



# Configuration 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.



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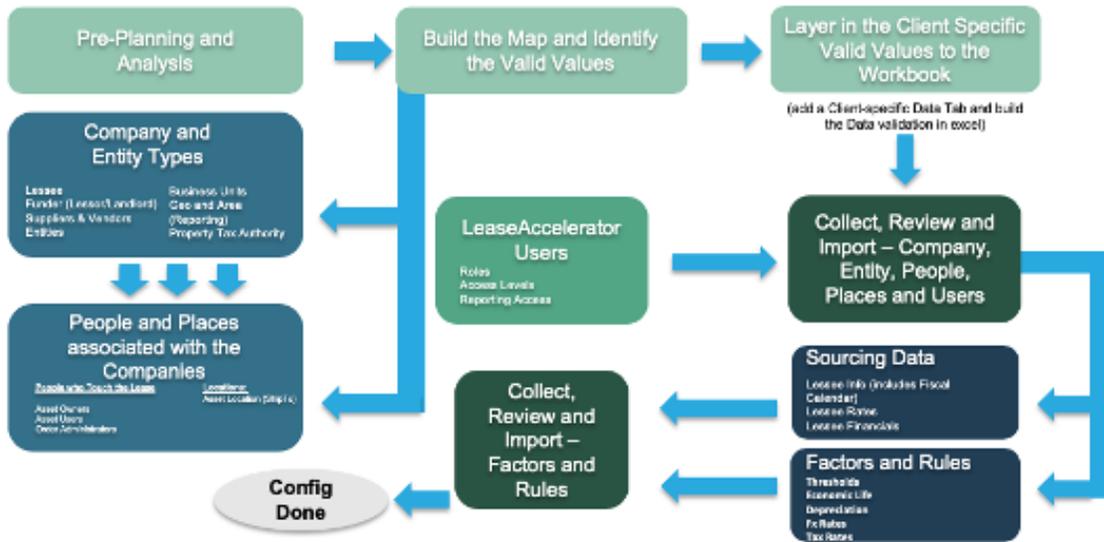
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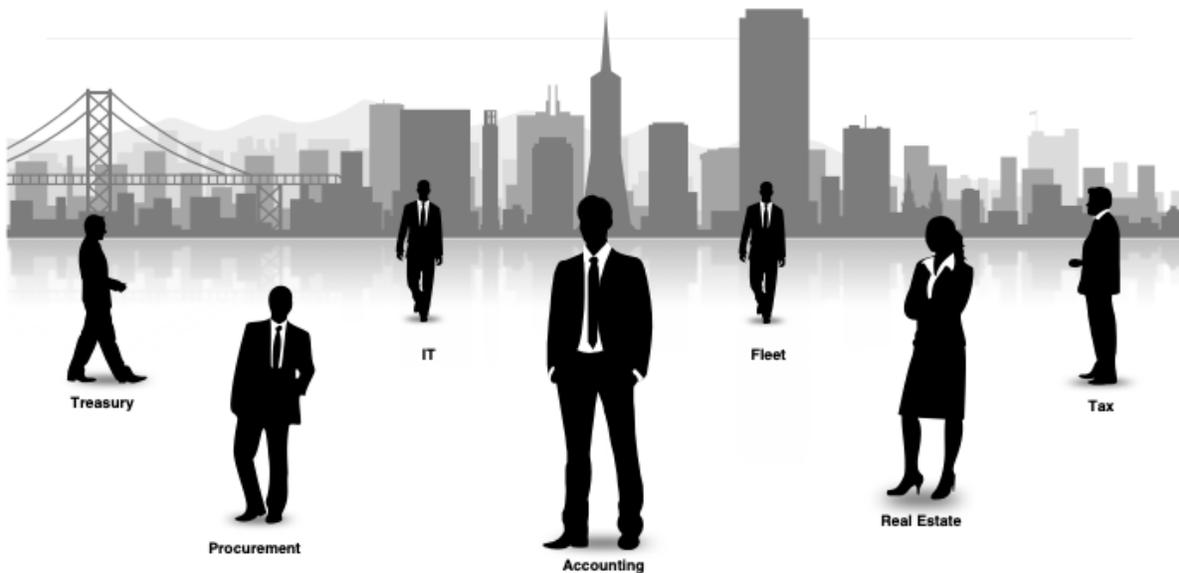
# Configuring Your Environment

Before you can begin utilizing LeaseAccelerator, you must configure your environment with all of your company's master data. This includes standing up your environment with company specific data including your company's logo.

## Creating the Hierarchy



Many functional groups in a company touch a lease during its lifecycle. A collection of configuration data will likely come from across all of these groups.



## Functional Groups/Sources of Data

- **Corporate Accounting** — Plays a critical role in lease accounting software selection, policy strategy, identification, and assessment of controls for the new standards.
- **Corporate Real Estate** — The definitive source for property lease terms, payments, and future plans. Understands complex sub-lease or sale-leaseback arrangements that exist.
- **Procurement** — Responsible for negotiating the pricing and business terms for all new leases, extensions, and end-of-term buyouts/purchases.
- **Treasury** — Typically owns the financial strategy and policies for leasing to ensure the company is making optimal use of its cash.
- **IT** — Scopes and upgrades existing systems and defines requirements for purchases of new lease accounting software and integrations with company systems.
- **Financial Reporting** — Impacted by the new accounting standard and are accountable for meeting the SEC deadlines for compliance reporting.
- **Corporate Tax** — Will need to evaluate the impacts of new accounting standards to sales, property, and income taxes.

Depending upon the types of assets you lease, you may also want to include your **Logistics, Fleet, and Operations** teams.

# The Client Information Workbook (CIW)

Please remember that while not all fields are required to operate LeaseAccelerator with minimal functionality, the use of other fields will drive the full set of features and functions, thereby gaining the FULL VALUE of the system.

To populate any of the following tabs of the CIW, please see specific details in the [Client Implementation Guide \(CIG\)](#).

## Companies

The Companies tab defines those companies who are part of your leasing program. Each company performs a different role or function. Examples include:

- **Lessee** — The legal party to the agreement leasing the equipment or real estate.
- **Funders** — Also referred to as Lessors; they provide the cash to finance the equipment purchase through a lease agreement. In the case of Real Estate, Funder would refer to the Landlord.
- **Entity** — Organization you consider to be the Lessee (may be different than actual Lessee).
- **BU** — An internal reporting group referred to as Business Unit or BU in the PIW and UI.
- **Vendors** — Various other parties such as the equipment manufacturer or supplier, an assignee, or an organization to whom you pay an initial direct cost to or receive a lease incentive from.

To populate the Companies tab of the CIW, please see specific details in the [Client Implementation Guide \(CIG\)](#).

## Addresses

Addresses are specific locations in your organization where people work and/or where equipment may be physically located or shipped. This would also include the physical location of any leased Real Estate. They are typically associated with a Lessee, Entity, or Business Unit. (There may be a 1:n relationship because companies may have multiple teams “sitting” at a single location.)

To populate the Addresses tab of the CIW, please see specific details in the [Client Implementation Guide \(CIG\)](#).

## People

Many people participate in your leasing program and have different roles. These people may or may not be users of the system. LeaseAccelerator captures these people so that they can receive notifications or other information important to their function. Examples of the roles that people may play and therefore need to be configured in the system are:

- **Asset Owners** — Employees who have fiduciary responsibility for the existence and use of the assets. These employees are typically management level and are financially responsible for the equipment.
- **Asset Users** — Employees who have custodial responsibility for the leased assets. These employees may be management or staff level. These employees' work locations are typically at the equipment's physical location or in the same local/regional area.
- **Order Administrators** — Employees who have "procurement" responsibility for the leased assets and shepherd the administrative process used in your organization to finance the acquisition of equipment and secure its delivery to the asset user.
- **Analysts** — The employees responsible for generating the lease versus buy analysis.
- **Treasury Approvers** — Employees typically responsible for approving the lease transaction and may be the responsible party signing the lease documents. These employees typically are management or executive level and are an escalation step for notifications regarding End-of-Term.
- **Sourcing contacts** — Employees responsible for initiating and creating an RFP, reviewing the Proposals, and awarding to a Funder/Lessor.

To populate the People tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## Geos

Geo is the country that determines the accounting and tax rules that apply to a transaction. This is typically the same country as the physical location of the equipment or real estate. However, when various participants and assets are in different countries, this field may not be obvious.

Data is collected using the Geo tab. However, to import the data, please use the Companies tab input where:

- Company Role Type = Geo
- Company Name = Geo Name
- Ledger Code = Ledger Code

To populate the Geos tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## Reporting Areas

The Reporting Area is used to drive internal management reporting to aggregate or group Geos together. Reporting Areas may have a hierarchical relationship where one Reporting Area rolls into another. It is suggested that data be input into the tab in a top-down order. In other words, the higher the Reporting Area is in the hierarchy, the earlier it should be entered into the import table. Each Reporting

Area used as a rollup must also have a unique row on the table with the Reporting Area Rollup field blank.

**For example:** You have 3 regions (North and South America and Americas) and a hierarchy that pulls North America and South America into Americas, the following rows would be required on the Reporting Area tab:

Reporting Area	Reporting Area Rollup	Ledger Code
Americas		####
North America	Americas	####
South America	Americas	####

Data is collected using the Reporting Area tab. However, to import the data, please use the Companies Tab input where:

- Company Role Type = Reporting Area
- Company Name = Reporting Area Name
- Parent Company Name = Reporting Area Rollup
- Ledger Code = Ledger Code

To populate the Reporting Area tab of the CIW, please see specific details in the **Client Implementation Guide (CIG)**.

