

# **Client Implementation Guide**

**LeaseAccelerator**

**Version 26.2.1**

# 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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# Introduction to Client Implementation and Data Dictionary

## Introduction

Thank you for choosing LeaseAccelerator!

We are excited to work with you so that you can achieve the benefits of the LeaseAccelerator application. This includes meeting your accounting and compliance needs as well as gaining the economic and competitive advantages in managing your lease portfolio. This document is a guide to configuring your LeaseAccelerator application and importing your schedule and asset level data. This information is needed to effectively manage your portfolio and accurately account for your transactions. It is used in conjunction with the Client Workbooks provided by your Client Success Manager or Project Implementation Manager. The workbooks are also available in Alex's menu or the Success Center.

- [LeaseAccelerator Client Information Workbook \(CIW\)](#)
- LeaseAccelerator Portfolio Intake Workbook (PIW)

While we believe most of the information contained in this document is self-explanatory, if you have **ANY** questions, please DO NOT HESITATE to ask. We are here to help you!

**Note:** Let us customize the LeaseAccelerator User Interface (UI) with your company logo. Please send us a .PNG file containing your logo, which is 175 pixels wide by 75 pixels high, and we will load it into the application.

The table below lists each of the tabs on the Client Workbooks:

- **Self-Service Configuration Import:** LeaseAccelerator contains Import features (accessible through the UI) so that the client can directly load configuration settings and table data themselves. This capability is accessed from the NavBar Bulk Import option in LeaseAccelerator.
- **Support Required:** Importing features have not been deployed, therefore these tabs will require support from LeaseAccelerator. Please coordinate with your Project Manager when you are ready to load this data.
- **User Interface Only:** This must be entered through the UI only.

- **Portfolio Bulk Import:** Clients can directly import individual schedule and asset data into LeaseAccelerator using the bulk import feature. This capability is accessed from the NavBar Bulk Import option in LeaseAccelerator.



**Note:**

Clients should also review the LeaseAccelerator User Guide - Configuration for required data and processes for establishing the critical elements of the accounting sub-system.

The General Ledger Configuration must be performed through the LeaseAccelerator UI to enable your debits and credits, successfully match your Chart of Accounts, and properly interface with your ERP system.

Tab	Self-Service Bulk Import	Support Required	User Interface ONLY	Portfolio Bulk Import
Client Information Workbook:				
Companies	X			
Addresses	X			
People	X			
Geos (1)	X			
Reporting Area (1)	X			
Cost Center	X			
Fx Rates	X			
LA Users	Bulk import can be done by the 'People' tab.		X	
Notifications			X	
Economic Life			X	
Depreciation			X	
Lessee Rates	X			
LvB Settings		X		
Salvage Value		X		
Policy Thresholds			X	
Lessee Info			X	
Tax Rates			X	

Tab	Self-Service Bulk Import	Support Required	User Interface ONLY	Portfolio Bulk Import
Lessee Financials			X	
Templates			X	
Approved Funders		X		
Restricted Funders		X		
Data	Informational / Data Validations			
Portfolio Intake Workbook:				
Schedule				X
Details				X
EOT Options				X
Notifications				X
Interim Rent				X
Step Payments				X
Payment Adjustments	X			X
Scheduled Related Expenses				X
Paid Related Expenses	X			X
Invoiced Related Expenses	X			X
Category LRFs				X
Manifest	X			
Data	Informational / Data Validations			

1. The Geo and Reporting Tabs are for gathering information. The data is entered in the Companies Tab, specifying Geo or Reporting Area in the Company Role Type Drop-down for each required item

**Note:** Not all fields in this document are required for LeaseAccelerator functionality and accounting. However, please remember that use of all fields will drive the full set of features and functions, thereby increasing the TOTAL VALUE of the system.

## Data Dictionary Details

The data dictionary defines each field in the Client Workbooks. The dictionary includes the following information:

- Tab Name
- Column – the position on the tab
- Field Name
- Description
- Validation / Valid Values – defines the verifications that LeaseAccelerator performs when attempting to load the data. If the field is governed by a drop-down in the Excel file, the valid values are listed (or a reference to the detailed list of available values is provided).
- LeaseAccelerator does not allow special characters to be used on either the CIW or PIW for any field.

**Note:** Do not use a comma, colon, or semi-colon in Schedule Numbers or GL Coding Conventions. Special Characters, as defined by LeaseAccelerator, include the following:

Character	Character Name	Character	Character Name	Character	Character Name
&	ampersand	“	double quote	<	less than
*	asterisk	=	equals sign	+	plus sign
@	at	!	exclamation point	}	right curly bracket
\	backward slash	/	forward slash	]	right square bracket
^	caret	>	greater than	;	semi-colon
,	comma	#	hash or number sign	'	single-quote
\$	dollar sign	{	left curly bracket	~	tilde
		[	left square bracket	_	underscore

- Format – the field type and length.
- Required for Initial Data Load – indicates a required entry field to enable LeaseAccelerator to function. These fields are in Red Text in the accompanying Client Workbooks (CIW/PIW).

- Please note that **some fields have conditional requirements** where either one field or another is required. These fields are NOT highlighted in red text. You should note these fields as you read through the guide below.
- Required for Accounting – indicates a field that is required to generate complete, accurate journal entries and accounting reports to meet Monthly Close and Financial Statement disclosures as well as compliance requirements. These fields are in Green Text.
- Lease genre (for PIW) Identifies type of lease that data field supports; EQ = Equipment, RE= Real Estate.
- Fields that are specific to Real Estate leases are in *italics*.
- Note on Date Formats - Date format requirements are aligned to client's standard presentation for reporting output. For example, in the US dates are presented MM/DD/YYYY, whereas in Europe dates are presented DD/MM/YYYY. Date format requirements for input are still MM/DD/YYYY.
- The Renewal LRF field on EOT Options should be entered as a decimal. When entering the decimal, the value is multiplied by the OEC to determine the Renewal Payment. Example 1: Renewal payment is 25% of OEC, which should be entered as 0.25. Example 2: Renewal payment is 1.5% of OEC, which should be entered as 0.015.
- The following fields may be entered as either a number with decimal places (##.##) or as a percentage (%): Buyout Ceiling, Buyout Floor, Early Penalty (or Return Fee), Limit Fee, Purchase Amount, and Renewal Payment. If entered as a percentage, the value is divided by 100. Example: Entered as 5.67% = .0567, which may be multiplied by OEC to determine the actual value of the field.
- If copying data from an external system or source, please ensure that the formatting does not change. Certain fields are formatted specifically for system import and any changes may cause errors. LeaseAccelerator suggests using the Paste Special Values functionality in Excel to avoid issues.

# Configuration Data

This section defines the Configuration data required to establish your LeaseAccelerator environment. The tabs are found on the LeaseAccelerator Client Information Workbook (CIW).

## Special Considerations:

- There are 5 tabs that are considered Core. These 5 tabs MUST initially be populated. The 5 tabs are:
  - **Companies**
  - **Addresses**
  - **People**
  - **Geo**
  - **Reporting Area.**
- Once the import has been completed, any non-required field can only be added via the UI.
- Several fields on the Configuration tabs contain drop-down boxes to select valid values for these fields. **LeaseAccelerator (LA) will reject the imported data file if the values entered are not in the drop-down.** Please consult your LAS Implementation Project Manager, or Client Success Manager, if additional values pertain to your organization.
- An import is failed when you receive RED errors. These must be fixed to continue the import process. YELLOW errors will not stop the import; however, these must be reviewed to ensure there are no issues downstream.

## Companies Tab

The Companies tab defines those companies that are a part of your leasing program. Each company, however, may perform a different role or function. Examples include:

- Lessees – the legal party to the agreement leasing the equipment or renting the real estate
- Funders – also referred to as lessors: they provide the cash to finance the equipment purchase through a lease agreement

- Entity: Organization you consider to be the Lessee (may be different than actual Lessee). An Entity must have a functional currency selected. Entity is the out-of-the-box company role that Functional Currency is tied to. It is possible to use Lessee with a request to Support.
- Business Units (BU) – an internal reporting group
- Vendors – various other parties such as the equipment manufacturer or supplier, an assignee, or an organization to whom you pay an initial direct cost to or receive a lease incentive from

It is required that data be input into tabs in a top-down manner by order of generality. In other words, if a company is listed as a Parent, it should appear in the tab above, according to the hierarchy.

Company Name	Parent Name	Ledger Code
Company A		####
Company B	Company A	####
Business Unit A	Company B	####

**Note:** State/Province entry field is only allowed for the following Countries: Australia, Brazil, Canada, China, India, Ireland, Italy, Japan, Mexico, and the US. For the US, please use the standard 2-character abbreviation. Click [here](#) to view the list of acceptable provinces.

You will see that the worksheet asks for an address for each of these companies. We know that companies have many locations, therefore this address should be the primary mailing location.

The Functional Currency field should be populated for any Entity. You may only have one Functional Currency for a single Entity.


**Tips:**

- In Column I, Country, the US is the first listed Country in the drop-down. Entering anything other than the US will cause an error.
- If you enter address information on the Companies tab, the minimum required fields for system import are City and Country.

- If one of your Company Role Types (Lessee, Entity, BU, etc.) is a part of your General Ledger String, therefore one of the segments, then an associated Ledger Code in column N is required for accurate reporting. You only need to populate this field for those participants that are part of your GL String. A Company may only have one Ledger Code associated with it, so if it listed multiple times because of multiple Company Role Types, ensure it has the same Ledger Code each time.
- While Addresses and Contact information are not required fields for system import, we do recommend that you provide this detail, particularly for your Funders and Vendors, as this will allow you to easily access this information as needed for communication with Funders and Vendors regarding your leases with them.
- A Company can only have one parent and it must be the same for every mention or line item that is used for that Company.
- A Company can also only have one address listed so if that company is listed more than once with different role types, ensure that the address used (if any) is identical each time the company is listed.

Tab: Companies						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Company Role Type	This is a description of the function that this company plays within your leasing program.	See Data Validation List	Drop-down	Y	Y
B	Company Name	Name of the entity which you want to use within the system. This may or may not be the official legal name of the entity. This may be a subsidiary of a larger organization.		Alphanumeric (1000)	Y	Y
C	Parent Company Name	The highest organization within a company's legal structure.		Alphanumeric (1000)	N	N
D	URL	Website Address	Must be in standard format	Alphanumeric (1000)	N	N
E	Address Line 1	Street Address		Alphanumeric (1000)	N	N

Tab:		Companies				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
F	Address Line 2	Additional address information such as floor or suite.		Alphanumeric (1000)	N	N
G	City	City used by postal service. This may not be the more common name used in conversation.		Alphanumeric (1000)	N	N
H	State Province	Postal Abbreviation for acceptable Countries. See <a href="#">Country Province List</a> in Valid Values Glossary.	See Data Validation List	Alphanumeric (1000)	N	N
I	Country	Name	See Data Validation List	Drop-down	N	N
J	Postal Code	Zip Code or other Postal code		Alphanumeric (1000)	N	N
K	Contact Name	First Name, Last Name of Primary Contact		Alphanumeric (1000)	N	N
L	Phone	Telephone number	Valid Format	Numeric (1000)	N	N
M	Email	Email address for POC	Valid Format contains @xxx	Alphanumeric (1000)	N	N
N	Ledger Code	The code or "value" per Chart of Accounts or accounting system associated with the participant company, if appropriate.		Alphanumeric (1000)	N	Y

Tab: Companies						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
O	Functional Currency	<p>Functional Currency is the currency which is used for accounting purposes. This currency is common 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. <b>Each Entity may only have 1 Functional Currency.</b></p> <p> <b>Note:</b> When configuring an Entity with Functional Currency, you must enter and save at least one Foreign Exchange rate for that currency to ensure proper reporting.</p>	See Data Validation List	Drop-down	N	Y

## Addresses Tab

Addresses are specific workplaces in your organization where employees work and/or equipment may be physically located or shipped to. This would also include the physical location of any leased Real Estate. They are typically associated with a Lessee, Entity, or Business Unit. (There may be a 1: n relationship because companies may have multiple teams “sitting” at a single location.) Please see notes above regarding specific validation reminders pertaining to the address fields.

Please note that if clients want to utilize the Facility Code field on the PIW, they must ensure that an associated Facility Code is entered on this tab when importing the ShipTo addresses. If each address has an associated Facility Code, those Facility Codes may be used on the PIW in lieu of the ShipTo Address fields.

Tab: Addresses						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Address Role Type	The function that this location plays within your leasing program.	See Data Validation List below	Drop-down	Y	Y

Tab:		Addresses				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
B	Company Name	Name of the location used as reference within your company where assets are located.		Alphanumeric (1000)	Y	Y
C	Address Line 1	Street Address		Alphanumeric (1000)	N	N
D	Address Line 2	Additional address information such as floor or suite.		Alphanumeric (1000)	N	N
E	City	City used by postal service. This may not be the more common name used in conversation.		Alphanumeric (1000)	Y	N
F	State Province	Postal Abbreviation for acceptable Countries. See <a href="#">Country Province List</a> in Valid Values Glossary.	See Data Validation List	Alphanumeric (1000)	N	N
G	Country	Postal Abbreviation	See Data Validation List	Drop-down	Y	N
H	Postal Code	Zip Code or other Postal code		Alphanumeric (1000)	N	N
I	Facility Code	Facility Code (ShipTo Key) is a client code associated with a specific ShipTo Address. Using a Facility Code on the PIW eliminates the need to enter any values in the ShipTo Address fields in the PIW only.	Unique value, code cannot exist in the system already.	Alphanumeric (100)	N	N
J	Ledger Code	The "value" used by your accounting system to identify the work location. Typically, this is one of many portions of an overall General Ledger string		Alphanumeric (1000)	N	Y

## People Tab

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

- Asset Owners – employees who have fiduciary responsibility for the maintenance and use of the assets. These employees are typically management level and are financially responsible for the equipment.
- Asset Users – employees who have custodial responsibility for the leased assets. These employees may be management or staff level. These employees’ work locations are typically at the equipment’s physical location or in the same area.
- Order Administrators – employees who have “procurement” responsibility for the leased assets, shepherding the administrative process in your organization to finance the acquisition of equipment and securing its delivery to the asset user.
- Analysts – employees responsible for generating the Lease vs. Buy.
- Treasury Approvers – employees typically responsible for approving the lease transaction and may be the responsible party signing the lease documents. These employees are typically management or executive level and are an escalation step for notifications regarding End-of-Term.
- Sourcing contacts – employees responsible for initiating and creating an RFP, reviewing the Proposals and awarding to a Funder/Lessor.
- Accounting Analysts – staff accountant typically responsible for compiling and verifying accounting data associated with a lease, recording journal entries, analyzing monthly results and preparing reconciliations.
- Accounting Approvers – supervisors or managers typically responsible for reviewing and approving accounting data associated with a lease and approving results.

**Note:** that a person may be listed multiple times if their role types are different, but the company and address information for that person must be identical. Do not list a person multiple times with the same role type and different companies. This tab is used to create a record for that person and as such they can only have one Company associated with them, along with one address.

CORRECT			INCORRECT		
Full Name	Person Role Type	Company Name	Full Name	Person Role Type	Company Name
John Smith	Analyst	Acme, Inc.	John Smith	Analyst	Acme, Inc.

CORRECT			INCORRECT		
Full Name	Person Role Type	Company Name	Full Name	Person Role Type	Company Name
John Smith	Asset Owner	Acme, Inc.	John Smith	Analyst	Acme International
Gloria Sanchez	Asset Owner	Acme, Inc.	Gloria Sanchez	Asset Owner	Acme, Inc.

Tab:		People				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Full Name	First name, Last name		Alphanumeric (1000)	Y	N
B	Person Role Type	The function that a person plays within your leasing program.	See Data Validation List	Drop-down	Y	N
C	Company Name	Employee's Entity or Business Unit (typically governed by your company's internal method to commonly reference the organization that an employee is part of).	Must exactly match a value on Companies Tab where Company Role Type = Lessee, Entity, Funder, Vendor, or BU.	Alphanumeric (1000)	Y	N
D	Address Line 1	Street Address	If blank, data from corresponding Company Name on Companies Tab will be applied.	Alphanumeric (1000)	N	N
E	Address Line 2	Additional address information such as floor or suite.	If blank, data from corresponding Company Name on Companies Tab will be applied.	Alphanumeric (1000)	N	N
F	City	City used by postal service. This may not be the more common name used in conversation.	If blank, data from corresponding Company Name on Companies Tab will be applied. Required for LeaseAccelerator Users. Defined on LA Users Tab.	Alphanumeric (1000)	Y	N
G	State Province	Postal Abbreviation for acceptable Countries. See <a href="#">Country Province</a> List in Valid Values Glossary.	If blank, data from corresponding Company Name on Companies Tab will be applied.	Alphanumeric (1000)	N	N

Tab: People						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
H	Country	Postal Abbreviation	If blank, data from corresponding Company Name on Companies Tab will be applied. Required for LeaseAccelerator Users. Defined on LA Users Tab.	Drop-down	Y	N
I	Postal Code	Zip Code or other Postal code	If blank, data from corresponding Company Name on Companies Tab will be applied.	Alphanumeric (1000)	N	N
J	Phone	Telephone number		Numeric (1000)	N	N
K	Email*	Email address for POC	Valid email address format. Must include @xxx.	Alphanumeric (1000)	Y	N
L	Is User*	Field to define whether this person is a defined user within LA. By selecting Yes, this person will be provisioned as a user upon import and their username will be everything before the '@' sign of their email address.	Yes or No	Drop-down	Y	N
M	Is SSO User	Field to define if user will be created as an SSO user and therefore will not be able to login through LA UI but will be able to access the system through custom application (SSO Console).	Yes or No	Drop-down	N	N
N	External UID	Unique ID used to authenticate the SSO user. (Typically, the email ID but can be anything.)	If value of "Is SSO User" field is "Yes", then this field must be populated.	Alphanumeric (50)	N	N

\* User Ids are automatically created using the email address listed for the person listed on each row in the CIW.

**Note:** The system creates the User Id equal to the values before the '@' in the email address. These values must be unique. Therefore, if a company is using generic mailboxes distribution lists that have a different email suffix or people, with the same name, but different company email suffix; the automated User Id creation process will fail.

Correct

Incorrect

Email	Email
DistroList1@company1.com	DistroList@company1.com
DistroList2@company1.com	DistroList@company2.com
DistroList3@company2.com	DistroList@company3.com
	John.James@company1.com
	John.James@company2.com

## Geo Tab

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

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

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

**Note:** Geos cannot have a parent/child relationship within the Geo Role Type; however, Geos can roll up to Reporting Areas. In this case, The Reporting Areas should be listed above the Geos on the Companies tab.

