



# Segregation of Duties User Guide

LeaseAccelerator

Version 26.2



# Document Information

## Notices

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



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# 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.

The screenshot shows the 'Segregation of Duties Workflows' configuration page. Under the 'New Deal Workflows' section, there is a descriptive paragraph: 'Workflow creation enables a final approve/reject step after the entry of a lease. 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. You can turn on the workflow for either UI or import for new deals and modifications by checking the appropriate box and clicking save.'

There are two main sections for configuration:

- Enter Schedule:**
  - User Interface: No approval needed for any schedule entered through Enter Schedule in the user interface.
  - Import (PIW): No approval needed for any schedule imported through Portfolio Bulk Import.
- Modify Deal:**
  - User Interface: No approval needed for any modification entered through Modify Deal in the user interface.
  - Import (MDIW): No approval needed for any modifications imported through Modify Deal Bulk Import.

A 'Save' button is located at the bottom left of the configuration area.

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.

The screenshot shows the 'Segregation of Duties Workflows' configuration page. Under the 'Record Asset Event Workflows' section, there is a descriptive paragraph: 'Workflow creation enables a final approve/reject step after the entry of an EOT event. When a preparer enters a new event an Accounting Approver will need to approve or reject the event before it becomes active. You can turn on the workflow in the UI for all EOT events by checking the appropriate box and clicking save.'

There is one main section for configuration:

- Enable Approve/Reject workflow for:**
  - User Interface: No approval needed for any EOT event entered through Record Asset Event in the user interface.
  - Import (RAE): No approval needed for any asset event imported through the Record Asset Event import.

A 'Save' button is located at the bottom left of the configuration area.

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.

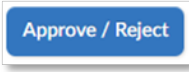

A new user will act as the approver with an Access Level of Accounting Reviewer and a required Can Act As role of Accounting Approver.


**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	<p>The preparer then books and classifies the deal. The same warning message appears on both workspaces.</p> <div data-bbox="272 646 1287 730" style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> <p> 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.</p> </div>				
3	<p>The deal Status is now <b>Pending Approval</b>, as preparers are not able to approve deals that they enter.</p> <div data-bbox="272 852 1373 905" style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> <p> 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.</p> </div> <p>During this time, the Ledger Export report has “Pending Approval” text in Segments 3 &amp; 4.</p> <table border="1" data-bbox="272 999 654 1094" style="margin-left: 20px;"> <tr> <td style="padding: 2px;">Segment3</td> <td style="padding: 2px;">Segment4</td> </tr> <tr> <td style="padding: 2px;">PendingApproval</td> <td style="padding: 2px;">PendingApproval</td> </tr> </table>	Segment3	Segment4	PendingApproval	PendingApproval
Segment3	Segment4				
PendingApproval	PendingApproval				
4	<p>On this deal, any user with an Accounting Approver Can Act As role will see the Approve Deal To-Do in Deal History.</p> <div data-bbox="272 1209 443 1272" style="border: 1px solid #ccc; padding: 5px; background-color: #4a7ebb; color: white; text-align: center; width: fit-content; margin: 10px auto;"> <p>Approve Deal</p> </div> <p>The approver clicks this To-Do and is taken to Deal Summary.</p>				
5	<p>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.</p> <div data-bbox="272 1482 1373 1650" style="border-left: 2px solid #4a7ebb; padding-left: 10px; margin: 10px 0;"> <p> <b>Note:</b> 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.</p> </div> <div data-bbox="272 1682 1057 1755" style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4; margin-top: 10px;"> <p> This deal cannot be approved until any Booking or Classification ToDos are completed</p> </div>				

Step	Action															
6	<p>The approver accesses Deal Summary, Summary and scrolls to the bottom of the page to click the Approve/Reject button.</p> 															
7	<p>The approver is now on the Approve/Reject workspace, where they make a decision and add required comments.</p> <div data-bbox="272 516 1373 951"> <p><b>Approve Deal</b></p> <p> 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.</p> <p> <input checked="" type="radio"/> Approved  <input type="radio"/> Rejected                 </p> <p>Comments:* <input type="text"/></p> <p>*Required</p> <p><input type="button" value="Save"/></p> </div> <p><b>Note:</b> 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.</p> <div data-bbox="272 1192 1373 1627"> <p><b>Deal History</b></p> <p>Next Steps   <b>History</b>   Documents   E-mails   Q &amp; A</p> <p><input checked="" type="checkbox"/> Show Superseded</p> <table border="1"> <thead> <tr> <th>Time/Date</th> <th>Event</th> <th>Affected Document</th> <th>Responsible Party</th> <th>Comments</th> </tr> </thead> <tbody> <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> </tbody> </table> </div>	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.
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8	<p>Approved deals become Active immediately upon approval and the Ledger Export segments are populated with configured accounts.</p> <p>Rejected deals move to <b>Incomplete</b> status and the Ledger Export still shows "Pending Approval" text in Segments 3 &amp; 4.</p>															

Step	Action
9	<p>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.</p> <div data-bbox="272 363 565 436" style="border: 1px solid #0056b3; border-radius: 5px; padding: 5px; display: inline-block; background-color: #0056b3; color: white; text-decoration: none;">Correct Deal Details</div> <p><b>Note:</b> 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.</p> <p>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.</p>
10	<p>The preparer corrects the concerns noted in the rejection event.</p> <p><b>Note:</b> Whenever a deal is in Incomplete status, a message appears on Deal History, Deal Summary, Schedule, and Asset Management workspaces.</p> <div data-bbox="272 930 1369 1020" style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> <p> 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.</p> </div>
11	<p>The preparer must re-book the deal using the enqueued <b>Book</b> To-Do and reclassify using the enqueued <b>Generate Accounting Classification</b> 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 <b>Pending Approval</b>.</p>

\*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.

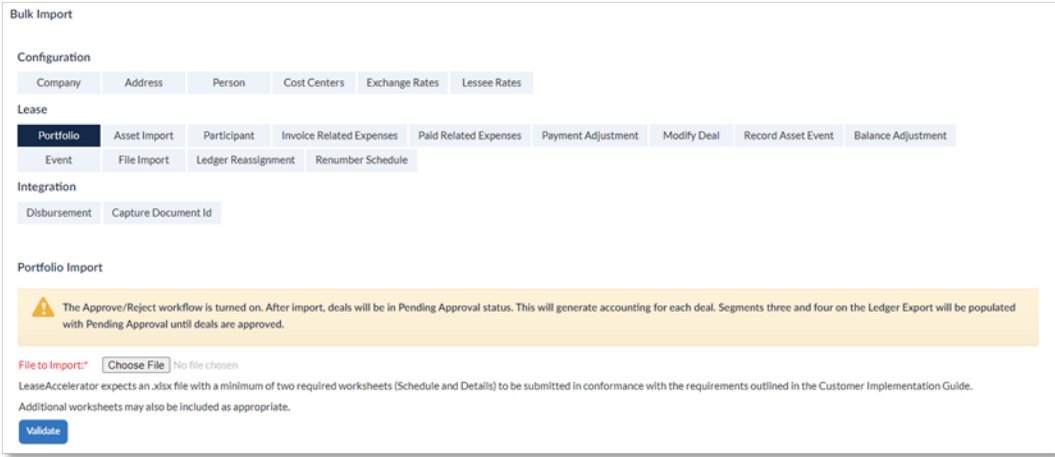
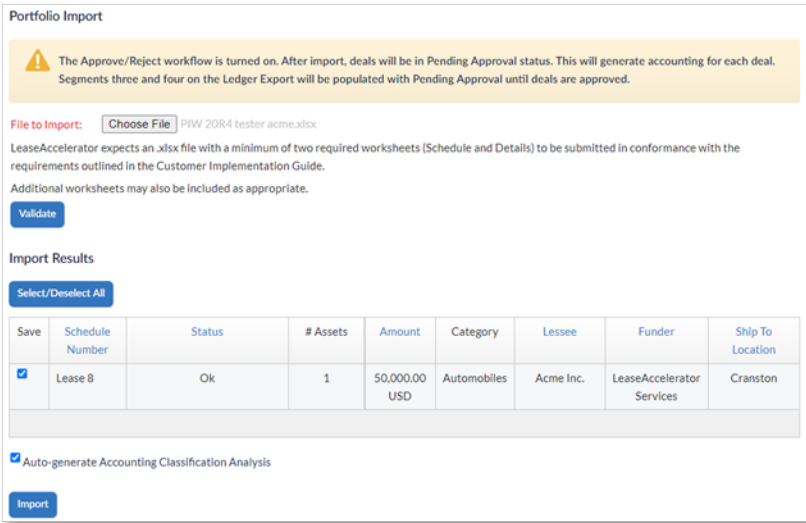
There are likely other use cases that cannot be described in this user guide, since many clients have custom access levels not based on the standard LeaseAccelerator offerings. Please work with your CSM or Support while getting acquainted with this new feature if you run into scenarios that are not explained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

