



Portfolio Intake Workbook (PIW) Checklist User Guide

LeaseAccelerator

Version 26.2.1



Document Information

Notices

Copyright

LeaseAccelerator is a brand name of the insightsoftware.com Group. insightsoftware.com is a registered trademark of insightsoftware.com Limited. LeaseAccelerator is a registered trademark of insightsoftware.com International Unlimited.

Other product and company names mentioned herein may be the trademarks of their respective owners. The insightsoftware.com Group is the owner or licensee of all intellectual property rights in this document, which are protected by copyright laws around the world. All such rights are reserved.

The information contained in this document represents the current view of insightsoftware.com on the issues discussed as of the date of publication. This document is for informational purposes only. insightsoftware.com makes no representation, guarantee or warranty, expressed or implied, that the content of this document is accurate, complete or up to date.

Disclaimer

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



Contents


Document Information	2
Notices	2
Contents	3
Portfolio Intake Workbook (PIW) Checklist	4
Schedule Tab	4
Details Tab	7
EOT Options Tab	10
Notifications Tab	12
Interim Rent Tab	14
Step Payments Tab	14
Expense Tabs	15
Other Tabs	16
All Tabs	17
Version Summary	19




Portfolio Intake Workbook (PIW) Checklist

Schedule Tab

Field	Validation Check
Schedule Number	Review Schedule Numbers to ensure there are no special characters or foreign language characters used (see below). Do not use underscore in schedule numbers. The dash or hyphen (-) is allowed. ' " _ @ / \ \$ & * ! > < = ^ () { } [] ~ # , ; +
Lease Start Date (LSD)	Ensure that all Lease Start Dates are valid dates, formatted as mm/dd/yyyy.
Ledger	If populating multiple Ledgers, ensure they are separated by a comma and no space. Validate that values are consistent with what is in LA. Only 10 ledgers are allowed to be listed in this field.
Ledger Date	Ensure that all Ledger Dates are valid dates, formatted as mm/dd/yyyy. Ledger Dates should be in open periods. If you enter a Ledger Date that is in a close period, you will receive a validation warning telling you that the Ledger Date will be changed to the first open period.
Currency	Scan Currency to ensure that no rows are blank and that all specified values are valid. Ensure the drop-down was not overridden but a valid value was selected.
PO Number	When available, enter the internal reference number that matches the client's ERP Procurement Purchase Order (PO) Number to the Supplier's. This field may also be repurposed to contain other important reference numbers. Ensure no special characters have been used and the data does not exceed the character limit for this field.
Lease Type	Scan Lease Type to ensure all specified values are valid. Ensure the drop-down was not overridden but a valid value was selected.
Frequency	Scan Frequency to ensure all specified values are valid. For nonmonthly values, ensure that Duration looks reasonable. For Monthly values, ensure that Duration looks reasonable. Ensure the drop-down was not overridden but a valid value was selected.
Duration	Ensure Duration is based on the number of payments between commencement and original end of term. For example, for a 3-year lease paid monthly, Duration is 36; if paid quarterly, Duration is 12; if paid annually, Duration is 3.
Reasonably Certain Holding Period	Ensure this field is not blank and that value is valid. If value is greater than Duration (and frequency is Monthly), check EOT Options tab to make sure Reasonably Certain EOT Option is Renewal. Please note that RCHP is ALWAYS in months, regardless of Frequency. If it is the same as Duration, populate with equivalent number of months. Example: Frequency of quarterly for 3-year lease, RCHP would be 36, not 12.
LRF (Lease Rate Factor)	If Cost (Unit Price) is known for Schedule, then ensure the LRF field is populated so that the PV test will NOT be ignored. Do not include percent symbol and value should be indicated as decimal with no more than 12 decimal places.