Tab:		Geos				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Geo Name	Name of the country that governs the accounting and tax rules for a transaction.	See Data Validation List below	Drop-down	Y	Y
B	Ledger Code	The "value" used by your accounting system to identify the location or geography. Typically, this is one of many portions of an overall General Ledger string.		Alphanumeric (1000)	N	Y

## Reporting Area Tab

Reporting Area is used for internal management reporting to group various other organizational divisions together. Originally designed to group geographical locations or regions together, it may be used for other purposes such as lines of business. Reporting Areas may have a hierarchical relationship where one Reporting Area rolls into another. It is suggested that data be input into tabs in a top-down manner by order of generality. In other words, the higher the Reporting Area is in the hierarchy, the earlier it should be entered into the import table. Each Reporting Area used as a rollup must also have a unique row on the table with the Reporting Area Rollup Field blank.

Example: You have 4 countries (US, Canada, Argentina, and Brazil), a hierarchy that groups the countries US with Canada in the North America Area and Argentina with Brazil in the South America Area, and a grand total grouping North and South America in the Americas Area. The following rows would be required on the Companies tab:

Company Role Type	Company Name	Parent Name
Reporting Area	Americas	
Reporting Area	North America	Americas
Reporting Area	South America	Americas
Geo	US	North America
Geo	Canada	North America
Geo	Argentina	South America
Geo	Brazil	South America

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

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

Tab: Reporting Area						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Reporting Area	Grouping of Geos for aggregated reporting purposes.		Alphanumeric (1000)	Y	Y
B	Reporting Area Rollup	A grouping of Reporting Areas for aggregated reporting.		Alphanumeric (1000)	N	N
C	Ledger Code	The "value" used by your accounting system to identify the Reporting Area. This may be one of many portions of an overall General Ledger string.		Alphanumeric (1000)	N	Y

## Cost Centers Tab

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

**Note:** Cost Centers are required when entering a lease. If your organization does not use Cost Centers, then a default of TBD should be used. This Cost Center is automatically created when a new environment is created.

Tab: Cost Center						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Cost Center	The "value" used by your accounting system to identify the cost center. Typically, this is one of many portions of an overall General Ledger (GL) string.		Alphanumeric (100)	Y	Y
B	Description	Name used within GL		Alphanumeric (300)	N	N

## Foreign Exchange Rates Tab

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

**Foreign Currency Reporting:** This feature enables the ability to report accounting information using either the local transaction, functional or reporting currency. This feature is available to all clients with accounting but requires client configuration actions.

There are three potential currencies involved in the accounting flow:

- **Contract (Local) Currency:** This is the currency that a contract is denominated in.
- **Functional Currency:** This is the currency for which a business entity creates its accounting records.
- **Reporting Currency:** This is the currency that a parent company reports its financial statements in.

There are two processes typically involved in converting transactions or balances from one currency to another:

- **Remeasurement:** The process of converting a transaction from its local currency to its functional currency. This calculation is done at the transaction level, meaning it is a recalculation that must be done for each individual journal entry. This activity results in a Gain/Loss on Currency Translation, which is part of Net Income.

- **Translation:** The process used for converting the functional currency financial statements of an entity into the **reporting currency** used by the parent company. This is required to consolidate the financial statements of entities with different functional currencies into a single currency. This activity results in an adjustment to equity which is called Other Comprehensive Income (OIC).

Each of these processes uses the Current Fx Exchange rate (or Current Rate); however, the applicable Current Rate differs, based on the type of a conversion (remeasurement or translation) and the type of account (Balance Sheet or Income Statement).

The lease accounting standard is consistent with the above. ASC842 20-55-10 states that the right of use asset is a non-monetary asset while the lease liability is a monetary liability. Therefore, in accordance with Subtopic 830-10 on foreign currency matters, when accounting for a lease that is denominated in a foreign currency, if remeasurement into the lessee's functional currency is required, the lease liability is REMEASURED using the current exchange rate (Monetary=spot rate at fiscal month end) while the right of use asset is remeasured using the exchange rate as of the commencement date (Non-Monetary=spot rate at original transaction date).

For the income statement, calculating the weighted average rate may not be practical or may not result in a material difference as compared to using the spot rate at the balance sheet date. Therefore, **clients often set an internal practice defining the average rate**. This practice impacts a client's financial statements in all line items, so LeaseAccelerator must be able to mirror those practices for the functional remeasurement and reporting currency translation.

Based on discussions with many clients, we believe the most prevalent methods for calculating the **average** rate will be:

- **Current Fiscal Month End Fx Rate**
- **Prior Fiscal Month End Fx Rate**
- **Simple Average Fx Rate**
- **Weighted Avg Month End Fx Rate**

LeaseAccelerator determines the Current Month Average Rate from existing client Fx data, EXCEPT, if the client chooses the Weighted Avg Month End Fx Rate method. This method requires information from the client. LeaseAccelerator can't calculate this value.

As part of the implementation, it is suggested that you import all historical currency translation factors that impact your leases throughout their lives. If a specific rate is not imported, journal entries before the first imported factor will not be reportable or included in amounts reported in functional or reporting currency.

You may update currency translation factors as often as you like using either the bulk import mechanism or the online settings feature. Since factors may change daily, we suggest that you determine the most appropriate frequency for updates with your Accounting and Finance teams.

LeaseAccelerator has two types of rates that can be imported: 1) Spot and 2) Weighted Average. The Weighted Average Month End rate is set through one of four calculations based on a configuration setting:

- Spot rate for the last day of the prior fiscal period.
- Spot rate for the last day of the current fiscal period.
- Spot rate for the last day of the prior fiscal period plus Spot rate for the last day of the current fiscal period divided by 2.
- Weighted Average rate for the last day of the fiscal period.

The Fx Rates are for both Balance Sheet and P&L. LeaseAccelerator does not translate from a non-USD to a non-USD rate. All conversions are based on USD to non-USD only. We do support non-USD to non-USD translation by using a 2-step process: 1<sup>st</sup> non-USD to USD then USD to 2<sup>nd</sup> non-USD rate.

**Note:** Some published exchange rates **may need** to be converted to the standard “From FX to USD” equivalent multiplier by using the inverse of the published index. Please consult with your internal Treasury teams to verify the values provided.

Tab:		Fx Rates				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Effective Date	Date which the multiplier is active (as of the beginning of the day).		MM/DD/YYYY	Y	Y
B	From Currency	Name of local currency	See Date List Validation Below	Drop-down	Y	Y
C	To Currency	Name of currency translation for accounting or reporting purposes.	See Date List Validation Below	Drop-down	Y	Y

Tab: Fx Rates						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
D	Rate	Factor to multiply the From Currency against to arrive at the To Currency. Multipliers are published indices. This includes inverse rates calculated by the system.		Numeric (Total Digits = 19, Precision = 12 to the right of the decimal)	Y	Y
E	Rate Type	Type of Rate being imported, either Spot or Weighted Average	Spot or Weighted Average	Drop-down	Y	Y
F	Source	The source of the currency translation factor.		Alphanumeric (1000)	N	N

For more information on Foreign Currency Reporting features, please refer to the 17R2.1 Concept of Operations - Fx.

## LeaseAccelerator Users Tab

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

**Access level** within LA determines the way an individual will use the system (i.e. the rights and privileges granted).

**Roles (Can Act As)** within LA is an identifier that is assigned for To-Do actions (workflow).

**Scope of Access** and **Scope of Ledgers** define the data that a user has visibility to. For example, this can be limited to certain Lessees, Business Units, and/or GEOs.

Tab: LA Users						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Full Name	First and last name		Alphanumeric (1000)	Y	N

Tab: LA Users						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
B	Company Name	Employee's Entity or Business Unit (typically governed by your company's internal method to commonly reference the organization that an employee is part of).	Must exactly match value on Companies Tab where Company Role Type = Lessee, Entity, BU	Alphanumeric (1000)	Y	N
C	Address Line 1	Street Address	If blank, data from corresponding Company Name on Companies Tab will be applied	Alphanumeric (1000)	N	N
D	Address Line 2	Additional address information such as floor or suite.	If blank, data from corresponding Company Name on Companies Tab will be applied	Alphanumeric (1000)	N	N
E	City	City used by postal service. This may not be the more common name used in conversation.	If blank, data from corresponding Company Name on Companies Tab will be applied	Alphanumeric (1000)	Y	N
F	State or Province	Postal Abbreviation for acceptable Countries. See <a href="#">Country Province</a> List in Valid Values Glossary.	If blank, data from corresponding Company Name on Companies Tab will be applied	Alphanumeric (1000)	N	N
G	Country	Postal Abbreviation	See Data Validation List Below	Drop-down	Y	N
H	Postal Code	Zip Code or other Postal code	If blank, data from corresponding Company Name on Companies Tab will be applied	Alphanumeric (1000)	N	N
I	Phone	Telephone number		Numeric (1000)	N	N

Tab: LA Users						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
J	Email	Email address for POC	Must be standard format	Alphanumeric (1000)	Y	N
K	Title	Title		Alphanumeric (1000)	N	N
L	Access Level	The grouping which identifies the extent of functionality that a user is given.	See Data Validation List Below	Drop-down	Y	N
M	Role(s)	The functionality this user will perform within LA. This is a standard list of roles within LA that drives the feature/function and reports which are available.	See Data Validation List Below	Drop-down	Y	N
N	Scope of Access	Entities or Business Units and Geos which user will have access to.	List with “,” delimiter. Values must match values on Companies Tab and Geo	Alphanumeric (50)	Y	N

## Notifications Tab

The Notifications tab in the CIW identifies the criteria for each notification configured to drive the automated email notifications on a portfolio level. By using the global notifications tab in Settings, a client can set up notifications to be sent out for every lease schedule entered into the system after configuration by default. If specific notifications are required per lease schedule, clients may override the global notifications by entering schedule notifications either using the PIW or in the UI in Deal Summary once a deal has been booked.

When configuring Notifications, clients may:

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

**Global Notifications are applicable to schedules after a notification has been configured. They will not apply to any existing leases in the system prior to the configuration of that notification.** For more information on Notifications and Templates, please refer to the Product Feature Advisory for Global Notifications Settings.

Tab:		Notifications				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Number Days	Number of days prior to a notification due date that an email notification should be sent.	Number $\geq$ 0	Numeric (6)	Y	N
B	Timing	Indicator defining whether the number of days is counted before or after the specified Milestone for when the notification email request should be sent.	See Data Validation Below	Drop-down	Y	N
C	Milestone	The contractual milestone that drives the notification due date.	See Data Validation Below	Drop-down	Y	N
D	Frequency	How often the notification should be sent.	See Data Validation Below	Drop-down	Y	N
E	Recurring	Indicator to determine how often a recurring notification should be sent. Used in conjunction with 'Units'.	Number $\geq$ 0	Numeric (6)	N	N
F	Units	Unit of measure determining how many times and for how long the recurring notification should be sent.	See Data Validation Below	Drop-down	N	N
G	Until Days	Number of units that the recurring notification should be sent. This sets an end date for these notifications.	Number $\geq$ 0	Numeric (6)	N	N
H	Send To	This is the Lessee Role that the notification email is sent to.	See Data Validation Below, may enter multiple roles	Alphanumeric (1000)	N	N
I	Template Name	Name of template to be sent. This is required for any EOT Notification to function.	Must exactly match Template Name on Configuration Tab: EOT Templates	Alphanumeric (1000)	Y	N
J	Action Required Days	Number of days that user must perform action.	Number $\geq$ 0	Numeric (6)	N	N
K	Consequences	Client-specified information to the recipient of the notification.		Alphanumeric (1000)	N	N

Tab: Notifications						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
L	Enqueue	Workflow event to be added	See Data Validation Below	Drop-down	N	N
M	Enqueue To	User role that workflow event is set to.	See Data Validation Below	Drop-down	N	N
N	Message	Detail text to be included in email notifications.		Alphanumeric (1000)	N	N
O	Enqueue Event Frequency	Option to create a new to do for every notification sent or create the new to do once regardless of how many notifications are sent	See Data Validation Below	Drop-down	N	N

## Economic Life Tab

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

For each product category (or for those that your company anticipates leasing) you will need to insert the corresponding factor. The primary factor is the economic life, which is the value assigned to a product category that signifies the useful life of the leased equipment. This value is used in lease classification testing.

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

Tab: Economic Life						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Product Category	A predefined list of asset categories. No INPUT required.		Pre-populated List	Y	Y

Tab: Economic Life						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
<b>B</b>	Economic Life (Months)	The expected useful life of the assets in the category.	Number >0;  Populate the value for the corresponding Economic Life ONLY for those categories that are used by your company. Leave all others BLANK.	Numeric (6)	Y	Y
<b>C</b>	Default EOT Treatment	The end of term option to be used to record a lease in the absence of a defined EOT Recordation.	See Data Validation List Below	Drop-down	Y	Y
<b>D</b>	Ledger Code	The "value" used by your accounting system to identify the product category. This may be one of many portions of an overall General Ledger string.		Alphanumeric (1000)	N	Y
<b>E</b>	Lessee	Indicates companies to which economic life will apply. 'All' is a valid response.	All is an acceptable value.	Alphanumeric (1000)	Y	N
<b>F</b>	Country	Required for use in LvB Analysis	See Data Validation List Below. You should only indicate countries you've configured as Geos.	Drop-down	Y	N
<b>G</b>	Default Lease Component Treatment	Identification of Lease Component or Non-Lease Component for a given product category or asset type. Non-lease Component means product category will have non-lease treatment in LeaseAccelerator. This is required for accounting.	See Data Validation List Below.	Drop-down	Y	Y

The process to update **Economic Life** in the UI is:

Step	Action
1	Go to Settings by clicking the gear icon in the top-right corner and selecting Settings.
2	Select the Asset Types tile.

Step	Action
3	Check the appropriate box, under Product Categories. Once selected, Default Lease Component Treatment, Default EOT Treatment, and Ledger Code are now enabled.
4	Set the Default Lease Component Treatment by Product Category (not by Lessee). You may indicate multiple Product Categories, if needed. Click Update.
5	Next, set the Default EOT Treatment, Ledger Code, Default Economic Life, and Amortization Term, by selecting a single Product Category and applicable Lessees. Best practice is to select the Parent Lessee only (children will inherit the settings of the parent). Click Update.
6	Lastly, check the appropriate Geo or Country, to set the Depreciation Methods. Best practice is to ONLY select countries that you have configured as Geos during the Companies import. Click Update.

## Depreciation Tab

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

**Note:** Each country (Geo) that you do business in must have unique entries on the Depreciation table so that the calculations can be aligned appropriately with the tax rate information entered on the Tax Rate table. It is inappropriate to select all countries when setting your Depreciation Methods. You should only indicate countries you have configured as Geos.

Tab:		Depreciation				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Product Category	A predefined list of asset categories. No INPUT required.		Pre-populated List	Y	Y
B	Lessee	Entity or organization that is the legal party to the lease agreement.	Must exactly match value from Companies Tab where Company Role Type = Lessee	Alphanumeric (1000)	Y	Y

Tab: Depreciation						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
C	Geo	The country that determines the accounting and tax rules that apply to a transaction. Geo Name corresponding to an entry on the Geo Tab.	See Data Validation List Below	Drop-down	Y	Y
D	Book Depreciation Method (Accounting)	The accounting methodology used to calculate depreciation expense for financial accounting purposes.	See Data Validation List Below	Drop-down	Y	Y
E	Tax Depreciation Method	The accounting methodology used to calculate depreciation expense for tax accounting purposes. This is required for Lease versus Buy Analysis.	See Data Validation List Below	Drop-down	Y	N
F	Amortization Term (months)	The depreciable period for financial accounting purposes if different from the economic life. This term is used to define the depreciable period for when a buyout or change of ownership is expected to occur.	Number >0	Numeric (5)	N	N

## Lessee Rates Tab

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

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

**i Note:** Rates may be configured for any term but the CIW contains a Drop-down with the most common lease terms. If you have rates for terms not listed in the Drop-down, please let your Implementation Manager or Support know and they can facilitate the configuration. The UI will reflect any terms that a client requests to be configured to enable future maintenance of these terms. Also please note that it is NOT acceptable to put ALL in the Terms field in the CIW. LeaseAccelerator does interpolate rates so if you do not want to provide rates for every possible term, the system will calculate the right term by using the next lowest and highest rate in the interpolation formula. For that reason, it is recommended to have at least a 1-month rate and a rate for the longest lease term in your portfolio.

Tab:		Lessee Rates				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Lessee	Entity or organization that is the legal party to the lease agreement.	This must exactly match value on Companies Tab where Company Role Type = Lessee	Alphanumeric (1000)	Y	Y
B	Geo	GEO Name corresponding to an entry on the GEO Table. Companies may have a single IBR or an individual IBR based on the combination of Country, Term, Asset Type, etc.	See Data Validation List Below	Drop-down	Y	Y
C	Term (Months)	Reference number of months the IBR is typically associated with. Companies may have a single IBR or an individual IBR based on the combination of Country, Term, Asset Type, etc.	See Data Validation List Below but LA allows any term if not listed in Validation.	Drop-down/ Freeform for adding a term	Y	N
D	Rate Type	Defines the type of rate	See Data Validation List Below	Drop-down	Y	Y

Tab:		Lessee Rates				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
E	Rate	The value	Number where rate is expressed as a Percent ##.### (For example, 3.2 not 0.032) Do not include percent sign in field.	IBR: Numeric (Total Digits = 9, Precision = 6 to the right of the decimal)  Debt/Equity: Numeric (Total Digits = 8, Precision = 6 to the right of the decimal)	Y	Y
F	Effective Date	Date at which the multiplier is active (as of the beginning of the day).		MM/DD/YYYY	Y	Y

## LvB Settings Tab

The LvB Net Present Value Settings are used when performing a Lease vs. Buy Analysis. These settings are critical for performing a Lease vs. Buy Analysis. Please work with your Implementation Manager to configure these settings. Each Lessee should be listed on the tab with each of the seven items and the Rate Type that should be used in that calculation.

