any steps in the workflow process. One of the boxes must be unchecked if the new workflow is to be instituted.

New Deal Workflows

Enter Schedule UI

When the Enter Schedule User Interface workflow is turned on, it creates a final approve/reject step after a preparer enters, books, and classifies a new deal via the Enter Schedule workspace. The newly entered deal sits in a Pending Approval status until it's reviewed and approved.

Journal entries are created for the deal, but the Ledger Export report is populated with the words "Pending Approval" in all cells for segments 3 & 4 to prevent ERP transfers and to allow a review of the accounting.

To-Dos and Notifications are created throughout the process. There are multiple on-screen messages informing users of status and journal entry transferability.

An approver will then be able to view all required screens in the deal, but not make changes. There are guardrails in deals pending approval that prevent changes by the approver.

With this workflow, deals that have not been approved can have either a status of **Pending Approval** or **Incomplete**, depending on the path the deal has undergone. The paths are approval and rejection and are covered in more detail below.

This feature works best by adding a new separate user to the system to leverage the strict control aspect of the workflow. For clients that wish to use this workflow with existing users that have an assigned Access Level, there will be guardrails in place restricting those users when they are 'acting as the approver' in a deal that was entered by someone else.

Basic Workflow:

- Preparer enters the schedule details via the Enter Schedule workspace, then books and classifies the deal, which sets the status to Pending Approval.

- Approver logs in and approves or rejects the deal.
  - Approving the deal changes the status to Active.
  - Rejecting the deal changes the status to Incomplete and creates a Deal History event noting that further action is required by the preparer.

> **Note:** There is no ability to perform bulk approvals at this time.

Steps to Enter Schedule via UI

The steps for this workflow are the same, regardless of whether you create new users for strict control or modify access of existing users. Here's what both scenarios would look like:

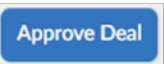**New Users (Strict Control):**

A new user will act as the preparer with an Access Level of Enhanced User or Data Entry User* and a required Can Act As role of Accounting Analyst.

A new user will act as the approver with an Access Level of Accounting Reviewer and a required Can Act As role of Accounting Approver.

Existing Users (Access Levels):

An existing user with an Access Level of Enhanced User and a required Can Act As role of Accounting Analyst will act as the preparer.

An existing user with an Access Level of Power User and a required Can Act As role of Accounting Approver will act as the approver.

Step	Action
1	The preparer enters deal through the Enter Schedule workspace.
2	The preparer then books and classifies the deal. The same warning message appears on both workspaces. ⚠ Warning: While this will generate accounting for the deal, this accounting will not be included in data exported to the ERP and will be marked as Pending Approval until the deal has been approved.
3	The deal Status is now **Pending Approval**, as preparers are not able to approve deals that they enter. ⚠ You do not have permission to approve this deal. Either you are not an Accounting Approver, or you booked the deal. If you booked the deal, then a different Accounting Approver will need to approve it. During this time, the Ledger Export report has "Pending Approval" text in Segments 3 & 4. Segment3 — PendingApproval Segment4 — PendingApproval
4	On this deal, any user with an Accounting Approver Can Act As role will see the Approve Deal To-Do in Deal History. Approve Deal The approver clicks this To-Do and is taken to Deal Summary.
5	The approver should review Deal History, Deal Summary, Asset Management, and Accounting Classification workspaces for accuracy. The approver cannot make any changes to deal information. ⓘ **Note:** If a Book or Accounting Classification To-Do button is present in a deal, it cannot be approved. To-Dos cannot be deleted when created as part of the workflow and cannot be created manually. The preparer must book and classify the deal before it can be approved. ⚠ This deal cannot be approved until any Booking or Classification ToDos are completed

Step	Action
6	The approver accesses Deal Summary, Summary and scrolls to the bottom of the page to click the Approve/Reject button. **Approve / Reject**
7	The approver is now on the Approve/Reject workspace, where they make a decision and add required comments. **Approve Deal** ⚠ Please note that by approving this deal you are acknowledging that you have reviewed all attributes including participants, deal terms, options, asset allocations and accounting judgements which impact the valuation of the ROU Asset and Liability. This approval will enable journal entry posting through ERP Integrations and update all accounting reports. ⦿ Approved ○ Rejected Comments:* *Required **Save** ⓘ **Note:** If rejecting the deal, the comments should be very clear as to what needs correcting. These comments appear in Deal History, History and will guide the preparer through the necessary corrections. They also appear in a notification email sent to the preparer. **Deal History** Next Steps | **History** | Documents | E-mails | Q & A ☑ Show Superseded | Time/Date	Event	Affected Document	Responsible Party	Comments
---	---	---	---	---
09/08/2022 05:29 PM	Annotation	N/A	crostapprover	Changed deal status from PendingApproval to Incomplete
09/08/2022 05:29 PM	Reject Deal Summary	Deal Summary 22R4 SoD 1	crostapprover	Deal is rejected. After making corrections Re-Booking with a Book Deal To-Do and Reclassification are required. Reason - Rejected due to incorrect IBR used when booking. After making corrections, rebook by creating a Book Deal ToDo. Reclassification will be required as well.	
8	Approved deals become Active immediately upon approval and the Ledger Export segments are populated with configured accounts. Rejected deals move to **Incomplete** status and the Ledger Export still shows "Pending Approval" text in Segments 3 & 4.