## Cost Centers

Cost Centers (CC) are departments within your organization which typically have a budget. Employees, Revenue, Expenses, Assets, Liabilities, and other financial information is recorded to the CC in the General Ledger.

To populate the Cost Center tab of the CIW, please see specific details in the **Client Implementation Guide (CIG)**.

## FX Rates

FX Rates (or Currency Translation Factors) are published indices used to convert financial data from one currency to another. These factors are critical to accounting, reporting, and marketplace functions so that accurate comparisons can be made between Geos (countries).

As part of the implementation, it is suggested that you import all historical currency translation factors that impact all your leases throughout their lives — otherwise, we can only use the current factor to convert information for periods prior to your use of LeaseAccelerator.

You may update currency translation factors as often as you like using either the bulk import mechanism or the Configuration Settings feature within the User Interface. Since factors may change daily, we suggest that you determine the best frequency for updates in conjunction with your Accounting and Finance teams.



LeaseAccelerator does not distinguish between Period End, Period Average, and Daily rates. Every rate is entered with an Effective Date and superseded by the next update. Average monthly rate will be calculated as follows: Sum of all (Rate\*# of days it is effective in the month) divided by the total # of days in the month.

To populate the FX Rates tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## LeaseAccelerator Users

This section identifies the employees who will be users of LeaseAccelerator, the access level granted, the role that they perform, and the entities to which they will have access.

- **Access Level** – Regulates the screens which will be visible to a user and where a user can go, as well as a user's ability to view and perform various To-Dos.
- **Lessee Roles (Can Act As)** – Determines what To-Dos a user can perform, or be assigned, in the context of a deal.
- **Scope of Access** – Defines the data visible to a user within searches and reporting. For example, this can be limited to certain Lessees, Business Units, and/or GEOs. Scope of Access also limits importing ability.
- **Scope of Ledgers** – Determines what users can see in the Configuration Settings, Reporting, Transition, Contact Management, and Book Deal drop-down menus and screens. Scope of Ledgers also limits importing ability.

To populate the LA Users tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## Notifications

The Notifications tab identifies the criteria for each lease schedule and EOT Template, to drive the automated email notifications for an entire portfolio.

Clients can:

- Attach documents that exist within LeaseAccelerator to a notification.
- Specify whether the attachment is sent on ONLY the first notification or ALL subsequent notifications.
- Specify which User Roles will receive the attachment on the notification.



**Note:** Any Notification configured will only apply to leases entered or imported AFTER the Notification has been configured. It will NOT apply to existing leases.

## Economic Life

The Economic Life is a critical attribute for each Product Category. This tab defines the key configuration elements associated with each Product Category; therefore, you will see that the tab is pre-populated with the list.

For each Product Category (or for those that your company anticipates leasing activity) you will need to insert the corresponding factor. The primary factor is the economic life which is the value assigned to a Product Category that signifies the useful life of the leased equipment. This value is used in lease classification testing as well as other valuations regarding the leased asset portfolio.

**Note:** LeaseAccelerator may sometimes refer to Product Category by Asset Class or Asset Type in various documents.

To populate the Economic Life tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## Depreciation

The Depreciation configuration data defines the methodology and useful lives for each type of asset which you may lease. Depreciation drives critical calculations in your lease versus buy analysis AND sets the method to be used in determining the depreciation expense of your leased assets for your book and tax accounting schedules.

To populate the Depreciation tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## Lessee Rates

Lessee Rates include 3 types of rates used for different purposes in LeaseAccelerator.

- The IBR (Incremental Borrowing Rate) represents the interest rate which your company could borrow additional funds to purchase the leased equipment under the same terms and conditions. It is typically defined by your Treasury and Accounting teams. The IBR is critical in the lease classification process and the detail accounting calculations to value the leased asset and the associated lease liability in accordance with the standards.
- Debt Rate represents the rate at which you could borrow funds through a loan. It may or may not equate to the IBR (as defined by the accounting standard). LeaseAccelerator uses this rate in the lease versus buy analysis.
- Equity Rate represents the return on investment which could be earned by investing the funds. LeaseAccelerator uses this rate in the lease versus buy analysis.

To populate the Lessee Rates tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## LvB Settings

The LvB Net Present Value Settings are used when running a lease versus buy analysis.

To populate the LvB Settings tab of the CIW, please see specific details in the **Client Implementation Guide (CIG)**.

## Salvage Values

Salvage Value is associated with a Product Category. This information is required for the Lease vs. Buy Analysis. To properly configure the Salvage Value, LeaseAccelerator will need to know the associated Lessee, Geo, Term, Percentage, and Effective Date. Salvage Value is used in determining the Depreciable period for the Buy side of the Lease vs Buy. It has no bearing on the Lease side of the analysis. This tab is not importable and is not needed unless you want default values in the Lease vs Buy Analysis to auto-populate.

To populate the Salvage Values tab of the CIW, please see specific details in the **Client Implementation Guide (CIG)**.

## Policy Thresholds

The Policy Thresholds are used in the Lease Classification engine as parameters for specific tests as outlined in the accounting standards. These thresholds are important in that they allow clients to define quantitative metrics to use where the accounting standards allow for judgement but also require consistency in the actual application of the thresholds throughout the organization.

The key judgements in the Lease Classification process are:

- What lease term constitutes the majority of economic life? (ASC840 prescribes 75%)
- What % of the PV of Lease Payments versus FMV constitutes substantially all of the Fair Market Value? (ASC840 prescribes 90%)
- How do you define what is a Bargain Purchase Option? (ASC840)
- How do you define when you are reasonably certain (or likely) to exercise a Purchase Option? (ASC842)

To populate the Policy Thresholds tab of the CIW, please see specific details in the **Client Implementation Guide (CIG)**.

## Lessee Info

The Lessee Info describes information about your company which will be included in your Marketplace RFPs and other key information required to calculate the lease versus buy analysis. The Fiscal Year End and Fiscal Year Model data is critical to establishing your accounting functions and must be provided even if you are not using the Marketplace or LvB functionality.

To populate the Lessee Info tab of the CIW, please see specific details in the **Client Implementation Guide (CIG)**.

## Tax Rates

The Lessee Tax Rate table provides the detail tax information for income tax rates at the federal and state level. These rates are important factors in accurately calculating your lease versus buy analysis.

The system, however, is currently limited to using only one State rate per LvB request.

To populate the Tax Rates tab of the CIW please see specific details in the ***Client Implementation Guide (CIG)***.

## Lessee Financials

The Lessee Financial summary provides information about your company that you may want to include in your Marketplace RFPs. You may choose to input as many or as few of these attributes as you like.

To populate the Lessee Financials tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## Templates

This tab identifies the types of EOT Notifications to be received by asset owners and users based on criteria established by your company. The template includes the specific text of the email notification. These messages are standardized by Template and will be automatically sent for all lease schedules.

To populate the Templates tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## Approved Funders

Approved Funders are those companies who your company specifically wishes to participate in the Sourcing process. If an Approved Funder list is provided ONLY those companies will receive RFPs and you will not send requests to the Global Leasing Network (GLN) funders that you are unaware of.

To populate the Approved Funders tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

## Restricted Funders

Restricted Funders are those companies from which your company does not wish to receive RFPs responses. You may be precluded from doing business with these organizations due to company policy, practice, or other internal reasons. For example, a competitor of yours may have a subsidiary that provides funding to lessees, and you do not want to provide them additional revenue; therefore, you would list them on this sheet as a Restricted Funder.

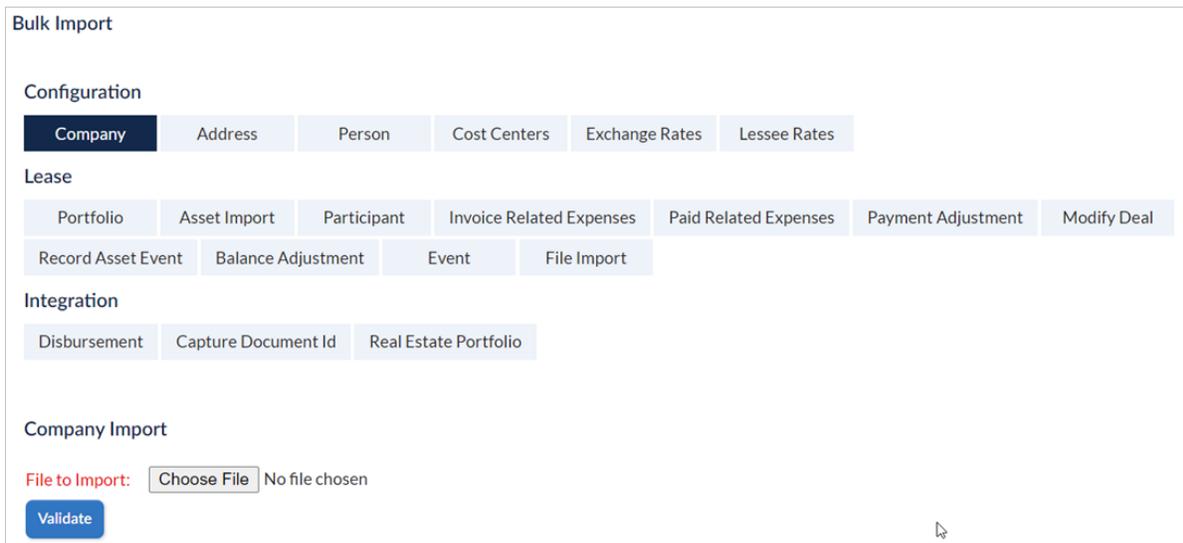
To populate the Restricted Funders tab of the CIW, please see specific details in the ***Client Implementation Guide (CIG)***.

