



# CIW Validation Checklist

LeaseAccelerator

Version 26.2.1



# Document Information

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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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# CIW Validation Checklist

## Companies Tab

Field	Validation Check
Company Role Type	Scan column for any cells that have overridden the drop-down and do not contain a valid value. If Custom Participants have been created, ensure that they are included in the validation drop-down list on the Data tab.
Company Name	<ol style="list-style-type: none"> <li>1. Ensure Companies are listed in hierarchical or top-down format and that if a parent is listed, it appears on a line above the child.</li> <li>2. Ensure no special character or foreign language characters are used (see below)            ‘ “ _ @ / \ \$ &amp; * ! &gt; &lt; = ^ ( ) { } [ ] ~ # ;</li> <li>3. Scan column for near duplicates and eliminate anywhere the difference is punctuation. Two companies with similar names but varied punctuation cannot be imported. Example: LeaseAccelerator Services, Inc. and LeaseAccelerator Services Inc. will not be accepted as they are near duplicates.</li> <li>4. Check that if a company is listed twice with a different Company Role Type, that all the other information (Parent Name, Address, Contact, etc.) is identical. You cannot import a Company with two parents. The exceptions for fields that may differ are Ledger Code and Functional Currency. Only the Company Role Type tied to Functional Currency may have this field populated. Out of the box, this is Entity, but clients may request to have this changed to another Company Role Type, such as Lessee.</li> </ol>
Parent Name	<p>Ensure no Company is its own Parent and that the name of the company in the parent field is not identical to the name of Company in the Company Name field on that line.</p> <p>Also ensure that no circular relationships exist within the hierarchy. Example of circular relationship: Acme ABC rolls up to Acme DEF which rolls up to Acme GHI which rolls up to Acme ABC.</p>
URL	Check that URL fields are populated with a website address in the standard format.
Contact	Ensure that the Contact field is populated with the First and Last Name of primary person of contact (POC).
Phone	Ensure that a valid phone number format is provided for the primary POC (if populated)

Field	Validation Check
Addresses - (Address Line 1, Address Line 2, City, State Province, Country, Postal Code)	<ol style="list-style-type: none"> <li>1. If any of the address fields are populated, ensure that at a minimum, the City and Country are populated.</li> <li>2. If State/Province is populated, ensure that the Country is one of the 10 allowed countries (Australia, Brazil, Canada, China, India, Ireland, Italy, Japan, Mexico and US).</li> <li>3. Ensure that the State/Province matches the accepted value from the CIG for that country.</li> <li>4. For any country where State/Provinces are not allowed by LA, clear the State/Province field.</li> <li>5. Ensure that the drop-down for Country has not been overridden. (Example: United States or USA instead of required US from drop-down). Also, make sure that all capitals are NOT used in the Country field as this will cause an error.</li> </ol>
Email	<p>Ensure that a valid email format is used for the primary POC.</p> <p>Example: name@company.com</p>
Ledger Code	<p>Ensure that if the Company Role Type is used in the client's GL String, that an associated Ledger Code is identified for that Company.</p>
Functional Currency	<p>Only the Company Role Type tied to Functional Currency may have the Functional Currency field populated. Out of the box, Functional Currency is tied to Entity, but clients may request to have this changed to another Company Role Type, such as Lessee. Each Entity may only have one Functional Currency.</p> <p><b>Note:</b> Functional Currency is the currency which is used for accounting purposes. This currency is the common currency used to account for all contracts for the specified company role. The functional currency causes a remeasurement of accounting transactions from the local or transaction currency so that all contracts are accounted for using the same currency.</p>

## Addresses Tab

Field	Validation Check
Address Role Type	<p>Ensure that only "ShipTo" is populated. This field defines the function that this location plays within your leasing program.</p>
Company Name	<ol style="list-style-type: none"> <li>1. Ensure Company Name refers to where assets are located, if not using the parent Lessee for all locations.</li> <li>2. Ensure no near duplicates exist.</li> <li>3. Check that if a Company is listed on this tab, it has been listed on the Companies tab as well.</li> </ol>



Field	Validation Check
Addresses - (Address Line 1, Address Line 2, Postal Code)	<ol style="list-style-type: none"> <li>1. Check optional address fields for accuracy: Address Line 1, Address Line 2, Postal Code.</li> <li>2. At a minimum, City and Country need to be populated but we recommend using exact address from either Companies or Addresses tab for consistency.</li> </ol>
City	Required. Ensure this field is populated.
State/Province	<ol style="list-style-type: none"> <li>1. For any country where State/Provinces are not allowed by LeaseAccelerator, clear the State/Province field.</li> <li>2. Verify that for the 10 allowed countries where State/Province is populated, it validates against the accepted values from the CIG for each country.</li> </ol>
Country	Required. Ensure that the drop-down for Country has not been overridden (Example: United States or USA instead of required "US" from drop-down). Also, make sure that all capitals are NOT used in the Country field as this will cause an error.
Facility Code	Ensure that each unique address listed has its own unique Facility Code. LA will not allow two addresses to share the same Facility Code and will not allow a single address to have multiple Facility Codes.
Ledger Code	If location is not part of the General Ledger String, ensure this field is blank.