Step	Action
9	All Accounting Analysts are notified of the rejection via an email notification, even if they were not the preparer of the deal. When Accounting Analysts login, they see a Correct Deal Details To-Do in Deal History. **Correct Deal Details** ⓘ **Note:** To-Dos cannot be deleted when created as part of the workflow and cannot be created manually. The Correct Deal Details To-Do will only be removed after the deal is rebooked. Clicking on this To-Do takes the user to the History tile, where they are able to see the rejection event, additional instructions, and the reason for rejection mentioned in step 7.
10	The preparer corrects the concerns noted in the rejection event. ⓘ **Note:** Whenever a deal is in Incomplete status, a message appears on Deal History, Deal Summary, Schedule, and Asset Management workspaces. ⚠ The Status of this deal is Incomplete. A full review of the Schedule, Deal Summary, and Asset Management workspaces is advised but not required. Journal entry posting through ERP Integrations will not be enabled for all accounting reports until the deal is past the approval stage.
11	The preparer must re-book the deal using the enqueued **Book** To-Do and reclassify using the enqueued **Generate Accounting Classification** To-Do. Once those To-Dos are acted on and removed from Deal History, the approval path starts over, and the status is back to **Pending Approval.**

*By design, the Data Entry User Access Level does not allow changes to be made to Asset Management.

Possible Use Cases for Existing Users

- Existing User 1 with Access Level of Enhanced User and required Can Act As role of Accounting Analyst

- Existing User 2 with Access Level of Power User and required Can Act As role of Accounting Approver

- Existing User 3 with Access Level of Power User and required Can Act As role of Accounting Approver

1. User 1 enters the deal and does not book it or cannot book it, because of user permissions.

2. User 2 cannot approve the deal because there is still a Book To-Do present on Deal History.

3. User 2 can book the deal.

4. User 2 cannot approve the deal because they booked it.

5. User 1 cannot approve the deal because they do not have approval privileges.

6. User 3 would have to approve the deal.

There are likely other use cases that cannot be described in this user guide, since many clients have custom access levels not based on the standard LeaseAccelerator offerings. Please work with your CSM or Support while getting acquainted with this new feature if you run into scenarios that are not explained above.

Additional Information

- Deals in **Incomplete** or **Pending Approval** status are excluded from the MEC processes in LeaseAccelerator. The books for these leases will not be 'closed' if they have not been approved prior to close.

- Deals in **Incomplete** or **Pending Approval** status are excluded from nightly maintenance procedures, so they will not go into evergreen if they have backdated commencement dates.
  - If the "Auto-Record Default EOT Event" button is present, it will not record the event if clicked. This will be hidden in future iterations of the feature for deals in **Incomplete** or **Pending Approval** status.

- If a deal is rejected and correction is required for Unit Price, Product Category, Product Number, Manufacturer, or Description, then it must be deleted and reentered since these are not editable once a deal is booked. In order to delete the deal, the user must have privileges to do so.

- If you are using LeaseAccelerator's RFP and LvB features and you progress to 'Create Schedule' from within either the RFP or LvB, the new workflow will not be enabled in this version of the new feature.

- When the workflow is 'on', users that are neither an "Accounting Analyst" nor an "Accounting Approver" will only be able to enter, book, and classify (as allowed by permissions) and will not be able to approve a lease. This applies to Power Users, as well.

- Deals created prior to turning on the workflow will not be eligible to go through the approve/reject workflow when it is turned 'on'.

- Likewise, deals created when the workflow is on and are in **Incomplete** or **Pending Approval** status, must proceed through the approve/reject workflow even if the feature is turned 'off'.

Enter Schedule Bulk Import
Steps for PIW Import

Step	Action
1	A preparer (new or existing user with the proper Access Level and Can Act As Role) navigates to the Bulk Import workspace. A warning message appears on-screen when the workflow is 'on'.
2	The preparer validates the PIW. The same warning message remains for this step.

Step	Action
3	The preparer imports the PIW. After successful import, a new message appears informing the user that imported deals need to be approved.

Portfolio Import

⚠ Deals are Pending Approval. Accounting generated for each deal. Segments three and four on the Ledger Export are populated with Pending Approval until deals are approved

File to Import: Choose File No file chosen

LeaseAccelerator expects an .xlsx file with a minimum of two required worksheets (Schedule and Details) to be submitted in conformance with the requirements outlined in the Customer Implementation Guide.
Additional worksheets may also be included as appropriate.