Field	Validation Check
Payment	Ensure that Payment values are valid numbers with neither comma nor currency formatting. If populating the LRF field, this field may be populated but you will receive a validation warning telling you the system will ignore this field and use LRF and Unit Price to calculate the payment.
FIIR (Funder Implicit Interest Rate)	Ensure that the Funder Implicit Interest Rate (FIIR) is entered in the appropriate numeric form (i.e. 5 for 5%, not 0.05). Format is x.xxxxx.
Index Basis	The Index Basis field is populated with the public index and is required for a Floating Rate Lease. This field is captured in the PIW for information purposes only. LeaseAccelerator will not automatically calculate new payments based on the index selected.
Benchmark Date for Indexed Rate	The Benchmark Date for Index Rate field is populated with the date on which the initial floating rate is based and is required for a Floating Rate Lease. This serves as the base index from which changes are measured. Ensure that dates are valid and formatted as mm/dd/yyyy.
Spread Over Index	Ensure that the Spread Over Index field is populated with a numeric value to capture the increment added/subtracted to the index to determine the lease's specific rate. For example, the lease is based on CPI + 1% where 1% is the spread over index. Enter as a number (i.e. 5 for 5%).
Adjustment Frequency	Ensure the Adjustment Frequency field is populated with a frequency that matches how often the index basis is measured for change.
Rent Escalation Cap	For a Floating Rate Lease, ensure the Rent Escalation Cap is populated with the maximum increase that a rental payment may increase for a single measurement.
Estimated GRV	If FMV is less than contractual GRV, check that the Estimated GRV is populated with amount expected to be paid to Lessor at end of lease.
Entity	Check all Entity fields to ensure a match in LeaseAccelerator.
BU (Business Unit)	Check all Business Unit (BU or SBU) fields to ensure a match in LeaseAccelerator.
IBR (Incremental Borrowing Rate)	If IBR field is not populated, verify that IBRs have been loaded in LA by checking Settings/Lessee Rates. If no IBRs are loaded (either in Settings or by the PIW), then accounting classification may not be accurate. Ensure no % signs exist.
Repayment Mode	Check Advance/Arrears to ensure that no rows are blank and that all specified values are either Advance or Arrears. Ensure the drop-down was not overridden but a valid value was selected.
Accounting Classification	If the Accounting Classification field is populated, ensure that the Override Explanation field is also populated.  Note: If Unit Price is not populated on Details tab, these fields will be ignored, and override will not be applied.

Field	Validation Check
Override Explanation	<p>Required when the Accounting Classification field is populated.</p> <p> Note: If Unit Price is not populated on Details tab, these fields will be ignored, and override will not be applied.</p>
Lessee	<p>Check all Lessees to ensure punctuation and capitalization matches LeaseAccelerator, and that all Lessees exist, using Contact Maintenance or referring to the previously imported Companies tab of the CIW.</p>
Funder	<p>Visually scan Funder for near duplicates and ensure value is valid from CIW.</p>
Lessor Reference Number	<p>Check that the Lessor Reference Number matches the unique tracking identifier used within the Lessor systems.</p>
ShipTo Company	<p>Check ShipTo Company to ensure this company was used when importing the Addresses tab of the CIW. If you are using Facility Code, this field should be left blank.</p>
ShipTo Address Fields - (Address1, Address2, ShipTo City)	<p>Visually scan ShipTo Address1, ShipTo Address2 and ShipTo City for near duplicates and the address matches a ShipTo imported into LA using the Addresses tab of the CIW. If you are entering a new address that is not configured, the system will add the new address as a ShipTo for the Lessee that is specified. If you are using Facility Code, these fields must be blank.</p>
ShipTo State	<p>Verify that states/countries that should have state codes (Australia, Brazil, Canada, China, India, Ireland, Italy, Japan, Mexico and US) have ShipTo State set for each address, and that ShipTo State is blank for all other countries. Also verify that any provided state codes are valid for the selected country (this information is found in the CIG appendix).</p> <p>If you are using Facility Code, this field must be blank.</p>
ShipTo Zip	<p>Check that any ShipTo Zip entries with only four digits are international. If you are using Facility Code, this field must be blank.</p>
ShipTo Country	<p>Verify that all values are valid and that the drop-down has not been overridden. If you are using Facility Code, this field must be blank.</p>
Facility Code	<p>Ensure that Facility Code is populated with a valid value from the CIW. If Facility Code is used, clear out all ShipTo address fields to avoid validation errors. You can only use one, either the ShipTo address or Facility code, not both.</p>
Geo	<p>Check that the Geo entered is the name of the country that governs the accounting and tax rules for transactions and that all values are valid, and the drop-down was not overridden.</p>
Reporting Area	<p>Ensure that Area is populated with a valid value from CIW. Remember, while not red and therefore required for system import, if the client uses Reporting Area as a segment in their GL String, this field becomes required for that client and must be populated.</p>



Field	Validation Check
Asset Owner, Asset User, Vendor, Order Administrator, Treasury Approver, Analyst	Visually scan Asset Owner, Asset User, Vendor, Order Administrator, Treasury Approver, and Analyst for near duplicates and ensure value is valid from CIW.
Deal Tag	Check all Deal Tag fields to ensure a match in LeaseAccelerator. Three standard Deal Tags are Intercompany Schedule, Land Not Separated and Schedule Reviewed. Users may create new Deal Tags but must configure them in the UI prior to use (i.e. before importing the Deal Tags with a lease on a PIW or choosing the Deal Tag when entering a lease in the UI). Deal Tags are configured in Configuration Settings/Tags.
Field	Validation Check
Partial Building Flag	This field should only be populated for Real Estate leases that are partial buildings. If lease is not RE or a partial building, leave blank.
Is Sub-Leased	This field should only be populated for Real Estate leases that are subleased. If lease is not RE or isn't sub-leased, leave blank.