# Bulk Importing Your CIW

There are several tabs within the CIW that are able to be bulk imported into LeaseAccelerator using the Bulk Import function: Companies, Addresses, People, Cost Centers, Fx Rates, and Lessee Rates. It is important to note that Companies, Addresses, and People imports need to take place sequentially in that order.

## Companies

To Bulk Import the Companies tab of the CIW, navigate to the Bulk Import workspace from the Left NavBar in LeaseAccelerator. Choose the **Companies** tile within the Bulk Import workspace.



Choose the appropriate CIW file and then click **Validate**.

Once validation is complete, review the errors/warnings. When necessary, changes have been made and you are able to cleanly import without any red errors, click **Import**.

When data is imported successfully you will get a results table outlining what was imported.

## Addresses

To Bulk Import the Addresses tab of the CIW, navigate to the Bulk Import workspace from the Left NavBar in LeaseAccelerator. Choose the **Addresses** tile within the Bulk Import workspace.

**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

**Integration**

Disbursement Capture Document Id Real Estate Portfolio

**Address Import**

File to Import: Choose File No file chosen

Validate

Choose the appropriate CIW file and then click **Validate**.

Once validation is complete, review the errors/warnings. When necessary, changes have been made and you are able to cleanly import without any red errors, click **Import**.

When data is imported successfully you will get a results screen outlining what was imported.

## People

To Bulk Import the People tab of the CIW, navigate to the Bulk Import workspace from the Left NavBar in LeaseAccelerator. Choose the **Person** tile within the Bulk Import workspace.

**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

**Integration**

Disbursement Capture Document Id Real Estate Portfolio

**Person Import**

File to Import: Choose File No file chosen

Validate

Choose the appropriate CIW file and then click **Validate**.

Once validation is complete, review the errors/warnings. When necessary, changes have been made and you are able to cleanly import without any red errors, click **Import**.

When data is imported successfully you will get a results screen outlining what was imported.

# Cost Centers

To Bulk Import the Cost Centers tab of the CIW, navigate to the Bulk Import workspace from the Left NavBar in LeaseAccelerator. Choose the **Cost Centers** tile within the Bulk Import workspace.

**Bulk Import**

**Configuration**

Company	Address	Person	<b>Cost Centers</b>	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			

**Integration**

Disbursement	Capture Document Id	Real Estate Portfolio
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**Cost Center Import**

**File to Import:**  No file chosen

Choose the appropriate CIW file and then click **Validate**.

Once validation is complete, review the errors/warnings. When necessary, changes have been made and you are able to cleanly import without any red errors, click **Import**.

When data is imported successfully you will get a results screen outlining what was imported.

# FX Rates

To Bulk Import the FX Rates tab of the CIW, navigate to the Bulk Import workspace from the Left NavBar in LeaseAccelerator. Choose the **Exchange Rates** tile within the Bulk Import workspace.

**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

**Integration**

Disbursement | Capture Document Id | Real Estate Portfolio

**Exchange Rate Import**

 Please note that a change to any historical rate will impact results on all reports run in functional and transactional currency.

**File to Import:**  No file chosen

LeaseAccelerator expects an xlsx file

Choose the appropriate CIW file and then click **Validate**.

Once validation is complete, review the errors/warnings. When necessary, changes have been made and you are able to cleanly import without any red errors, click **Import**.

When data is imported successfully you will get a results screen outlining what was imported.

## Lessee Rates

To Bulk Import the Lessee Rates tab of the CIW, navigate to the Bulk Import workspace from the Left NavBar in LeaseAccelerator. Choose the **Lessee Rates** tile within the Bulk Import workspace.

**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

**Integration**

Disbursement | Capture Document Id | Real Estate Portfolio

**Lessee Rates Import**

**File to Import:**  No file chosen

Choose the appropriate CIW file and then click **Validate**.

Once validation is complete, review the errors/warnings. When necessary, changes have been made and you are able to cleanly import without any red errors, click **Import**.

When data is imported successfully you will get a results screen outlining what was imported.



# Configuring Your Master Data in the User Interface

There are only six tabs in the CIW that are bulk importable. The majority of the other tabs must be configured in the User Interface using the data collected in the CIW. Please see below for each of the tabs that must be configured manually in the Configuration Settings workspace in LeaseAccelerator.

## Fiscal Calendars

One of the first things that should be configured in any new LeaseAccelerator environment is the Fiscal Calendar. The Lessee Info tab in the CIW contains data that specifies the type of Fiscal Calendar that the client uses and their Fiscal Year End Date. Using this information, you can configure their Fiscal Calendar.

To configure your Fiscal Calendar, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .
2	Select the <b>Fiscal Calendar</b> tile. 
3	Choose the last year available in the Fiscal Year drop-down. 
4	Update the dates in Fiscal Year Start to your actual fiscal calendar. Then validate that the Fiscal Year End auto populates to the correct date. 
5	Choose Auto-Populate Based On: either Gregorian or 4/4-5 (4 weeks, 4 weeks, 5 weeks) then click the <b>button</b> .

Step	Action
6	<p>Validate that the Fiscal Month starting dates have now been updated to reflect your fiscal calendar.</p> 

**Tips:**

- It is best to have fiscal calendars set up for at least 10 years past your current longest running lease, including Reasonably Certain Holding Periods.
- The “Power User” Role has access to update the fiscal calendar within LeaseAccelerator.
- If you have a custom fiscal calendar (not standard Gregorian or 4-4-5), you will need to manually deselect the default selections and manually select the start date for each month in the graphic of your fiscal calendar. The dates will be reflected in the list and the graphic, but you can ignore the Based on 4-4-5 / Gregorian pulldown.
- If your fiscal year has start dates that land in more than 12 Gregorian calendar months, please contact LeaseAccelerator for assistance with configuration.
- To validate that you do not have any gaps or overlapping periods, you may Export your fiscal calendar into an excel format.
- Changes to the first day of the fiscal year are not allowed if the first month is closed. The 'Fiscal Year Start' drop-down and the 'Auto-Populate Based On' buttons are disabled to prevent users from altering the calendar.

## GL Configuration

One of the most critical configuration activities during the LeaseAccelerator implementation process is to create the General Ledger structure and the related codes used in your current ERP(s).

**Note:** Many companies have several ERPs due to merger/acquisition activity, system implementations, etc.

The key actions are:

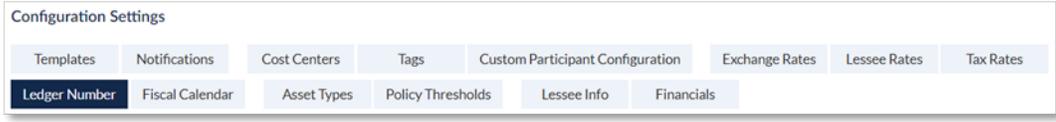
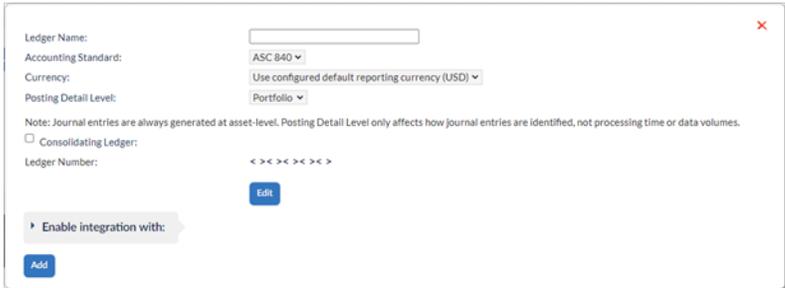
1. Define the GL String Segments.
2. Define the General Ledger Coding Conventions.

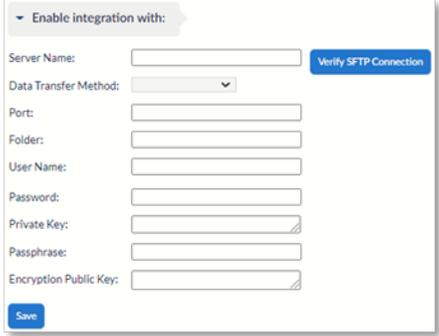
3. For each General Ledger Coding Convention, map your account codes to the standardized LeaseAccelerator account names.
4. For each GL String Segment, associate the “code” for each potential attribute-value.

**Note:** Clients should perform the GL Configuration process before loading participant, schedule, and asset level information.