Validate
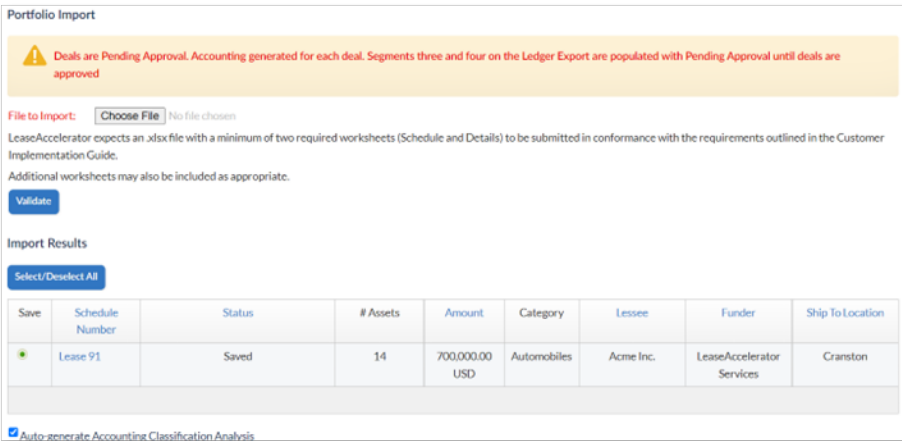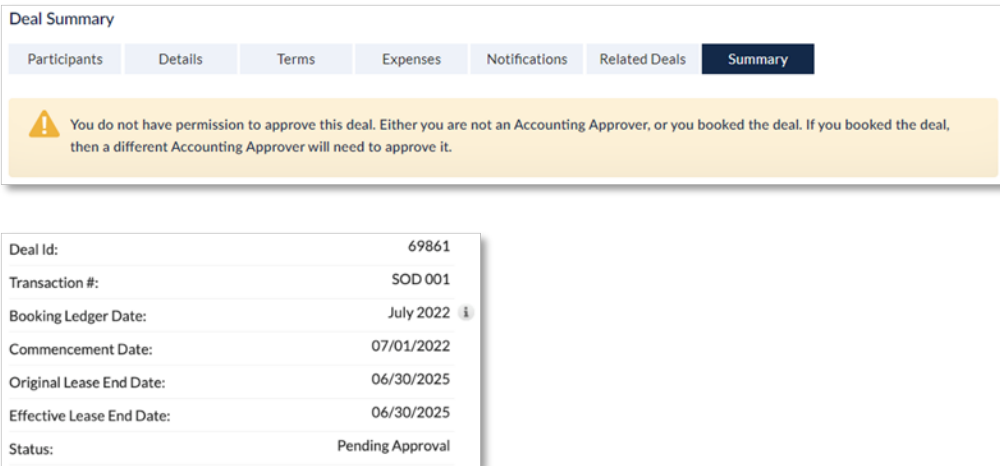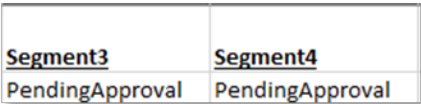
Import Results
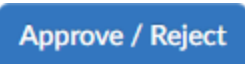
Select/Deselect All

Save	Schedule Number	Status	# Assets	Amount	Category	Lessee	Funder	Ship To Location
●	Lease 91	Saved	14	700,000.00 USD	Automobiles	Acme Inc.	LeaseAccelerator Services	Cranston

☑ Auto-generate Accounting Classification Analysis

Step	Action
4	On Deal Summary on any of the imported deals, a message reminds the preparer that they cannot approve deals they've entered. The deal statuses are also currently **Pending Approval**.

Deal Summary

Participants	Details	Terms	Expenses	Notifications	Related Deals	Summary

⚠ You do not have permission to approve this deal. Either you are not an Accounting Approver, or you booked the deal. If you booked the deal, then a different Accounting Approver will need to approve it.

Deal Id:	69861
Transaction #:	SOD 001
Booking Ledger Date:	July 2022 ℹ
Commencement Date:	07/01/2022
Original Lease End Date:	06/30/2025
Effective Lease End Date:	06/30/2025
Status:	Pending Approval

At this time, the Ledger Export report has "Pending Approval" text in Segments 3 & 4 for the imported deal(s).

Segment3	Segment4
PendingApproval	PendingApproval

Step	Action
5	Any user with an Accounting Approver Can Act As role that accesses these deals will see the Approve Deal To-Do in Deal History.

Approve Deal

The approver clicks this To-Do and is taken to Deal Summary.

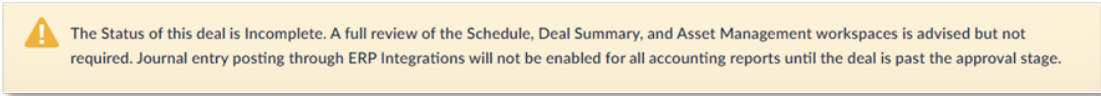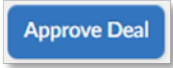| Step	Action
6	The approver should review Deal History, Deal Summary, Asset Management, and Accounting Classification workspaces for accuracy. The approver cannot make any changes to deal information. **Note:** If a Book or Accounting Classification To-Do button is present in a deal, it cannot be approved. To-Dos cannot be deleted when created as part of the workflow and cannot be created manually. The preparer must book and classify the deal before it can be approved. ⚠ This deal cannot be approved until any Booking or Classification ToDos are completed
7	The approver accesses Deal Summary, Summary and scrolls to the bottom of the page to click the Approve/Reject button. **Approve / Reject**

Step	Action
8	The approver is now on the Approve/Reject workspace, where they make a decision and add required comments.

Approve Deal

⚠ Please note that by approving this deal you are acknowledging that you have reviewed all attributes including participants, deal terms, options, asset allocations and accounting judgements which impact the valuation of the ROU Asset and Liability. This approval will enable journal entry posting through ERP Integrations and update all accounting reports.

◉ Approved
◯ Rejected
Comments:

Required
Save

ℹ **Note:** If rejecting the deal, the comments should be very clear as to what needs correcting. These comments appear in Deal History, History and will guide the preparer through the necessary corrections. They also appear in a notification email sent to the preparer.

Deal History

| Next Steps | History | Documents | E-mails | Q & A |

☑ Show Superseded

Time/Date	Event	Affected Document	Responsible Party	Comments
09/08/2022 05:29 PM	Annotation	N/A	crostapprover	Changed deal status from PendingApproval to Incomplete
09/08/2022 05:29 PM	Reject Deal Summary	Deal Summary 22R4 SoD 1	crostapprover	Deal is rejected. After making corrections Re-Booking with a Book Deal To-Do and Reclassification are required. Reason - Rejected due to incorrect IBR used when booking. After making corrections, rebook by creating a Book Deal ToDo. Reclassification will be required as well.