Details Tab

Fields denoted with an asterisk (*) can be repurposed and used to capture different asset details.

Field	Validation Check
Schedule Number	Review Schedule Numbers to ensure there are no blanks, no trailing or leading space, or special characters. Do a VLookup to ensure all schedules listed on Schedule Tab are listed on Details Tab.
Product Category	Ensure that Product Category is never blank and that all specified values are valid, and the drop-down has not been overridden.
External ID	Scan External Id column for any bizarre values. This column should only be used to reflect parent/child relationships or allocations. Example: 1, 1.1, 1.2 or EXID1, EXID1.1, EXID1.2)
Allocation Percent	Ensure that all percentages for a given asset add up to 100. If one line for an asset is populated, ensure all lines for that asset have values, that equal 100.
Product Number	Ensure that the Product Number, which is based on the manufacturer's product catalogue, does not contain special characters.
Manufacturer	Visually scan Manufacturer for near duplicates and ensure value is valid.
Description	Check that the description of the equipment or real estate is sufficient, which may include model year, make, lot number, parcel number, and other descriptors. In this field, some special characters are allowed (see Special Characters in the All Tabs section below).
Cost Center	Ensure that Cost Center is populated as this is a required field. If client is not utilizing Cost Centers, enter TBD as that is a default Cost Center in every client.



Field	Validation Check
Project	Visually scan Project for near duplicates and ensure value is valid from CIW. Required if part of the General Ledger string.
GL Code	Validate the GL Code, ensuring that it matches exactly one of the GL Codes (Coding Convention) in each Ledger listed in Ledger field. Ensure there are no near duplicates.
Available for Use Date (AFUD)	If AFUD field is blank, LA will assume Lease Start Date.
Depreciation Start Date (DSD)	Ensure the date that assets should begin to depreciate is entered in the Depreciation Start Date field if it differs from the Lease Start Date or Available for Use Date. Please note that this date may not be before the Lease Start Date. If the DSD is before the LSD but is the same as the AFUD, leave blank as LeaseAccelerator will assume AFUD if left blank.
Reference Number*	The Reference Number field is a free form field that may be used for any number of reference numbers desired. Note that this field is an asset level attribute field that can be repurposed to capture other asset details such as square footage for real estate that aren't utility-based or license plate numbers for vehicles, unit numbers for other equipment, etc.
Quantity	Ensure that Quantity is never blank and is always a reasonable number.
Unit Price	Ensure that Unit Price is populated, and all values are valid numbers with neither comma nor currency formatting. If Unit Price is left blank, LA will assume 0.00. Keep in mind that if Unit Price is blank, the PV test will be ignored, and classification may be inaccurate. For any non-partial building Real Estate leases, urge client to have unit price. If the LRF field on Schedule tab is populated, Unit Price MUST be populated, or you will end up with a payment of 0.00. Also, if client is using the Classification Override, Unit Price must be populated.
Observable Price	If observable price is populated for one asset, it should be populated for all assets, even if the observable price is the same as unit price for those assets.
Unit Rent	If unit rent is populated for one asset, it must be populated for all assets on a schedule. When using Unit Rent, LRF must be blank. The total of all Unit Rents should match the Payment amount entered on the Schedule tab. If Unit Rent is the same for all assets, do not use this field. If only one asset on a schedule, do not use this field.
Serial Number	Check that each Serial Number is unique to each asset, without duplicates.
Asset Tag*	Visually scan Asset Tags for accuracy/consistency. LeaseAccelerator uses an Asset Tag to group assets based on common criteria. Note that this field is an asset level attribute field that can be repurposed to capture other asset details such as square footage for real estate that aren't utility-based or license plate numbers for vehicles, unit numbers for other equipment, etc.
Comments	The Comments field is a free form field for user comments. In this field, some special characters are allowed (see Special Characters in the All Tabs section below).