Tab:		LvB Settings				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Lessee	Entity or organization that is the legal party to the lease agreement.	This must exactly match value on Companies Tab where Company Role Type = Lessee	Alphanumeric (1000)	Y	Y
B	Rate Type	Specify type of rate used for each Item.	See Data Validation List Below	Drop-down	Y	Y
C	Item	A predefined list of categories. No INPUT required.		Numeric (4)	N	N

Tab: LvB Settings						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
D	Definition	A predefined list of categories. No INPUT required.	See Data Validation List Below	Drop-down	Y	Y

## Salvage Value Tab

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

Tab: Salvage Value						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Product Category	Asset Type	See Data Validation List Below	Drop-down	Y	N
B	Lessee	Entity or organization that is the legal party to the lease agreement.	This must exactly match value on Companies Tab where Company Role Type = Lessee	Alphanumeric (1000)	Y	N
C	Geo	GEO Name corresponding to an entry on the GEO Table. Companies may have a single IBR or an individual IBR based on the combination of Country, Term, Asset Type, etc.	See Data Validation List Below	Drop-down	Y	N
D	Term (Months)	Reference number of months the Salvage Value is typically associated with. The duration of the lease in the Lease vs. Buy Analysis.	See Data Validation List Below but LA allows any term if not listed in Validation.	Drop-down	Y	N

Tab:		Salvage Value				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
E	Salvage Value	The estimated resale value of an asset at the end of its useful life. Salvage Value is subtracted from the cost of a fixed asset to determine the amount of the asset cost that will be depreciated. Thus, salvage value is used as a component of the depreciation calculation.	Number where rate is expressed as a Percent ###.### (For example, 50.00 not 0.5000) Do not include percent sign in field.	Numeric (Total Digits = 5, Precision = 2 to the right of the decimal)	Y	N
F	Effective Date	Date at which the multiplier is active (as of the beginning of the day).		MM/DD/YYYY	Y	N

## Policy Thresholds Tab

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

The key judgments in the Lease Classification Process are:

- What lease term constitutes the majority of the economic life? (ASC 840 prescribes 75%)
- What % of the PV of Lease Payments versus FMV constitutes substantially all of the Fair Market Value? (ASC840 prescribes 90%)
- What % of the PV of total cash stream of all payments including the Buyout Option defines when a Bargain exists. (ASC840) This is an economic metric to standardize the evaluation across any contract structure for the same type of asset. For example, a contract may have very low recurring payments but a higher balloon payment to Purchase the asset. Another contract may have high recurring payments with a very low buyout payment. Each may constitute a “bargain” to purchase the asset, but a common metric must be used to evaluate the overall economic incentive to buy the asset, not just the nominal buyout price. LeaseAccelerator measures this using the PV of the total payment stream.
- What % of the PV of total cash stream of all payments including the Buyout Option defines when it is reasonably certain that the Buyout or Purchase Option will be exercised. (ASC842)

Tab:		Policy Thresholds				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Product Category	A predefined list of asset categories. No INPUT required.		Pre-populated List	Y	Y
B	Lessee	Entity or organization that is the legal party to the lease agreement.	Must exactly match value from Companies Tab where Company Role Type = Lessee	Alphanumeric (1000)	Y	Y
C	Geo	The country that determines the accounting and tax rules that apply to a transaction.	See Data Validation List Below	Drop-down	N	N
D	Majority Economic Life Threshold	Cutoff value used in lease classification test. 75% in ASC840.	Number >0; Enter % as a number xx.xx (for example 82.5 not 0.825) Do not include percent sign.	Numeric (Total Digits = 10, Precision = 6 to the right of the decimal)	Y	Y
E	PV Substantially All Threshold	Cutoff value used in lease classification test. 90% in ASC840.	Number >0; Enter % as a number xx.xx (for example 82.5 not 0.825) Do not include percent sign.	Numeric (Total Digits = 10, Precision = 6 to the right of the decimal)	Y	Y
F	Bargain Purchase Option Threshold	Point at which a client determines that the overall economics of the lease make it reasonably certain that the buyout price is a bargain and will therefore be exercised (this is an ASC840 classification test).	Number >0; Enter % as a number xx.xx (for example 82.5 not 0.825) Do not include percent sign.	Numeric (Total Digits = 10, Precision = 6 to the right of the decimal)	N	Y

Tab: Policy Thresholds						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
G	Likely Purchase Option Threshold	Point at which a client determines that the overall economics of the lease make it reasonably certain that the buyout option will be exercised.	Number >0; Enter % as a number xx.xx (for example 82.5 not 0.825) Do not include percent sign.	Numeric  (Total Digits = 10, Precision = 6 to the right of the decimal)	N	Y
H	Materiality Threshold Basis	The metric used to determine whether a lease is material or not.	See Validation List Below	Drop-down	N	Y
I	Materiality Threshold Amount	The cutoff point (or maximum value) of the Materiality Threshold Basis where a schedule would be determined to have a classification of 'Operating - Materiality'.  Leases with a value below the threshold amount are de-scoped from the standard's accounting rules based on a company's defined capitalization policy.	Number >0	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	Y

## Lessee Info Tab

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

Tab:		Lessee Info				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Lessee	Entity or organization that is the legal party to the lease agreement.	Must exactly match value from Companies Tab where Company Role Type = Lessee	Alphanumeric (1000)	Y	Y
B	Effective Date	Date that the related information is to begin to be used.		MM/DD/YYYY	Y	Y
C	Fiscal Year End	The last day in your accounting year.		MM/DD/YYYY	Y	Y
D	Fiscal Year Model	The standard type of accounting year - Gregorian Calendar or a special recognized pattern such as 4-4-5.	See Data Validation List Below	Drop-down	Y	Y
E	Stock Symbol	Assuming a public company, the ticker used on the stock market where the Lessee's (or parent company's) stock is traded. Key information for Sourcing RFP.		Alphanumeric (16)	N	N
F	Industry	Standard categorization of the type of business / product that the company participates in. Key information for Sourcing RFP.	See Data Validation List Below	Drop-down	N	N
G	Business Type	Is your company a for-profit or non-profit enterprise? Key information for Sourcing RFP.	See Data Validation List Below	Drop-down	N	N
H	Ownership Type	Legal Structure of the Lessee - Corporation, C-Corp, S-Corp, LLC, Sole Proprietorship, Partnership, etc. Key information for Sourcing RFP.	See Data Validation List Below	Drop-down	N	N
I	Description	Description of the company's products and services. Key information for Sourcing RFP.		Alphanumeric (4000)	N	N
J	Debt Weight	Percent of Debt to Total Debt + Equity. Key information for Sourcing LvB.		Numeric (4)	N	N
K	NOL Final Year	Year when your current Net Operating Loss for tax purposes ends. Key information for Sourcing LvB.		Date (YYYY) Numeric (4)	N	N

Tab: Lessee Info						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
L	Credit Rating	Credit Rating assigned to the Lessee (or Parent Company, if appropriate). Key information for Sourcing RFP.	See Data Validation List Below	Drop-down	Y	N
M	Credit Rating Source	Company issuing Credit Rating. Key information for Sourcing RFP.		Drop-down	Y	N

## Tax Rates Tab

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

Tab: Tax Rates						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Lessee	Entity or organization that is the legal party to the lease agreement.	Must exactly match value from Companies Tab where Company Role Type = Lessee	Drop-down	Y	N
B	Geo	The country that determines the accounting and tax rules that apply to a transaction Geo Name corresponding to an entry on the Geo Table.  Tax payment calendar configuration exists in LeaseAccelerator for 27 countries. Additional countries can be configured via an enhancement request.	See Data Validation Lists Below	Drop-down	Y	N

Tab:		Tax Rates				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
C	Federal Tax Rate	The Federal Income Tax rate to be used in the LvB analysis. The rate is typically the highest marginal rate used in a client's tax return. Key information for Sourcing LvB.	Number ≥ 0. Enter as ##	Numeric (Total Digits = 8, Precision = 6 to the right of the decimal)	N	N
D	State Tax Rate	The State Income Tax rate to be used in the LvB analysis. The rate is typically the highest marginal rate used in a client's tax return. Key information for Sourcing LvB.	Number ≥ 0. Enter as ##	Numeric (Total Digits = 8, Precision = 6 to the right of the decimal)	N	N
E	Effective Date	Date which the multiplier is active (as of the beginning of the day).		MM/DD/YYYY	Y	N

## Lessee Financials Tab

The Lessee Financials tab provides information about your company that you may want to include in your Marketplace RFPs. You may choose to input as many or as few of these attributes as you like. If you are a PureLease Marketplace client, it is best practice to provide at least three (3) years of financial information for each Lessee that will be releasing RFP's as this provides proof of financial stability to the Global Lessor Network.

Tab:		Lessee Financials				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Lessee	Entity or organization that is the legal party to the lease agreement	Must exactly match value from Companies Tab where Company Role Type = Lessee.	Alphanumeric (1000)	Y	N
B	Source	Where the data comes from. Examples may be SEC Filing, Annual Report, Press Release.	See Data Validation List below	Drop-down	N	N

Tab:		Lessee Financials				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
C	Period	The Period that data is reported for.	See Data Validation List below	Drop-down	Y	N
D	Currency	Currency that financials are reported in.		Drop-down	Y	N
E	Total Revenues	Total Revenue as Reported	Number >0	Numeric (22)	N	N
F	Net Income	Total Net Income as Reported	Number. May be greater than, less than, or equal to 0	Numeric (22)	N	N
G	Total Assets	Total Assets as Reported	Number >0	Numeric (22)	N	N
H	Net Worth	Total Assets minus Total Liabilities as Reported (Or Total Equity).	Number >0	Numeric (22)	N	N
I	Period End Date	Date configured financials are valid. Must be date prior to current date.		MM/DD/YYYY	Y	N
J	Show on RFP	If checked, data will appear on all Request for Proposals (RFP).	See Data Validation List below	Drop-down	Y	N

## Templates Tab

This tab identifies the types of End of Term Notifications to be received by asset owners and users based on criteria established by your company. The template includes the specific text of the email notification. These messages are standardized by template and will be automatically sent for all lease schedules. For more information on Notifications and Templates, please refer to the Product Feature Advisory for Global Notifications Settings.

Tab: Templates						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Template Name	User-Defined name of template used to generate email.		Alphanumeric (1000)	Y	N
B	Subject	Email subject line description		Alphanumeric (1000)	Y	N
C	Message	Text of email to be sent to appropriate employees.		Alphanumeric (1000)	Y	N

## Approved Funders Tab

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 Leasing Network (GLN) funders will not receive such requests.

Tab: Approved Funders						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Company Name	Name of the entities who are actively used as funders (or lessors) by your company and should be included in the sourcing and RFP process.	Must exactly match value on Companies Tab where Company Role Type = Funder	Alphanumeric (1000)	N	N

## Restricted Funders Tab

Restricted Funders are the companies that your company does not wish to receive RFP responses from. You may be disinclined to do business with these organizations due to company policy, practice, or other internal reasons. For example, a competitor of yours may have a subsidiary that provides funding to Lessees and you don't want to provide them with additional revenue. Therefore, you would list them on this sheet as a Restricted Funder. You may only choose to configure Approved Funders OR Restricted Funders but not both. If Approved Funders are provided, RFP's will ONLY go to those listed. If Restricted Funders are provided, then RFP's will go to all Global Lessor Network Funders EXCEPT those listed.

Tab:		Restricted Funders				
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg
A	Company Name	Name of the entities who are NOT actively used as funders (or lessors) by your company. These lessors should be excluded from receiving RFPs in the marketplace process.	Must exactly match value on Companies Tab where Company Role Type = Funder	Alphanumeric (1000)	N	N

## Portfolio Data

This section identifies the specific information about each lease schedule and asset within your lease portfolio. This should include data ONLY for active leases. This includes leases in evergreen status: their lease expiration date in the past with no specific end of term action (such as return of equipment or buyout of equipment). (Please consult your LAS Implementation Project Manager if you want to load historical leases which have terminated and are no longer active.)

Several fields on the Lease Portfolio Data Tabs contain Drop-down boxes to select valid values for these fields. LA will reject the imported data file if values are entered that are not in the Drop-down. Please consult your LAS Implementation Project Manager if additional values are appropriate to your organization.

Lease Genres include:

- EQ = Equipment Leases
- RE = Real Estate leases

A Lease Genre is assigned automatically by the system to each schedule based on the Product Categories of the assets on that schedule.

## Schedule Tab

The Schedule tab is the control list of your lease population and contains information about each lease that applies at the schedule level.

Tab:	Schedule						
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>A</b>	Schedule Number	Unique identifier for a lease		Alphanumeric (1000)	Y	Y	EQ, RE
<b>B</b>	Lease Start Date	The commencement date or takedown date. The date when the duration of the lease starts and therefore the payment schedule begins.		MM/DD/YYYY	Y	Y	EQ, RE

Tab:		Schedule					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
C	Ledger	The set of books to which a schedule should be recorded. This may be one configured ledger or a list.	Must exactly match to configured list. See UI - Settings: Ledger Name.	Alphanumeric (100); multiple separated by comma	N	Y	EQ, RE
D	Ledger Date	The date that transaction becomes known and should be recognized from an accounting perspective. If blank, lease will be recognized and accounting will start in the fiscal month containing the earlier of the Lease Start Date and current date.		MM/DD/YYYY	N	Y	EQ, RE
E	Currency	Currency that lease financials are transacted in.	See Data Validation Below	Drop-down	Y	Y	EQ, RE
F	Comments	Deal Level Comments. Comments will appear in Deal Summary, Details tile in UI.		Alphanumeric (2000)	N	N	EQ, RE
G	PO Number	Internal Reference number that matches the client's ERP Procurement Purchase Order Number to the Supplier's.		Alphanumeric (1000)	N	N	EQ, RE
H	Lease Type	Type of contractual agreement	See Data Validation Below	Drop-down	Y	Y	EQ, RE
I	Frequency	Periodic nature of payments - monthly, quarterly, bi-monthly, annual, bi-annual, etc.	See Data Validation Below	Drop-down	Y	Y	EQ, RE
J	Duration	Number of payments between commencement and original end of term. (Examples: 3-year lease paid monthly; Duration is 36. 3-year lease paid quarterly; Duration is 12.)	Must be positive number	Numeric (4)	Y	Y	EQ, RE

Tab:		Schedule					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>K</b>	Reasonably Certain Holding Period	Number of months that the assets contained in the lease are expected to be used. This may be shorter than Duration if assets are typically bought out early or may be longer than duration if renewal periods are typically exercised or evergreen is typically incurred.	Must be a positive number and must be a number of months regardless of Frequency	Numeric (4)	N	Y	EQ, RE
<b>L</b>	LRF	Lease Rate Factor. Numeric factor expressed as a decimal used to calculate a payment, renewal or buyout amount by multiplying against the Original Equipment Cost. Can be calculated when payment is known by dividing the payment by the OEC.	Required if Payment not specified. Values accepted $\geq 0$ and $\leq 4$	Numeric  (Total Digits = 18, Precision = 12 to the right of the decimal)  Expressed as a decimal x.xxxxx	Y	N	EQ
<b>M</b>	Payment	Amount paid to lessor each period when due.	Required if LRF is not specified	Numeric  (Total Digits = 18, Precision = 2 to the right of the decimal)	Y	Y	EQ, RE

Tab:		Schedule					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
N	FIIR	Funder Implicit Interest Rate, which is not ordinarily known by the Lessee.	Enter as a number (i.e. 5 not 0.05 for 5%)	Numeric  (Total Digits = 18, Precision = 12 to the right of the decimal)  Expressed as a decimal x.xxxxx	N	N	EQ
O	Rent Escalation Cap	Maximum increase that a rental payment may increase for a single measurement if floating rate lease.	Number $\geq$ 0 or Null (if None)	Numeric  (Total Digits = 18, Precision = 2 to the right of the decimal)	N	Y	EQ, RE
P	Estimated GRV	The amount expected to be paid by Lessee to Lessor at end of lease because equipment FMV is less than contractual guaranteed residual.	Number $\geq$ 0 or Null (if None)	Numeric  (Total Digits = 18, Precision = 2 to the right of the decimal)	N	N	EQ, RE
Q	Entity	Primary business entity which should match one of the entities listed on Companies Tab.	Must exactly match value from Companies Tab where Company Role Type = Entity	Alphanumeric (1000)	Y	N	EQ, RE
R	BU	Operational group within client organization primarily used for management reporting.	Must exactly match value from Companies Tab where Company Role Type = BU	Alphanumeric (1000)	Y	N	EQ, RE

Tab:		Schedule					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>S</b>	IBR	Incremental Borrowing Rate	Will default to configuration value if blank. If populating, do not include % sign. Enter as a number (i.e. 5 not 0.05 for 5%)	Numeric (Total Digits = 10, Precision = 6 to the right of the decimal) expressed as a percent ##.####	N	N	EQ, RE
<b>T</b>	Repayment Mode	Advance or Arrears	See Data Validation below	Drop-down	Y	Y	EQ, RE
<b>U</b>	Accounting Classification	For ASC840, Operating or Capital Leases. For ASC842 Capitalized Operating or Finance. For IFRS 16, Finance.	Leave blank to engage automated LA Classification Engine	Drop-down	N	N	EQ, RE
<b>V</b>	Override Explanation	Explanation for accounting classification	Required if Accounting Classification is input	Alphanumeric (1000)	N	N	EQ, RE
<b>W</b>	Lessee	The legal party to the agreement leasing the equipment or renting the real estate. Real estate leases may refer to this as the Tenant.	Must exactly match a Lessee listed on the Companies Tab with the Company Role Type = Lessee	Alphanumeric (1000)	Y	Y	EQ, RE
<b>X</b>	Funder	Also referred to as Lessor, they provide the cash to finance the equipment purchase through a lease agreement. Real Estate leases may refer to this as the Landlord.	Must exactly match a Funder listed on the Companies Tab with the Company Role Type = Funder	Alphanumeric (1000)	Y	N	EQ, RE

Tab:		Schedule					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
Y	Lessor Reference Number	A unique tracking identifier within the Lessor systems.		Alphanumeric (200)	N	N	EQ, RE
Z	ShipTo Company	If ALL assets are at a single location, then ENTER the location. If ALL assets ARE NOT at the same location, then enter the most common address or the Entity address. System will auto-populate locations to Asset Details.	Must exactly match value on Addresses Tab where Address Role Type = ShipTo	Alphanumeric (1000)	N	N	EQ, RE
AA	ShipTo Address1	Mailing address line 1 of ShipTo Company		Alphanumeric (1000)	N	N	EQ, RE
AB	ShipTo Address2	Mailing address line 2 of ShipTo Company		Alphanumeric (1000)	N	N	EQ, RE
AC	ShipTo City	Mailing address City of ShipTo Company		Alphanumeric (1000)	Y	N	EQ, RE
AD	ShipTo State	Mailing address State of ShipTo Company. (May be Province where appropriate) See <a href="#">Country Province</a> List in Valid Values Glossary.	See Data Validation List	Alphanumeric (1000)	N	N	EQ, RE
AE	ShipTo Zip	Mailing address Postal Code of ShipTo Company		Alphanumeric (1000)	N	N	EQ, RE
AF	ShipTo Country	Mailing address Country of ShipTo Company	See Data Validation List	Drop-down	Y	N	EQ, RE
AG	Facility Code	Client code which may be used instead of any of the ShipTo fields.	Code must exist in system already, having been configured with an Address Bulk Import from the CIW.	Alphanumeric (100)	N	N	EQ, RE
AH	Geo	Country Name that governs the accounting and tax rules for a transaction.	See Country Data Validation Below	Drop-down	Y	Y	EQ, RE