Step	Action
9	Approved deals become **Active** immediately upon approval and the Ledger Export segments are populated with configured accounts. Rejected deals move to **Incomplete** status and the Ledger Export still shows "Pending Approval" text in Segments 3 & 4.

Step	Action
10	All Accounting Analysts are notified of the rejection via an email notification, even if they were not the preparer of the deal. When Accounting Analysts login, they see a Correct Deal Details To-Do in Deal History. **Correct Deal Details** ⓘ **Note:** To-Dos cannot be deleted when created as part of the workflow and cannot be created manually. The Correct Deal Details To-Do will only be removed after the deal is rebooked. Clicking on this To-Do takes the user to the History tile, where they are able to see the rejection event, additional instructions, and the reason for rejection mentioned in step 8.
11	The preparer corrects the concerns noted in the rejection event. ⓘ **Note:** Whenever a deal is in Incomplete status, a message appears on Deal History, Deal Summary, Schedule, and Asset Management workspaces. ⚠ The Status of this deal is Incomplete. A full review of the Schedule, Deal Summary, and Asset Management workspaces is advised but not required. Journal entry posting through ERP Integrations will not be enabled for all accounting reports until the deal is past the approval stage.
12	The preparer must re-book the deal using the enqueued **Book** To-Do and reclassify using the enqueued **Generate Accounting Classification** To-Do. Once those To-Dos are acted on and removed from Deal History, the approval path starts over, and the status is back to **Pending Approval**.

Modify Deal UI

Steps to Modify Deal in the UI

Step	Action
1	A preparer navigates to the Modify Deal workspace through the Left NavBar, by hovering over the Record Event cascading menu and selecting Record a contract modification.
2	The preparer enters all of the required data for the deal modification and saves the modification, as usual.
3	The preparer then classifies and books the deal. The same warning message appears on both workspaces. The Status of this deal is Incomplete. A full review of the Schedule, Deal Summary, and Asset Management workspaces is advised but not required. Journal entry posting through ERP Integrations will not be enabled for all accounting reports until the deal is past the approval stage.
4	On Deal Summary, the status is now **Pending Approval**, as preparers are not able to approve deals that they enter. During this time, the Ledger Export report has "Pending Approval" text in Segments 3 & 4.
5	Any user with an Accounting Approver Can Act As role will see the Approve Deal To-Do in Deal History. The approver clicks this To-Do and is taken to Deal Summary.

Step	Action
6	The approver should review Deal History, Deal Summary, Asset Management, and Accounting Classification workspaces for accuracy. The Approver cannot make any changes to deal information.
	(i) Note: If a Book or Accounting Classification To-Do button is present in a deal, it cannot be approved. To-Dos cannot be deleted when created as part of the workflow and cannot be created manually. The preparer must book and classify the deal before it can be approved.
	⚠ This deal cannot be approved until any Booking or Classification ToDos are completed
7	The approver accesses Deal Summary, Summary and scrolls to the bottom of the page to click the **Approve/Reject** button.
	Approve / Reject

Step	Action
8	The approver is now on the Approve/Reject workspace, where they make a decision and add required comments. **Approve Deal** ⚠ Please note that by approving this deal you are acknowledging that you have reviewed all attributes including participants, deal terms, options, asset allocations and accounting judgements which impact the valuation of the ROU Asset and Liability. This approval will enable journal entry posting through ERP Integrations and update all accounting reports. ● Approved ○ Rejected Comments:* *Required [Save] **Deal History** Next Steps | **History** | Documents | E-mails | Q & A ☑ Show Superseded | Time/Date	Event	Affected Document	Responsible Party	Comments
---	---	---	---	---
09/08/2022 05:29 PM	Annotation	N/A	crostapprover	Changed deal status from PendingApproval to Incomplete
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9	Approved deals become **Active** immediately upon approval and the Ledger Export segments are populated with configured accounts. Rejected deals move to **Incomplete** status and the Ledger Export still shows "Pending Approval" text in Segments 3 & 4.

Step	Action
10	All Accounting Analysts are notified of the rejection via an email notification, even if they were not the preparer of the deal. When Accounting Analysts login, they see a Correct Deal Details To-Do in Deal History. **Correct Deal Details** ⓘ **Note:** To-Dos cannot be deleted when created as part of the workflow and cannot be created manually. The Correct Deal Details To-Do will only be removed after the deal is rebooked. Clicking on this To-Do takes the user to the History tile, where they are able to see the rejection event, additional instructions, and the reason for rejection mentioned in step 8.
11	The preparer corrects the concerns noted in the rejection event. ⓘ **Note:** Whenever a deal is in Incomplete status, a message appears on Deal History, Deal Summary, Schedule, and Asset Management workspaces. ⚠ The Status of this deal is Incomplete. A full review of the Schedule, Deal Summary, and Asset Management workspaces is advised but not required. Journal entry posting through ERP Integrations will not be enabled for all accounting reports until the deal is past the approval stage.
12	The preparer must re-book the deal using the enqueued **Book** To-Do and reclassify using the enqueued **Generate Accounting Classification** To-Do. Once those To-Dos are acted on and removed from Deal History, the approval path starts over, and the status is back to **Pending Approval**.