Field	Validation Check
Asset Owner, Asset User, Property Tax Authority	If any participant fields are populated (Asset Owner, Asset User or Property Tax Authority) validate that values are valid and in the CIW.
ShipTo Company	Check ShipTo Company to ensure list of companies matches Lessee list. For any instances where a different ShipTo Company is being used, subject to same validation as above for ShipTo Company on Schedule tab. If using Facility Code, this field may be left blank.
ShipTo Address Fields - (Address1, Address2, ShipTo City)	Visually scan ShipTo Address1, ShipTo Address2 and ShipTo City for near duplicates (e.g. where a typo is producing two different entries that should be one). If you are entering a new address that is not configured, the system will add the new address as a ShipTo for the Lessee that is specified. If using Facility Code, these fields must be left blank.
ShipTo State	Verify that states/countries that should have state codes (Australia, Brazil, Canada, China, India, Ireland, Italy, Japan, Mexico and US) have ShipTo State set for each address, and that ShipTo State is blank for all other countries. Also verify that any provided state codes are valid for the selected country (this information is found in the CIG appendix). If you are using Facility Code, this field must be blank.
ShipTo Zip	Check that any ShipTo Zip entries with only four digits are international. If you are using Facility Code, this field must be blank.
ShipTo Country	Verify that all values are valid and that the drop-down has not been overridden. If you are using Facility Code, this field must be blank.
Facility Code	Ensure that Facility Code is populated with a valid value from the CIW. If Facility Code is used, clear out all ShipTo address fields to avoid validation errors. You can only use one, either the ShipTo address or Facility code, not both.
MAC Address*	If used, the MAC Address field is populated with a description for IT-related equipment. Note that this field is an asset level attribute field that can be repurposed to capture other asset details such as square footage for real estate that aren't utility-based or license plate numbers for vehicles, unit numbers for other equipment, etc.
IP Address*	If used, the IP Address field is populated with the Internet Points of Presence (POPs). Note that this field is an asset level attribute field that can be repurposed to capture other asset details such as square footage for real estate that aren't utility-based or license plate numbers for vehicles, unit numbers for other equipment, etc.
Common Name*	The Common Name field is a free form description field. Note that this field is an asset level attribute field that can be repurposed to capture other asset details such as square footage for real estate that aren't utility-based or license plate numbers for vehicles, unit numbers for other equipment, etc. This appears as Host Name in Asset Management.

Field	Validation Check
Fully Qualified Name (FQN)*	The FQN field is a free form description field. Note that this field is an asset level attribute field that can be repurposed to capture other asset details such as square footage for real estate that aren't utility-based or license plate numbers for vehicles, unit numbers for other equipment, etc.
Utility-Based Fields - (Units, Total Space, Usable Space, Rentable Space, Price Per Utilized Unit, Utility Pricing Basis)	Ensure that if any of the Utility-based payment fields (in blue) are populated, that Unit Price is empty and that the Product Category is for Real Estate sub-categories only. Equipment leases are never utility-based.
Units	Check for Real Estate Leases Only. The Units is populated with the unit of measurement for area. Required if payments are utility-based calculations (i.e. not a specific amount).
Total Space	Check for Real Estate Leases Only. The Total Space is populated with the total space leased. Required based on selection in Utility Pricing basis.
Usable Space	Check for Real Estate Leases Only. The Usable Space is populated with the amount of space that can be used in the leased premises, generally measured from wall to wall. Required based on selection in Utility Pricing basis.
Rentable Space	Check for Real Estate Leases Only. The Rentable Space is populated with usable space, plus a proportional share of common areas of building (main lobby, elevator lobbies and hallways, and bathrooms that are outside a tenant's leased space) and available for use by other tenants. Required based on selection in Utility Pricing basis.
Price Per Utilized Unit	Check for Real Estate Leases Only. The Price Per Utilized Unit is populated to determine rental payment. Required based on selection in Utility Pricing basis.
Utility Pricing Basis	Check for Real Estate Leases Only. The Total Space is populated with the total space leased. Required for utility-based payments; Amount > 0.
Service State	The Service State is a free form description field often used by clients to define the work state of an asset. Example: Out for Repair, In Service.

EOT Options Tab

Some fields are required based on the EOT Options selected, as described in the table below.

Field	Validation Check
Schedule Number	Review Schedule Numbers to ensure there are no blanks, no trailing or leading space, or special characters. Do a VLookup to ensure all schedules listed on Schedule Tab are listed on EOT Options Tab.
Timing	Ensure that Timing is never blank and is always Mid-Term or EOT. Ensure the drop-down was not overridden but a valid value was selected.