Tab:		Schedule					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>AH</b>	Reporting Area	Participant used to drive internal management reporting which is typically used for geographic region but may be used for other reporting requirements.	Must exactly match value on Companies Tab where Company Role Type = Reporting Area	Alphanumeric (1000)	N	N	EQ, RE
<b>AI</b>	Asset Owner	Name or employee responsible from organization/fiduciary perspective.	Must exactly match value on People Tab where People Role Type = Asset Owner	Alphanumeric (1000)	Y	N	EQ, RE
<b>AJ</b>	Asset User	Name of employee with custodial responsibility.	Must exactly match value on People Tab where People Role Type = Asset User	Alphanumeric (1000)	N	N	EQ, RE
<b>AK</b>	Vendor	A company providing a service related to the leased asset. Often used for providers of IDCs, Lease Incentives, or other real estate expenses such as insurance.	Must exactly match value on Companies Tab where Company Role Type = Vendor	Alphanumeric (1000)	N	N	EQ, RE
<b>AL</b>	Order Administrator	Name of employee responsible for procurement.	Must exactly match value on People Tab where People Role Type = Order Administrator	Alpha (1000)	N	N	EQ, RE
<b>AM</b>	Treasury Approver	Name of employees responsible for approving deal from Finance organization.	Must exactly match value on People Tab where People Role Type = Treasury Approver	Alpha (1000)	Y	N	EQ, RE
<b>AN</b>	Analyst	Name of employee	Must exactly match value on People tab where People Role Type = Analyst	Alpha (1000)	N	N	EQ, RE

Tab:		Schedule					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
AO	Deal Tag	An identifier for leases that meet certain criteria and can be grouped together at the schedule-level. LeaseAccelerator has three standard Deal Tags configured in the system but does allow for each client to add their own Deal Tags. A user-defined Deal Tag must be configured in the UI/Settings/Tags screen prior to being imported with a lease on a PIW or selected when entering a lease in the UI.	Deal Tag must exist in the system. The three standard Deal Tags are Intercompany Schedule, Land Not Separated and Schedule Reviewed.	Alphanumeric (100)	N	N	EQ, RE
AP	Is Sub-Leased	Flag to identify if part or all of leased premises/equipment is sublet to another party, i.e., lessee is acting as a landlord/lessor to another party controlling the asset.		Drop-down	N	Y	RE
AQ	Partial Building Flag	Real Estate related. Determines if leased property is for an entire building. This impacts the lease classification testing procedures such that a partial building does not have an FMV (no cost basis available) for purposes of the Substantially All Test (90% for ASC840).	Required for Real Estate leases. Allowed for the following Product Categories only: Real Estate, Billboards, Buildings, Data Center, Land, Stadium Suite, Available for any custom real estate sub-categories requested by clients.	Drop-down	N	Y	EQ, RE

## Details Tab

The Details tab contains details for each piece of equipment or real estate contained on a lease schedule.

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>A</b>	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	Y	EQ, RE
<b>B</b>	Product Category	Grouping of assets by type	See Data Validation Below	Drop-down	Y	Y	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
C	External Id	<p>Unique identifier defined by the user.</p> <p>Used to identify parent/child relationships (if any) for a group of assets.</p> <p>Also, used to identify assets with split asset allocation.</p> <p>If using External Id for either parent/child or split asset allocation then all rows must contain a value for this field, cannot be left blank.</p>	<p>Parent Asset has sequential whole number and child asset has sequential decimal that relates to parent asset. (Ex: 1 for parent and 1.1, 1.2, 1.3 for children)</p> <p>If using for asset allocation, then the External Id must be the same value for the asset with split asset allocation for each allocation percentage value. (Example: 1 asset with 50/50 split EXID1 for each percentage line.) A percentage must be provided for each External Id when splitting allocation.</p> <p>May also be used with parent /child assets. (Ex: EXID1 for parent and EXID1.1 for child)</p>	Alphanumeric (1000)	N	N	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
D	Allocation Percent	Percent of allocation split for the asset on the same row expressed as a number, not a percentage. When splitting allocation of an asset the total allocation for one asset must equal 100. Allocation splitting will only apply to allocation level attributes, i.e., Cost Center, GL Code or Project)	Must be >0 and ≤100 if splitting allocation and using External Id; when no External Id is used in any row and if blank, system assumes 100 (see rules for Column C above).  If using External Id then all rows must contain a value for this field, cannot be left blank.	Numeric (Total Digits = 13, Precision = 10 to the right of the decimal)	N	N	EQ, RE
E	Product Number	A unique identifier for equipment typically used to delineate the type of equipment in the manufacturer's product catalogue.		Alphanumeric (1000)	N	N	EQ
F	Manufacturer	Company Name. This field may be used to identify the Real Estate Developer for a real estate lease.		Alpha (1000)	N	N	EQ
G	Description	Description of equipment or real estate which may include model year, make, lot number, parcel number, and other descriptors.		Alphanumeric (1000)	N	N	EQ, RE
H	Cost Center	Department code asset is assigned to for responsibility/management reporting.	Required if part of General Ledger String	Alphanumeric (100)	Y	Y	EQ, RE
I	Project	Project code asset is assigned for responsibility/management reporting.	Required if part of General Ledger String	Alphanumeric (1000)	N	N	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>J</b>	GL Code	GL Coding Convention ruleset that maps to the series of account codes where accounting transactions are recorded for this asset.	Must exactly match value set during GL Configuration in UI; Settings: Ledger Number: Set of Books Edit: GL Code (Coding Convention)	Alphanumeric (1000)	Y	Y	EQ, RE
<b>K</b>	Available for Use Date	Date the asset becomes available for use by the Lessee. This date is used to define the effective dates for factors used in lease classification.	Enter only if different than Lease Start Date	MM/DD/YYYY	N	Y	EQ, RE
<b>L</b>	Depreciation Start Date	The date that assets should begin to depreciate.	Enter only if different than Lease Start Date or Available for Use Date	MM/DD/YYYY	N	Y	EQ, RE
<b>M</b>	Default Disposition at EOT	Asset Level designation for the end-of-term treatment for the specific asset.	Enter only if different than the default treatment for the product category	Drop-down	N	N	EQ, RE
<b>N</b>	Reference Number	Free form field which may be used for any number of reference numbers desired.		Alphanumeric (1000)	N	N	EQ, RE
<b>O</b>	Quantity	Number of units	Must be >0; If blank, system assumes 1	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	Y	Y	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
P	Unit Price	Original equipment cost per unit in local currency	Must be >0	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	Y	Y	EQ, RE
Q	Observable Price	The price at which the Lessee would purchase the lease or non-lease component separately. The relative percent for each component is used to allocate the total consideration of lease payments to each component for accounting purposes. If the observable standalone prices are not readily available, the Lessee shall estimate the standalone prices, maximizing the use of observable information. If observable price is entered for one asset, it should be entered for all assets, even if the observable price is the same as the unit price. The accounting standards prescribe the use of the SOP. This field should be entered if the explicit SOP or an estimate is used. However, LeaseAccelerator does not REQUIRE the field since the system has default rules-based estimates.	Must be > 0	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	N	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
R	Unit Rent	<p>A specific rental or payment amount defined in the lease agreement for the specific asset or lease component. If the standalone observable price is not provided, this amount will be used as the estimate for allocating the total payments to each individual component and/or asset (if provided). If unit rent is specified for one asset, it must be specified for all assets on schedule. The accounting standards prescribe the use of the SOP.</p> <p>This field should be entered if the explicit SOP or an estimate is used. However, LeaseAccelerator does not REQUIRE the field since the system has default rules-based estimates.</p>	Must be > 0	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	N	EQ, RE
S	Serial Number	Unique identifier for each asset		Alphanumeric (1000)	N	N	EQ
T	Asset Tag	A field available to clients to group assets.		Alphanumeric (1000)	N	N	EQ, RE
U	Comments	Free form field for user comments		Alphanumeric (1000)	N	N	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
V	Asset Owner	Name of employee responsible from organization/fiduciary perspective.	Must exactly match value on People Tab where Person Role Type = Asset Owner.  If Blank, system defaults to value entered on Schedule Tab	Alphanumeric (1000)	N	N	EQ, RE
W	Asset User	Name of employee with custodial responsibility.	Must exactly match value on People Tab where Person Role Type = Asset User.  If Blank, system defaults to value entered on Schedule Tab	Alphanumeric (1000)	N	N	EQ, RE
X	Property Tax Authority	The municipality that assesses and collects property or real estate taxes.	Must exactly match value on Companies Tab where Company Role Type = Property Tax Authority	Alphanumeric (1000)	N	N	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
Y	ShipTo Company	This must be the individual location name where the asset is physically located.	Must exactly match value on Addresses Tab where Address Role Type = ShipTo.  If Blank, system defaults to value entered on Schedule	Alphanumeric (1000)	N	N	EQ, RE
Z	ShipTo Address1	Line 1 of mailing address of the physical location of asset. May or may not be the same address as defined on the Schedule tab.	If blank, system defaults to value entered on Schedule	Alphanumeric (1000)	N	N	EQ, RE
AA	ShipTo Address2	Line 2 of mailing address of the physical location of asset. May or may not be the same address as defined on the Schedule tab.	If blank, system defaults to value entered on Schedule	Alphanumeric (1000)	N	N	EQ, RE
AB	ShipTo City	City of mailing address of the physical location of asset. May or may not be the same as defined on the Schedule tab.	If blank, system defaults to value entered on Schedule	Alphanumeric (1000)	N	N	EQ, RE
AC	ShipTo State	State or province of the mailing address of the physical location of asset. May or may not be the same as defined on the Schedule tab. See <a href="#">Country Province List</a> in Valid Values Glossary.	If blank, system defaults to value entered on Schedule	Alphanumeric (1000)	N	N	EQ, RE
AD	ShipTo Zip	Zip Code or Postal Code of mailing address of the physical location of asset. May or may not be the same as defined on the Schedule tab.	If blank, system defaults to value entered on Schedule	Alphanumeric (1000)	N	N	EQ, RE
AE	ShipTo Country	Country of mailing address of the physical location of asset. May or may not be the same address used on the Schedule tab.	If blank, system defaults to value entered on Schedule	Drop-down	N	N	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>AF</b>	Facility Code	Client code which may be used instead of any of the ShipTo fields.	Code must exist in system already, having been configured with an Address Bulk Import from the CIW.	Alphanumeric (100)	N	N	EQ, RE
<b>AG</b>	MAC Address	Description field often used for IT-related equipment.		Alphanumeric (1000)	N	N	EQ
<b>AH</b>	IP Address	Description field used for identifying the Internet Points of Presence (POPs).		Alphanumeric (1000)	N	N	EQ
<b>AI</b>	Common Name	Description field		Alphanumeric (1000)	N	N	EQ, RE
<b>AJ</b>	Fully Qualified Name	Description field		Alphanumeric (1000)	N	N	EQ, RE
<b>AK</b>	Units	The unit of measure for area (currently used for real estate leases).	Required if payments are utility-based calculations (versus a specified amount)	Drop-down	N	N	RE
<b>AL</b>	Total Space	The amount of total space leased.	Required based on selection in Utility Pricing basis	Numeric (10)	N	N	RE
<b>AM</b>	Usable Space	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	Numeric (10)	N	N	RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>AN</b>	Rentable Space	Refers to the usable space, plus a proportional share of common areas of the building, such as the main lobby, elevator lobbies and hallways, and bathrooms that are outside a tenant's leased space and available for use by other tenants, etc.	Required based on selection in Utility Pricing basis	Numeric (10)	N	N	RE
<b>AO</b>	Price Per Utilized Unit	Rate used to determine rental payment.	Required if Utility Based payment; Amount >0	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	N	RE
<b>AP</b>	Utility Pricing Basis	The type of space factor used to identify the quantity of space rented.	Required if Utility based pricing. See Data Validation Below	Drop-down	N	N	RE
<b>AQ</b>	Service State	A description field often used by clients to define the work state of an asset. Examples may include: Out for Repair, Under Construction, In Service		Alphanumeric (1000)	N	N	EQ, RE

Tab:		Details					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
AR	Vendor	A company providing a service related to the leased asset.	Must exactly match value on Companies Tab where Company Role Type = Vendor  Vendor on the Details tab may be different than the Vendor on the Schedule tab if necessary. If left blank, then Vendor from Schedule tab will be used for assets.	Alphanumeric (1000)	N	N	EQ, RE

## End of Term Options Tab

End of Term options is information for each lease defining the available actions which could occur at the end of the lease term. Best practice is to enter all of the options available for a lease, not just the reasonably certain option. A lack of a return option may impact accounting classification and LeaseAccelerator will assume an automatic ownership transfer since it will appear that a Lessee is not able to return the equipment.

Tab:		EOT Options					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	Y	EQ, RE
B	Timing	Defines whether the option is a mid-term or end of term option.	See Data Validation Below	Drop-down	Y	Y	EQ, RE
C	Option Type	Defines the type of option. For example: renewal, buyout, or return.	See Data Validation Below	Drop-down	Y	Y	EQ, RE
D	Reasonably Certain EOT Option	Flag used to define whether the option is the expected option to be exercised. You may enter multiple renewal options that are Reasonably Certain, but they must be contiguous terms without any overlap.	See Data Validation Below	Drop-down	N	Y	EQ, RE
E	Effective Month	The month in the lease term that the option is available to be exercised	Number >2	Number (4)	Y	Y	EQ, RE

Tab: EOT Options							
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
F	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.	Number >0; may be blank but LA will assume this option is automatic if left blank  <b>Note:</b> Automatic return or buyout options for a valued parent asset and non-valued child asset will terminate all children for that schedule.	Numeric (4)	N	N	EQ, RE
G	Max Days Notice	Largest number of days required per lease agreement to provide notification to Lessor of the expected action to occur.	Number >0; may be blank	Numeric (4)	N	N	EQ, RE
H	Exercisable by Lessee	Flag denoting whether the option is exercisable by the Lessee. Used in real estate. If left blank, system will assume and default to Yes. Best practice is to populate.	See Data Validation Below	Drop-down	N	N	EQ, RE

EOT Options							
Tab:							
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
I	Description	Contractual language pertaining to each EOT option.		Alphanumeric (4000)	N	N	EQ, RE
J	Purchase Amount	Amount that 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.	Required if Option = Buyout and is not an FMV purchase. If entered with a “%” Suffix, amount is interpreted as “percent of” versus the absolute value entered	Numeric (Total Digits = 16, Precision = 2 to the right of the decimal)	N	Y	EQ, RE
K	Buyout Ceiling	Maximum amount that buyout cost may be if structured as FMV rather than as a stated amount.	If Option = Buyout  Number ≥ 0, may be blank. If entered with a “%” Suffix, amount is interpreted as “percent of” versus the absolute value entered	Numeric (Total Digits = 16, Precision = 2 to the right of the decimal)	N	N	EQ, RE

Tab:		EOT Options					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>L</b>	Buyout Floor	Minimum amount that buyout cost may be if structured as an FMV rather than as a stated amount.	If Option = Buyout  Number $\geq 0$ , may be blank. If entered with a “%” Suffix, amount is interpreted as “percent of” versus the absolute value entered	Numeric  (Total Digits = 16, Precision = 2 to the right of the decimal)	N	N	EQ, RE
<b>M</b>	Renewal Term	Number of months from End of Original Term (or latest Renewal) to end of this Renewal Period. Represents number of months even if the original deal frequency is not monthly. Example: 1-year renewal with quarterly payments is entered as 12. If left blank, LA will assume month to month and an exact term may be entered when exercising the option.	Required if Option = Renewal;  Number $>0$	Numeric (4)	N	Y	EQ, RE

EOT Options							
Tab:							
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
N	Renewal Payment	Amount of Renewal Payment. If left blank, LA will assume FMV and an exact amount will be entered when exercising the option.	If Option = Renewal Number >0 or may be calculated based on LRF or Price Per Utilized Unit and Utility Units as appropriate. If entered with a “%” Suffix, amount is interpreted as “percent of” versus the absolute value entered	Numeric  (Total Digits = 16, Precision = 2 to the right of the decimal)	N	N	EQ, RE
O	Renewal Payment LRF	Factor applied to OEC (Original Equipment Cost) to determine Renewal Payment.	If Option = Renewal Number >0. Numeric factor expressed as a decimal. May be left blank.	Numeric  (Total Digits = 18, Precision = 12 to the right of the decimal)	N	N	EQ
P	Price Per Utilized Unit	The rate used to determine the rental amount during the renewal period if utility-based pricing applies.	If Option = Renewal Number >0; only required if Renewal Payment is Utilization-based and Renewal Payment is blank	Numeric  (Total Digits = 18, Precision =2 to the right of the decimal)	N	N	RE

Tab:		EOT Options					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
Q	Utility Units	The unit of measure used to determine the pricing during the renewal period if utility-based pricing applies.	If Option = Renewal; only required if Renewal Payment is Utilization-based and Renewal Payment is blank	Drop-down	N	N	RE
R	Return Fee	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.	If Option = Return; Number $\geq 0$ , may be blank. If entered with a “%” Suffix, amount is interpreted as “percent of” versus the absolute value entered	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	N	EQ, RE
S	Early Penalty	Amount paid by Lessee for terminating lease prior to expiration.	If Option = Return; Number $\geq 0$ , may be blank. If entered with a “%” Suffix, amount is interpreted as “percent of” versus the absolute value entered	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	N	EQ, RE

Tab:		EOT Options					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
T	Limit Fee	For a Split TRAC lease, 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. In order to identify a return fee as representing a contractual GRV, the return fee must be specified by selecting a Limit fee.	If Option = Return; Number $\geq 0$ , may be blank. If entered with a “%” Suffix, amount is interpreted as “percent of” versus the absolute value entered	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	N	EQ, RE

## Notifications Tab

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

Once the initial import and move to production is complete, clients may add attachments to notifications through the UI Settings screens. Clients can:

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

Notifications are applicable to schedules after a notification has been configured. They will not apply to existing leases in the system prior to the configuration of that notification. For more information on Notifications and Templates, please refer to the Product Feature Advisory for Global Notifications Settings.