Modify Deal Bulk Import

Steps to Modify Deal Using an Import (MDIW)

Step	Action
1	A preparer navigates to the Bulk Import workspace. A warning message appears on-screen when the workflow is 'on'.
2	The preparer validates the MDIW. The same warning message remains for this step.

Step	Action
3	After successful import, a new message appears informing the user that imported deals need to be approved. **Modify Deal Import** ⚠ Deals are Pending Approval. Accounting generated for each deal. Segments three and four on the Ledger Export are populated with Pending Approval until deals are approved. File to Import: [Choose File] No file chosen [Validate] **Import Results** [Select/Deselect All] 	Save	Schedule Number	Status	Modified Schedule Number	Relationship Type
---	---	---	---	---
●	Lease123	Modification saved successfully.	Lease123-M001	Modification	 ☑ Auto-generate Accounting Classification Analysis and Book Deal ⓘ **Note:** With the Auto-generate Accounting Classification Analysis and Book Deal box checked, the deal will go directly into the approve/reject workflow.
4	On Deal Summary on any of the imported deals, a message reminds the preparer that they cannot approve deals they've entered. The deal statuses are also currently **Pending Approval**. **Deal Summary** Participants	Details	Terms	Expenses	Notifications	Related Deals	**Summary** ⚠ You do not have permission to approve this deal. Either you are not an Accounting Approver, or you booked the deal. If you booked the deal, then a different Accounting Approver will need to approve it. | Segment3	Segment4
---	---
PendingApproval	PendingApproval	 	Deal Id:	69861
---	---
Transaction #:	SOD 001
Booking Ledger Date:	July 2022 ⓘ
Commencement Date:	07/01/2022
Original Lease End Date:	06/30/2025
Effective Lease End Date:	06/30/2025
Status:	Pending Approval | At this time, the Ledger Export report has "Pending Approval" text in Segments 3 & 4 for the imported deal(s).
5	Any user with an Accounting Approver Can Act As role that accesses these deals will see the Approve Deal To-Do in Deal History. [Approve Deal] The approver clicks this To-Do and is taken to Deal Summary.

Step	Action
6	The approver should review Deal History, Deal Summary, Asset Management, and Accounting Classification workspaces for accuracy. The approver cannot make any changes to deal information. ℹ️ **Note:** If a Book or Accounting Classification To-Do button is present in a deal, it cannot be approved. To-Dos cannot be deleted when created as part of the workflow and cannot be created manually. The preparer must book and classify the deal before it can be approved. ⚠️ This deal cannot be approved until any Booking or Classification ToDos are completed
7	The approver accesses Deal Summary, Summary and scrolls to the bottom of the page to click the Approve/Reject button. **Approve / Reject**

Step	Action
8	The approver is now on the Approve/Reject workspace, where they make a decision and add required comments. **Approve Deal** ⚠ Please note that by approving this deal you are acknowledging that you have reviewed all attributes including participants, deal terms, options, asset allocations and accounting judgements which impact the valuation of the ROU Asset and Liability. This approval will enable journal entry posting through ERP Integrations and update all accounting reports. ⦿ Approved ○ Rejected Comments: Required **Save** ℹ **Note:** If rejecting the deal, the comments should be very clear as to what needs correcting. These comments appear in Deal History, History and will guide the preparer through the necessary corrections. They also appear in a notification email sent to the preparer. **Deal History** Next Steps ‖ **History** ‖ Documents ‖ E-mails ‖ Q & A ☑ Show Superseded <table><tr><th>Time/Date</th><th>Event</th><th>Affected Document</th><th>Responsible Party</th><th>Comments</th></tr><tr><td>09/08/2022 05:29 PM</td><td>Annotation</td><td>N/A</td><td>crostapprover</td><td>Changed deal status from PendingApproval to Incomplete</td></tr><tr><td>09/08/2022 05:29 PM</td><td>Reject Deal Summary</td><td>Deal Summary 22R4 SoD 1</td><td>crostapprover</td><td>Deal is rejected. After making corrections Re-Booking with a Book Deal To-Do and Reclassification are required. Reason - Rejected due to incorrect IBR used when booking. After making corrections, rebook by creating a Book Deal ToDo. Reclassification will be required as well.</td></tr></table>
9	Approved deals become **Active** immediately upon approval and the Ledger Export segments are populated with configured accounts. Rejected deals move to **Incomplete** status and the Ledger Export still shows "Pending Approval" text in Segments 3 & 4.

Step	Action
10	All Accounting Analysts are notified of the rejection via an email notification, even if they were not the preparer of the deal. When Accounting Analysts login, they see a Correct Deal Details To-Do in Deal History. **Correct Deal Details** ℹ️ **Note:** To-Dos cannot be deleted when created as part of the workflow and cannot be created manually. The Correct Deal Details To-Do will only be removed after the deal is rebooked. Clicking on this To-Do takes the user to the History tile, where they are able to see the rejection event, additional instructions, and the reason for rejection mentioned in step 8.
11	The preparer corrects the concerns noted in the rejection event. ℹ️ **Note:** Whenever a deal is in Incomplete status, a message appears on Deal History, Deal Summary, Schedule, and Asset Management workspaces. ⚠️ The Status of this deal is Incomplete. A full review of the Schedule, Deal Summary, and Asset Management workspaces is advised but not required. Journal entry posting through ERP Integrations will not be enabled for all accounting reports until the deal is past the approval stage.
12	The preparer must re-book the deal using the enqueued **Book** To-Do and reclassify using the enqueued **Generate Accounting Classification** To-Do. Once those To-Dos are acted on and removed from Deal History, the approval path starts over, and the status is back to **Pending Approval**.