## Ledger Number (Set of Books)

To configure your Ledgers, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking Configuration Settings in the Left NavBar under Accounting Administration.
2	<p>Select the Ledger Number tile.</p>  <p>The screenshot shows the 'Configuration Settings' workspace with several tabs. The 'Ledger Number' tab is highlighted in dark blue, indicating it is the selected option.</p>
3	<p>You will see a list of existing Ledgers which will include, at a minimum, one called Default Ledger. You should start with this ledger instead of creating a new one.</p>  <p>The screenshot shows a table titled 'Sets of Books' with the following columns: Ledger Name, Standard, Ledger Coding, Integration, and Transition Date. A single row is visible with the following data: Ledger Name: Default Ledger, Standard: ASC 840, Ledger Coding: &lt;Entity&gt;&lt;&lt;Cost Center&gt;&gt;&lt;&lt;GL Code&gt;&gt;</p>
4	<p>Click the edit icon next to the Ledger and this will bring up a pop-up where you can configure your ledger, naming it and identifying the appropriate accounting standard and reporting currency.</p>  <p>The screenshot shows a configuration pop-up window for a ledger. It includes the following fields and options:         <ul style="list-style-type: none"> <li>Ledger Name: [Text input field]</li> <li>Accounting Standard: [Dropdown menu showing 'ASC 840']</li> <li>Currency: [Dropdown menu showing 'Use configured default reporting currency (USD)']</li> <li>Posting Detail Level: [Dropdown menu showing 'Portfolio']</li> <li>Note: Journal entries are always generated at asset-level. Posting Detail Level only affects how journal entries are identified, not processing time or data volumes.</li> <li>Consolidating Ledger: [Checkbox, currently unchecked]</li> <li>Ledger Number: [Field with navigation arrows]</li> <li>[Edit button]</li> <li>Enable integration with: [Section header]</li> <li>[Add button]</li> </ul> </p>

5	<p>If you are enabling integration with your existing ERP, check the box and select the appropriate choice from the drop-down.</p> 
6	<p>Indicate if this ledger is a Consolidating Ledger by checking the box.</p>
7	<p>Click the Edit button to configure your GL Segments.</p>

## Segments

General Ledger String segments are the pieces of your General Ledger Code where each component equates to a different attribute required by your General Ledger. Attributes can vary by company, but typical components include items such as: Company Code, Region Code, Business Unit, Cost Center, Project, Location, and Account Code.

In order to effectively use LeaseAccelerator’s Finance and Accounting capabilities, the GL String structure must be defined. LeaseAccelerator accommodates a maximum of 11 segments.

To configure your Segments, follow these steps:

Step	Action
1	<p>In the pop-up, verify the Ledger Name, Accounting Standard, and Posting Detail Level are correct.</p> 
2	<p>Select the number of segments from the drop-down.</p>
3	<p>Define the delimiter to show between segments. Typically, this will match the ERP and be either a period (.) or a dash (-).</p> 

Step	Action																																																
4	<p>Define each string segment:</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>Name</th> <th>Type</th> <th>Role</th> <th>Attribute</th> <th>Scope</th> <th>Drives Intercompany</th> <th>Default Segment Value (Balance Sheet)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td>Cost Center</td> <td></td> <td></td> <td>Allocation</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>2</td> <td><input type="text"/></td> <td>GL Code</td> <td></td> <td></td> <td>Allocation</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>3</td> <td><input type="text"/></td> <td>Company</td> <td>Entity</td> <td>Entity Ledger Code</td> <td>Deal</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>4</td> <td><input type="text"/></td> <td>Intercompany</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>5</td> <td><input type="text"/></td> <td>Company</td> <td>Project</td> <td>Project Ledger Code</td> <td>Allocation</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ <b>Name</b> - the field name used by your company. Typically, this may be Company Code, Region Code, Entity, Cost Center, Account Code, etc.</li> <li>▪ Select the <b>Type</b> from the drop down: Cost Center, GL Code, Person, Company, Address, Product Category, Name, or Intercompany.             <ul style="list-style-type: none"> <li>○ Use Name to define a blank string segment. This is critical if your ERP requires a string of “X” segments but only “Y” segments are in use. Insert the default value in the Name field and Set type to Name. This will force the value of the field to equal the Name (e.g., 0000). If using NAME, the value may not be blank. The sequence in which the segments are ordered determines the default sequence of the Segments on reports.</li> <li>○ GL Code represents the GL Coding Convention or mapping to a series of accounts. Each individual account is set up in the next step below.</li> <li>○ Use Company if the segment represents one of your companies that acts as the Entity, Lessee, Business Unit, or other Company Participant Types as defined in the CIG.</li> <li>○ Use Address if the segment represents a specific location.</li> <li>○ Use Person if the segment represents a specific Person Participant type as defined in the CIG.</li> <li>○ Use Intercompany to designate which segment in the GL String will show the adjusting entries for intercompany accounting.</li> </ul> </li> <li>▪ Select the <b>Role</b> associated with the Type.</li> <li>▪ The <b>Attribute</b> should automatically populate with the corresponding Ledger Code field name.</li> <li>▪ Select the <b>Scope</b> to determine whether this value is a deal level or asset level value or if it is calculated based on the cost allocation:             <ul style="list-style-type: none"> <li>○ GL Code = Allocation Level</li> <li>○ Cost Center and Project = Allocation Level</li> <li>○ ShipTo and Product Category = Asset Level</li> </ul> </li> </ul>	Sequence	Name	Type	Role	Attribute	Scope	Drives Intercompany	Default Segment Value (Balance Sheet)	1	<input type="text"/>	Cost Center			Allocation	<input type="checkbox"/>	<input type="text"/>	2	<input type="text"/>	GL Code			Allocation	<input type="checkbox"/>	<input type="text"/>	3	<input type="text"/>	Company	Entity	Entity Ledger Code	Deal	<input checked="" type="checkbox"/>	<input type="text"/>	4	<input type="text"/>	Intercompany				<input type="checkbox"/>	<input type="text"/>	5	<input type="text"/>	Company	Project	Project Ledger Code	Allocation	<input type="checkbox"/>	<input type="text"/>
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Step	Action
	<ul style="list-style-type: none"> <li>○ Intercompany = No option to select</li> <li>○ All others = Deal</li> <li>▪ Check the <b>Drives Intercompany</b> box for the segment that will be associated with intercompany reallocation entries.</li> <li>▪ Populate the <b>Default Segment Value (Balance Sheet)</b> if using a default value to specify a ledger segment value for allocation-level ledger segments on balance sheet reports.</li> <li>▪ If you are finished creating the Segments and do not plan to add any GL Code (Coding Conventions), click <b>Save</b> on this pop-up and click <b>Save</b> again on the next screen.</li> </ul>

## GL Code (Coding Conventions)

Clients may have multiple GL Coding Conventions. GL Coding Convention is a map to define the set of accounts used based on various business rules for a client. For example, there may be different GL Coding Conventions for each Business Unit or Asset Type. The GL Coding Convention (GL Code) is assigned to the schedule or asset when entering the specific deal data.

To configure your GL Code (Coding Conventions), follow these steps:

Step	Action
1	Click the plus sign to create a new GL Coding Convention. Select the edit icon to edit existing GL Coding Conventions.
2	<p>Enter the Name. This is the name of the coding convention that you will use when entering deals, both through the UI and in a bulk import (PIW). This description will be populated in the GL Code field.</p> 

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3	<p>Enter the corresponding Account Codes to be used for each of the LA standard accounts, ensuring that the minimum required fields are populated. These are indicated in Red text and include:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <table border="0" style="width: 100%;"> <tr><td>Assets</td><td></td></tr> <tr><td>Cash</td><td><input type="text"/></td></tr> <tr><td>Prepaid rent</td><td><input type="text"/></td></tr> <tr><td>Allowance for Leased Asset Impairment-Operating Lease</td><td><input type="text"/></td></tr> <tr><td>Allowance for Leased Asset Impairment-Finance Lease</td><td><input type="text"/></td></tr> <tr><td><b>Purchased asset*</b></td><td><input type="text"/></td></tr> <tr><td><b>Operating Lease asset*</b></td><td><input type="text"/></td></tr> <tr><td><b>Finance Lease asset*</b></td><td><input type="text"/></td></tr> <tr><td><b>Accumulated depreciation - Operating Lease*</b></td><td><input type="text"/></td></tr> <tr><td><b>Accumulated depreciation - Finance Lease*</b></td><td><input type="text"/></td></tr> <tr><td>Accumulated depreciation: Step payment timing adjustment -</td><td><input type="text"/></td></tr> <tr><td>Operating Lease</td><td></td></tr> <tr><td>Non-trade Receivable Clearing</td><td><input type="text"/></td></tr> <tr><td>Prepaid IDC</td><td><input type="text"/></td></tr> <tr><td>Lease Incentive Receivable</td><td><input type="text"/></td></tr> <tr><td>ARO Asset</td><td><input type="text"/></td></tr> <tr><td>ARO Accumulated Amortization</td><td><input type="text"/></td></tr> <tr><td>Security Deposit</td><td><input type="text"/></td></tr> <tr><td>Special Deposit</td><td><input type="text"/></td></tr> <tr><td>Intercompany Clearing</td><td><input type="text"/></td></tr> <tr><td>Liabilities</td><td></td></tr> <tr><td><b>Accounts Payable Clearing*</b></td><td><input type="text"/></td></tr> <tr><td>Accounts Payable - 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4	Click <b>Save</b> on this pop-up and the next two pop-ups to ensure all of your changes are being saved.

- Note:** Existing clients or clients who may have uploaded schedule and asset data before completing the General Ledger Configuration:
- Work with your LeaseAccelerator Implementation Manager to adjust schedule and asset level data. Special re-mapping procedures are required.
  - Any “old” GL Codes will also need to be cleared from the database so that only your newly defined GL Coding Conventions are present.