Tab:		Notifications					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	N	EQ, RE
B	Number Days	Number of days prior to a notification due date that an email notification should be sent.	Number $\geq$ 0	Numeric (6)	Y	N	EQ, RE
C	Timing	Indicator defining whether the number of days is counted before or after the specified Milestone for when the notification email request should be sent.	See Data Validation Below	Drop-down	Y	N	EQ, RE
D	Milestone	The contractual milestone that drives the notification due date.	See Data Validation Below	Drop-down	Y	N	EQ, RE
E	Option Type	Defines the type of option. For example: renewal, buyout, or return.	See Data Validation Below	Drop-down	Y	Y	EQ, RE
F	Effective Month	The month in the lease term that the option is available to be exercised	Number $>$ 2	Number (4)	Y	Y	EQ, RE

Tab:		Notifications					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
G	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.	Number >0; may be blank but LA will assume this option is automatic if left blank	Numeric (4)	N	N	EQ, RE
H	Frequency	How often the notification should be sent.	See Data Validation Below	Drop-down	Y	N	EQ, RE
I	Recurring	Indicator to determine how often a recurring notification should be sent. Used in conjunction with 'Units'.	Number ≥ 0	Numeric (6)	N	N	EQ, RE
J	Units	Unit of measure determining how many times and for how long the recurring notification should be sent.	See Data Validation Below	Drop-down	N	N	EQ, RE
K	Until Days	Number of units that the recurring notification should be sent. This sets an end date for these notifications.	Number ≥ 0	Numeric (6)	N	N	EQ, RE
L	Send To	The Lessee Role that the Notification should be sent to. Enter multiple roles only separated by a comma and no space: TreasuryApprover,AssetOwner	See Data Validation Below, may enter multiple roles	Alphanumeric (1000)	N	N	EQ, RE

Tab:		Notifications					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
M	Template Name	Name of template to be sent. This is required for any EOT Notification to function.	Must exactly match Template Name on Configuration Tab: EOT Templates	Alphanumeric (1000)	Y	N	EQ, RE
N	Action Required Days	Number of days that user must perform action.	Number $\geq$ 0	Numeric (6)	N	N	EQ, RE
O	Consequences	Client-specified information to the recipient of the notification.		Alphanumeric (1000)	N	N	EQ, RE
P	Enqueue	Workflow event to be added.	See Data Validation Below	Drop-down	N	N	EQ, RE
Q	Enqueue To	User role that workflow event is set to.	See Data Validation Below	Drop-down	N	N	EQ, RE
R	Message	Detail text to be included in email notifications.		Alphanumeric (1000)	N	N	EQ, RE
S	Enqueue Event Frequency	Option to create a new to do for every notification sent or create the new to do once regardless of how many notifications are sent.	See Data Validation Below	Drop-down	N	N	EQ, RE

## Interim Rent Tab

This tab allows the user to input specific Interim Rent information related to schedule.

\*\*\* This tab is only required if Interim Rent exists on any imported schedule.

Tab:		Interim Rent					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	Y	EQ, RE
B	Interim Rent Type	Type of Interim Rent which denotes how and when to apply the rent to the payment schedule.	See Data Validation Below	Drop-down	Y	Y	EQ, RE
C	Interim Rent Basis	The basis for the rent charge	See Data Validation Below	Drop-down	Y	Y	EQ, RE
D	Interim Rate	The interest rate benchmark if Interim Rent Basis = Floating. Also required for Fixed.	Number >0	Numeric (Total = 18, Precision = 12)	N	N	EQ, RE
E	Interim Spread	An increment/decrement to the Interim Rate to determine the final Interim Rent.	Number; may be positive or negative.	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal)	N	N	EQ, RE
F	Interim Index Type	The public index to which the interim floating rate is tied	See Data Validation Below	Drop-down	N	N	EQ, RE
G	Interim Rent Amount	Amount of Interim Rent payment.	Number >0.	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	Y	Y	EQ, RE

## Step Payments Tab

\*\*\* This tab is only required if a schedule has uneven payments during the term. It identifies and captures the payment schedule for the changing payments. This tab is NOT used to define payment adjustments caused by a change in a Floating Interest Rate, the resolution of a rent contingency, or a renegotiation/modification.

For example, for a 36-month lease (Schedule Number = XYZ) with a 6-month Rent Holiday at the beginning of the lease, payments starting at \$1000 per month, and increased payments of \$100 per month after each 6-month period, the following would be input:

Schedule Number	Starting Payment Number	Number of Payments	Payments	Payment Frequency
XYZ	1	6	0	Monthly
XYZ	7	6	1000	Monthly
XYZ	13	6	1100	Monthly
XYZ	19	6	1200	Monthly
XYZ	25	6	1300	Monthly
XYZ	31	6	1400	Monthly

Tab:		Step Payments					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	Y	EQ, RE*
B	Starting Payment Number	Payment Number with which new step payment begins. (i.e. Payment #1, Payment #13, Payment #25)	Number >0	Numeric (22)	Y	Y	EQ, RE*
C	Number Payments	How many payments the step payment applies to. The total number of payments should equal the duration of the lease.	Number >0	Numeric (14)	Y	Y	EQ, RE*
D	Payment Amount	Amount of Payment	Number >0	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal)	Y	Y	EQ, RE*

Tab: Step Payments							
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
E	Payment Frequency	Timing of Payment	Defaults to Monthly if not specified	Drop-down	N	Y	EQ, RE*

\* applicable if there are rent holidays or rent abatement periods

## Category Lease Rate Factors Tab

This tab defines Lease Rate Factors values at a product category level when a particular 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).

The following data should be entered into the tab in the specified fields in the required format:

Tab: Category LRFs							
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	N	EQ
B	Product Category	Asset Type	See Data Validation Below	Drop-down	Y	N	EQ
C	LRF	Lease Rate Factor for specified product category.	Required if Tab submitted. $\geq 0$ and $\leq 4$	Numeric  (Total Digits = 18, Precision = 12 to the right of the decimal)  Expressed as a decimal x.xxxxx	Y	N	EQ

## Scheduled Related Expenses Tab

This tab enables the user to import ancillary expenditures that are required by the lease agreement or that have a direct impact on the accounting for a lease and are incremental to the base rent. The data required in this tab varies based on the category and subcategory of expense.

Expense Type is a general grouping of expenses such as CAMS, Other Rent, Initial Direct Costs (IDC), Lease Incentives, Deposits, or Late Fees. Expense SubType defines the specific type of expense such as for CAMS – Landscaping, Security; IDC – Commissions or Payments to Prior Tenants; Other Rent – Property Tax, Property Insurance, etc. (See the detail validation values)

Please note that the accounting treatment for ARO and End of Life is as follows: When Expense Type is ARO-End of Life, please note that for SubTypes of Equipment-Refurbishment and Real Estate - Return to Original Condition, LA will generate Asset Retirement Obligations (ARO) accounting. For SubType of Cost to Dismantle or Remove (per Agreement), LA will generate End of Life Accounting which is added to the Payment Schedule.

Tab:		Schedule Related Expenses					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	Y	EQ, RE
B	Product Category	Grouping of assets by type	See Data Validation Below	Drop-down	N	Y	EQ, RE
C	Expense Type	A type of related expense specified in the contract as the responsibility of the Lessee. Payment may be made to the lessor/landlord or directly to the vendor.	See List in Data Validation	Drop-down	Y	Y	EQ, RE
D	Expense SubType	A grouping of expenses within a category by function.	See List in Data Validation	Drop-down	N	Y	EQ, RE

Tab:		Schedule Related Expenses					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
E	Payee	A company providing services related to the leased asset. Often used for providers of IDCs, Lease Incentives, or other real estate expenses such as Insurance.	Must exactly match value on Companies Tab where Company Role Type = Vendor	Alphanumeric (1000)	Y	N	EQ, RE
F	Frequency	Recurring timing of expense	See List in Data Validation	Drop-down	Y	Y	EQ, RE
G	Description	Description of expense		Alphanumeric (1000)	N	N	EQ, RE
H	Benchmark Amount	Initial amount for the index against which adjustments will be made.	May be Required where Expense Type = CAMS or Other Related Expense and Lease Type = Gross Lease, Triple-Net, or Full Service. Number >0, may be blank	Numeric (Total = 18, Precision = 2)	N	Y	EQ, RE
I	Escalation Cap	Maximum amount of increase in related expense each year.	May be Required where Expense Type = CAMS or Other Related Expense and Lease Type = Gross Lease, Triple-Net, or Full Service. Number >0, may be blank	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	Y	EQ, RE
J	Ceiling	Maximum amount of total expense allowable to be charged.	May be Required where Expense Type = CAMS or Other Related Expense and Lease Type = Gross Lease, Triple-Net, or Full Service. Number >0, may be blank	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	Y	EQ, RE

Tab:		Schedule Related Expenses					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>K</b>	1 <sup>st</sup> Scheduled Payment Date	Date that the expense is accrued/established. Cannot be prior to the Lease Start Date.	May be Required where Expense Type = CAMS or Other Related Expense and Lease Type = Gross Lease, Triple-Net, or Full Service.	MM/DD/YYYY	N	Y	EQ, RE
<b>L</b>	Initial Payment Amount	First payment amount from which escalation caps are applied. Amount, if any, in addition to the base rent.	May be Required where Expense Type = CAMS or Other Related Expense and Lease Type = Gross Lease, Triple-Net, or Full Service. Number >0	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	N	Y	EQ, RE
<b>M</b>	Currency	Currency associated with Initial Payment Amount.  Please be aware that Lease Incentives, Initial Direct Costs (IDC), and ARO-End of Life Costs must be in the same transactional currency as the deal.	Required if Initial Payment Amount is not NULL	Drop-down	N	Y	EQ, RE
<b>N</b>	Interest Bearing	For Deposits - if Lessor/Landlord/Vendor is required to apply interest to deposit when returned to Lessee.	Applies only if Category = Security Deposit or Special Deposit	Drop-down	N	Y	EQ, RE
<b>O</b>	Deposit Interest Rate	Interest Rate applied to Deposits	Number >0, may be blank	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal)	N	Y	EQ, RE

Tab:		Schedule Related Expenses					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
P	Late Fee Interest Rate	Interest Rate applied to payments to determine Late Fees.	Number >0, may be blank	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal)	N	Y	EQ, RE
Q	Comments	Any related comments to be captured in LA		Alphanumeric (1000)	N	N	EQ, RE

## Invoiced Related Expenses

This tab enables a client to import the actual invoiced amounts for Other Related expenses. Based on the lease type, these invoiced amounts may generate accounting entries to record expense adjustments. Accounting entries for this tab are based on the specific expense type; for items such as CAMS, the journal entries created are expense accruals.

Please note that the accounting treatment for ARO and End of Life is as follows: When Expense Type is ARO-End of Life, please note that for SubTypes of Equipment-Refurbishment and Real Estate - Return to Original Condition, LA will generate Asset Retirement Obligations (ARO) accounting. For SubType of Cost to Dismantle or Remove (per Agreement), LA will generate End of Life Accounting which is added to the Payment Schedule.

Tab:		Invoiced Related Expenses					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	Y	EQ, RE
B	Product Category	Group of Assets by type	See Data Validation Below	Drop-down	N	Y	EQ, RE

Tab:		Invoiced Related Expenses					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
C	Expense Type	A type of related expense specified in the contract as the responsibility of the Lessee. Payment may be made to the Lessor/Landlord or directly to the Vendor.	See Data Validation Below	Drop-down	Y	Y	EQ, RE
D	Expense SubType	A grouping of expenses within a category by function.	See Data Validation Below	Drop-down	N	Y	EQ, RE
E	Payee	A company providing services related to the leased asset. Often used for providers of IDCs, Lease Incentives, or other real estate expenses such as insurance.	Must exactly match value on Companies Tab where Company Role Type = Vendor	Alphanumeric (1000)	Y	N	EQ, RE
F	Description	Description of expense		Alphanumeric (1000)	N	N	EQ, RE
G	Service Period Start	Beginning date for which services were provided for the expense.	By Expense/Sub-Expense Type	MM/DD/YYYY	N	Y	EQ, RE
H	Service Period End	Ending date for which services were provided for the expense.	By Expense/Sub-Expense Type	MM/DD/YYYY	N	Y	EQ, RE
I	Invoiced Amount	Amount of Expense	Number >0	Numeric  (Total Digits = 18, Precision = 2 to the right of the decimal)	Y	Y	EQ, RE
J	Currency	Currency associated with Invoiced Amount  Please be aware that Lease Incentives, Initial Direct Costs (IDC), and ARO-End of Life Costs must be in the same transactional currency as the deal.		Drop-down	Y	Y	EQ, RE

Tab: Invoiced Related Expenses							
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
<b>K</b>	Invoice Date	Invoice Date per Vendor Invoice Artifact		MM/DD/YYYY	N	Y	EQ, RE
<b>L</b>	Invoice Number	Reference Number assigned by Vendor		Alphanumeric (1000)	N	N	EQ, RE
<b>M</b>	Payment or Receipt	Flag to define if expense is a payment or refund	See Data Validation Below	Drop-down	Y	Y	EQ, RE
<b>N</b>	Comments	Any related comments to be captured in LA		Alphanumeric (1000)	N	N	EQ, RE

## Paid Related Expenses Tab

This tab enables a client to import the actual paid amounts for Other Related Expenses, which are approved for payment and sent to Accounts Payable. Based on the lease type, these invoiced amounts may generate accounting entries to record expense adjustments. Accounting entries for this tab are based on the specific expense type; for items such as CAMS, the journal entries will reverse the expense accruals created from the Invoiced Related Expense tab (if matched based on Invoice Number and Invoice Date) and record the expense recognition based on the amount approved for payment.

Please note that the accounting treatment for ARO and End of Life is as follows: When Expense Type is ARO-End of Life, please note that for SubTypes of Equipment-Refurbishment and Real Estate - Return to Original Condition, LA will generate Asset Retirement Obligations (ARO) accounting. For SubType of Cost to Dismantle or Remove (per Agreement), LA will generate End of Life Accounting which is added to the Payment Schedule.

Tab:		Paid Related Expenses					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	Y	EQ, RE*
B	Product Category	Group of Assets by type	See Data Validation Below	Drop-down	N	Y	EQ, RE*
C	Expense Type	A type of related expense specified in the contract as the responsibility of the Lessee. Payment may be made to the Lessor/Landlord or directly to the Vendor.	See Data Validation Below	Drop-down	Y	Y	EQ, RE*
D	Expense SubType	A grouping of expenses within a category by function.	See Data Validation Below	Drop-down	N	Y	EQ, RE*
E	Payee	A company providing services related to the leased asset. Often used for providers of IDCs, Lease Incentives, or other real estate expenses such as insurance.	Must exactly match value on Companies Tab where Company Role Type = Vendor	Alphanumeric (1000)	Y	N	EQ, RE*
F	Description	Description of expense		Alphanumeric (1000)	N	N	EQ, RE
G	Service Period Start	Beginning date for which services were provided for the expense.	By Expense/Sub-Expense Type	MM/DD/YYYY	N	Y	EQ, RE*
H	Service Period End	Ending date for which services were provided for the expense.	By Expense/Sub-Expense Type	MM/DD/YYYY	N	Y	EQ, RE*
I	Amount Paid	Amount of Expense	Number >0	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	Y	Y	EQ, RE*

Tab:		Paid Related Expenses					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
J	Currency	Currency associated with Amount Paid  Please be aware that Lease Incentives, Initial Direct Costs (IDC), and ARO-End of Life Costs must be in the same transactional currency as the deal.		Drop-down	Y	Y	EQ, RE*
K	Payment Date	Date Paid or Received	Move to Paid Other Related	MM/DD/YYYY	Y	Y	EQ, RE*
L	Payment Reference Number	Reference Number of the Payment. For example: Check Number, Wire Transfer Number, or ACH Number.	Move to Paid Other Related	Alphanumeric (1000)	N	N	EQ, RE*
M	Invoice Date	Invoice Date per Vendor Invoice Artifact		MM/DD/YYYY	N	Y	EQ, RE*
N	Invoice Number	Reference Number assigned by Vendor.		Alphanumeric (1000)	N	N	EQ, RE*
O	Payment or Receipt	Flag to define if expense is a payment or refund.	See Data Validation Below	Drop-down	Y	Y	EQ, RE*
P	Comments	Any related comments to be captured in LA		Alphanumeric (1000)	N	N	EQ, RE

\* applicable if using LeaseAccelerator for real estate accounting for non-lease components

## Payment Adjustments Tab

The Payment Adjustments table enables a client to import new payment schedules during a lease term. Adjusted Payment schedules may be necessary for various reasons and are generally caused by activity outside the normal lease lifecycle or the determinations of the adjusted payments performed outside the system. Current defined business reasons are:

- Floating Rate Adjustment
- Contingent Rent specified in the original contract when an event specified in the lease (but not an option) has occurred and/or the contingency has been resolved
- Other, if the reason does not fall into the above. Renegotiated payments should not be entered as a Payment Adjustment as these are Modifications.

Payment Adjustment imports are NOT required for normal step payments or periodic escalations defined in the original lease document, where the change in rental payments is a specified amount or percentage and occurs with a specified periodicity (i.e. annual increases on the anniversary date). The Step Payment tab should be used in these circumstances.

Also, note that a new Payment Adjustment schedule will be input each time an adjustment occurs. 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. If the existing Payment Schedule is a Step Payment, then the % change from the current payment will be applied to each Step.