Additional Information

- If a deal is rejected and correction is required for Unit Price, Product Category, Product Number, Manufacturer, or Description, then it must be deleted and re-entered since these are not editable once a deal is booked. In order to delete the deal, the user must have privileges to do so. If the deal in question is a modified deal (M00#), then you must follow the approved Modification Rollback workflow to be able to re-enter the modification.

- When the MDIW import workflow is turned 'on', any modifications coming in via API will also go through the steps for approve/reject.

Record Asset Event Workflows

Record Asset Event UI
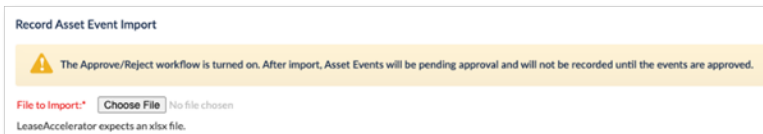
Step	Action
1	A preparer records an Asset Event in the Record Asset Event workspace. A message appears at the top of the workspace, informing the preparer that the event has been recorded in the system and is Pending Approval. **Record Asset Event** ⚠ Asset event recorded. Event is Pending Approval
2	A To-Do is created on the Deal History to Approve Recorded Asset Event. **Pending Actions** Approve Recorded Asset Event ⋮
3	Asset events now have additional information in parentheses, showing the type of EOT event and the effective date. This is especially useful if there are multiple approvals needed, as in the case of step renewals. Declaration Manifest 19375 (Buyout 11/01/2021) ⋮ Declaration Manifest 19376 (Impairment 10/01/2021) ⋮ ⓘ **Note:** On the My To-Do List tile located on the Home workspace, you will look for 'Recorded Asset Event requires approval'.
4	A user with Can Act As of Accounting Approver logs into the deal and clicks on the **Approve Recorded Asset Event** To-Do. ⓘ **Note:** The person that recorded the event cannot approve it, and a user that is not an Accounting Approver will not be able to approve it either. Approve Declaration Manifest ⚠ You do not have permission to approve this recordation. Either you are not an Accounting Approver, or you have record this event. If you recorded the event, then a different Accounting Approver will need to approve it.
5	The approver is taken to the Approve/Reject workspace for the asset event. Here, they can review the details of the event and add the required Comments.
6	If approved, the asset event is recorded against the deal and appears in the Deal Summary and Payment Schedule, and no further action needed.
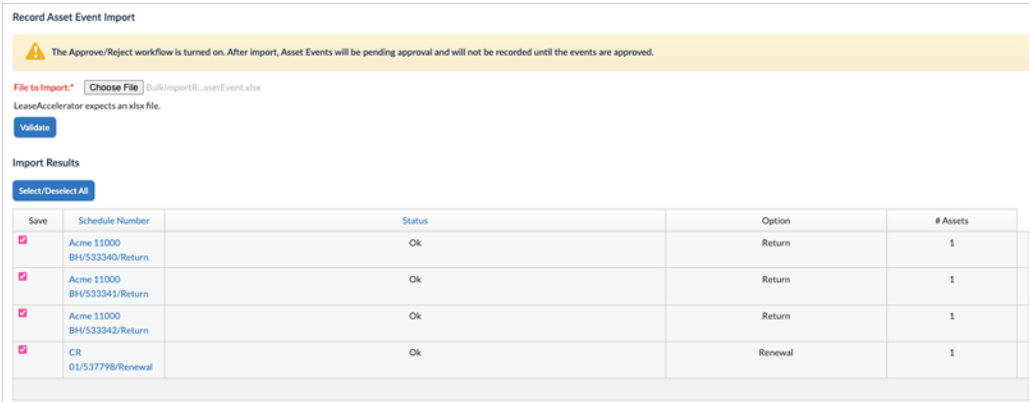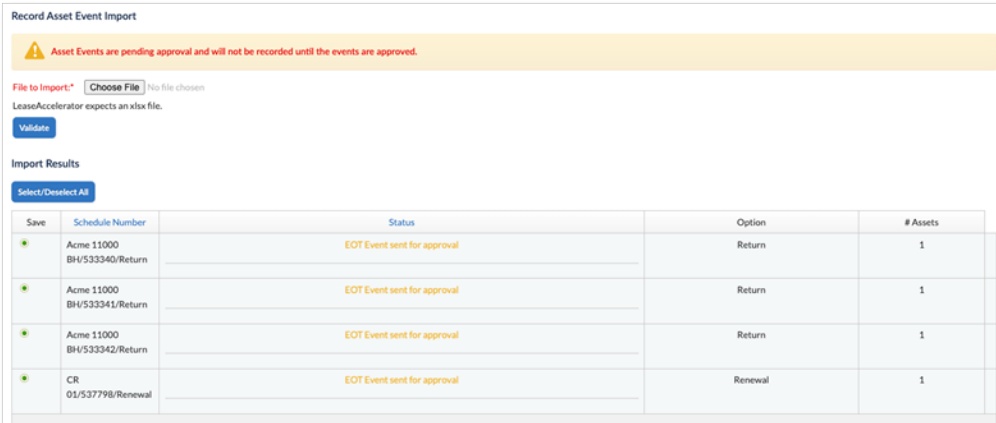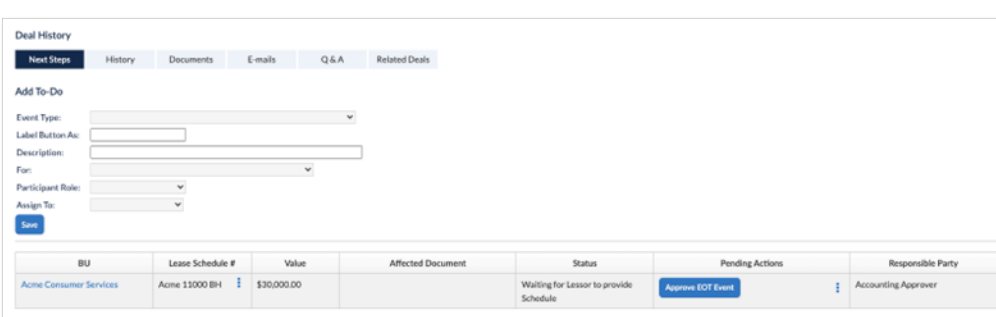
Step	Action
7	If rejected, the asset event is not recorded against the deal and a Correct Asset Details To-Do appears in Deal History. **Pending Actions** Correct Asset Details The To-Do is assigned to the user that entered the event and that individual also receives an email notifying them of the rejection. **Note:** This To-Do will be cleared once it is clicked on and cannot be added manually.
8	This user then goes to the deal and clicks on the **Correct Asset Details** To-Do, which takes them to the History Events where they can view the reason for rejection and the additional steps to take after correction. **Comments** Asset event rejected and will need to be rerecorded. Reason - Rejected this renewal, because this was supposed to a return.
9	The preparer rerecords the asset event and the approval process starts over.