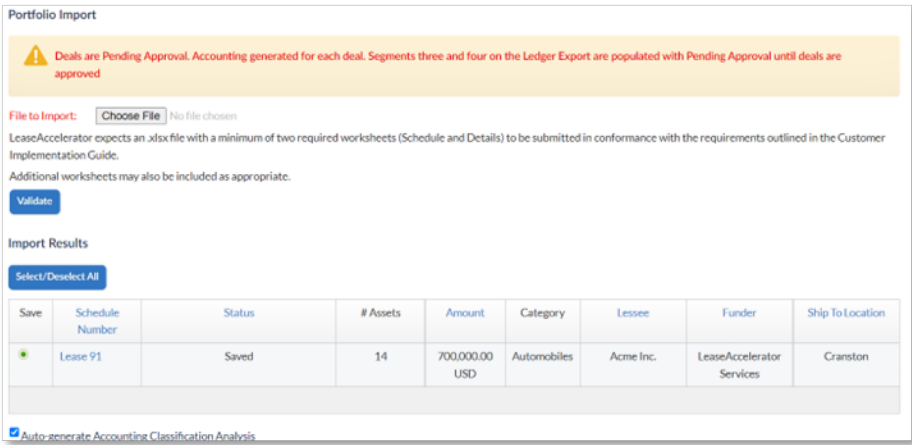
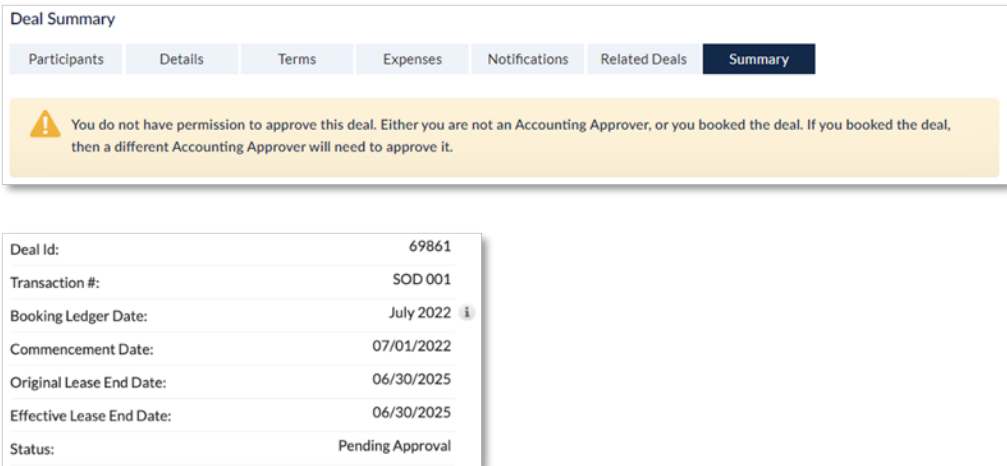

## Additional Information


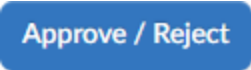
- Deals in **Incomplete** or **Pending Approval** status are excluded from the MEC processes in LeaseAccelerator. The books for these leases will not be 'closed' if they have not been approved prior to close.
- Deals in **Incomplete** or **Pending Approval** status are excluded from nightly maintenance 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	<p>A preparer (new or existing user with the proper Access Level and Can Act As Role) navigates to the Bulk Import workspace.</p> <p>A warning message appears on-screen when the workflow is 'on'.</p> 																		
2	<p>The preparer validates the PIW. The same warning message remains for this step.</p>  <table border="1" data-bbox="277 1436 1065 1549"> <thead> <tr> <th>Save</th> <th>Schedule Number</th> <th>Status</th> <th># Assets</th> <th>Amount</th> <th>Category</th> <th>Lessee</th> <th>Funder</th> <th>Ship To Location</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Lease 8</td> <td>Ok</td> <td>1</td> <td>50,000.00 USD</td> <td>Automobiles</td> <td>Acme Inc.</td> <td>LeaseAccelerator Services</td> <td>Cranston</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Auto-generate Accounting Classification Analysis</p> <p><input type="button" value="Import"/></p>	Save	Schedule Number	Status	# Assets	Amount	Category	Lessee	Funder	Ship To Location	<input checked="" type="checkbox"/>	Lease 8	Ok	1	50,000.00 USD	Automobiles	Acme Inc.	LeaseAccelerator Services	Cranston
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Step	Action																		
3	<p>The preparer imports the PIW. After successful import, a new message appears informing the user that imported deals need to be approved.</p>  <table border="1" data-bbox="277 621 1166 709"> <thead> <tr> <th>Save</th> <th>Schedule Number</th> <th>Status</th> <th># Assets</th> <th>Amount</th> <th>Category</th> <th>Lessee</th> <th>Funder</th> <th>Ship To Location</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Lease 91</td> <td>Saved</td> <td>14</td> <td>700,000.00 USD</td> <td>Automobiles</td> <td>Acme Inc.</td> <td>LeaseAccelerator Services</td> <td>Cranston</td> </tr> </tbody> </table>	Save	Schedule Number	Status	# Assets	Amount	Category	Lessee	Funder	Ship To Location	<input checked="" type="checkbox"/>	Lease 91	Saved	14	700,000.00 USD	Automobiles	Acme Inc.	LeaseAccelerator Services	Cranston
Save	Schedule Number	Status	# Assets	Amount	Category	Lessee	Funder	Ship To Location											
<input checked="" type="checkbox"/>	Lease 91	Saved	14	700,000.00 USD	Automobiles	Acme Inc.	LeaseAccelerator Services	Cranston											
4	<p>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 <b>Pending Approval</b>.</p>  <table border="1" data-bbox="272 1115 753 1346"> <tr> <td>Deal Id:</td> <td>69861</td> </tr> <tr> <td>Transaction #:</td> <td>SOD 001</td> </tr> <tr> <td>Booking Ledger Date:</td> <td>July 2022</td> </tr> <tr> <td>Commencement Date:</td> <td>07/01/2022</td> </tr> <tr> <td>Original Lease End Date:</td> <td>06/30/2025</td> </tr> <tr> <td>Effective Lease End Date:</td> <td>06/30/2025</td> </tr> <tr> <td>Status:</td> <td>Pending Approval</td> </tr> </table> <p>At this time, the Ledger Export report has “Pending Approval” text in Segments 3 &amp; 4 for the imported deal(s).</p> <table border="1" data-bbox="272 1482 691 1583"> <tr> <td><u>Segment3</u></td> <td><u>Segment4</u></td> </tr> <tr> <td>PendingApproval</td> <td>PendingApproval</td> </tr> </table>	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	<u>Segment3</u>	<u>Segment4</u>	PendingApproval	PendingApproval
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PendingApproval	PendingApproval																		
5	<p>Any user with an Accounting Approver Can Act As role that accesses these deals will see the Approve Deal To-Do in Deal History.</p>  <p>The approver clicks this To-Do and is taken to Deal Summary.</p>																		