Tab:		Payment Adjustments					
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	Y	EQ, RE*
B	Remeasurement Effective Date	Date that the new payment adjustment is remeasured. If Remeasurement Effective Date is not specified, it will be recorded as the first day of the fiscal month containing the start of the first adjusted payment period or current date, whichever is earlier.		MM/DD/YYYY	N	N	EQ, RE*
C	Effective Date	Date that the new payment schedule is effective.		MM/DD/YYYY	Y	Y	EQ, RE*
D	Index Basis	The type of index to which a floating rate is tied.	See Data Validation Below	Drop-down	N	N	EQ, RE*

Tab: Payment Adjustments							
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
E	Rate	The floating rate	Number >0; Enter the interest rate as a % (i.e. 3.2 not 0.032) Do not use percent sign.	Numeric (Total Digits = 18, Precision = 12 to the right of the decimal)	N	N	EQ, RE*
F	Amount	The new payment amount	Number >0	Numeric (Total Digits = 18, Precision = 2 to the right of the decimal)	Y	Y	EQ, RE*
G	One-Time or Recurring	Defines whether the adjustment is applied to a single period or whether all future periods are adjusted.	One-Time or Recurring	Drop-down	Y	Y	EQ, RE*
H	Reason	The reason for the revised payment schedule.	See Data Validation Below	Drop-down	Y	Y	EQ, RE*
I	Comments	Client input explanation		Alphanumeric (1000)	N	N	EQ, RE*

\* applicable to Real Estate if payments are based on floating rate indices such as CPI based rent increases

## Manifest Tab

This tab is a document manifest listing each of the documents to be uploaded as part of the import process. This is a critical list to ensure that the system can identify, label, and attach each document correctly.

If you are trying to import documents to My Library, please see the LeaseAccelerator User Guide to My Library for specific details.

LeaseAccelerator has the ability to capture links to external sites using the Bulk File Import feature. This utilizes the Manifest tab of the PIW where Document Type = Attachment and the File Name is the exact address of the external site. The Document Number will serve as the hyperlink using the File Name indicated. See example below:

	A	B	C	D	E	F
1	<b>Schedule Number</b>	<b>Document Type</b>	Document Number	<b>Document Status</b>	<b>File Name</b>	Comments
2	Test Lease 002	Attachment	LA Website	Executed	<a href="https://explore.leaseaccelerator.com/">https://explore.leaseaccelerator.com/</a>	Explore LeaseAccelerator

Tab: Documents							
Column	Field Name	Description	Validation / Valid Values	Format	Req'd System Import	Req'd Acctg	Lease Genre
A	Schedule Number	Unique identifier for a lease	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE SCHEDULE TAB	Alphanumeric (1000)	Y	N	EQ, RE
B	Document Type	Category of Document	See Data Validation Below	Drop-down	Y	N	EQ, RE
C	Document Number	Unique number used as client reference for the document. This is NOT the system defined artifact-ID. If left blank, system will assign number.		Alphanumeric (1000)	N	N	EQ, RE
D	Document Status	Workflow state of document	See Data Validation Below	Drop-down	Y	N	EQ, RE
E	File Name	File name of document including extension or address for external site.  It can also be used to add a URL to direct users to an external document storage location.	Must be in standard file format xxxxxx.ext. For links to external sites, the entire address must be used.	Alphanumeric (2000)  When specifying a URL (2048)	Y	N	EQ, RE
F	Comments	Comment field		Alphanumeric (1000)	N	N	EQ, RE

# Client Implementation Valid Values Glossary

The below table lists the valid values for each of the fields listed above where a Drop-down exists. LeaseAccelerator contains detailed logic and algorithms to validate and process information based on the specific values in these fields. LA will reject the imported data file IF values entered are not in the Drop-down. (NOTE: The valid values below are contained on the DATA tab in the Client Workbooks).

Workbook Section	Tab	Field Name	Valid Values
Portfolio	Schedule	Currency	See Currency List Below
Portfolio	Schedule	Frequency	Annual, Bi-Monthly, Monthly, Quarterly, Semi-Annual
Portfolio	Schedule	Lease Type	FMV, FinLse-FixPO, FinLse-Put, First Amend, Full-Service, Gross, Lev-Debt, Lev-Equity, Loan/NSA, Municipal, Split-TRAC, Synthetic, TRAC, Triple-Net
Portfolio	Schedule	Index Basis (CIW)	See Index Basis List Below
Portfolio	Schedule	Adjustment Frequency (CIW)	Annual, Bi-Monthly, Monthly, Quarterly, Semi-Annual
Portfolio	Schedule	Repayment Mode	Advance, Arrears
Portfolio	Schedule	Accounting Classification	Capital, Operating, Capitalized-Operating. (LA will adjust Capital to Finance for new standards)
Portfolio	Schedule	ShipTo Country	See Country List Below
Portfolio	Schedule	Geo	See Country List Below
Portfolio	Schedule	Partial Building Flag	Yes
Portfolio	Schedule	Is Sub-Leased	Yes, Blank
Portfolio	Details	Product Category	See Product Category List Below
Portfolio	Details	ShipTo Country	See Country List Below

Workbook Section	Tab	Field Name	Valid Values
Portfolio	Details	Units	Square Feet, Square Meters, Acres
Portfolio	Details	Utility Pricing Basis	Total, Usable, Rentable
Portfolio	EOT Options	Timing	EOT, Mid-Term
Portfolio	EOT Options	Option Type	Buyout, Other, Renewal, Return
Portfolio	EOT Options	Reasonably Certain EOT Option	Yes, No
Portfolio	EOT Options	Exercisable by Lessee	Yes, No
Portfolio	EOT Options	Utility Units	Square Feet, Square Meters, Acres
Portfolio	Notifications	Timing	Before, After
Portfolio	Notifications	Milestone	Start, EOT, Deadline
Portfolio	Notifications	Frequency	One-Time, Recurring, None
Portfolio	Notifications	Units	Days, Weeks, Months
Portfolio	Notifications	Send To	Analyst, AssetOwner, AssetUser, TreasuryApproval, Funder, OrderAdministrator, ShipTo, SourcingContact
Portfolio	Notifications	Enqueue	Record EOT
Portfolio	Notifications	Enqueue To	Analyst, AssetOwner, AssetUser, TreasuryApproval, Funder, OrderAdministrator, ShipTo, SourcingContact
Portfolio	Notifications	Enqueue Event Frequency	One-Time To-do, Recurring To-do
Portfolio	Interim Rent	Interim Rent Type	Accrue & pay at commencement, Accrue & add to the amount financed at commencement
Portfolio	Interim Rent	Interim Rent Basis	Floating, Amount

Workbook Section	Tab	Field Name	Valid Values
Portfolio	Interim Rent	Interim Index Type	See Index Basis List Below
Portfolio	Step Payments	Payment Frequency	Annual, Bi-Monthly, Monthly, Quarterly, Semi-Annual
Portfolio	Payment Adjustments	Index Basis (CIW)	See Index Basis List Below
Portfolio	Payment Adjustments	Reason (CIW)	Floating Rate Adjustment, Contingency Resolved, Other (No Remeasurement)
Portfolio	Scheduled Related Expenses	Product Category	See Product Category List Below
Portfolio	Scheduled Related Expenses	Expense Type	ARO-End of Life, CAMS, IDC, Lease Incentive, Other Related Expenses, Security Deposit, Special Deposit, Late Fee, Variable/Performance

Workbook Section	Tab	Field Name	Valid Values
<b>Portfolio</b>	Scheduled Related Expenses	Expense SubType	Type = ARO-End of Life à Equipment-Refurbishment, Real Estate - Return to Original Condition; Cost to Dismantle or Remove (per Agreement)  Type = CAMS à Custodial, Security, Landscaping, Artwork, Garage/Parking, Telcom Svcs, Cafeteria Svcs;  Type = IDC à Commission, Payment to Prior Tenant to Terminate Early  Type = Lease Incentive à Paid to Lessee, Paid On Behalf of Lessee  Type = Other Related Expenses à Real Estate Taxes, Base Year/Expense Stop, Gross Up, Landlord's Insurance, Liability Insurance, Property Insurance, Rental Loss, Utilities-Premises, After Hours Utilities - HVAC, R&M Premises, Marketing Fund, Administration Fee, Other Landlord Services;  Type = Security Deposit à Blank  Type = Special Deposit à Water, Sewer, Utility  Type = Late Fee à Blank  Variable/Performance à Daily Rate, Mileage Based, Per Unit of Production, Capacity Based
<b>Portfolio</b>	Scheduled Related Expenses	Frequency	Annual, Bi-Monthly, Monthly, Quarterly, Semi-Annual
<b>Portfolio</b>	Scheduled Related Expenses	Interest Bearing	Yes, No
<b>Portfolio</b>	Invoiced Related Expenses	Product Category	See Product Category List Below

Workbook Section	Tab	Field Name	Valid Values
Portfolio	Invoiced Related Expenses	Expense Type	ARO-End of Life, CAMS, IDC, Lease Incentive, Other Related Expense, Security Deposit, Special Deposit, Late Fee, Variable/Performance
Portfolio	Invoiced Related Expenses	Expense SubType	Type = ARO-End of Life à Equipment - Refurbishment, Real Estate - Return to Original Condition; Cost to Dismantle or Remove (per Agreement) Type = CAMS --> Custodial, Security, Landscaping, Artwork, Garage/Parking, Telcom Svcs, Cafeteria Svcs; Type = IDC à Commission, Payment to Prior Tenant to Terminate Early Type = Lease Incentive à Paid to Lessee, Paid On Behalf of Lessee Type = Other Related Expenses à Real Estate Taxes, Base Year/Expense Stop, Gross Up, Landlord's Insurance, Liability Insurance, Property Insurance, Rental Loss, Utilities-Premises, After Hours Utilities - HVAC, R&M Premises, Marketing Fund, Administration Fee, Other Landlord Services; Type = Security Deposit à Blank Type = Special Deposit --> Water, Sewer, Utility Type = Late Fee à Blank Variable/Performance à Daily Rate, Mileage Based, Per Unit of Production, Capacity Based
Portfolio	Invoiced Related Expenses	Payment or Receipt	Payment, Receipt
Portfolio	Paid Related Expenses	Product Category	See Product Category List Below
Portfolio	Paid Related Expenses	Expense Type	ARO-End of Life, CAMS, IDC, Lease Incentive, Other Related Expense, Security Deposit, Special Deposit, Late Fee, Variable/Performance

Workbook Section	Tab	Field Name	Valid Values
Portfolio	Paid Related Expenses	Expense SubType	<p>For Asset Retirement Obligations: Type = ARO-End of Life à Equipment - Refurbishment, Real Estate - Return to Original Condition</p> <p>For End of Life: Type = ARO-End of Life à Cost to Dismantle or Remove (per Agreement)</p> <p>Type = CAMS --&gt; Custodial, Security, Landscaping, Artwork, Garage /Parking, Telcom Svcs, Cafeteria Svcs;</p> <p>Type = IDC à Commission, Payment to Prior Tenant to Terminate Early</p> <p>Type = Lease Incentive à Paid to Lessee, Paid On Behalf of Lessee</p> <p>Type = Other Related Expenses à Real Estate Taxes, Base Year/Expense Stop, Gross Up, Landlord's Insurance, Liability Insurance, Property Insurance, Rental Loss, Utilities-Premises, After Hours Utilities - HVAC, R&amp;M Premises, Marketing Fund, Administration Fee, Other Landlord Services;</p> <p>Type = Security Deposit à Blank</p> <p>Type = Special Deposit --&gt; Water, Sewer, Utility</p> <p>Type = Late Fee à Blank</p> <p>Variable/Performance à Daily Rate, Mileage Based, Per Unit of Production, Capacity Based</p>
Portfolio	Paid Related Expenses	Payment or Receipt	Payment, Receipt
Portfolio	Category LRFs	Product Category	See Product Category List Below
Portfolio	Documents	Document Type	See Document Type List Below
Portfolio	Documents	Document Status	Amalgam, Executed, Original, PartiallyExecuted, Substitute, Unknown
Configuration	Companies	Company Role Type	BU, Entity, Funder, Geo, Lessee, Project, PropertyTaxAuthority, Reporting Area, Vendor
Configuration	Companies	Country	See Country List Below

Workbook Section	Tab	Field Name	Valid Values
Configuration	Addresses	Address Role Type	ShipTo
Configuration	Addresses	Country	See Country List Below
Configuration	People	Person Role Type	AccountingAnalyst, AccountingApprover, Analyst, AssetOwner, AssetUser, TreasuryApprover, OrderAdministrator, Sourcing
Configuration	People	Country	See Country List Below
Configuration	People	Is User	Yes, No
Configuration	Geos	Geo Name	See Country List Below
Configuration	FX Rates	From Currency	See Currency List Below
Configuration	FX Rates	To Currency	USD
Configuration	Notifications	Timing	Before, After
Configuration	Notifications	Milestone	Start, EOT, Deadline
Configuration	Notifications	Frequency	One-Time, Recurring, None
Configuration	Notifications	Units	Days, Weeks, Months

Workbook Section	Tab	Field Name	Valid Values
<p><b>Configuration</b></p>	<p>Notifications</p>	<p>Enqueue</p>	<p>RecordEOT, Alter Purchase Order Information, Alter Purchase Order line item details, Alter Purchase Requisition information, Alter Purchase Requisition line item details, Alter Schedule information, Alter Schedule line item details, Amend Proposal, Amend RFP, Answer a question, Apply Tag to Deal, Approve Award, Approve Certificate of Acceptance, Approve Credit Line, Approve Proposal, Approve RFP, Ask a question, Assess reasonableness of FMV quote, Attach a purchase requisition, Attach a Schedule, Attach an Asset Manifest, Attest to the accuracy of asset coding for cost allocation purposes, Attest to the accuracy of asset location information, Award RFP, Award selected proposal(s), Book Deal, Cancel a Purchase Requisition, Capture buyout quote from funder, Capture Certificate of Destruction, Capture funder-provided effective return date for returned assets, Capture invoicing or payment of scheduled expenses, Capture Lessee-signed Schedule, Capture Parent Guaranty, Capture PO amendment authorizing renewal of assets, Capture Purchase Order authorizing buyout of assets, Capture renewal quote from funder, Capture signed Lease Schedule, Classify document received via mailback, Compare Proposals and Review</p> <p>Compose e-mail, Consolidate Credit Lines, Create Certificate of Acceptance, Create Credit Line, Create Credit Usage Request, Create deal relationship, Create manifest of assets for which EOT intentions need to be declared, Create Policy Elections, Create Proposal, Create RFP, Delete artifact, Delete deal, Delete deal relationship, Designate Credit Usage Request, Designate funds for a deal, Edit Asset Manifest, Edit Asset Manifest Line items, Elaborated payment schedule and asset-level accounting (where applicable), Enable Lease Line, Enter Asset Manifest details, Enter Purchase Requisition details, Enter Schedule details, Exercise Mid-Term/EOT Option, Expire Credit Request, Expire Credit Usage Request, Generate Certificate of Acceptance, Generate Policy Elections, Generate Proposal, Generate request for credit adjustment, Generate RFP, Import deal form historical lease portfolio, Invalidate (mark as lapsed) declaration of intentions (DM), Make changes to deal form Deal Summary, Make special notes on deal status, Manually revise deal history, Modification Recorded, Modify Deal, Month-End Close, No quote needed from funder for EOT event, Pay an Invoice, Perform Accounting Classification Analysis, Perform Custom Lease vs. Buy Analysis, Perform Proposal Analysis and Review (PAR), Receive invoice, Received evergreen invoice, Reclassify Lease, Reconcile Purchase Order, Reconciled, Reconciliation started, Record a comment, Record Disposal of terminated assets, Record end-of-term intentions for assets approaching end of term, Record Funder</p>

Workbook Section	Tab	Field Name	Valid Values
			Approved for Credit Request, Record Payment Adjustment, Record receipt of a Purchase Order, Record receipt of a Purchase Requisition, Record receipts of a Schedule, Record receipts of an invoice credit, Record signing of Certificate of Acceptance, Record start date for rental payment stream, Regenerate Accounting Classification Analysis, Reject Certificate of Acceptance, Reject Credit Line, Reject Credit Line - Need More info, Reject Credit Usage Request, Reject Proposal, Reject Reconciliation, Reject RFP, Release RFP, Remove pending task, Remove Tag from Deal, Reopen RFP, Request a credit against one of more invoices, Request Buyout Purchase Order, Request buyout quote from Funder, Request non-critical downward PO revision, Request non-critical upward PO revision, Request PO amendment for renewal, Request quote for renewal pricing from Funder, Request RMA (return authorization) for asset return, Resubmit Proposal, Reverse funded deal, Review and classify document, Revise Artifact, Run Reconciliation, Send Certificate of Acceptance to asset owner for signature, Send Credit Request to funder, Send e-mail, Send Lease Schedule for Treasury approval, Send Purchase Order to Procurement for approval, Send signed Certificate of Acceptance to Lessor, Send signed Lease Schedule to Lessor, Submit Credit Request, Submit EOT paperwork to funder for processing, Submit Proposal, Submit RFP for internal review and release, Undesignate Funds, Use the Proposal to create a pre-populated Schedule, User defined, Withdraw Proposal, Withdraw RFP
<b>Configuration</b>	Notifications	Enqueue To	AccountingAnalyst, AccountingApprover, Analyst, AssetOwner, AssetUser, TreasuryApprover, Funder, OrderAdministrator, ShipTo, SourcingContact
<b>Configuration</b>	Notifications	Enqueue Event Frequency	One-Time To-do, Recurring To-do
<b>Configuration</b>	Lessee Rates	Geo	See Country List Below
<b>Configuration</b>	Lessee Rates	Rate Type	IBR, DEBT, EQUITY
<b>Configuration</b>	Economic Life	Default Lease Component Treatment	Lease Component, Non-lease Component

Workbook Section	Tab	Field Name	Valid Values
Configuration	Economic Life	Default EOT Treatment	Evergreen Renewal (month-to-month), Terminate without Fee
Configuration	Economic Life	Product Category	See Product Category List Below
Configuration	Depreciation	Geo	See Country List Below
Configuration	Depreciation	Product Category	See Product Category List Below
Configuration	Depreciation	Book Depreciation Method	See Book Depreciation List Below
Configuration	Depreciation	Tax Depreciation Method	See Tax Depreciation List Below
Configuration	LvB Settings	Rate Type	Debt, Equity, WACC
Configuration	Salvage Value	Product Category	See Product Category List Below
Configuration	Salvage Value	Geo	See Country List Below
Configuration	Policy Threshold	Product Category	See Product Category List Below
Configuration	Policy Threshold	Geo	See Country List Below
Configuration	Lessee Info	Fiscal Year Model	Gregorian, 4/4-5 Model
Configuration	Lessee Info	Industry	See Industry List Below
Configuration	Lessee Info	Business Type	See Business Type List Below

Workbook Section	Tab	Field Name	Valid Values
Configuration	Lessee Info	Ownership Type	See Ownership Type List Below
Configuration	Lessee Info	Credit Rate	See Credit Rating List Below
Configuration	Lessee Info	Credit Rating Source	Dun & Bradstreet, Fitch IBCA, Moody's, Standard and Poors
Configuration	Tax Rates	Geo	See Country List Below
Configuration	Lessee Financials	Source	SEC Filing, Annual Report, Press Release, Other
Configuration	Lessee Financials	Currency	See Currency List Below
Configuration	LA Users	Country	See Country List Below