Additional Information

- When recording multiple asset events, the system will create a separate Approve Asset Event To-Do for each event, and each event will need to be approved separately.

- Events in need of approval will show the Asset Event type and the effective date of the event in Deal History, Next Steps.

- There is no bulk approval at this time.

Record Asset Event Bulk Import (RAE)

Step	Action
1	A user populates a Record Asset Event template (RAE) and navigates to the Bulk Import workspace.
2	After selecting the **Record Asset Event** tile, user will see a warning message displayed when the workflow is 'On'. **Record Asset Event Import** ⚠ The Approve/Reject workflow is turned on. After import, Asset Events will be pending approval and will not be recorded until the events are approved. File to Import:* Choose File No file chosen LeaseAccelerator expects an xlsx file.

Step	Action
3	Validate the RAE. The same warning message remains for this step.
4	After a successful import, a new message appears informing users of the need for imported events to be approved.
5	All users with the Accounting Approver Can Act As will see the ToDo to **Approve EOT Event** in Deal History. The event will not be recorded until it is approved.

Step	Action
6	If you were the user that bulk imported the RAE template, you will not be allowed to approve any events. There will be a warning message in the Approve/Reject EOT workspace letting you know you cannot approve the event.
7	If you are an Accounting Approver, and you did not bulk import the asset events, you will be able to approve the EOT event.
8	In the Approve/Reject EOT Event workspace you are able to click **Review Changes** to download a report that includes information about all asset events for that particular schedule.
9	When approving or rejecting, the Accounting Approver will approve or reject all asset events included in the bulk Record Asset Event template.
10	If the Accounting Approver is rejecting the EOT events, the comments should be very clear as to what needs correction. These comments appear in the Deal History, History tile and should guide the Preparer through the necessary corrections. They also appear in a notification email sent to the Preparer.
11	Approved events are recorded immediately upon approval and Deal Summary will reflect the event.
12	Rejected events trigger a rejection email to the Preparer that include any comments included in the Approve/Reject EOT Event workspace.
13	If events are rejected, Preparer must correct the Record Asset Event template and reimport to start the approve/reject process over.

Additional Information
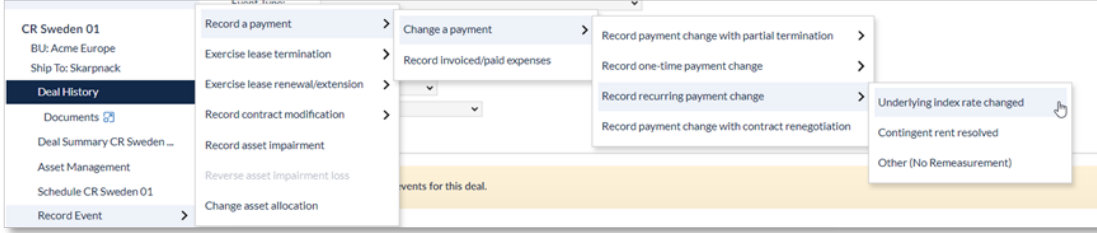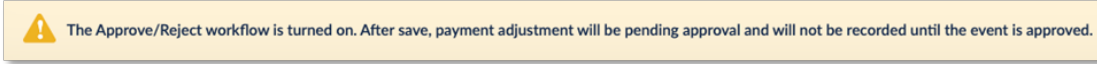
- When recording multiple asset events, the system will create one ToDo to approve or reject the events. Approver will either approve all events or reject all events in one step.

- Any EOT events originating in our Real Estate Manager will need to be approved if the workflow is turned 'On'.