## Economic Life, Depreciation Methods, and Lease Treatment

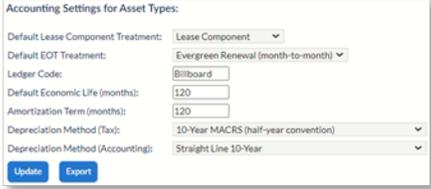
The Economic Life is a critical attribute for each Product Category. For each Product Category (or for those that your company anticipates leasing) you will need to configure the corresponding factor. The primary factor is the economic life, which is the value assigned to a Product Category that signifies the useful life of the leased asset. This value is used in lease classification testing as well as other valuations regarding the leased asset portfolio.

- Note:** LeaseAccelerator may sometimes refer to Product Category by Asset Class or Asset Type in various documents.

The Depreciation configuration data defines the methodology and useful lives for each type of asset that you may lease. Depreciation drives critical calculations in your lease versus buy analysis. Also, it sets the method to be used in determining the depreciation expense of your leased assets for your book and tax accounting schedules.

Lease Treatment allows you to set the default Lease Treatment for each Product Category. The default lease treatment can be set to Lease Component or Non-Lease Component.

To configure your Economic Lives, Depreciation Methods and Lease Treatment in the UI, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .
2	Click on the <b>Asset Types</b> tile. 
3	Check the appropriate boxes under Product Categories. Once the Product Categories are selected, Default Lease Component Treatment, Default EOT Treatment, and Ledger Code are enabled. 
4	Select your treatment from each of the drop-downs and enter the applicable Ledger Code, then click <b>Update</b> .
5	The workspace will refresh and then you will select the same Product Category again and then select your Lessee. This will enable the Default Economic Life (months) and Amortization Term (months) fields. Best practice is to select only the Parent Lessee (all children Lessees will inherit the settings of the Parent Lessee). 
6	Input Default Economic Life (months) and Amortization Term (months) and then click <b>Update</b> .
7	The workspace will refresh again and then you will select the same Product Category and Lessee and then select the appropriate Countries. Both depreciation fields will now become enabled. Best practice is to select only the Countries in which you have leasing activity. 
8	Select the appropriate Depreciation Methods in each drop-down and then click <b>Update</b> .

# Custom Product Sub-Categories

LeaseAccelerator has a workspace within Configuration Settings where our clients can configure their own Custom Product Sub-Categories, which can be used throughout the application to generate Lease versus Buy's and enter new schedules.

By creating Custom Product Sub-Categories, clients can vary some critical configuration settings for those categories, such as economic life and depreciation methods, along with default end-of-term treatment and lease component treatment.

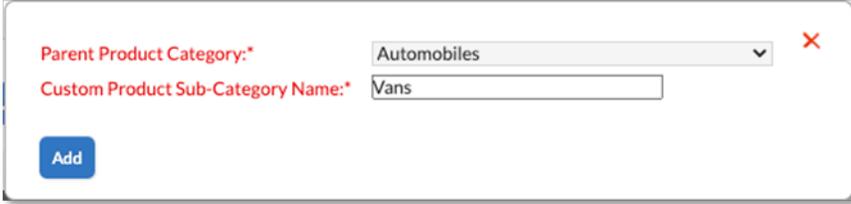
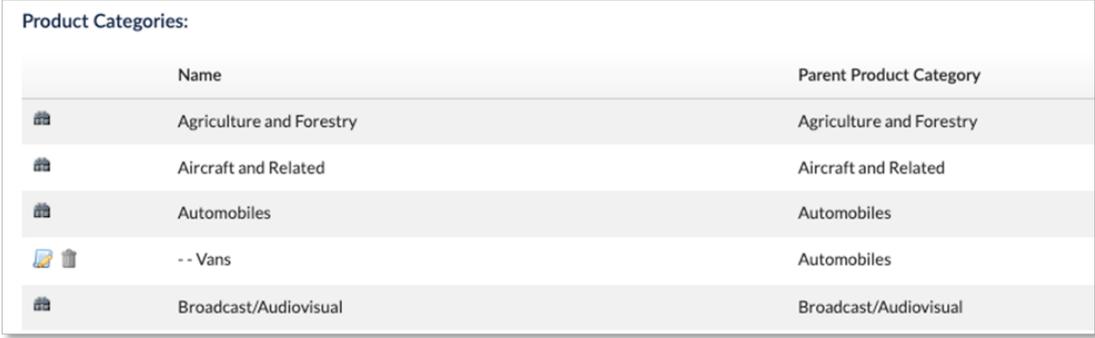
LeaseAccelerator has a standard set of Product Categories that are included for all clients. These represent the industry standard asset types and are critical for our PureLease Marketplace and cannot be altered in any way. You will not be able to delete or edit these standard product categories. In addition to the parent-level categories, some standard categories already have sub-categories that are also considered out of the box. These cannot be edited or deleted either, but they may have a Custom Sub-Category added to them.

## Additional Requirements

- You may only create a new sub-category and cannot add a parent-level product category.
- If there is an out of the box sub-category, you can select that as the parent product category.
- Each sub-category must have a unique name.
- Special characters are not allowed in sub-category names.
- Each unique sub-category name cannot exceed 64 characters.

To configure your Custom Product Sub-Categories in the UI, follow these steps:

Step	Action
1	Navigate to <b>Configuration Settings</b> from the Left NavBar and select the <b>Custom Product Sub-Categories</b> tile. <div data-bbox="277 1388 1370 1497" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">                         Configuration Settings                         <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>Templates</span> <span>Notifications</span> <span>Cost Centers</span> <span>Tags</span> <span>Custom Participant Configuration</span> <span>Exchange Rates</span> <span>Lessee Rates</span> <span>Tax Rates</span> <span>Ledger Number</span> <span>Fiscal Calendar</span> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>Asset Types</span> <span style="background-color: #004a99; color: white; padding: 2px;">Custom Product Sub-Categories</span> <span>Policy Thresholds</span> <span>Lessee Info</span> <span>Financials</span> </div> </div>
2	To add a new sub-category, scroll to the bottom of the workspace and click the <b>plus sign</b> .
3	In the pop-up, select an existing out of the box Parent Product Category. <div data-bbox="277 1627 1117 1829" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="color: red; font-weight: bold; font-size: 0.9em;">Parent Product Category:*</div> <div style="border: 1px solid #ccc; padding: 2px 10px; flex-grow: 1;"> <span style="font-size: 0.8em;">▼</span> </div> <div style="color: red; font-size: 0.8em;">✕</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="color: red; font-weight: bold; font-size: 0.9em;">Custom Product Sub-Category Name:*</div> <div style="border: 1px solid #ccc; padding: 2px 10px; flex-grow: 1;"></div> </div> <div style="margin-top: 10px; display: flex; justify-content: flex-start;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; font-weight: bold; font-size: 0.8em;">Add</div> </div> </div>

Step	Action
4	<p>Next, input the Custom Product Sub-Category Name. <i>Remember, it must be unique with no special characters and cannot exceed 64 characters.</i></p> 
5	Now click <b>Add</b> .
6	You will see your new sub-category listed at the bottom of the workspace with dashes in front of the name, indicating it is a child or sub-category. When you are finished adding new sub-categories, click <b>Save</b> to save all your changes.
7	<p>Your new sub-categories should now be listed in alphabetical order underneath the appropriate Parent Product Category.</p> 

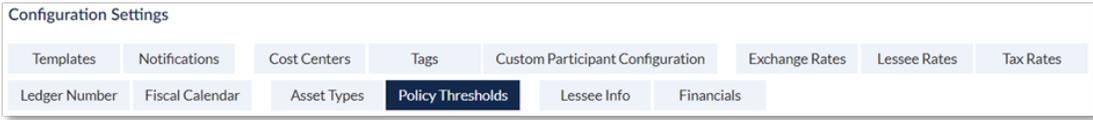
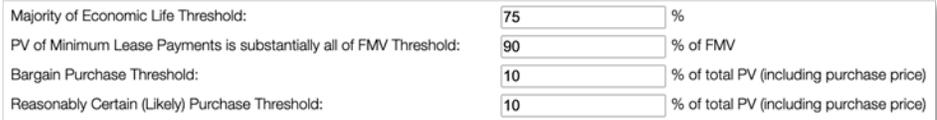
## Policy Thresholds

The Policy Thresholds are used in the Lease Classification Engine as parameters for specific tests as outlined in the accounting standards. These thresholds are important in that they allow clients to define quantitative metrics to use where the accounting standards allow for judgment, but also require consistency in the actual application of the thresholds throughout the organization.

The key judgments in the Lease Classification Process are:

- What lease term constitutes the majority of the economic life? (ASC 840 prescribes 75%)
- What % of the PV of Lease Payments versus FMV constitutes substantially all of the Fair Market Value? (ASC840 prescribes 90%)
- How do you define what is a Bargain Purchase Option? (ASC840)
- How do you define when you are reasonably certain (or likely) to exercise a Purchase Option? (ASC842)
- What basis is used for setting the Materiality Threshold?

To configure your Policy Thresholds in the UI, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .
2	Click on the <b>Policy Thresholds</b> tile. 
3	Select the appropriate Lessee and Product Category. Best Practice is to use the Parent Lessee. 
4	Then populate each of the threshold fields, as necessary. 
5	Finally, populate all Materiality Threshold fields. 