## People Tab

Field	Validation Check
Full Name	Check that First Name and Last Name is provided in the proper format (e.g. Jane Smith; not Smith, Jane)
Person Role Type	Scan column for any cells that have overridden the drop-down and do not contain a valid value. If Custom Participants have been created, ensure they are included in the validation drop-down list on the Data tab.
Company Name	<ol style="list-style-type: none"> <li>1. Ensure no near duplicates exist.</li> <li>2. Ensure if a Company is listed on this tab, it has been listed on Companies tab as well.</li> <li>3. Check that a person is only assigned to one company. This company should be the primary company of the person.</li> <li>4. Check that the same person with the same role type is not listed multiple times with different companies.</li> </ol>



Field	Validation Check
Addresses - (Address Line 1, Address Line 2, Postal Code)	<ol style="list-style-type: none"> <li>1. Ensure address information corresponds with the primary location of the person. Do not list the same person with the same role type multiple times with different addresses.</li> <li>2. At a minimum, City and Country need to be populated but we recommend using exact address from either Companies or Addresses tab for consistency.</li> </ol>
City	Required. Ensure this field is populated.
State/Province	If State/Province is populated, ensure that the Country is one of the 10 allowed countries (Australia, Brazil, Canada, China, India, Ireland, Italy, Japan, Mexico, and US). Ensure that the State/Province matches the accepted value from the CIG for that country.
Country	Required. Ensure that the drop-down for Country has not been overridden (Example: United States or USA instead of required US from drop-down). Also, make sure that all capitals are NOT used in the Country field as this will cause an error. Check that all capitals are NOT used in the Country field as this will cause an error. For any country where State/Provinces are not allowed by LA, clear the State/Province field.
Phone	Ensure that a valid phone number format is provided.
Email	Required. Ensure that a valid email format is used. Example: name@company.com
Is User	If populated, should be 'Yes' or 'No' only. If the entry is set to 'Yes', the person will be setup in LeaseAccelerator with a Standard User account. User name will be everything displayed before the @ symbol in the email address. There will not be any scope of access set for the user, meaning they will have access to everything.
Is SSO User	If used, "Is SSO User" will determine whether the person is a Single Sign-On (SSO) user. The field should be 'Yes' only. If not an SSO user, leave blank.
External UID	If used, External UID is populated to capture external user ID credentials for SSO.

## Geos Tab

The Geos tab is not bulk importable. Before importing the Companies tab, the values in the Geos tab should be moved to that tab where Company Role Type = Geo and the Company Name = Geo Name.

Field	Validation Check
Geo Name	Ensure that each Geo Name is a valid country from the drop-down. The option selected should be the name of the country that governs the accounting and tax rules for a transaction.
Ledger Code	Only populate if Geo is a specific segment in the GL String, otherwise, leave blank.
PROCESS NOTE	<p>Geos must be moved to the Companies tab to import where Company Role Type = Geo</p> <p>Company Name = Geo Name</p> <p>Ledger Code = Ledger Code (If applicable)</p>



## Reporting Area Tab

The Reporting Area tab is not bulk importable. Before importing the Companies tab, the values in the Reporting Area tab should be moved to that tab where Company Role Type = Area and the Company Name = Reporting Area.

Field	Validation Check
Reporting Area	The Reporting Area field is based on grouping by category for aggregated reporting purposes. Ensure no duplicates exist. A Reporting Area can only be listed once.
Reporting Area Rollup	<ol style="list-style-type: none"> <li>1. Ensure that Reporting Area is listed in hierarchical or top-down format. If a Reporting Area is listed as a Parent, it should have its own line above.</li> <li>2. A Reporting Area cannot be its own parent.</li> </ol>
Ledger Code	Only populate if Reporting Area is a specific segment in the GL String, otherwise leave blank.
PROCESS NOTE	<p>Reporting Areas must be moved to the Companies tab to import where</p> <p>Company Role Type = Area</p> <p>Company Name = Reporting Area</p> <p>Parent Name = Reporting Area Rollup</p> <p>Ledger Code = Ledger Code (if applicable)</p>

## Cost Centers Tab

Field	Validation Check
Cost Center	Scan column for duplicates and remove if necessary.
Description	Ensure that the name is the same as the name used within the GL. Scan for any special characters and remove if found.

## FX Rates Tab

Field	Validation Check
Effective Date	Ensure dates are MM/DD/YYYY
From Currency	Ensure valid values and that the drop-down has not been overridden. LA will only accept currencies from the drop-down.
To Currency	Out of the box, a client's reporting currency is USD. If client has requested a different reporting currency, then the validation for this field will need to be changed on the Data tab. If they are using USD as their reporting currency, ensure that only USD is in this field.