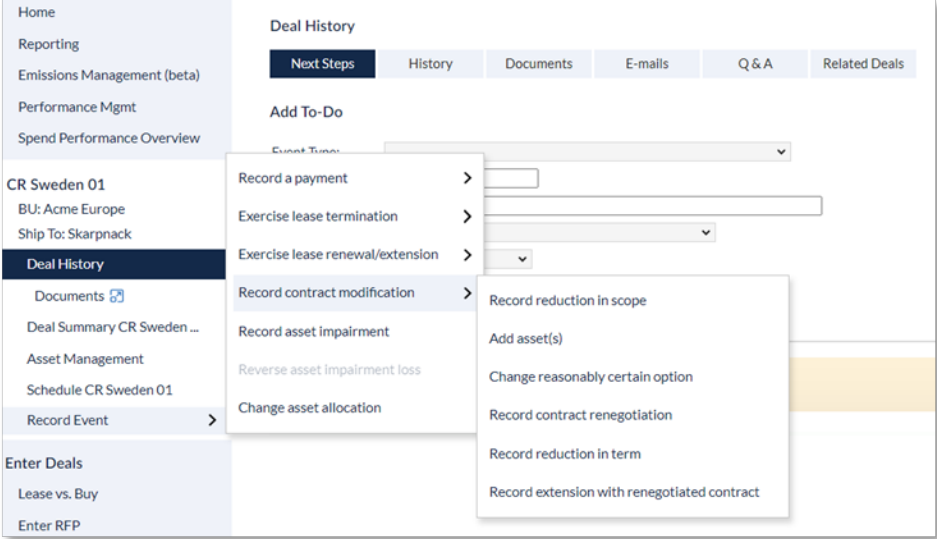
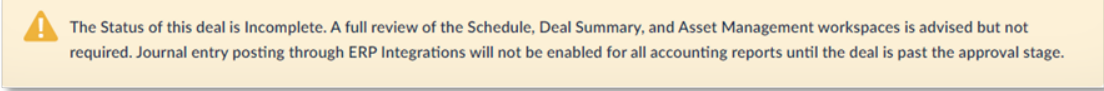
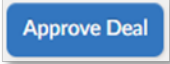
Step	Action
6	<p>The approver should review Deal History, Deal Summary, Asset Management, and Accounting Classification workspaces for accuracy. The approver cannot make any changes to deal information.</p> <p><b>Note:</b> If a Book or Accounting Classification To-Do button is present in a deal, it cannot 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.</p> <p> This deal cannot be approved until any Booking or Classification ToDos are completed</p>
7	<p>The approver accesses Deal Summary, Summary and scrolls to the bottom of the page to click the Approve/Reject button.</p> <p></p>


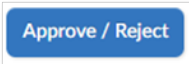
Step	Action															
8	<p>The approver is now on the Approve/Reject workspace, where they make a decision and add required comments.</p> <div data-bbox="272 327 1260 699"> <p>Approve Deal</p> <p> Please note that by approving this deal you are acknowledging that you have reviewed all attributes 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.</p> <p><input checked="" type="radio"/> Approved  <input type="radio"/> Rejected</p> <p>Comments: <input type="text"/></p> <p>Required <input type="button" value="Save"/></p> </div> <p> <b>Note:</b> 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.</p> <div data-bbox="272 940 1216 1318"> <p>Deal History</p> <p>Next Steps <b>History</b> Documents E-mails Q &amp; A</p> <p><input checked="" type="checkbox"/> Show Superseded</p> <table border="1"> <thead> <tr> <th>Time/Date</th> <th>Event</th> <th>Affected Document</th> <th>Responsible Party</th> <th>Comments</th> </tr> </thead> <tbody> <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> </tbody> </table> </div>	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.
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Step	Action
10	<p>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.</p> <div data-bbox="272 363 565 436" style="border: 1px solid #0056b3; border-radius: 5px; padding: 5px; display: inline-block; background-color: #0056b3; color: white; text-decoration: none;">Correct Deal Details</div> <p><b>Note:</b> 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.</p> <p>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.</p>
11	<p>The preparer corrects the concerns noted in the rejection event.</p> <p><b>Note:</b> Whenever a deal is in Incomplete status, a message appears on Deal History, Deal Summary, Schedule, and Asset Management workspaces.</p> <div data-bbox="272 930 1369 1024" style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px;"> <p> 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.</p> </div>
12	<p>The preparer must re-book the deal using the enqueued <b>Book</b> To-Do and reclassify using the enqueued <b>Generate Accounting Classification</b> 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 <b>Pending Approval</b>.</p>


# Modify Deal UI

## Steps to Modify Deal in the UI

Step	Action
1	 <p>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.</p>
2	<p>The preparer enters all of the required data for the deal modification and saves the modification, as usual.</p>
3	<p>The preparer then classifies and books the deal. The same warning message appears on both workspaces.</p> 
4	<p>On Deal Summary, the status is now <b>Pending Approval</b>, as preparers are not able to approve deals that they enter.</p> <p>During this time, the Ledger Export report has “Pending Approval” text in Segments 3 &amp; 4.</p>
5	<p>Any user with an Accounting Approver Can Act As role will see the Approve Deal To-Do in Deal History.</p>  <p>The approver clicks this To-Do and is taken to Deal Summary.</p>