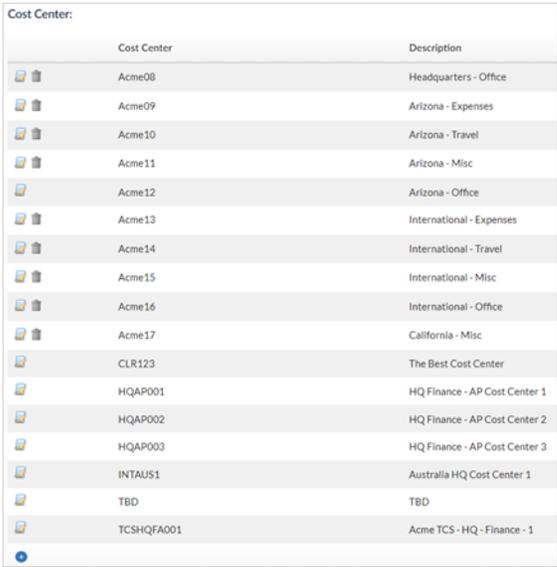
**Note:** Materiality Threshold is schedule-level, not asset-level like the Low Value judgment for IFRS 16.

## Cost Centers

You may add Cost Centers as often as you like, using either the bulk import feature or the user interface settings feature. It is recommended to use the bulk import feature to import multiple Cost Centers, but the user interface allows a user to view the existing Cost Centers, disable/retire old Cost Centers, and export an excel spreadsheet with all of the Cost Centers configured in the system.

To view your existing Cost Centers in the UI, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .

Step	Action																																				
2	<p>Click on the <b>Cost Center</b> tile.</p> 																																				
3	<p>You can click <b>Export</b> to get an excel spreadsheet of all existing Cost Centers or you can click the <b>edit</b> icon to update the description of an existing Cost Center. Clicking the <b>trashcan</b> icon will retire a Cost Center.</p>  <table border="1"> <thead> <tr> <th>Cost Center</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>Acme08</td><td>Headquarters - Office</td></tr> <tr><td>Acme09</td><td>Arizona - Expenses</td></tr> <tr><td>Acme10</td><td>Arizona - Travel</td></tr> <tr><td>Acme11</td><td>Arizona - Misc</td></tr> <tr><td>Acme12</td><td>Arizona - Office</td></tr> <tr><td>Acme13</td><td>International - Expenses</td></tr> <tr><td>Acme14</td><td>International - Travel</td></tr> <tr><td>Acme15</td><td>International - Misc</td></tr> <tr><td>Acme16</td><td>International - Office</td></tr> <tr><td>Acme17</td><td>California - Misc</td></tr> <tr><td>CLR123</td><td>The Best Cost Center</td></tr> <tr><td>HQAP001</td><td>HQ Finance - AP Cost Center 1</td></tr> <tr><td>HQAP002</td><td>HQ Finance - AP Cost Center 2</td></tr> <tr><td>HQAP003</td><td>HQ Finance - AP Cost Center 3</td></tr> <tr><td>INTAUS1</td><td>Australia HQ Cost Center 1</td></tr> <tr><td>TBD</td><td>TBD</td></tr> <tr><td>TCSHQFA001</td><td>Acme TCS - HQ - Finance - 1</td></tr> </tbody> </table>	Cost Center	Description	Acme08	Headquarters - Office	Acme09	Arizona - Expenses	Acme10	Arizona - Travel	Acme11	Arizona - Misc	Acme12	Arizona - Office	Acme13	International - Expenses	Acme14	International - Travel	Acme15	International - Misc	Acme16	International - Office	Acme17	California - Misc	CLR123	The Best Cost Center	HQAP001	HQ Finance - AP Cost Center 1	HQAP002	HQ Finance - AP Cost Center 2	HQAP003	HQ Finance - AP Cost Center 3	INTAUS1	Australia HQ Cost Center 1	TBD	TBD	TCSHQFA001	Acme TCS - HQ - Finance - 1
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4	<p>To add a new Cost Center, click the <b>plus sign</b> and populate the Cost Center name and Description.</p> 																																				
5	<p>Click <b>Save</b> on the pop-up and <b>Save</b> on the Cost Center workspace to save all changes/additions.</p>																																				

## Lessee Rates

You may update Lessee Rates as often as you like using either the bulk import feature or the user interface settings feature. It is recommended to use the bulk import feature to import multiple rates, but the user interface allows a user to view the existing rates and export an excel spreadsheet with all of the rates configured in the system.

To view your existing rates in the UI, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .
2	Click on the <b>Lessee Rates</b> tile. <div data-bbox="277 373 1372 506" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Configuration Settings</p> <p> <span>Templates</span> <span>Notifications</span> <span>Cost Centers</span> <span>Tags</span> <span>Custom Participant Configuration</span> <span>Exchange Rates</span> <span style="background-color: #333; color: white; padding: 2px;">Lessee Rates</span> <span>Tax Rates</span> </p> <p> <span>Ledger Number</span> <span>Fiscal Calendar</span> <span>Asset Types</span> <span>Policy Thresholds</span> <span>Lessee Info</span> <span>Financials</span> </p> </div>
3	Select the desired Lessee and Country from the drop-down to view any rates configured. The Lessee is typically the Parent Lessee. <div data-bbox="277 625 771 758" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Lessee Rates</p> <p> <span>Lessee:</span> <input type="text" value="Acme, Inc."/> </p> <p> <span>Country:</span> <input type="text" value="Australia"/> </p> <p> <span>Term:</span> <input type="text" value="1"/> </p> <p> <span>IBR:</span> <input type="text" value="3.2"/> %                     </p> <p> <span>Debt Rate:</span> <input type="text" value="3"/> %                     </p> <p> <span>Equity Rate:</span> <input type="text" value="3"/> %                     </p> <p> <span>Change Effective:</span> <input type="text" value="Aug"/> <input type="text" value="9"/> <input type="text" value="2021"/> </p> </div>
4	You may add a rate through the user-interface by also indicating the desired term from drop-down and then populating the appropriate rate fields, including the correct Change Effective Date. <div data-bbox="277 913 776 1182" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Lessee Rates:</p> <p> <span>Lessee :</span> <input type="text" value="Acme, Inc."/> </p> <p> <span>Country :</span> <input type="text" value="Australia"/> </p> <p> <span>Term :</span> <input type="text" value="1"/> </p> <p> <span>IBR :</span> <input type="text" value="3.2"/> %                     </p> <p> <span>Debt Rate :</span> <input type="text" value="3"/> %                     </p> <p> <span>Equity Rate :</span> <input type="text" value="3"/> %                     </p> <p> <span>Change Effective :</span> <input type="text" value="Aug"/> <input type="text" value="9"/> <input type="text" value="2021"/> </p> </div>
5	Click <b>Save</b> to update and add new rate.

## Tax Rates

The Lessee Tax Rate table provides detailed tax information for income tax rates at the federal and state level. These rates are important factors in accurately calculating your lease versus buy analyses. The system, however, is currently limited to using only one state rate per LvB request.

To configure your Tax Rates in the UI, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .

Step	Action												
2	<p>Click on the <b>Tax Rates</b> tile.</p> 												
3	<p>Select the appropriate Lessee and Country. Best Practice is to use the Parent Lessee.</p> 												
4	<p>Populate the appropriate <b>Federal Tax Rate</b> and <b>State Tax Rate</b> and then indicate the correct <b>Change Effective Date</b>.</p> 												
5	Click <b>Save</b> .												
6	<p>You can view previously saved rates in the table below the Save and Export buttons.</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Federal Tax Rate</th> <th>State Tax Rate</th> </tr> </thead> <tbody> <tr> <td>01/01/2020</td> <td>26</td> <td>3</td> </tr> <tr> <td>06/01/2019</td> <td>25</td> <td>2</td> </tr> <tr> <td>01/01/2019</td> <td>25</td> <td>0</td> </tr> </tbody> </table>	Effective Date	Federal Tax Rate	State Tax Rate	01/01/2020	26	3	06/01/2019	25	2	01/01/2019	25	0
Effective Date	Federal Tax Rate	State Tax Rate											
01/01/2020	26	3											
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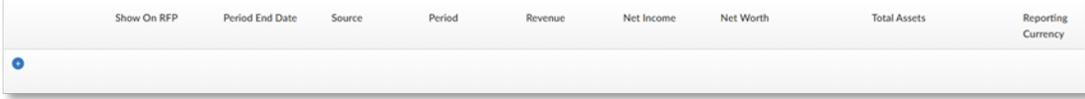
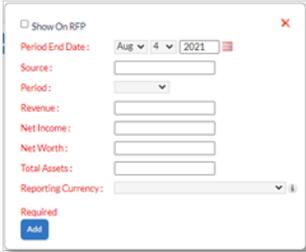
**Note:** If you are configuring tax rates for a country that does not have state tax rates, populate that field with a “0”.

## Lessee Financials

The Lessee Financial Summary provides information about your company that you may want to include in your Marketplace RFPs. You may choose to input as many or as few of these attributes as you like. However, since your potential Funders/Lessors will require some financial information to provide a strong response to your RFP, we suggest that you enter more rather than fewer attributes.

To configure your Lessee Financials in the UI, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .
2	<p>Click on the <b>Financials</b> tile.</p> 

Step	Action
3	<p>Select the appropriate Lessee. Best Practice is to use the Parent Lessee.</p> 
4	<p>Click the <b>plus sign</b> to add a new line item.</p> 
5	<p>In the pop-up, fill out all required fields.</p> 
6	<p>Click the <b>Add</b> button when finished. When you see the added information in the table, click <b>Save</b>.</p> 

## Lessee Info

The Lessee Info describes information about your company that will be included in your Marketplace RFPs and other key information required to calculate the lease versus buy (LvB) analysis. The Fiscal Year End and Fiscal Year Model data are critical for establishing your accounting functions and must be provided even if you are not using the Marketplace or LvB functionality.