Field	Validation Check
Option Type	Ensure that for each Option Type entered, the additional fields are populated associated with the option type (e.g. Renewal/Buyout/Return columns). Ensure the drop-down was not overridden but a valid value was selected.
Reasonably Certain EOT Option	For accurate accounting compliance, ensure that one option per lease is designated as the Reasonably Certain EOT Option. Ensure the drop-down was not overridden but a valid value was selected. Multiple RC Options are allowed if all are renewal and Effective Months are continuous.
Effective Month	Ensure that Effective Month is never blank and is always a valid (and reasonable) number. It should be a whole number greater than or equal to 2.
Min Days Notice	Ensure that Min Days Notice is not blank for more than one option for a lease. Leaving this field blank makes that option automatic. If client doesn't want any option automatic but no specific notification period is listed, enter 0 for Min Days Notice, do not leave blank.
Max Days Notice	If used, ensure that Max Days Notice reflects the largest number of days required per the lease agreement to provide notification to Lessor of the expected action.
Exercisable by Lessee	Visually scan to ensure that the Exercisable by Lessee fields are populated and accurately reflect whether the option is exercisable by the Lessee. If left blank, the system will default to Yes. Ensure the drop-down was not overridden but a valid value was selected.
Description	The Description field is a free form field often used to capture the contractual language pertaining to the applicable EOT option. Users may copy + paste actual terms or refer to the location of the terms in the contract (e.g. page number, section). Please refer to the CIG for special characters that are allowed in this field.
Buyout Fields - (Purchase Amount, Buyout Ceiling, Buyout Floor)	Check the following fields are populated when EOT Option is Buyout: Purchase Amount, Buyout Ceiling, Buyout Floor.
Purchase Amount	Ensure that the Purchase Amount field is populated with the amount at which the assets may be bought, in local currency. If you leave this field blank on a buyout option, LA will assume FMV and an exact purchase amount may be entered when exercising the option. If the buyout amount is a percentage of the total cost, you must enter the % sign with the number.
Buyout Ceiling	If used, populate with the exact amount that a buyout must not exceed, or a percentage of the OEC that the buyout must not exceed. If the ceiling is FMV, leave the field blank. Double-check when using the percentage symbol; a % suffix is interpreted as "percent of" versus absolute value entered. The percentage will be taken of OEC, or original equipment cost.
Buyout Floor	If used, populate with the exact amount that a buyout must not be less than, or a percentage of the OEC that the buyout must not be less than. If the floor is FMV, leave the field blank. Double-check when using the percentage symbol; a % suffix is interpreted as "percent of" versus absolute value entered. The percentage will be taken of OEC, or original equipment cost.

Field	Validation Check
Renewal Fields - (Renewal Term, Renewal Payment, Renewal Payment LRF, Price Per Utilized Unit, Utility Units)	Check the following fields are populated when EOT Option is Renewal: Renewal Term, Renewal Payment, Renewal Payment LRF, Price Per Utilized Unit, Utility Units.
Renewal Term	Check that the Renewal Term captures the number of periods from End of Original Term (or latest Renewal) to end of this Renewal Period. Ensure that amount is listed in months, regardless of the original payment frequency.
Renewal Payment	Check that Renewal Payment fields are populated. If left blank, LeaseAccelerator will assume FMV and an exact amount will be entered when exercising the option.
Renewal Payment LRF	Not required if Renewal Payment is populated. If used, check that field is populated with a factor that is applied to Original Equipment Cost (OEC) to determine the Renewal Payment.
Price Per Utilized Unit	Not required if Renewal Payment is populated. Required if utility-based pricing applies. If used, check that field is populated with a rate that determines the rental amount during the renewal period.
Utility Units	Not required if Renewal Payment is populated. Required if utility-based pricing applies. If used, check that field is populated with the appropriate unit of measurement used to determine the pricing during the renewal period.
Return Fields - (Return Fee, Early Penalty, Limit Fee)	Check the following fields are populated when EOT Option is Return: Return Fee, Early Penalty, Limit Fee.
Return Fee	If applicable, ensure that the Return Fee reflects the total fee required to be paid by Lessee to return equipment or real estate to the Lessor/Landlord. This does not include refurbishment costs or other costs that Lessee may incur to return asset to required condition. In the case where a Guaranteed Residual Value (GRV) is present in the lease, this includes the Contractual GRV which is used in Lease Classification testing after applying any Limit Fee.
Early Penalty	If applicable, check that Early Penalty fields are populated with the amount that is to be paid by the Lessee for terminating lease prior to expiration.
Limit Fee	If applicable, check that the Limit Fee field is populated when needed to identify a Return Fee as representing a contractual GRV. For a Split TRAC lease, the Limit Fee would reflect the percent of Total Return Fee that Lessee is required to pay based on a contractual agreement to split the amount due with the Lessor.