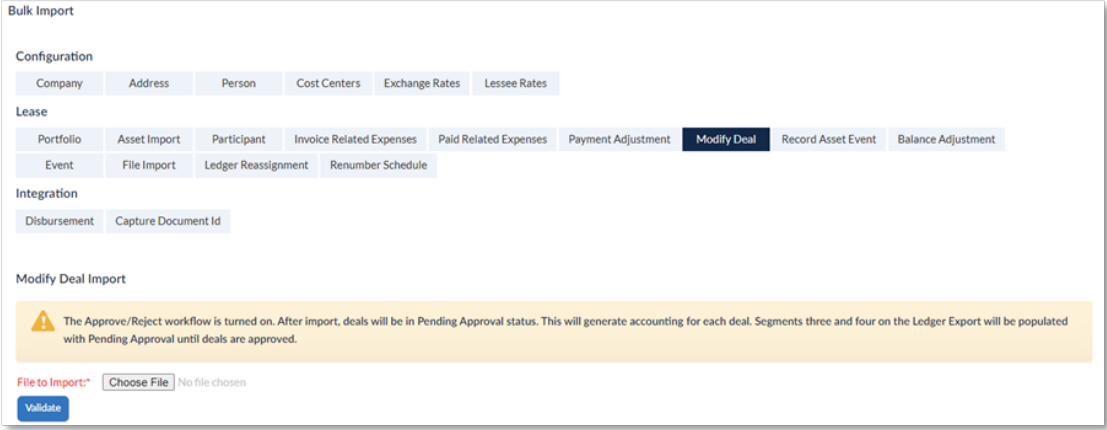
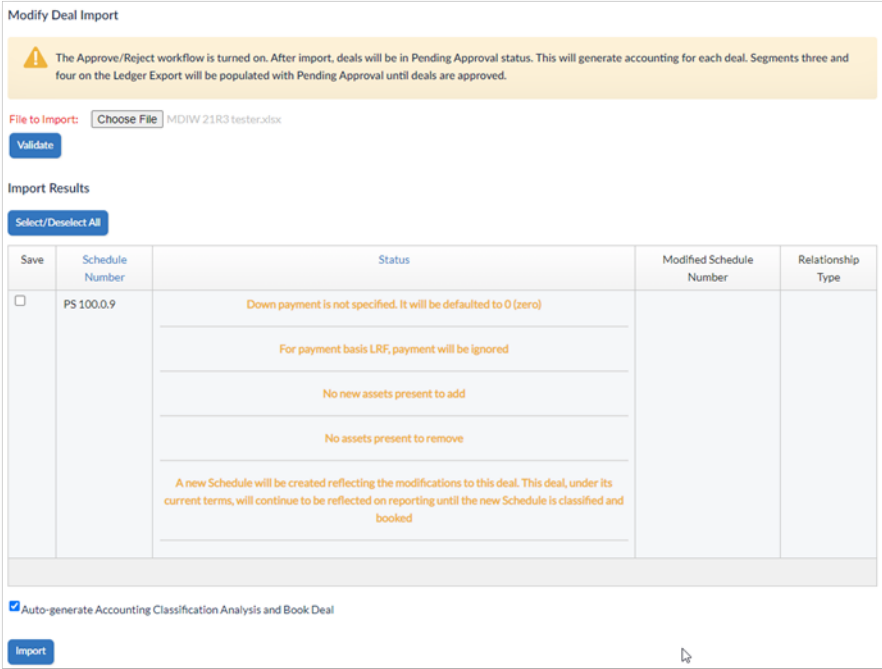
Step	Action
6	<p>The approver should review Deal History, Deal Summary, Asset Management, and Accounting Classification workspaces for accuracy. The Approver cannot make any changes to deal information.</p> <p><b>Note:</b> If a Book or Accounting Classification To-Do button is present in a deal, it cannot 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.</p> <p> This deal cannot be approved until any Booking or Classification ToDos are completed</p>
7	<p>The approver accesses Deal Summary, Summary and scrolls to the bottom of the page to click the <b>Approve/Reject</b> button.</p> <p></p>

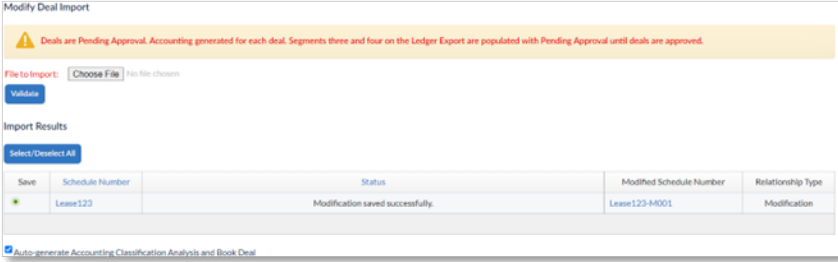
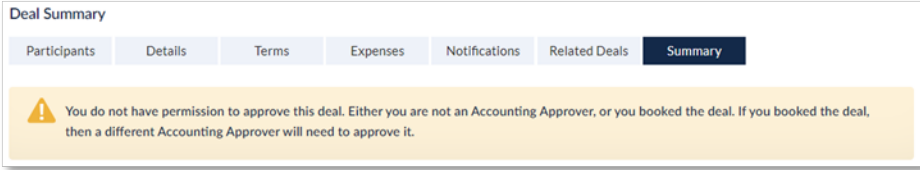
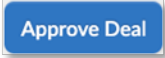
Step	Action															
8	<p>The approver is now on the Approve/Reject workspace, where they make a decision and add required comments.</p> <div data-bbox="272 331 1122 667"> <p><b>Approve Deal</b></p> <p> Please note that by approving this deal you are acknowledging that you have reviewed all attributes 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.</p> <p> <input checked="" type="radio"/> Approved  <input type="radio"/> Rejected                 </p> <p>Comments:*</p> <input type="text"/> </div> <div data-bbox="272 747 987 1031"> <p><b>Deal History</b></p> <p>Next Steps   <b>History</b>   Documents   E-mails   Q &amp; A</p> <p><input checked="" type="checkbox"/> Show Superseded</p> <table border="1"> <thead> <tr> <th>Time/Date</th> <th>Event</th> <th>Affected Document</th> <th>Responsible Party</th> <th>Comments</th> </tr> </thead> <tbody> <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> </tbody> </table> </div> <p><b>Note:</b> 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.</p>	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.
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9	<p>Approved deals become <b>Active</b> immediately upon approval and the Ledger Export segments are populated with configured accounts.</p> <p>Rejected deals move to <b>Incomplete</b> status and the Ledger Export still shows “Pending Approval” text in Segments 3 &amp; 4.</p>															


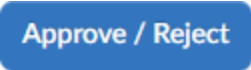
Step	Action
10	<p>All Accounting Analysts are notified of the rejection via an email notification, even if they were not the preparer of the deal. When Accounting Analysts login, they see a Correct Deal Details To-Do in Deal History.</p> <div data-bbox="272 363 565 436" style="border: 1px solid #0056b3; border-radius: 5px; padding: 5px; display: inline-block; background-color: #0056b3; color: white; text-decoration: none;">Correct Deal Details</div> <p><b>Note:</b> 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.</p> <p>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.</p>
11	<p>The preparer corrects the concerns noted in the rejection event.</p> <p><b>Note:</b> Whenever a deal is in Incomplete status, a message appears on Deal History, Deal Summary, Schedule, and Asset Management workspaces.</p> <div data-bbox="272 930 1369 1020" style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p> 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.</p> </div>
12	<p>The preparer must re-book the deal using the enqueued <b>Book</b> To-Do and reclassify using the enqueued <b>Generate Accounting Classification</b> 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 <b>Pending Approval</b>.</p>


# Modify Deal Bulk Import


## Steps to Modify Deal Using an Import (MDIW)

Step	Action										
1	<p>A preparer navigates to the Bulk Import workspace. A warning message appears on-screen when the workflow is 'on'.</p>  <p>The screenshot shows the 'Bulk Import' workspace. Under 'Configuration', there are tabs for Company, Address, Person, Cost Centers, Exchange Rates, and Lessee Rates. Under 'Lease', there are tabs for Portfolio, Asset Import, Participant, Invoice Related Expenses, Paid Related Expenses, Payment Adjustment, <b>Modify Deal</b>, Record Asset Event, and Balance Adjustment. Below these are 'Event', File Import, Ledger Reassignment, and Renumber Schedule. Under 'Integration', there are Disbursement and Capture Document Id. A 'Modify Deal Import' section contains a warning message: 'The Approve/Reject workflow is turned on. After import, deals will be in Pending Approval status. This will generate accounting for each deal. Segments three and four on the Ledger Export will be populated with Pending Approval until deals are approved.' Below the warning is a 'File to Import:' field with a 'Choose File' button and 'No file chosen' text, and a 'Validate' button.</p>										
2	<p>The preparer validates the MDIW. The same warning message remains for this step.</p>  <p>The screenshot shows the 'Modify Deal Import' workspace. It features the same warning message as in step 1. Below it, the 'File to Import:' field now shows 'MDIW 21R3 tester.xlsx' and the 'Validate' button is active. Under 'Import Results', there is a 'Select/Deselect All' button and a table with the following data:</p> <table border="1"> <thead> <tr> <th>Save</th> <th>Schedule Number</th> <th>Status</th> <th>Modified Schedule Number</th> <th>Relationship Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>PS 100.0.9</td> <td>Down payment is not specified. It will be defaulted to 0 (zero) For payment basis LRF, payment will be ignored No new assets present to add No assets present to remove A new Schedule will be created reflecting the modifications to this deal. This deal, under its current terms, will continue to be reflected on reporting until the new Schedule is classified and booked</td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom, there is a checked checkbox for 'Auto-generate Accounting Classification Analysis and Book Deal' and an 'Import' button.</p>	Save	Schedule Number	Status	Modified Schedule Number	Relationship Type	<input type="checkbox"/>	PS 100.0.9	Down payment is not specified. It will be defaulted to 0 (zero) For payment basis LRF, payment will be ignored No new assets present to add No assets present to remove A new Schedule will be created reflecting the modifications to this deal. This deal, under its current terms, will continue to be reflected on reporting until the new Schedule is classified and booked		
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Step	Action
3	<p>After successful import, a new message appears informing the user that imported deals need to be approved.</p>  <p><b>Note:</b> With the Auto-generate Accounting Classification Analysis and Book Deal box checked, the deal will go directly into the approve/reject workflow.</p>
4	<p>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 <b>Pending Approval</b>.</p>  <p>At this time, the Ledger Export report has “Pending Approval” text in Segments 3 &amp; 4 for the imported deal(s).</p>
5	<p>Any user with an Accounting Approver Can Act As role that accesses these deals will see the Approve Deal To-Do in Deal History.</p>  <p>The approver clicks this To-Do and is taken to Deal Summary.</p>