## Currency List

USD	BAM	BZD	DZD	GTQ	JOD	LSL	MVR	PEN	SDD	TMM	VND
AED	BBD	CAD	EEK	GWP	JPY	LTL	MWK	PGK	SEK	TND	VUV
AFN	BDT	CHF	EGP	GYD	KES	LVL	MXN	PHP	SGD	TOP	WST
ALL	BGN	CLF	ERN	HKD	KGS	LYD	MYR	PKR	SHK	TPE	XAF
AMD	BHD	CLP	ETB	HNL	KHR	MAD	MZN	PLN	SIT	TRY	XCD
ANG	BIF	CNY	EUR	HRK	KMF	MDL	NAD	PYG	SKK	TTD	XCG
AON	BMD	COP	FJD	HTG	KRW	MGA	NGN	QAR	SLE	TWD	XOF
AOA	BND	CRC	FKP	HUF	KWD	MKD	NIO	RON	SOS	TZS	XPF
ARA	BOB	CVE	GBP	IDR	KYD	MMK	NOK	RSD	SRG	UAH	YER
ARS	BRL	CYP	GEL	ILS	KZT	MNT	NPR	RUB	STD	UGX	ZAR
AUD	BRR	CZK	GHS	INR	LAK	MOP	NZD	RWF	SVC	UYU	ZMW
AWG	BSD	DJF	GIP	IQD	LBP	MRO	OMR	SAR	SZL	UZS	ZWD
AZM	BWP	DKK	GMD	ISK	LKR	MTL	PAB	SBD	THB	VEF	ZWG
AZN	BYN	DOP	GNS	JMD	LRD	MUR	PEI	SCR	TJR	VES	

## Index Basis List

Index Name	
Commercial Paper - 30 Day	Swap - 7 Year
Commercial Paper - 60 Day	Swap - 10 Year
Commercial Paper - 90 Day	Swap - 30 Year
Commercial Paper - 180 Day	Treasury Constant Maturities - 1 Month
Libor - 1 Month	Treasury Constant Maturities - 3 Month
Libor - 1 Year	Treasury Constant Maturities - 6 Month
Libor - 2 Month	Treasury Constant Maturities - 9 Month
Libor - 3 Month	Treasury Constant Maturities - 1 Year
Libor - 6 Month	Treasury Constant Maturities - 2 Year
Libor - Overnight	Treasury Constant Maturities - 3 Year
Prime	Treasury Constant Maturities - 5 Year
Swap - 1 Year	Treasury Constant Maturities - 7 Year
Swap - 2 Year	Treasury Constant Maturities - 10 Year
Swap - 3 Year	Treasury Constant Maturities - 20 Year
Swap - 4 Year	Banker's Acceptance (30-Day)
Swap - 5 Year	Consumer Price Index

## Country and Province List

Australian Capital Territory	ACT	Australia
New South Wales	NSW	Australia
Northern Territory	NT	Australia
Queensland	QLD	Australia
South Australia	SA	Australia
Tasmania	TAS	Australia
Victoria	VIC	Australia
Western Australia	WA	Australia
Bonaire	BQBO	Bonaire, Sint Eustatius and Saba
Sint Eustatius	BQSE	Bonaire, Sint Eustatius and Saba
Saba	BQSA	Bonaire, Sint Eustatius and Saba
Acre	AC	Brazil
Alagoas	AL	Brazil
Amazonas	AM	Brazil
Amapá	AP	Brazil
Bahia	BA	Brazil

Northwest Territories	NT	Canada
Nunavut	NU	Canada
Ontario	ON	Canada
Prince Edward Island	PE	Canada
Quebec	QC	Canada
Saskatchewan	SK	Canada
Yukon Territory	YT	Canada
Anhui	CNAH	China
Beijing	CNBJ	China
Chongqing	CNCQ	China
Fujian	CNFJ	China
Guangdong	CNGD	China
Gansu	CNGS	China
Guangxi Zhuang	CNGX	China
Guizhou	CNGZ	China
Hainan	CNHA	China
Hebei	CNHB	China
Henan	CNHE	China

Xinjiang Uygur	CNXJ	China
Xizang	CNXZ	China
Yunnan	CNYN	China
Zhejiang	CNZJ	China
Andaman and Nicobar Islands	AN	India
Andhra Pradesh	AP	India
Arunachal Pradesh	AR	India
Assam	AS	India
Bihar	BR	India
Chandigarh	CHD	India
Daman and Diu	DD	India
Jammu and Kashmir	JK	India
Kerala	KER	India
Karnataka	KRN	India
Ladakh	LA	India
Lakshadweep	LKP	India
Maharashtra	MAH	India

Ceará	CE	Brazil
Distrito Federal	DF	Brazil
Espírito Santo	ES	Brazil
Goiás	GO	Brazil
Maranhão	MA	Brazil

Minas Gerais	MG	Brazil	Heilongjiang	CNHL	China	Meghalaya	MEG	India
Mato Grosso do Sul	MS	Brazil	Hunan	CNHN	China	Mizoram	MIZ	India
Mato Grosso	MT	Brazil	Hubei	CNHU	China	Manipur	MNP	India
Pará	PA	Brazil	Jiangsu	CNJS	China	Madhya Pradesh	MP	India
Paraíba	PB	Brazil	Jiangxi	CNJX	China	Nagaland	NLD	India
Pernambuco	PE	Brazil	Jilin	CNJL	China	Odisha	OD	India
Piauí	PI	Brazil	Liaoning	CNLN	China	Puducherry	PY	India
Paraná	PR	Brazil	Nei Mongol	CNNM	China	Punjab	PU	India
Rio de Janeiro	RJ	Brazil	Ningxia Hui	CNNX	China	Rajasthan	RAJ	India
Rio Grande do Norte	RN	Brazil	Qinghai	CNQH	China	Sikkim	SKM	India
Rondônia	RO	Brazil	Shaanxi	CNSA	China	Tamil Nadu	TN	India
Roraima	RR	Brazil	Shandong	CNSD	China	Telangana	TS	India
Rio Grande do Sul	RS	Brazil	Shanghai	CNSH	China	Tripura	TRP	India
Santa Catarina	SC	Brazil	Shanxi	CNSX	China	Uttarakhand	UK	India
Sergipe	SE	Brazil	Sichuan	CNSC	China	Uttar Pradesh	UP	India
São Paulo	SP	Brazil	Tianjin	CNTJ	China	West Bengal	WB	India
Tocantins	TO	Brazil	Delhi	DEL	India	Carlow	CW	Ireland
Alberta	AB	Canada	Dadra and Nagar Haveli	DNH	India	Cavan	CN	Ireland
British Columbia	BC	Canada	Goa	GOA	India	Claire	CE	Ireland
Manitoba	MB	Canada	Gujarat	GUJ	India	Cork	C	Ireland

New Brunswick	NB	Canada	Himachal Pradesh	HP	India	Donegal	DL	Ireland
Newfoundland	NL	Canada	Haryana	HR	India	Dublin	D	Ireland
Nova Scotia	NS	Canada	Jharkhand	JH	India	Galway	G	Ireland
Kildare	KE	Ireland	Campobasso	CB	Italy	Kerry	KY	Ireland
Kilkenny	KK	Ireland	Caserta	CE	Italy	Naples	NA	Italy
Laoighis	LS	Ireland	Catania	CT	Italy	Novara	NO	Italy
Leitrim	LM	Ireland	Catanzaro	CZ	Italy	Nuoro	NU	Italy
Limerick	LK	Ireland	Chieti	CH	Italy	Oristano	OR	Italy
Longford	LD	Ireland	Como	CO	Italy	Padua	PD	Italy
Louth	LH	Ireland	Cosenza	CS	Italy	Palermo	PA	Italy
Mayo	MO	Ireland	Cremona	CR	Italy	Parma	PR	Italy
Meath	MH	Ireland	Crotone	KR	Italy	Pavia	PV	Italy
Monaghan	MN	Ireland	Cuneo	NC	Italy	Perugia	PG	Italy
Offaly	OY	Ireland	Enna	EN	Italy	Pesaro e Urbino	PS	Italy
Roscommon	RN	Ireland	Fermo	FM	Italy	Pescara	PE	Italy
Sligo	SO	Ireland	Ferrara	FE	Italy	Piacenza	PC	Italy
Tipperary	TA	Ireland	Florence	FI	Italy	Pisa	PI	Italy
Waterford	WD	Ireland	Foggia	FG	Italy	Pistoia	PT	Italy
Westmeath	WH	Ireland	Forli-Cesena	FO	Italy	Pordenone	PN	Italy
Wexford	WX	Ireland	Frosinone	FR	Italy	Potenza	PZ	Italy

Wicklow	WW	Ireland
Agrigento	AG	Italy
Alessandria	AL	Italy
Ancona	AN	Italy
Aosta	AO	Italy
Ascoli Piceno	AP	Italy
L'Aquila	AQ	Italy
Arezzo	AR	Italy
Asti	AT	Italy
Avellino	AV	Italy
Barletta-Andria-Trani	BT	Italy
Bari	BA	Italy
Belluno	BL	Italy
Benevento	BN	Italy
Bergamo	BG	Italy
Biella	BI	Italy
Bologna	BO	Italy
Bolzano-Bozen	BZ	Italy
Brescia	BS	Italy
Brindisi	BR	Italy

Genoa	GE	Italy
Gorizia	GO	Italy
Grosseto	GR	Italy
Imperia	IM	Italy
Isernia	IS	Italy
La Spezia	SP	Italy
Latina	LT	Italy
Lecce	LE	Italy
Lecco	LC	Italy
Livorno	LI	Italy
Lodi	LO	Italy
Lucca	LU	Italy
Macerata	MC	Italy
Mantua	MN	Italy
Massa-Carrara	MS	Italy
Matera	MT	Italy
Messina	ME	Italy
Milan	MI	Italy
Modena	MO	Italy
Monza and Brianza	MB	Italy

Prato	PO	Italy
Ragusa	RG	Italy
Ravenna	RA	Italy
Reggio Calabria	RC	Italy
Reggio Emilia	RE	Italy
Rieti	RI	Italy
Rimini	RN	Italy
Roma	RM	Italy
Rovigo	RO	Italy
Salerno	SA	Italy
Sassari	SS	Italy
Savona	SV	Italy
Siena	SI	Italy
Syracuse	SR	Italy
Sondrio	SO	Italy
Taranto	TA	Italy
Teramo	TE	Italy
Terni	TR	Italy
Turin	TO	Italy
Trapani	TP	Italy

Cagliari	CA	Italy
Caltanissetta	CL	Italy

Trento	TN	Italy
Treviso	TV	Italy

Trieste	TS	Italy	Niigata	JP15	Japan	Sinaloa	SIN	Mexico
Udine	UD	Italy	Oita	JP43	Japan	San Luis Potosí	SLP	Mexico
Varese	VA	Italy	Okayama	JP33	Japan	Sonora	SON	Mexico
Venice	VE	Italy	Okinawa	JP47	Japan	Tabasco	TAB	Mexico
Verbano-Cusio-Ossola	VB	Italy	Osaka	JP29	Japan	Tamaulipas	TAMP	Mexico
Vercelli	VC	Italy	Saga	JP41	Japan	Tlaxcala	TLAX	Mexico
Verona	VR	Italy	Saitama	JP12	Japan	Veracruz	VER	Mexico
Vibo Valentia	VV	Italy	Shiga	JP24	Japan	Yucatán	YUC	Mexico
Vicenza	VI	Italy	Shimane	JP32	Japan	Zacatecas	ZAC	Mexico
Viterbo	VT	Italy	Shizuoka	JP22	Japan	Alabama	AL	US
Aichi	JP23	Japan	Tochigi	JP09	Japan	Alaska	AK	US
Akita	JP04	Japan	Tokushima	JP37	Japan	Arizona	AZ	US
Aomori	JP02	Japan	Tokyo	JP13	Japan	Arkansas	AR	US
Chiba	JP11	Japan	Tottori	JP31	Japan	California	CA	US
Ehime	JP38	Japan	Toyama	JP16	Japan	Colorado	CO	US
Fukui	JP20	Japan	Wakayama	JP30	Japan	Connecticut	CT	US
Fukuoka	JP40	Japan	Yamagata	JP06	Japan	Delaware	DE	US
Fukushima	JP07	Japan	Yamaguchi	JP35	Japan	District of Columbia	DC	US
Gifu	JP19	Japan	Yamanashi	JP21	Japan	Florida	FL	US
Gumma	JP10	Japan	Aguascalientes	AGS	Mexico	Georgia	GA	US

Hiroshima	JP34	Japan
Hokkaido	JP01	Japan
Hyogo	JP26	Japan
Ibaraki	JP08	Japan
Ishikawa	JP17	Japan
Iwate	JP03	Japan
Kagawa	JP36	Japan
Kagoshima	JP46	Japan
Kanagawa	JP14	Japan
Kochi	JP39	Japan
Kumamoto	JP44	Japan
Kyoto	JP25	Japan
Mie	JP27	Japan
Miyagi	JP05	Japan
Miyazaki	JP45	Japan
Nagano	JP18	Japan
Nagasaki	JP42	Japan
Nara	JP28	Japan

Baja California	BCN	Mexico
Baja California Sur	BCS	Mexico
Campeche	CAM	Mexico
Chihuahua	CHIH	Mexico
Chiapas	CHIS	Mexico
Coahuila	COAH	Mexico
Colima	COL	Mexico
Distrito Federal	DF	Mexico
Durango	DGO	Mexico
Guerrero	GRO	Mexico
Guanajuato	GTO	Mexico
Hidalgo	HGO	Mexico
Jalisco	JAL	Mexico
Mexico	MEX	Mexico
Michoacán	MICH	Mexico
Morelos	MOR	Mexico
Nayarit	NAY	Mexico
Nuevo León	NL	Mexico
Oaxaca	OAX	Mexico
Puebla	PUE	Mexico

Hawaii	HI	US
Idaho	ID	US
Illinois	IL	US
Indiana	IN	US
Iowa	IA	US
Kansas	KS	US
Kentucky	KY	US
Louisiana	LA	US
Maine	ME	US
Maryland	MD	US
Massachusetts	MA	US
Michigan	MI	US
Minnesota	MN	US
Mississippi	MS	US
Missouri	MO	US
Montana	MT	US
Nebraska	NE	US
Nevada	NV	US
New Hampshire	NH	US
New Jersey	NJ	US

Querétaro	QRO	Mexico	New Mexico	NM	US
Quintana Roo	QROO	Mexico	New York	NY	US

North Carolina	NC	US	Rhode Island	RI	US	Vermont	VT	US
North Dakota	ND	US	South Carolina	SC	US	Virginia	VA	US
Ohio	OH	US	South Dakota	SD	US	Washington	WA	US
Oklahoma	OK	US	Tennessee	TN	US	West Virginia	WV	US
Oregon	OR	US	Texas	TX	US	Wisconsin	WI	US
Pennsylvania	PA	US	US Virgin Islands	VI	US	Wyoming	WY	US
Puerto Rico	PR	US	Utah	UT	US			

## Country List

US*	Bouvet Island	Dominican Republic	Guinea
Afghanistan	Brazil*	East Timor	Guinea-Bissau
Aland Island	British Indian Ocean Territory	Ecuador	Guyana
Albania	Brunei	Egypt	Haiti
Algeria	Bulgaria	El Salvador	Heard Island and McDonald Islands
American Samoa	Burkina Faso	Equatorial Guinea	Honduras
Andorra	Burundi	Eritrea	Hong Kong
Angola	Cambodia	Estonia	Hungary
Anguilla	Cameroon	Ethiopia	Iceland
Antarctica	Canada	Falkland Islands (Malvinas)	India*

Antigua and Barbuda	Cape Verde	Faroe Islands	Indonesia
Argentina*	Cayman Islands	Fiji	Iraq
Armenia	Central African Republic	Finland	Ireland
Aruba	Chad	France*	Isle of Man
Australia*	Chile	French Guiana	Israel
Austria	China*	French Polynesia	Italy
Azerbaijan	Christmas Island	French Southern Territories	Ivory Coast
Bahamas	Cocos (Keeling) Islands	Gabon	Jamaica
Bahrain	Colombia	Gambia	Japan*
Bangladesh	Comoros	Georgia	Jersey
Barbados	Congo	Germany*	Jordan
Belarus	Congo, The Democratic Republic of the	Ghana	Kazakhstan
Belgium*	Cook Islands	Gibraltar	Kenya
Belize	Costa Rica	Greece	Kiribati
Benin	Croatia	Greenland	Korea, Republic of*
Bermuda	Cyprus	Grenada	Kuwait
Bhutan	Curacao		
Bolivia	Czech Republic*	Guadeloupe	Kyrgyzstan
Bonaire, Sint Eustatius and Saba	Denmark	Guam	Laos
Bosnia-Herzegovina	Djibouti	Guatemala	Latvia
Botswana	Dominica	Guernsey	Lebanon
Lesotho	Netherlands Antilles	Saint Helena	Togo
Liberia	Netherlands*	Saint Kitts and Nevis	Tokelau
Libya	New Caledonia	Saint Lucia	Tonga
Liechtenstein	New Zealand*	Saint Pierre and Miquedon	Trinidad and Tobago

Lithuania	Nicaragua	Saint Vincent and the Grenadines	Tunisia
Luxembourg	Niger	Samoa	Turkey*
Macao	Nigeria	San Marino	Turkmenistan
Madagascar	Niue	Sao Tome and Principe	Turks and Caicos Islands
Malawi	Norfolk Islands	Saudi Arabia	Tuvalu
Malaysia	North Macedonia, Republic of	Senegal	Uganda
Maldives	Northern Mariana Islands	Serbia	Ukraine
Mali	Norway*	Seychelles	United Arab Emirates
Malta	Oman	Sierra Leone	United Kingdom*
Marshall Islands	Pakistan	Singapore*	United States Minor Outlying Islands
Martinique	Palau	Slovakia	Uruguay*
Mauritania	Palestinian Territory, Occupied	Slovenia	Uzbekistan
Mauritius	Panama	Solomon Islands	Vanuatu
Mayotte	Papua New Guinea	Somalia	Vatican City
Mexico*	Paraguay	South Africa*	Venezuela
Micronesia, Federated States of	Peru	Spain*	Vietnam
Moldova, Republic of	Philippines*	Sri Lanka	Virgin Islands, British
Monaco	Pitcairn	Suriname	Virgin Islands, U.S.
Mongolia	Poland*	Svalbard and Jan Mayen	Wallis and Futuna
Montenegro	Portugal	Swaziland	Western Sahara
Montserrat	Puerto Rico*	Sweden*	Yemen
Morocco	Qatar	Switzerland	Zambia
Mozambique	Reunion	Taiwan, Province of China	Zimbabwe
Myanmar	Romania*	Tajikistan	
Nambia	Russia*	Tanzania, United Republic of	