Notifications Tab

If specific notifications are required per lease schedule, clients may add to the global notifications by entering schedule notifications either using the PIW or in the UI in Deal Summary, once a deal has been booked.

Field	Validation Check
Schedule Number	Only enter schedules on this tab that should have notifications associated. Review Schedule Numbers to ensure there are no blanks or special characters. If a Schedule Number is listed on this tab, ensure that it is also on the Schedule and Details tabs.
Number of Days	Ensure that the Number of Days field is populated with the correct number of days before or after the milestone specified in the Milestone field.
Timing	Ensure that the Timing field is populated with “Before” or “After” based on the whether the number of days is counted before or after the milestone specified in the Milestone field. Ensure the drop-down was not overridden but a valid value was selected.
Milestone	Check that the Milestone field is populated with the contractual milestone that drives the notification due date. Ensure the drop-down was not overridden but a valid value was selected.
Option Type	Ensure that only one of the choices from the drop-down are selected; Renewal, Buyout or Return.
Effective Month	Ensure that Effective Month is never blank and is always a valid (and reasonable) number. It should be a whole number greater than or equal to 2.
Min Days Notice	Smallest number of days required per lease agreement to provide notification to Lessor of the expected action to occur. If an option can be exercised by the lessee with no advance notice, the Min Days Notice column should be populated with zero. However, if the option will be exercised by default without any initiation by the lessee (e.g. automatic buyout or automatic evergreen), then Min Days Notice should be left blank (as should Max Days Notice). This provides the system with identification of which options are automatically exercised vs. which ones require explicit action by the lessee, with some or no advance notice to the lessor required.
Frequency	Scan Frequency to ensure all specified values are valid, stated as either Recurring or One-Time notifications. The value, None, may be selected if the frequency will be determined at a later date. Ensure the drop-down was not overridden but a valid value was selected.
Recurring	Ensure field is populated with only whole numbers. Ensure the dropdown was not overridden but a valid value was selected.
Units	Required if Recurring. Check that Unit field properly reflects the intended unit of measurement. Ensure the drop-down was not overridden but a valid value was selected.
Until Days	Required if Recurring. Check that Until Days field properly reflects the intended number of units (days/weeks/months) that the notification should be sent.
Send To	If used, ensure that the role or roles of the recipient(s) matches the roles in LeaseAccelerator.
Template Name	Required for EOT notifications. Check that Template Name exactly matches the name in LeaseAccelerator. This is case sensitive.
Action Required Days	If used, the Action Required Days field denotes the number of days that the user has to perform an action.
Consequences	If Action Required Days field is populated, the Consequences should include client-specified information to the recipient of the notification.

Field	Validation Check
Enqueue	If used, the Enqueue field provides a drop-down to select a workflow event (or To-Do) to add. Ensure the drop-down was not overridden but a valid value was selected.
Enqueue To	Required if Enqueue field is populated. Ensure that the Enqueue To field contains a valid user role, selected from the drop-down menu.
Message	Optional Message field can be populated with detailed text to be included in email notification.
Enqueue Event Frequency	Ensure the drop-down has not been overridden and field is populated with a valid choice.

Interim Rent Tab

Field	Validation Check
Schedule Number	Only enter schedules on this tab that have Interim Rent associated with the lease. Review Schedule Numbers to ensure there are no blanks or special characters. If a Schedule Number is listed on this tab, ensure that it is also on the Schedule and Details tabs.
Interim Rent Type	Ensure that the field is populated with a valid value from the drop-down menu, indicating how and when to apply the rent to the payment schedule. Ensure the drop-down was not overridden but a valid value was selected.
Interim Rent Basis	Ensure that the field is populated with a valid value from the drop-down menu, indicating the basis for the rent charge. Ensure the drop-down was not overridden but a valid value was selected.
Interim Rent	Required for Fixed and Floating Interim Rent Basis. If applicable, ensure the field is populated with a valid value.
Interim Spread	Check that a positive number is populated in the Interim Spread field to indicate an increment in rent to determine the final Interim Rent; or a negative number is populated in the field to indicate a decrement.
Interim Index Type	Ensure that the field is populated with a valid value from the drop-down menu, indicating the public index to which the interim floating rate is tied. Ensure the drop-down was not overridden but a valid value was selected.
Interim Rent Amount	Required when Interim LRF field is blank.
Interim LRF	Required when Interim Rent Amount field is blank. If used, ensure the field is populated with the lease rate factor that is applied to OEC to calculate the Interim Rent.