Step	Action
6	<p>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.</p> <p><b>Note:</b> 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.</p> <p> This deal cannot be approved until any Booking or Classification ToDos are completed</p>
7	<p>The approver accesses Deal Summary, Summary and scrolls to the bottom of the page to click the Approve/Reject button.</p> <p></p>

Step	Action															
8	<p>The approver is now on the Approve/Reject workspace, where they make a decision and add required comments.</p> <div data-bbox="272 327 1260 699"> <p>Approve Deal</p> <p> 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.</p> <p><input checked="" type="radio"/> Approved  <input type="radio"/> Rejected</p> <p>Comments: <input type="text"/></p> <p>Required <input type="button" value="Save"/></p> </div> <p><b>Note:</b> 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.</p> <div data-bbox="272 940 1216 1318"> <p>Deal History</p> <p>Next Steps <b>History</b> Documents E-mails Q &amp; A</p> <p><input checked="" type="checkbox"/> Show Superseded</p> <table border="1"> <thead> <tr> <th>Time/Date</th> <th>Event</th> <th>Affected Document</th> <th>Responsible Party</th> <th>Comments</th> </tr> </thead> <tbody> <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> </tbody> </table> </div>	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.
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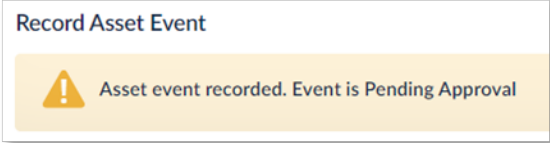
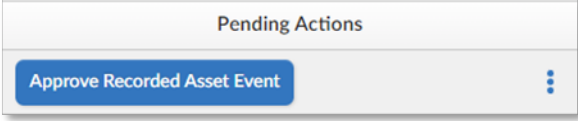
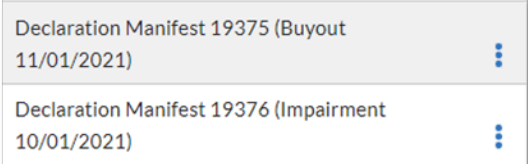
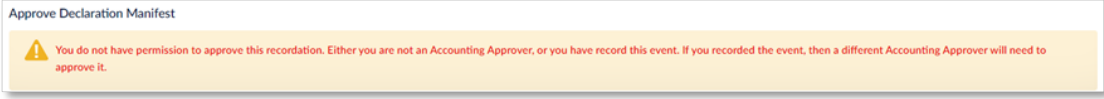
Step	Action
10	<p>All Accounting Analysts are notified of the rejection via an email notification, even if they were not the preparer of the deal. When Accounting Analysts login, they see a Correct Deal Details To-Do in Deal History.</p> <div data-bbox="272 363 565 436" style="border: 1px solid #0056b3; border-radius: 5px; padding: 5px; display: inline-block; background-color: #0056b3; color: white; text-align: center; width: 150px;">Correct Deal Details</div> <p><b>Note:</b> 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.</p> <p>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.</p>
11	<p>The preparer corrects the concerns noted in the rejection event.</p> <p><b>Note:</b> Whenever a deal is in Incomplete status, a message appears on Deal History, Deal Summary, Schedule, and Asset Management workspaces.</p> <div data-bbox="272 930 1373 1024" style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p> 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.</p> </div>
12	<p>The preparer must re-book the deal using the enqueued <b>Book</b> To-Do and reclassify using the enqueued <b>Generate Accounting Classification</b> 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 <b>Pending Approval</b>.</p>

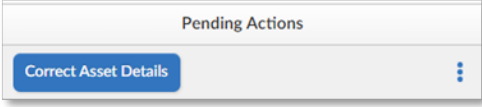
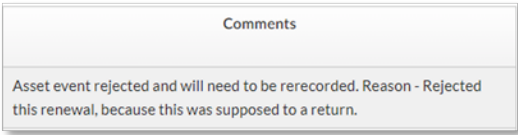
## Additional Information

- 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

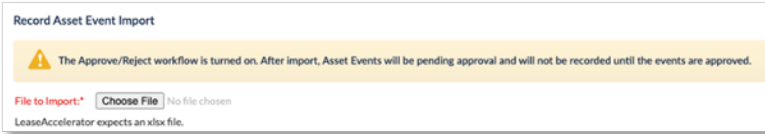
Step	Action
1	<p>A preparer records an Asset Event in the Record Asset Event workspace. A message appears at the top of the workspace, informing the preparer that the event has been recorded in the system and is Pending Approval.</p> 
2	<p>A To-Do is created on the Deal History to Approve Recorded Asset Event.</p> 
3	<p>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.</p>  <p><b>Note:</b> On the My To-Do List tile located on the Home workspace, you will look for 'Recorded Asset Event requires approval'.</p>
4	<p>A user with Can Act As of Accounting Approver logs into the deal and clicks on the <b>Approve Recorded Asset Event To-Do</b>.</p> <p><b>Note:</b> 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.</p> 
5	<p>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.</p>
6	<p>If approved, the asset event is recorded against the deal and appears in the Deal Summary and Payment Schedule, and no further action needed.</p>