Field	Validation Check
Rate	Ensure that the rate reflects the factor to multiply the From Currency against to arrive at the To Currency. Multipliers are published indices. Ensure the character limit of 18 has been applied, 12 precision after decimal point.
Source	Ensure that the correct source of the currency translation factor is captured in the Source field.

## Other Tabs

Tab	Validation Check
LA Users	This tab is NOT importable but for information purposes. This tab is used to ensure that correct access is granted for each LA User.
Notifications	The Notifications tab in the CIW identifies the configuration preferences for all leases entered in the LA after Notification setup. They will not apply to any existing leases in the system prior to the configuration of that notification. Notifications are setup by populating fields: Number Days, Timing, Milestone, Frequency, Recurring, Units, Until Days, Send To, Template Name, Action Required Days, Consequences, Enqueue, Enqueue To, Message.
Economic Life	This tab is NOT importable. It is used to gather information for UI Configuration. Economic Lives are set by Product Categories and required information include Default EOT Treatment, Default Lease Component Treatment and Lessee. Default EOT Treatment and Default Lease Component Treatment should be set at the business level and not for specific Lessees. Economic Lives may be set for individual Product Categories by Lessee, but we recommend using a parent Lessee for configuration.  Country is not required for Economic Lives and should not be used when configuring these values, only when configuring Depreciation Methods.
Depreciation	This tab is NOT importable. It is used to gather information for UI Configuration. Depreciation methods are set in Asset Types, in Settings in the UI. They are on the same screen as Economic Lives and are based on Product Categories, Lessees AND countries (Geos). You must select each of these in order to set. They are required for clients with capital leases and for clients who will be using the LvB Analytics . You should only configure for countries that you have imported as Geos. Selecting ALL countries in the UI is not acceptable.
Lessee Rate	Lessee Rates include IBR, Debt and Equity Rates. IBRs are required for accurate accounting for all leases. Debt and Equity Rates are required for clients using the LvB Analysis. You must specify a single Lessee, single product category, single country and single term each line and repeat as necessary. If an IBR (or any rate) is valid for all the Lessees, we recommend you have a parent Lessee for configuration purposes, as all children will inherit the settings of the parent.
LvB Settings	Please work with Support to configure this information if your client is using the LvB Analytics .
Salvage Values	Please work with Support to configure this information if your client is using the LvB Analytics .

Tab	Validation Check
Policy Thresholds	This tab is NOT importable. It is used to gather information for UI Configuration. Thresholds are based on Product Categories and Lessees. These thresholds should typically be a business level decision and therefore not vary by Country or Geo, so we recommend leaving this field blank when configuring. It is recommended for optimal system performance to only configure thresholds for the parent Lessee for product categories you have leasing activity in.
Lessee Info	This tab is NOT importable. It is used to gather information for UI Configuration for clients using the LvB Analytics and PureLease Marketplace. It is suggested that you work with someone from Equipment Lease Sourcing if you are a PureLease Marketplace client. If you have many Lessees, it is recommended to submit a request to Support to configure this data, although remember that children inherit the settings of the parent, so it may be sufficient to have an overall parent Lessee.
Tax Rates	This tab is NOT importable. It is used to gather information for UI Configuration for clients using the LvB Analytics . Please work with ELS to configure. Please note that if you are configuring, you must populate both the Federal and State Tax Rates fields in order to save. If you do not have an associated State Tax Rate, input 0 prior to saving.
Lessee Financials	This tab is NOT importable. It is used to gather information for UI Configuration for clients using the LvB Analytics and PureLease Marketplace. It is suggested that you work with someone from ELS if you have a PureLease Marketplace client.
Templates	This tab is NOT importable. It is used to gather information for UI Configuration. This helps with workflow and specifically EOT Notifications. Clients can customize the email body of notifications. To configure specific email notifications, go to Settings/Templates.
Approved Funders/Restricted Funders	These tabs are NOT importable and REQUIRES help from Support to configure. Approved Funders are the companies that your company specifically wishes to participate in the Sourcing process. If an Approved Funder list is provided, ONLY those companies will receive RFPs. Other unspecified Global Lessor Network (GLN) funders will not receive such requests. Restricted Funders are the companies from which your company does not wish to receive RFP responses. You may only choose to configure Approved Funders OR Restricted Funders but not both. If Approved Funders are provided, RFPs will ONLY go to those listed. If Restricted Funders are provided, then RFPs will go to all Global Lessor Network Funders EXCEPT those listed.

# All Tabs

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 ' " _ @ / \ \$ &amp; * ! &gt; &lt; = ^ ( ) { } [ ] ~ # ;</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.
Capitalization	Avoid using all capitals in non-Participant fields.
All Fields	Validation Check
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.
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.	10/03/2023
24R2	Added equal sign (=) to list of special characters.	05/08/2024