Step Payments Tab

Field	Validation Check
Schedule Number	Only enter schedules on this tab that have Step Payments associated with the lease. Review Schedule Numbers to ensure there are no blanks or special characters. If a Schedule Number is listed on this tab, ensure that it is also on the Schedule and Details tabs

Field	Validation Check
Starting Payment Number	Check that the Starting Payment Number indicates the new step payment starting point (e.g. 5 is entered when the new step payments will start with the 5th payment). You must start all step payment schedules with 1, even if the first payment is 0.00.
Number of Payments	The number of payments in Column C should add up to the duration listed on the Schedule tab.
Payment Amount	Ensure that this is a valid value with no commas or currency formatting.
Payment Frequency	Ensure that the Payment Frequency field is populated with correct choice from drop-down. Ensure the drop-down was not overridden but a valid value was selected. If you are entering a mixed frequency lease, ensure the frequency on the Schedule tab is Monthly and then each step on this tab has the appropriate frequency for the actual payment schedule.

Expense Tabs

Schedule Related Expenses, Invoiced Related Expenses, and Paid Related Expenses

Field	Validation Check
Schedule Number	Only enter schedules on these tabs if they have Scheduled/Invoiced/Paid Related Expenses associated with the lease. Review Schedule Numbers to ensure there are no blanks or special characters. If a Schedule Number is listed on this tab, ensure that it is also on the Schedule and Details tabs.
Product Category	Check that a valid asset type has been selected in the Product Category field. Ensure the drop-down was not overridden but a valid value was selected.
Expense Type	Per the contract, expenses can be captured in the Expense Type field by selecting the type from the options in the drop-down menu.
Expense Subtype	Based on the Expense Type selected, the Expense Subtype options will vary. Ensure that the subtype is selected where applicable.
Payee	Visually scan Payee (e.g. Vendor) for near duplicates and ensure value is valid from CIW. To be a Payee, a company must be configured as a Vendor in LeaseAccelerator.
Description	If used, check that the description is sufficient.
Service Period Start	Check that the beginning date for which services were provided is entered correctly in the Service Period Start field. Ensure accurate date formatting: mm/dd/yyyy.
Service Period End	Check that the ending date for which services were provided is entered correctly in the Service Period End field. Ensure accurate date formatting: mm/dd/yyyy.
Invoiced Amount	Check that valid values are entered for the expense amount in the Invoiced Amount field.
Currency	Ensure that the field is populated with a valid value from the drop-down menu. ARO's, Lease Incentives, IDCs, and Security Deposits must be in the same transactional currency as the lease agreement.
Invoice Date	Ensure that the Invoice Date matches the vendor invoiced artifact. Ensure accurate date formatting: mm/dd/yyyy.

Field	Validation Check
Payment Date	Ensure that the field is populated with a valid date for paid or received/refunded expense. Ensure accurate date formatting: mm/dd/yyyy.
Payment Reference Number	If used, check that the reference number matches its source (e.g. check number, wire transfer number, ACH number, or other reference number of the payment).
Invoice Number	Ensure that the Invoice Number field matches the reference/invoice number assigned by the vendor.
Payment or Receipt	Ensure that the field is populated with a valid value (paid or received) from the drop-down menu, indicating if an expense is a payment or refund.
Comments	The Comments field is a free form field for user comments.
Schedule Related Expense Fields - (Benchmark Amount, Escalation Cap, Ceiling, 1 st Scheduled Payment Date)	When Expense Type is CAMS or Other Related Expense, and Lease Type is Gross Lease, Triple-Net, or Full Service, populate the data entry fields with all information available to you for the best results. In addition to required fields, data may also be entered into the Benchmark Amount field, Escalation Cap field, Ceiling field, and 1st Scheduled Payment Date field.
Schedule Related Expense Fields - Interest Bearing	When Expense Type is Security Deposit or Special Deposit, ensure that the Interest-Bearing field indicates if Lessor/Landlord/Vendor is required to apply interest to deposit when returned to Lessee. Entry should be Yes or No.
Schedule Related Expense Fields - (Deposit Interest Rate, Late Fee, Interest Rate)	Ensure that the Deposit Interest Rate is populated if the interest rate is applied to deposits, otherwise leave blank. Ensure that the Late Fee Interest Rate is populated if the interest rate is applied to payments to determine late fees, otherwise leave blank.