To configure your Lessee Info in the UI, follow these steps:

Step	Action
1	<p>Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i>.</p>
2	<p>Click on the <b>Lessee Info</b> tile.</p> 

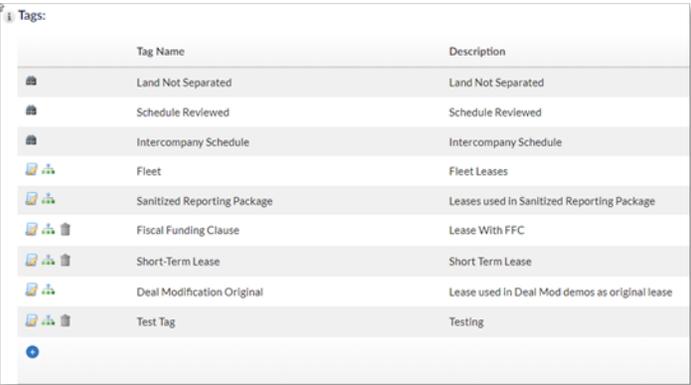
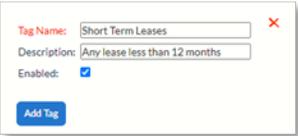
Step	Action
3	<p>Select the appropriate Lessee. Best Practice is to use the Parent Lessee.</p>
4	<p>Click the <b>plus sign</b> to add a new line item.</p>
5	<p>In the pop-up, fill out all required fields.</p>
6	<p>Click the <b>Add</b> button when finished. When you see the added information in the table, click <b>Save</b>.</p>

## Tags

The Tags tile allows you to create Deal Tags that can be attached to Leases in the system.

To configure your Deal Tags in the UI, follow these steps:

Step	Action
1	<p>Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i>.</p>

Step	Action																				
2	<p>Click on the <b>Tags</b> tile.</p>  <p>Configuration Settings</p> <p>Templates Notifications Cost Centers <b>Tags</b> Custom Participant Configuration Exchange Rates Lessee Rates Tax Rates</p> <p>Ledger Number Fiscal Calendar Asset Types Policy Thresholds Lessee Info Financials</p>																				
3	<p>Click the <b>plus sign</b> to add a new Deal Tag.</p>  <p>Tags:</p> <table border="1"> <thead> <tr> <th>Tag Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Land Not Separated</td> <td>Land Not Separated</td> </tr> <tr> <td>Schedule Reviewed</td> <td>Schedule Reviewed</td> </tr> <tr> <td>Intercompany Schedule</td> <td>Intercompany Schedule</td> </tr> <tr> <td>Fleet</td> <td>Fleet Leases</td> </tr> <tr> <td>Sanitized Reporting Package</td> <td>Leases used in Sanitized Reporting Package</td> </tr> <tr> <td>Fiscal Funding Clause</td> <td>Lease With FFC</td> </tr> <tr> <td>Short-Term Lease</td> <td>Short Term Lease</td> </tr> <tr> <td>Deal Modification Original</td> <td>Lease used in Deal Mod demos as original lease</td> </tr> <tr> <td>Test Tag</td> <td>Testing</td> </tr> </tbody> </table>	Tag Name	Description	Land Not Separated	Land Not Separated	Schedule Reviewed	Schedule Reviewed	Intercompany Schedule	Intercompany Schedule	Fleet	Fleet Leases	Sanitized Reporting Package	Leases used in Sanitized Reporting Package	Fiscal Funding Clause	Lease With FFC	Short-Term Lease	Short Term Lease	Deal Modification Original	Lease used in Deal Mod demos as original lease	Test Tag	Testing
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4	<p>Give your Tag a name and description in the pop-up window and click <b>Add Tag</b>.</p>  <p>Tag Name: Short Term Leases</p> <p>Description: Any lease less than 12 months</p> <p>Enabled: <input checked="" type="checkbox"/></p> <p>Add Tag</p>																				
5	<p>After adding the desired Tags, click <b>Save</b>.</p>																				

## Notifications

The Notifications tile in Configuration Settings identifies the criteria for each lease schedule and EOT Template to drive the automated email notifications for an entire portfolio.

Clients can:

- Attach documents that exist within LeaseAccelerator to a notification
- Specify whether the attachment is sent on **ONLY** the first notification or **ALL** subsequent notifications
- Specify which User Roles will receive the attachment on the notification

**Note:** Any Notification configured will only apply to leases entered or imported **AFTER** the Notification has been configured. It will **NOT** apply to existing leases.

To configure your Notifications in the UI, follow these steps:

Step	Action																																																															
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .																																																															
2	Click on the <b>Notifications</b> tile. <div data-bbox="277 373 1372 489" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">                         Configuration Settings                         <div style="display: flex; justify-content: space-between; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; padding: 2px 5px;"> <span>Templates</span> <span><b>Notifications</b></span> <span>Cost Centers</span> <span>Tags</span> <span>Custom Participant Configuration</span> <span>Exchange Rates</span> <span>Lessee Rates</span> <span>Tax Rates</span> </div> <div style="display: flex; justify-content: space-between; padding: 2px 5px;"> <span>Ledger Number</span> <span>Fiscal Calendar</span> <span>Asset Types</span> <span>Policy Thresholds</span> <span>Lessee Info</span> <span>Financials</span> </div> </div>																																																															
3	Click the <b>plus sign</b> to add a new Notification, or the <b>edit</b> icon to update/edit an existing Notification. <div data-bbox="277 611 1156 993" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>The following notifications will be created automatically when a deal is booked:</p> <p>Automatic Notifications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line #</th> <th>Timing</th> <th>Status</th> <th>Recipients</th> <th>Next Step</th> <th>Deadline</th> <th>Attachment(s)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30 days before end of term every 4 Days until 30 days after first notification</td> <td>Scheduled</td> <td>Asset Owner, Order Administrator, Treasury Approver</td> <td>Asset Owner to Record end-of-term intentions for assets approaching end of term</td> <td>5 days</td> <td>Automatically-generated attachment</td> </tr> <tr> <td>2</td> <td>40 days before notification deadline every 2 Weeks until 30 days after first notification</td> <td>Scheduled</td> <td>Asset Owner</td> <td>Asset Owner to Record end-of-term intentions for assets approaching end of term</td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>3</td> <td>120 days before notification deadline every 5 Days until 30 days after first notification</td> <td>Scheduled</td> <td>Asset Owner</td> <td>Asset Owner to Record end-of-term intentions for assets approaching end of term</td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>4</td> <td>90 days before notification deadline send once</td> <td>Scheduled</td> <td>Asset Owner</td> <td>Asset Owner to Record end-of-term intentions for assets approaching end of term</td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>5</td> <td>30 days before end of term send once</td> <td>Scheduled</td> <td>LAS Staff</td> <td></td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>6</td> <td>10 days before notification deadline send once</td> <td>Scheduled</td> <td>LAS Staff</td> <td></td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>7</td> <td>4 days before notification deadline every 2 Weeks until 30 days after first notification</td> <td>Scheduled</td> <td>Funder</td> <td></td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>8</td> <td>1 days before end of term send once</td> <td>Scheduled</td> <td></td> <td></td> <td></td> <td>Automatically-generated attachment</td> </tr> </tbody> </table> </div>	Line #	Timing	Status	Recipients	Next Step	Deadline	Attachment(s)	1	30 days before end of term every 4 Days until 30 days after first notification	Scheduled	Asset Owner, Order Administrator, Treasury Approver	Asset Owner to Record end-of-term intentions for assets approaching end of term	5 days	Automatically-generated attachment	2	40 days before notification deadline every 2 Weeks until 30 days after first notification	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment	3	120 days before notification deadline every 5 Days until 30 days after first notification	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment	4	90 days before notification deadline send once	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment	5	30 days before end of term send once	Scheduled	LAS Staff			Automatically-generated attachment	6	10 days before notification deadline send once	Scheduled	LAS Staff			Automatically-generated attachment	7	4 days before notification deadline every 2 Weeks until 30 days after first notification	Scheduled	Funder			Automatically-generated attachment	8	1 days before end of term send once	Scheduled				Automatically-generated attachment
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4	In the pop-up, fill in necessary data fields, then click <b>Add</b> or <b>Update</b> . <div data-bbox="277 1081 748 1434" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Timing: 30 days before notification deadline for Renewal</p> <p>Send email to: <input checked="" type="checkbox"/> Asset Owner</p> <p>Request to: Record end-of-term intentions for assets approaching end of term</p> <p>Consequences of Inaction: <input type="text"/></p> <p>Use Predefined Mail Template: <input type="text" value="End of Term Reminder"/></p> <p>Message Header: <input type="text" value="Please note that this lease schedule is due to expire in 90 days. Please record your intentions for the assets on this date."/></p> <p>Message Footer: <input type="text"/></p> <p><b>Add</b></p> </div>																																																															