Payment Adjustment Workflows

Payment Adjustments UI

Step	Action
1	A preparer navigates to the Payment Adjustment workspace using the Record Event cascading menu in the Left NavBar.
2	Once preparer is in the Payment Adjustment workspace, they will see a warning message displayed when the workflow is 'On'.
3	Preparer enters all the required data for the payment adjustment and saves the adjustment as usual. Once saved, a new message appears in Deal History informing users that the payment adjustment has been saved but will not be recorded until approved.
4	Additionally, a new ToDo will be enqueued for the approver. All users with the Accounting Approver Can Act As will see the ToDo in Deal History.

Step	Action
5	Clicking on this ToDo takes the approver to the Payment Adjustment workspace where the user may review the details of the payment adjustment and access the **Approve/Reject** button. **Record Payment Adjustment** **Adjust Payment** Apply to all payments on or after the adjustment date: ☐ Change payment amount, starting:* Dec ∨ 1 ∨ 2022 Scheduled Payment Amount: $4,500.00 New Payment Amount:* 5000.00 USD Reason For Change:* Contingent rent resolved ∨ Comments: Excess mileage Approve/Reject Comments:* *Required [Approve] [Reject] Approver must enter any comments related to the approval or rejection of the payment adjustment.
6	⚠ You do not have permission to approve this recordation. Either you are not an Accounting Approver, or you recorded this event. If you recorded the event, then a different Accounting Approver will need to approve it. If you were the user that entered the payment adjustment, you will see a warning message telling you that you are not allowed to approve or reject the adjustment.
7	Approved payment adjustments will be recorded and reflected in Deal Summary on the Summary tile, as usual. A new event in Deal History on the History tile will also be added reflecting the payment adjustment event.
8	If rejected, the payment adjustment is **not** recorded against the deal and a **Correct Payment Adjustment ToDo** appears in Deal History. **Pending Actions** [Correct Payment Adjustment] ⋮ The ToDo is assigned to the user that entered the event and that individual also receives an email notifying them of the rejection. ℹ **Note:** This ToDo will be cleared once it is clicked on and cannot be added manually.
9	This user then goes to the deal and clicks on **Correct Payment Adjustment**, which takes them to the History Events where they can view the reason for rejection and what needs to be corrected. If the Accounting Approver is rejecting the payment adjustment, the comments should be very clear as to what needs correction. | Time/Date	Event	Affected Document	Responsible Party	Comments
12/08/2022 01:57 PM	Payment Adjustment Rejected	N/A	crostapprover	Payment Adjustment rejected. Comments - Incorrect payment amount. Should be 650.00.	
10	The preparer must rerecord the payment adjustment and the approval process starts over.

Additional Information

- Users may not record additional payment adjustments when there are payment adjustments pending approval. A message will appear in the Payment Adjustment workspace stating there is a pending payment adjustment that must be approved before another may be recorded.

Payment Adjustments Bulk Import (PIW)

Step	Action
1	A user populates a Payment Adjustment tab of a PIW and navigates to the Bulk Import workspace.
2	After selecting the Payment Adjustment tile, user will see a warning message displayed when the workflow is 'On'.
3	Validate the PIW. The same warning message remains for this step.
4	After a successful import, a new message appears informing users of the need for imported adjustments to be approved.

Step	Action
5	All users with the Accounting Approver Can Act As will see the ToDo to **Approve Payment Adjustment** in Deal History. The adjustment will not be recorded until it is approved.
6	If you were the user that bulk imported the PIW, you will not be allowed to approve any adjustments. There will be a warning message in the Approve/Reject Payment Adjustments workspace letting you know you cannot approve the event.
7	If you are an Accounting Approver, and you did not bulk import the payment adjustments you will be able to approve the adjustments.
8	In the Approve/Reject Payment Adjustments workspace you are able to click **Review Changes** to download a report that includes information about all adjustments for that particular schedule.
9	When approving or rejecting, the Accounting Approver will approve or reject all payment adjustments included in the bulk template.

Step	Action
10	If the Accounting Approver is rejecting the payment adjustments, the comments should be very clear as to what needs correction. These comments appear in the Deal History, History tile and should guide the Preparer through the necessary corrections. They also appear in a notification email sent to the Preparer. 	Time/Date	Event		Affected Document	Responsible Party	Comments	 	12/08/2022 03:47 PM	Rejected Payment Adjustments	⋮	N/A	cpower	Payment Adjustment rejected and will need to be reimported. Reason - Incorrect payment amount, should be 1250.00	
11	Approved adjustments are recorded immediately upon approval and Deal Summary will reflect the event.
12	Rejected adjustments trigger a rejection email to the Preparer that include any comments included in the Approve/Reject Payment Adjustment workspace.
13	If adjustments are rejected, Preparer must correct the Payment Adjustment tab of the PIW and reimport to start the approve/reject process over.

Additional Information

- Users may not import additional payment adjustments for any deal when there are pending adjustments awaiting approval. A validation error message will result and import will be prevented.

Version Summary

Version	Changes/Updates	Date
22R4	Created guide.	09/08/2022
23R1	Updated guide to include Record Asset Event Bulk Import (RAE), Payment Adjustments (UI), and Payment Adjustments Bulk Import (PIW).	12/19/2022
23R3	Updated verbiage to change customer to client. Also added Payment Adjustment Workflows section.	09/06/2023
24R2.2	Changed screen shots on pages 10, 13, 15, 22, and changed onscreen to on-screen on pages 6, 10, 15.	06/25/2024