Other Tabs

Brief summary of remaining tabs in the PIW.

Tab	Validation Check
Category LRFs	This tab defines Lease Rate Factors values at a product category level when a schedule contains more than one product category. Category LRFs are then used to determine the Payment Schedule for each product category (if the payments are not specified). If used, ensure that all fields on this tab are populated. All fields are required.
Payment Adjustments	Not required for normal step payments or periodic escalations predefined in the lease contract. The Payment Adjustments tab allows a client to import new payment schedules during a lease term due to a change in index rate or when contingent rent is resolved. If the reason for the payment adjustment is because of a change in index rate, Index Basis and Rate fields must be populated. The Payment Adjustment assumes a fixed payment at the input amount for the remaining lease term. The most recent Payment Adjustment will be used for any renewal periods.

Tab	Validation Check
Manifest	Manifest is a bulk-importable tab that lists documents that are to be stored in LeaseAccelerator for each schedule. Each file name must exactly match the name of the document to be imported into to the system, including its extension. Ensure that the extension is included and correct (e.g. check for XLS versus XLSX, etc.). Hyperlinks can be added on this tab instead of file names. However, the tab cannot contain a combination of hyperlinks and file names. To import both hyperlinks and documents, two different Excel files must be used.

All Tabs

Universal guidelines to follow when entering data into all fields in each tab of the PIW.

All Fields	Validation Check
Special Characters	<p>Ensure that there aren't any special characters used in the PIW or CIW in any field. This may cause a large error box to display during import with coding language, such as when a double quote was used somewhere in the import file. For best system functionality, eliminate special characters from the import files, particularly # and @ as they sometimes cause unexpected errors. Do not include underscores (_) in Schedule Numbers. Do not use any foreign language characters either, as same issues may arise with import errors.</p> <p>NOT OK ' " _ @ / \ \$ & * ! > < = ^ () { } [] ~ # ; +</p> <p>EXCEPTIONS OK only in comments and description fields are () [] { } / \</p> <p>Additional exceptions include using the @ symbol when entering user email addresses.</p>
Formulas	Formulas must not be used in a PIW or CIW. You may use formulas prior to importing but a clean, hard-coded file must be used for import.
Fiscal Calendars	Before importing any PIW, make sure that fiscal calendars have been set up and verify that there are no gaps or overlapping periods. This must be done in the UI, in Settings.
Ledgers/GL Codes/Account Fields	Before importing any PIW, ensure that the Ledgers have been set up with proper coding conventions that have the minimum 15 account fields populated. If you get an error that the GL Code is not valid in all ledgers you are trying to book to or that some account fields are missing, first check that the Coding Convention (GL Code) is in every Ledger, then make sure in that convention that either the 15 fields are populated or populate any blank fields with TBD and then do the three step save process and try reimporting.
Capitalization	Avoid using all capitals in non-Participant fields.
Trailing and Leading Spaces	Ensure that there are no leading or trailing spaces in any of the fields as this will cause validation errors. If you still get an error for a value you believe is configured in the system, check the system for any trailing or leading spaces and remove them in the UI.

All Fields	Validation Check
Maximum Number of Lines per Sheet	The maximum number of lines on any tab in the CIW or PIW is 5000. Best practice for optimal system performance is to keep tabs to 2000 or less per import. If you have more than 5000 assets on a single lease, please consult with your implementation team prior to trying to import. LeaseAccelerator only allows a maximum of 5000 valued assets.
Extra Lines in Import File	It is recommended that prior to importing either a CIW or PIW, check for and eliminate any extra empty lines on each tab of the import file. This is typically indicated by a small scroll bar on the right side of the screen. You can identify if your file has extra lines by opening in csv or text format. Another way to identify extra lines is to do CTRL + End.
Character Limits on All Fields	Please ensure that you are not exceeding the character limit for each field. These are identified in the CIG and are stated for each field on each tab of both the CIW and PIW.



Version Summary

Version	Changes/Updates	Date
22R1	Converted to new template	01/06/2022
23R4	Updated to replace customer with client and updated application names.	10/25/2023
24R2	Added equal sign (=) and plus sign (+) to special character list.	05/08/2024
24R3	Added language for auto add ShipTo feature.	10/21/2024