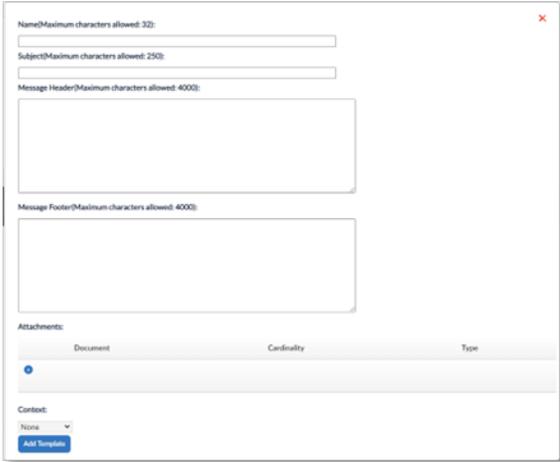
Step	Action																																																															
5	<p>You will see the added information in the workspace. Then click <b>Save</b> to save all of your changes/additions.</p> <table border="1"> <caption>The following notifications will be created automatically when a deal is booked:</caption> <thead> <tr> <th>Line #</th> <th>Timing</th> <th>Status</th> <th>Recipients</th> <th>Next Step</th> <th>Deadline</th> <th>Attachment(s)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30 days before end of term every 4 Days until 30 days after first notification</td> <td>Scheduled</td> <td>Asset Owner, Order Administrator, Treasury Approver</td> <td>Asset Owner to Record end-of-term intentions for assets approaching end of term</td> <td>5 days</td> <td>Automatically-generated attachment</td> </tr> <tr> <td>2</td> <td>60 days before notification deadline every 2 Weeks until 30 days after first notification</td> <td>Scheduled</td> <td>Asset Owner</td> <td>Asset Owner to Record end-of-term intentions for assets approaching end of term</td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>3</td> <td>120 days before notification deadline every 5 Days until 30 days after first notification</td> <td>Scheduled</td> <td>Asset Owner</td> <td>Asset Owner to Record end-of-term intentions for assets approaching end of term</td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>4</td> <td>90 days before notification deadline send once</td> <td>Scheduled</td> <td>Asset Owner</td> <td>Asset Owner to Record end-of-term intentions for assets approaching end of term</td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>5</td> <td>30 days before end of term send once</td> <td>Scheduled</td> <td>LAS Staff</td> <td></td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>6</td> <td>10 days before notification deadline send once</td> <td>Scheduled</td> <td>LAS Staff</td> <td></td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>7</td> <td>6 days before a notification deadline every 2 Weeks until 30 days after first notification</td> <td>Scheduled</td> <td>Funder</td> <td></td> <td></td> <td>Automatically-generated attachment</td> </tr> <tr> <td>8</td> <td>1 days before end of term send once</td> <td>Scheduled</td> <td></td> <td></td> <td></td> <td>Automatically-generated attachment</td> </tr> </tbody> </table>	Line #	Timing	Status	Recipients	Next Step	Deadline	Attachment(s)	1	30 days before end of term every 4 Days until 30 days after first notification	Scheduled	Asset Owner, Order Administrator, Treasury Approver	Asset Owner to Record end-of-term intentions for assets approaching end of term	5 days	Automatically-generated attachment	2	60 days before notification deadline every 2 Weeks until 30 days after first notification	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment	3	120 days before notification deadline every 5 Days until 30 days after first notification	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment	4	90 days before notification deadline send once	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment	5	30 days before end of term send once	Scheduled	LAS Staff			Automatically-generated attachment	6	10 days before notification deadline send once	Scheduled	LAS Staff			Automatically-generated attachment	7	6 days before a notification deadline every 2 Weeks until 30 days after first notification	Scheduled	Funder			Automatically-generated attachment	8	1 days before end of term send once	Scheduled				Automatically-generated attachment
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## Templates

The Templates tile, in the Configuration Settings workspace, identifies the types of Email Notifications to be received by asset owners and users based on criteria established by your company. The templates include the specific text of the email notification. These messages are standardized by template and will be automatically sent for all lease schedules as per your global notification policy that you set up within LeaseAccelerator.

To configure your Templates in the UI, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .
2	<p>Click on the <b>Templates</b> tile.</p>
3	<p>Click the <b>plus sign</b> to add a new Template or the <b>edit</b> icon to update/edit an existing Template.</p>

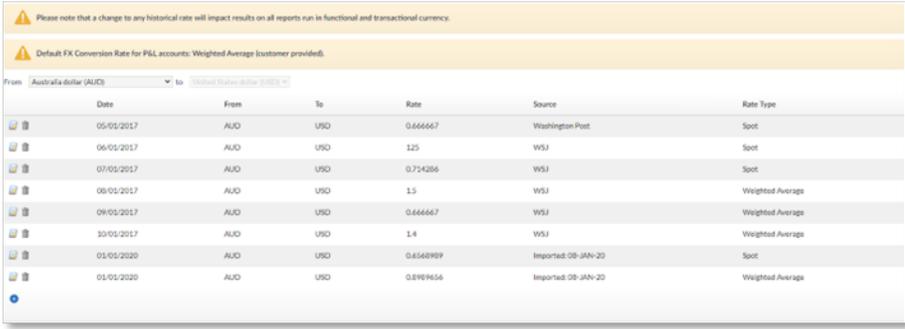
Step	Action
4	<p>In the pop-up, fill in necessary data fields, then click <b>Save Template</b>.</p> 
5	<p>Then click <b>Save</b> to save all of your changes/additions.</p>

## Exchange Rates

You may update currency translation factors as often as you like using either the bulk import feature or the user interface Configuration Settings feature. It is recommended to use the bulk import feature to import multiple rates, but the user interface allows a user to view the existing rates and export an excel spreadsheet with all of the rates configured in the system.

To view your existing rates in the UI, follow these steps:

Step	Action
1	<p>Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i>.</p>
2	<p>Click on the <b>Exchange Rates</b> tile.</p> 

Step	Action
3	<p>Select the desired From country/currency from the drop-down to view any rates configured.</p> 
4	You may click <b>Export</b> to view all rates in an excel spreadsheet.

## Custom Participant Configuration

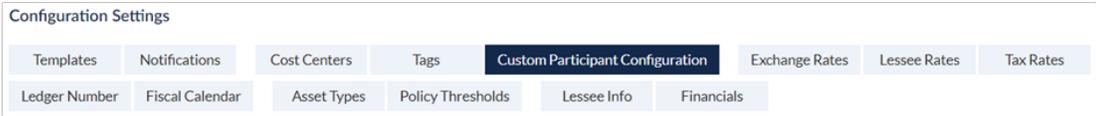
You may add a Custom Participant for use in either Deal or Asset Management workspaces, and this is done via the UI in Configuration Settings. Custom Participants cannot be edited or deleted once they are associated with a deal except through a Support request. For more information, please see the Product Advisory on Custom Participant Configuration.

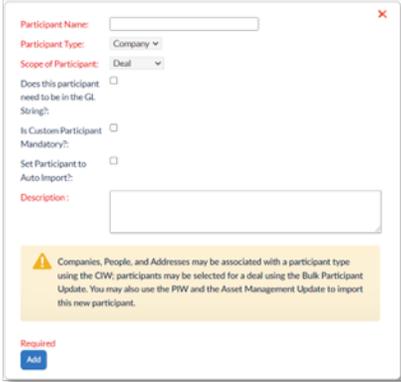
There is a limited number of Custom Participants that are importable. When you reach the limit, you can still add the new Participant, but you will only be able to populate the field via the UI. A pop-up message will appear to let you know when this happens. The maximum allowed includes the pre-configured Participants listed below.

Scope	Location on Import	Total Number Allowed	Total Client Specific Allowed*
Deal	Schedule tab of PIW Bulk Participant Import	16	7
Asset	Details tab of PIW Asset Management Update	10	5
Allocation	Details tab of PIW Asset Management Update	10	9

\*This number is reduced by any existing participants previously created for your portfolio.

To configure your Custom Participant in the UI, follow these steps:

Step	Action
1	Navigate to the Configuration Settings workspace, by clicking <b>Configuration Settings</b> in the Left NavBar under <i>Accounting Administration</i> .
2	<p>Click on the <b>Custom Participant Configuration</b> tile.</p> 

Step	Action
3	<p>Click the <b>plus sign</b> to add a new line item.</p> 
4	<p>In the pop-up, fill out all required fields.</p> 
5	<p>Click the <b>Add</b> button when finished. When you see the added information in the table, click <b>Save</b>.</p> 

# Version Summary

Version	Changes/ Updates	Date
21R1	Created Version Summary	01/20/2021
21R1	Updated guide formatting	01/20/2021
21R1.1	Added "Notifications" and "Salvage Value" sections, and updated TOC	03/03/2021
21R1.1	Updated screenshots	03/05/2021
21R3	Updated the screenshots for the tile locations and styling	06/18/2021
21R3	Removed segment for Export to GL and added Default Segment Value (Balance Sheet)	06/18/2021
21R4	Updated several screenshots for Settings and configuration	08/04/2021
21R4	Added Intercompany Segment type and Drives Intercompany checkbox to Segments section	09/09/2021
22R1	Added Custom Participant Configuration section	09/09/2021
22R1	Replaced verbiage and screenshots for reference to Settings to change to Configuration Settings	11/4/2021
22R2	Replaced screenshot of GL Coding Convention Account Fields to add new fields CTA.	04/15/2022
23R2	Added Custom Product Sub-Category section.	03/13/2023
23R4	Added a Tip to page 19 Fiscal Calendars section.	09/27/2023