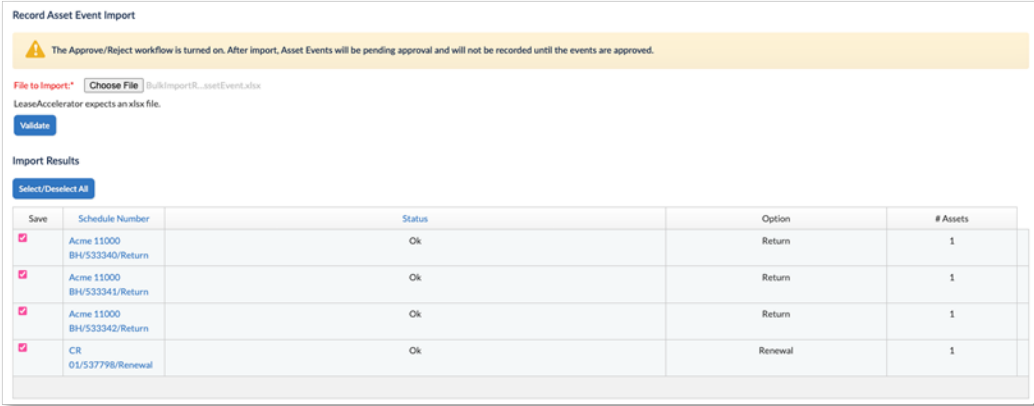
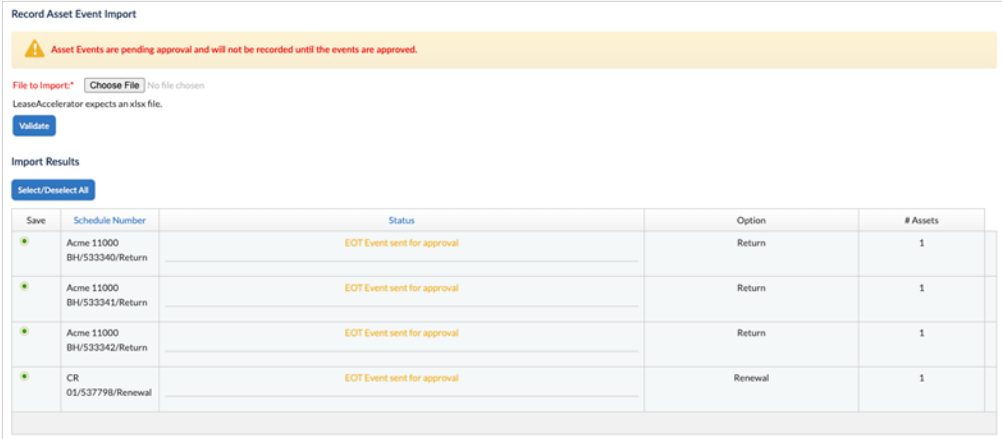
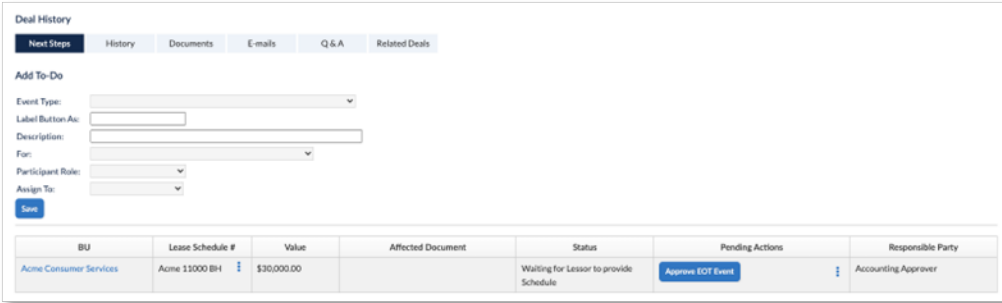
Step	Action
7	<p>If rejected, the asset event is not recorded against the deal and a Correct Asset Details To-Do appears in Deal History.</p>  <p>The To-Do is assigned to the user that entered the event and that individual also receives an email notifying them of the rejection.</p> <p><b>Note:</b> This To-Do will be cleared once it is clicked on and cannot be added manually.</p>
8	<p>This user then goes to the deal and clicks on the <b>Correct Asset Details</b> 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.</p> 
9	<p>The preparer rerecords the asset event and the approval process starts over.</p>

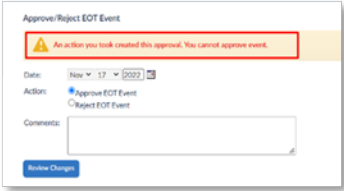
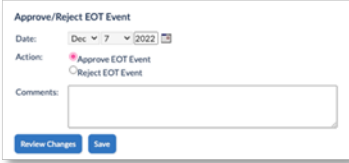
## Additional Information

- 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	<p>A user populates a Record Asset Event template (RAE) and navigates to the Bulk Import workspace.</p>
2	<p>After selecting the <b>Record Asset Event</b> tile, user will see a warning message displayed when the workflow is 'On'.</p> 

Step	Action																									
3	<p>Validate the RAE. The same warning message remains for this step.</p>  <p>The screenshot shows the 'Record Asset Event Import' interface. A yellow warning banner at the top states: '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.' Below this, there is a 'File to Import' section with a 'Choose File' button and the filename 'BulkImportR...assetEvent.xlsx'. A 'Validate' button is present. The 'Import Results' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Save</th> <th>Schedule Number</th> <th>Status</th> <th>Option</th> <th># Assets</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Acme 11000 BH/533340/Return</td> <td>Ok</td> <td>Return</td> <td>1</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Acme 11000 BH/533341/Return</td> <td>Ok</td> <td>Return</td> <td>1</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Acme 11000 BH/533342/Return</td> <td>Ok</td> <td>Return</td> <td>1</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>CR 01/537798/Renewal</td> <td>Ok</td> <td>Renewal</td> <td>1</td> </tr> </tbody> </table>	Save	Schedule Number	Status	Option	# Assets	<input checked="" type="checkbox"/>	Acme 11000 BH/533340/Return	Ok	Return	1	<input checked="" type="checkbox"/>	Acme 11000 BH/533341/Return	Ok	Return	1	<input checked="" type="checkbox"/>	Acme 11000 BH/533342/Return	Ok	Return	1	<input checked="" type="checkbox"/>	CR 01/537798/Renewal	Ok	Renewal	1
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<input checked="" type="checkbox"/>	CR 01/537798/Renewal	Ok	Renewal	1																						
4	<p>After a successful import, a new message appears informing users of the need for imported events to be approved.</p>  <p>The screenshot shows the 'Record Asset Event Import' interface after a successful import. A yellow warning banner at the top states: 'Asset Events are pending approval and will not be recorded until the events are approved.' Below this, there is a 'File to Import' section with a 'Choose File' button and the text 'No file chosen'. A 'Validate' button is present. The 'Import Results' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Save</th> <th>Schedule Number</th> <th>Status</th> <th>Option</th> <th># Assets</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Acme 11000 BH/533340/Return</td> <td>EOT Event sent for approval</td> <td>Return</td> <td>1</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Acme 11000 BH/533341/Return</td> <td>EOT Event sent for approval</td> <td>Return</td> <td>1</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Acme 11000 BH/533342/Return</td> <td>EOT Event sent for approval</td> <td>Return</td> <td>1</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>CR 01/537798/Renewal</td> <td>EOT Event sent for approval</td> <td>Renewal</td> <td>1</td> </tr> </tbody> </table>	Save	Schedule Number	Status	Option	# Assets	<input checked="" type="checkbox"/>	Acme 11000 BH/533340/Return	EOT Event sent for approval	Return	1	<input checked="" type="checkbox"/>	Acme 11000 BH/533341/Return	EOT Event sent for approval	Return	1	<input checked="" type="checkbox"/>	Acme 11000 BH/533342/Return	EOT Event sent for approval	Return	1	<input checked="" type="checkbox"/>	CR 01/537798/Renewal	EOT Event sent for approval	Renewal	1
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5	<p>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.</p>  <p>The screenshot shows the 'Deal History' interface. There are tabs for 'Next Steps', 'History', 'Documents', 'E-mails', 'Q &amp; A', and 'Related Deals'. The 'Add To-Do' section has fields for 'Event Type', 'Label Button As', 'Description', 'For', 'Participant Role', and 'Assign To'. Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th>BU</th> <th>Lease Schedule #</th> <th>Value</th> <th>Affected Document</th> <th>Status</th> <th>Pending Actions</th> <th>Responsible Party</th> </tr> </thead> <tbody> <tr> <td>Acme Consumer Services</td> <td>Acme 11000 BH 1</td> <td>\$30,000.00</td> <td></td> <td>Waiting for Lessor to provide Schedule</td> <td><a href="#">Approve EOT Event</a></td> <td>Accounting Approver</td> </tr> </tbody> </table>	BU	Lease Schedule #	Value	Affected Document	Status	Pending Actions	Responsible Party	Acme Consumer Services	Acme 11000 BH 1	\$30,000.00		Waiting for Lessor to provide Schedule	<a href="#">Approve EOT Event</a>	Accounting Approver											
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Step	Action																				
6	<p>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.</p> 																				
7	<p>If you are an Accounting Approver, and you did not bulk import the asset events, you will be able to approve the EOT event.</p> 																				
8	<p>In the Approve/Reject EOT Event workspace you are able to click <b>Review Changes</b> to download a report that includes information about all asset events for that particular schedule.</p> <table border="1" data-bbox="272 957 732 1083"> <thead> <tr> <th colspan="3">Import</th> <th>Option</th> </tr> <tr> <th>Session Id</th> <th>Schedule Number</th> <th>Effective Date</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>5783</td> <td>Acme 11000 BH</td> <td>4/30/2022</td> <td>Return</td> </tr> <tr> <td>5783</td> <td>Acme 11000 BH</td> <td>4/30/2022</td> <td>Return</td> </tr> <tr> <td>5783</td> <td>Acme 11000 BH</td> <td>4/30/2022</td> <td>Return</td> </tr> </tbody> </table>	Import			Option	Session Id	Schedule Number	Effective Date	Type	5783	Acme 11000 BH	4/30/2022	Return	5783	Acme 11000 BH	4/30/2022	Return	5783	Acme 11000 BH	4/30/2022	Return
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9	<p>When approving or rejecting, the Accounting Approver will approve or reject all asset events included in the bulk Record Asset Event template.</p>																				
10	<p>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.</p> <table border="1" data-bbox="272 1346 1370 1423"> <thead> <tr> <th>Time/Date</th> <th>Event</th> <th>Affected Document</th> <th>Responsible Party</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>12/07/2022 10:46 AM</td> <td>Rejected EOT Event</td> <td>N/A</td> <td>cpower</td> <td>Asset event rejected and will need to be reimported. Reason - Date of return is incorrect.</td> </tr> <tr> <td>12/07/2022 10:14 AM</td> <td>Exercised Mid-Term/EOT Option</td> <td>N/A</td> <td>crost</td> <td></td> </tr> </tbody> </table>	Time/Date	Event	Affected Document	Responsible Party	Comments	12/07/2022 10:46 AM	Rejected EOT Event	N/A	cpower	Asset event rejected and will need to be reimported. Reason - Date of return is incorrect.	12/07/2022 10:14 AM	Exercised Mid-Term/EOT Option	N/A	crost						
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12	<p>Rejected events trigger a rejection email to the Preparer that include any comments included in the Approve/Reject EOT Event workspace.</p>																				
13	<p>If events are rejected, Preparer must correct the Record Asset Event template and reimport to start the approve/reject process over.</p>																				

## Additional Information

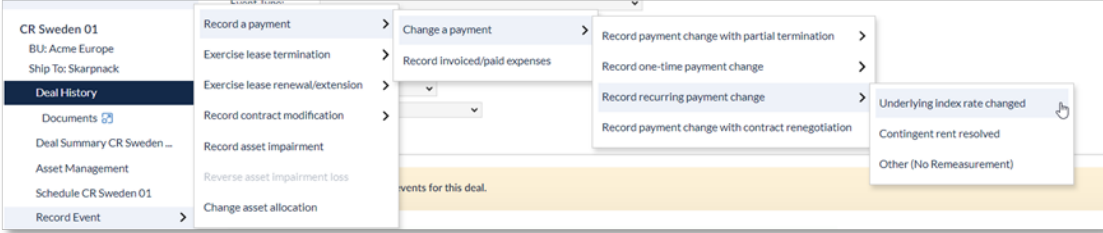
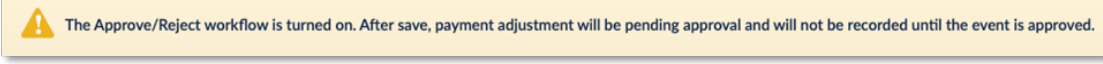


- When recording multiple asset events, the system will create one ToDo to approve or reject the events. Approver will either approve all events or reject all events in one step.

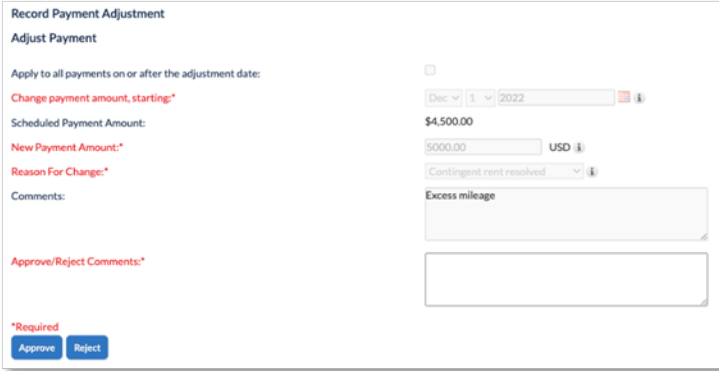
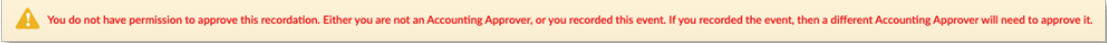
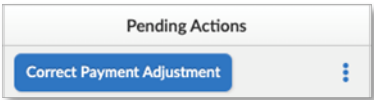
- Any EOT events originating in our Real Estate Manager will need to be approved if the workflow is turned 'On'.



# Payment Adjustment Workflows

## Payment Adjustments UI

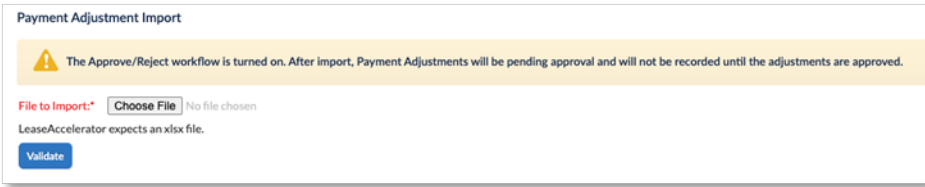
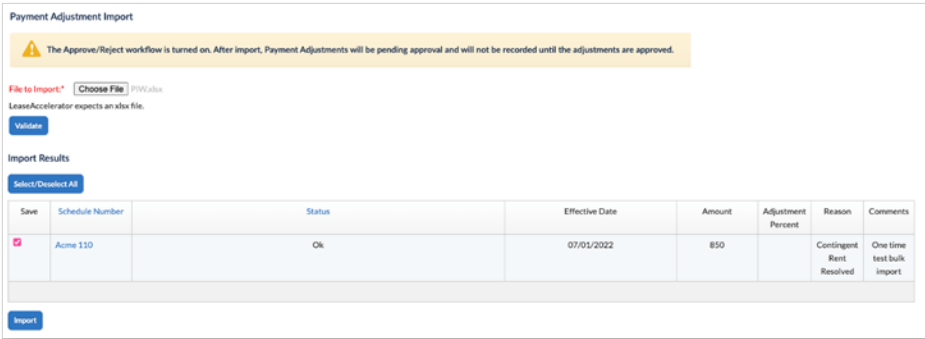
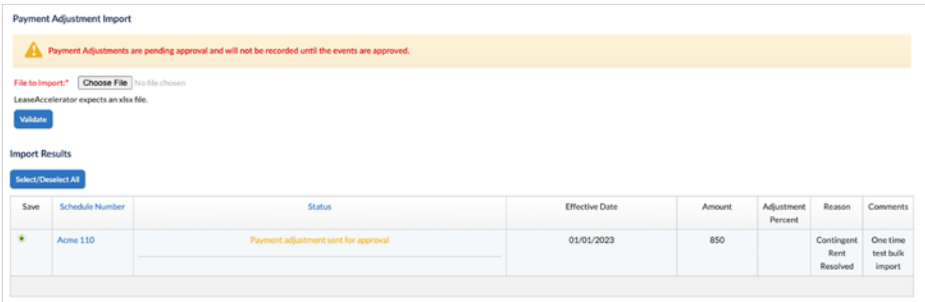
Step	Action
1	<p>A preparer navigates to the Payment Adjustment workspace using the Record Event cascading menu in the Left NavBar.</p> 
2	<p>Once preparer is in the Payment Adjustment workspace, they will see a warning message displayed when the workflow is 'On'.</p> 
3	<p>Preparer enters all the required 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.</p> 
4	<p>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.</p> 

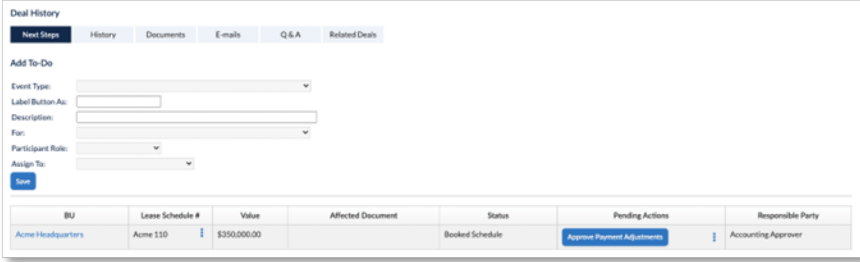
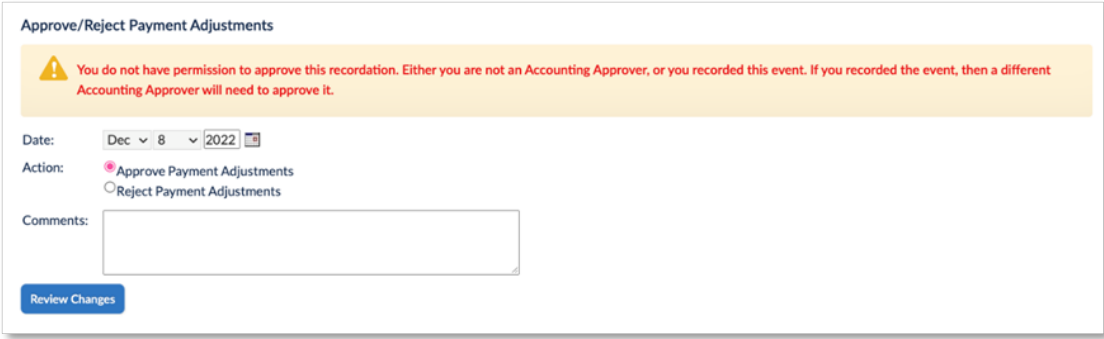
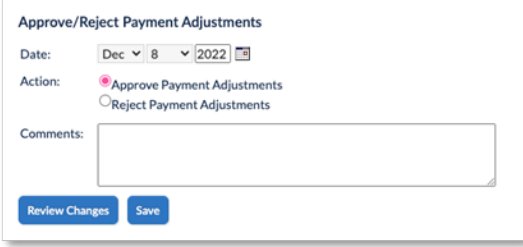
Step	Action										
5	<p>Clicking on this ToDo takes the approver to the Payment Adjustment workspace where the user may review the details of the payment adjustment and access the <b>Approve/Reject</b> button.</p>  <p>Approver must enter any comments related to the approval or rejection of the payment adjustment.</p>										
6	 <p>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.</p>										
7	<p>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.</p>										
8	<p>If rejected, the payment adjustment is <b>not</b> recorded against the deal and a <b>Correct Payment Adjustment ToDo</b> appears in Deal History.</p>  <p>The ToDo is assigned to the user that entered the event and that individual also receives an email notifying them of the rejection.</p> <p><b>Note:</b> This ToDo will be cleared once it is clicked on and cannot be added manually.</p>										
9	<p>This user then goes to the deal and clicks on <b>Correct Payment Adjustment</b>, which takes them to the History Events where they can view the reason for rejection and what needs to be corrected.</p> <p>If the Accounting Approver is rejecting the payment adjustment, the comments should be very clear as to what needs correction.</p> <table border="1" data-bbox="272 1650 1373 1703"> <thead> <tr> <th>Time/Date</th> <th>Event</th> <th>Affected Document</th> <th>Responsible Party</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>12/08/2022 01:57 PM</td> <td>Payment Adjustment Rejected</td> <td>N/A</td> <td>crostapprover</td> <td>Payment Adjustment rejected. Comments - Incorrect payment amount. Should be 650.00.</td> </tr> </tbody> </table>	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.
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12/08/2022 01:57 PM	Payment Adjustment Rejected	N/A	crostapprover	Payment Adjustment rejected. Comments - Incorrect payment amount. Should be 650.00.							
10	<p>The preparer must rerecord the payment adjustment and the approval process starts over.</p>										

## 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	<p>After selecting the Payment Adjustment tile, user will see a warning message displayed when the workflow is 'On'.</p> 
3	<p>Validate the PIW.</p> <p>The same warning message remains for this step.</p> 
4	<p>After a successful import, a new message appears informing users of the need for imported adjustments to be approved.</p> 

Step	Action																								
5	<p>All users with the Accounting Approver Can Act As will see the ToDo to <b>Approve Payment Adjustment</b> in Deal History. The adjustment will not be recorded until it is approved.</p> 																								
6	<p>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.</p> 																								
7	<p>If you are an Accounting Approver, and you did not bulk import the payment adjustments you will be able to approve the adjustments.</p> 																								
8	<table border="1" data-bbox="272 1478 1370 1535"> <thead> <tr> <th>Import Session Id</th> <th>Schedule Number</th> <th>Effective Date</th> <th>Amount</th> <th>Due Payment</th> <th>Reason</th> <th>Comments</th> <th>Timing</th> <th>User</th> <th>Received</th> <th>Warnings</th> <th>Errors</th> </tr> </thead> <tbody> <tr> <td>3740</td> <td>Acme 110</td> <td>07/01/2022</td> <td>850</td> <td>4500</td> <td>Contingent Rent Resolved</td> <td>One time test bulk import</td> <td>One-Time</td> <td>crostapprover</td> <td>12/8/2022</td> <td></td> <td></td> </tr> </tbody> </table> <p>In the Approve/Reject Payment Adjustments workspace you are able to click <b>Review Changes</b> to download a report that includes information about all adjustments for that particular schedule.</p>	Import Session Id	Schedule Number	Effective Date	Amount	Due Payment	Reason	Comments	Timing	User	Received	Warnings	Errors	3740	Acme 110	07/01/2022	850	4500	Contingent Rent Resolved	One time test bulk import	One-Time	crostapprover	12/8/2022		
Import Session Id	Schedule Number	Effective Date	Amount	Due Payment	Reason	Comments	Timing	User	Received	Warnings	Errors														
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Step	Action										
10	<p>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.</p> <table border="1" data-bbox="272 380 1373 449"> <thead> <tr> <th data-bbox="272 380 402 401">Time/Date</th> <th data-bbox="402 380 621 401">Event</th> <th data-bbox="621 380 821 401">Affected Document</th> <th data-bbox="821 380 930 401">Responsible Party</th> <th data-bbox="930 380 1373 401">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 401 402 422">12/08/2022 03:47 PM</td> <td data-bbox="402 401 621 422">Rejected Payment Adjustments</td> <td data-bbox="621 401 821 422">N/A</td> <td data-bbox="821 401 930 422">cpower</td> <td data-bbox="930 401 1373 449">Payment Adjustment rejected and will need to be reimported. Reason - Incorrect payment amount, should be 1250.00</td> </tr> </tbody> </table>	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
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