Nauru	Rwanda	Thailand	
Nepal			

\* indicates countries that have tax payment calendars configured in LeaseAccelerator

## Product Category List

Agriculture and Forestry	Electronics	Mobile Shop Equipment (Soft Costs)	Stadium Suite
Aircraft and Related	Emergency Vehicles	Modular Building	Recreation
Automobiles	Energy Systems	Mold Tools	Restaurant Fixtures
Broadcast/Audiovisual	Food Processing	Office Equipment	Retail Fixtures
Building Improvement/Equipment	Furniture and Fixtures	Office Equipment (Soft Costs)	Semiconductor
Building Improvement/Equipment (Soft Costs)	Furniture and Fixtures (Soft Costs)	Oil and Gas	Software
Building/HVAC	Gaming	Other	Telecommunications
Buses	Laboratory Equipment	Packaging/Bottling	Telecommunications (Soft Costs)
Computers/Peripherals	Machine/Shop Equipment	Point of Sale	Telephone Systems
Networking	Power Tools	Power and Pipeline	Telephone Systems (Soft Costs)
Servers	Manufacturing/Fabricating	Power and Pipeline (Soft Costs)	Test and Measurement
Storage	Manufacturing/Fabricating (Soft Costs)	Printing/Publishing	Trailers
Supercomputer	Marine	Rail	Trucks
Supercomputer (Soft Costs)	Material Handling	Real Estate	Trucks (Soft Costs)
Computers/Peripherals (Soft Costs)	Material Handling (Soft Costs)	Billboards	Waste Remediation/Recycling
Construction	Medical	Building	
Containers	Mining	Data Center	
Durable Tooling	Mobile Shop Equipment	Land	

## Document Types

AmendmentRequisition	BuyoutQuote	EOTDocument	LeaseReviewChecklist	PurchaseOrder
AnnexA	CofA	EquipmentList	LessorDownload	PurchaseRequisition
AssetManifest	Cofl	ExemptionCertificate	LvBAnalysis	ReconciliationBundle
Assignment	CorpGuaranty	ExternalEmail	MLA	RenewalQuote
Attachment	CoverSheet	FinancingPackage	NDA	RentalInvoice
BillOfSale	CustomerFinancials	Invoice	OneOffLease	Schedule
BillingInformation	DealSummary	InvoiceCredit	PayProceeds	ScheduleAmendment
BlanketApproval	DeclarationManifest	JurisdictionRider	PriceQuote	StipLossTable
BuyoutInvoice	DisposalManifest	LandlordWaiver	ProofOfDisposal	UCCFiling

## Depreciation Methods

Book Depreciation Method	
8% Declining Balance	Straight Line 3-Year
10% Declining Balance	Straight Line 4-Year
18% Declining Balance	Straight Line 5-Year
20% Declining Balance	Straight Line 6-Year
20% Declining Balance (5-year)	Straight Line 7-Year
20% Declining Balance (5-year, switch to SLM)	Straight Line 8-Year
25% Declining Balance	Straight Line 9-Year
40% Declining Balance	Straight Line 10-Year
40% Declining Balance (5-year)	Straight Line 15-Year
40% Declining Balance (5-year, switch to SLM)	Straight Line 20-Year
Straight Line 1-Year	Straight Line 30-Year
Straight Line 2-Year	Straight Line 40-Year

Tax Depreciation Method	
US equipment depreciation (2018-2022)	10-Year MACRS
8% Declining Balance	10-Year MACRS (2011 Bonus Depreciation)
10% Declining Balance	10-Year MACRS (2012 Bonus Depreciation)
18% Declining Balance	10-Year MACRS (2013 Bonus Depreciation)
20% Declining Balance	Straight Line 1-Year
25% Declining Balance	Straight Line 2-Year
40% Declining Balance	Straight Line 3-Year
3-Year MACRS	Straight Line 4-Year
3-Year MACRS (2011 Bonus Depreciation)	Straight Line 5-Year
3-Year MACRS (2012 Bonus Depreciation)	Straight Line 6-Year
3-Year MACRS (2013 Bonus Depreciation)	Straight Line 7-Year
5-Year MACRS	Straight Line 8-Year
5-Year MACRS (2011 Bonus Depreciation)	Straight Line 9-Year
5-Year MACRS (2012 Bonus Depreciation)	Straight Line 10-Year
5-Year MACRS (2013 Bonus Depreciation)	Straight Line 15-Year
7-Year MACRS	Straight Line 20-Year
7-Year MACRS (2011 Bonus Depreciation)	Straight Line 30-Year
7-Year MACRS (2012 Bonus Depreciation)	Straight Line 40-Year
7-Year MACRS (2013 Bonus Depreciation)	Not Applicable

## Industry, Ownership Type, and Business Type

Industry	
Aerospace and Defense Public Closely Held Private Company	Non-Profit
Agriculture, Forestry and Fishing Private Co-Operative Organization	Oil and Gas
Air Transport Government Owned Corporation	Paper
Automotive Corporation (Example: US 'C' Corp)	Pharmaceuticals and Biotechnology

Industry	
Broadcasting, Cable TV and Entertainment General Partnership	Printing and Publishing
Casinos and Gaming Government Agency	Professional Services
Chemicals Joint Venture	Railroads
Computers and Information Technologies Limited Liability Company	Recreation
Construction Limited Liability Partnership	Restaurants and Food Services
Fabric and Apparel Limited Partnership	Retail
Federal Government Municipality	Software
Finance, Insurance and Real Estate Non-Profit	State and Local Government
Food Processing, Beverages and Tobacco Non-Profit	Telecommunications
Healthcare Services Other	Trucking
Hotels and Motels Pty Ltd	Utilities (Power, Water and Gas)
Industrial and Manufacturing Simple Partnership (Example: US 'S' Corp)	Waste Management
Mining Sole Proprietorship	Water Transport

Ownership Type
Public
Private
Government Owned

Business Type		
Closely Held Private Company	Joint Venture	Other
Co-Operative Organization	Limited Liability Company	Pty Ltd
Corporation	Limited Liability Partnership	Simple Partnership (Example: US 'S' Corp)
Corporation (Example: US 'C' Corp)	Limited Partnership	Sole Proprietorship
General Partnership	Municipality	
Government Agency	Non-Profit	

## Lease Type Definitions and Genre

Key:

- EQ = Equipment
- RE = Real Estate

The following table defines the Lease Types and the business rules applicable to determining each.

Lease Type	Lease Genre	Value in PIW	Definition	Business Rule to Identify
Absolute Lease	RE	Absolute	<p>Tenant pays rent PLUS all operating expenses (taxes, insurance, maintenance), AND major structural repairs, such as the roof. Essentially, the tenant is responsible for all costs as if they owned the property. Rent is usually much less than other lease types because the tenant is covering all expenses.</p> <p>A stricter version of a triple-net lease, usually for long-term, single-tenant deals.</p>	
Base Year Lease	RE	Base-Year	<p>Sub-type of a full-service lease.</p> <p>Tenant only pays rent for a base year, then pays rent PLUS a portion of operating expenses that exceed the base year amount in subsequent years.</p>	
Double Net Lease (NN)	RE	Double-Net	Tenant pays rent PLUS property taxes and insurance.	

Lease Type	Lease Genre	Value in PIW	Definition	Business Rule to Identify
Finance Lease - \$1Out Mandatory Purchase	EQ	FinLse-Put	Lease which requires the Lessee to purchase the assets at the end of the term.	Any of the following: <ul style="list-style-type: none"> <li>▪ Title to assets automatically transfers to Lessee at the end of term</li> <li>▪ Buyout Price = \$1</li> <li>▪ Language similar to “Lessee is required to purchase assets”</li> </ul>
Finance Lease - Fixed Purchase Option	EQ	FinLse-FixPO	Lease granting Lessee the option to purchase the assets at a fixed amount.	Any of the following: <ul style="list-style-type: none"> <li>▪ Option to Buy at a price of \$\$\$</li> </ul>
First Amendment Lease	EQ	First Amend	A lease which contains a first amendment clause. Used for Lessees who may opt to purchase equipment early. Typically includes a penalty for non-purchase or requires the Lessee to renew for a fixed number of months.	

Lease Type	Lease Genre	Value in PIW	Definition	Business Rule to Identify
Full-Service Lease	RE	Full-Service	A lease where the Base Rent includes a baseline cost for CAMS and Other Rent charges, but lease allows landlord to pass through incremental charges or credits to reflect the actual cost of CAMS and Other Rent expenses.	Real Estate Lease where: <ul style="list-style-type: none"> <li>▪ CAMS charges listed</li> <li>▪ CAMS benchmark cost identified</li> <li>▪ Contains CAMS Billing language</li> <li>▪ Contains CAMS expense Reconciliation language</li> </ul>
Leveraged Lease Debt	EQ	Lev-Debt	A <a href="#">lease</a> agreement that is partially financed by the <a href="#">Lessor</a> through a third-party financial institution. In a leveraged lease, the lending company holds the title to the leased asset, while the lessor creates the agreement with the <a href="#">Lessee</a> and collects the payment. The payments are then passed on to the lender.	
Leveraged Lease Equity	EQ	Lev-Equity		
Loan / Note & Security Agreement	EQ	Loan/NSA	This is not a lease but a financed purchase either as a loan or promissory note.	

Lease Type	Lease Genre	Value in PIW	Definition	Business Rule to Identify
Modified Gross Lease	RE	Gross	A lease where the Base Rent includes all costs including CAMS and Other Rent; however, utilities may be separately identified as a cost where the landlord is allowed to pass through incremental charges or credits to reflect the actual Utility costs.	Real Estate lease where: <ul style="list-style-type: none"> <li>▪ Base Rent language exists</li> <li>▪ Only Utility Cost Benchmark is identified</li> <li>▪ Excess Utility cost pass through language</li> <li>▪ Utility uses reconciliation language</li> <li>▪ This is the default Lease Type for Real Estate</li> </ul>
Municipal Lease Purchase	EQ	Municipal	A municipal or tax-exempt lease agreement allows a political subdivision to use annual revenues to make payments for any type of essential use equipment or facilities. While municipal leases are documented as a lease, they have characteristics similar to a loan. The Lessee owns the equipment at the end of the lease, and the lease can be paid off early. These financing agreements are structured as a lease to accommodate the fiscal funding restrictions of political subdivisions. In most cases, the obligation terminates if the Lessee fails to appropriate funds to make the renewal year's lease payments. Because of this provision, neither the lease nor the lease payments are considered debt (in most states).	

Lease Type	Lease Genre	Value in PIW	Definition	Business Rule to Identify
Other Financial Product	EQ	Other		
Split-TRAC Lease	EQ	Split-TRAC	A modified TRAC lease where the Lessor assumes part of the estimated residual value risk which may allow the Lessee to classify the transaction as an operating lease.	<ul style="list-style-type: none"> <li>Includes a possible return fee such that the Lessee has limited responsibility for the fee</li> </ul>
Synthetic Lease	EQ	Synthetic	A disguised loan. Treated as a loan for tax purposes and an operating lease (off-balance sheet financing) for accounting purposes. Relies on Lessee to exercise FMV purchase option or pay substantial penalty for non-renewal.	
TRAC Lease	EQ	TRAC	Terminal Rental Adjustment Clause. A Lessee guaranteed residual value for vehicle leases (automobiles - trucks or trailers), the inclusion of which will not in and of itself disqualify the tax lease status of a tax-oriented vehicle lease.	<ul style="list-style-type: none"> <li>Includes a possible return fee that is born solely by the Lessee</li> </ul>
Triple-Net Lease	RE	Triple-Net	A lease where the Base Rent Rate excludes the full cost of CAMS and Other Rent expenses on a monthly basis.	Real Estate Lease where: <ul style="list-style-type: none"> <li>Base Rent Rate excludes the full cost of CAMS and Other Rent expenses on a monthly basis</li> <li>CAMS and Other Rent pass through language</li> </ul>

Lease Type	Lease Genre	Value in PIW	Definition	Business Rule to Identify
True/Operating Lease (FMV)	EQ	FMV	Lease granting the Lessee the option to purchase the assets at the FMV of the lease equipment at the option date. Option may be at the FMV or at a defined percentage of the FMV.	May include the following: <ul style="list-style-type: none"> <li>▪ True Lease</li> <li>▪ Contains purchase option</li> <li>▪ Contains language referencing Lessee ability to buyout the asset at a date.</li> <li>▪ This is default lease type for non-Real Estate leases</li> </ul>

# Client Implementation Technical Glossary

- **Rebook** -- A true rebooking involves enumerating the assets for a deal, creating the Deal Summary if one does not already exist, and repopping the deal. The term is often misused to refer to a repop.
  - True rebooking is done from only two places: Book Deal and Bulk Asset Import.
  - Rebooking always involves repopping, which will trigger a resweep.
  - Rebooking typically does not add a significant time overhead to the repopping time. The overhead added will be worse as the number of assets and specified asset-level or allocation-level participants increases.
  - Nothing is blocked by a rebook.
  
- **Remaster** -- This is the process of restoring a LeaseAccelerator environment from a full production backup.
  - Unlike the operations above, remastering is not done on deals; it is done on entire clients.
  - Because the ELSAPP tablespace (for authentication) is shared across all clients, it is not a simple matter to remaster only a single client, as any provisioning or revocation of credentials would be lost in the partial remaster.
  - During remastering, one of the final steps is to reset everyone's e-mail address to [leaseaccelerator@leaseaccelerator.com](mailto:leaseaccelerator@leaseaccelerator.com) (a bogus address) so that live addresses aren't sent from non-production environments.
  - Remaster constitutes a core part of our Disaster Recovery capability.
  
- **Repop/Recalc** -- Recalculate refers to recalculating all of the accounting entries for a deal. The process of generating the debits and credits based on that data is called repopulating (also known as repop, short for populatePaymentSchedule); this process populates the accounting database.
  - Repops can be as short as a couple of seconds or as long as several hours. Long repops are generally due to a deal having many assets, partial EOT events, or a prolonged period during which the deal is evergreen.
  - If you see the booking icon in the top right corner of the UI, a Repop is currently in process.
  - The easiest way to force a repop of a deal is to click the Recalculate Accounting button in Deal Summary on the Summary tile.
  - Journal entries already locked by month-end close are not overwritten. Rather, the recalculated accounting is "trued up" against the closed balances, with the delta being posted on the first day after the last closed period.
  - A Repop will always cause an Accounting Sweep.

- **Accounting Refresh/Resweep** – This is the process of transferring accounting information about a deal from the accounting database into the reporting database.
  - The accounting database is the system of record for accounting. The data in the accounting database is consolidated, aggregated, and repackaged via a sweeping process (also known as an accounting sweep or accounting resweep) into the reporting database. Reports are generated from the data in the reporting database.
  - Accounting sweeps are performed on a deal-by-deal basis and may be as short as a couple of seconds or as long as an hour. Long accounting sweeps are generally due to a deal having many assets and a long term over which accounting is being generated.
    - Typically, Accounting sweeps run automatically after the Recalculate process completes. Accounting sweeps may be done stand-alone for remediation, but this is not the standard practice.
  
- **Operational Refresh/Resweep** – This is the process of transferring information about a lease transaction from the transactional database into the reporting database.
  - The transactional database is the system of record for operational details about lease transactions, including asset details, lease terms, participants, and documents. Reports are generated from the data in the reporting database. The data in the transactional database is repackaged via a sweeping process (also known as an operational sweep or operational resweep).
  - Operational sweeps are performed on groups of deals and may be as short as a couple of seconds or as long as several hours, depending upon the number of deals requiring a refresh. Changes to common participants (e.g., the primary lessee) are the most common trigger of long-running operational sweeps.
    - Operational Sweeps may run in parallel to the Accounting Recalculation/Refresh process since there are no dependencies on those processes.

While recalculation, accounting sweeps, or operational sweeps are running, report generation is suspended to ensure that a report is not generated with stale data. If the report is suspended for five minutes, it will be timed out and canceled. Use the E-mail button to avoid this (not applicable in non-production environments).

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# Version Summary

Version	Description	Date
17R1 Active	Client-Ready Document	10/21/2016
17R1 Active 1.1	Edited for changes on Invoiced Related Expenses; Added Paid Related Expenses	10/28/2016
17R1 Active 1.2	Added Cost to Dismantle or Remove to Drop-down list of Expense Sub-Type	11/1/2016
17R1 Active 1.3	Added Area to Company Role Type Data Validation Drop-down; Changed Company Role Type Drop-down for PropTaxAuthority; Added Step Payments - Payment Frequency Data Validation; verified Country Related Drop-down referenced in all tab data	11/8/2016
17R1 Active 1.4	Updated Validations based on SaaS and Acme configurations	11/16/2016
17R1 Active 1.5	Added Variable / Performance Expense Type and related Expense Sub-Types to Scheduled, Invoiced, and Paid Other Related expenses; Added explanation to EOT Options: Renewal LRF indicating that if entered as number with “%” in field - the system applies the input value as a percentage of the original LRF times OEC to determine Renewal Payment	12/21/2016
17R1 Active 1.6	Added format explanation to the following fields: Buyout Ceiling, Buyout Floor, Early Penalty (or Return Fee), Limit Fee, Purchase Amount, Renewal Payment	12/28/2016
17R1 Active 1.7	Added Notifications: Message; edited Definition EOT Options: Effective Month	01/26/2017 & 1/30/2017
17R1 Active 1.8	Added Table of Contents; adjusted formatting	01/31/2017
17R1 Active 1.9	Added Payment Adjustment One-Time or Recurring Field	02/06/2017

Version	Description	Date
17R1 Draft 2.0	Added 'Lessee' as a mandatory field in the Economic Life Tab. The Data Dictionary was updated with the new 'Lessee' Field The summary under Economic Life was updated Listed the 10 countries where State or Province is mandatory. This includes listing the acceptable Provinces 'User Field' is now changed to 'Is User' The Data Dictionary was updated to make the following fields Mandatory: Geo name, Country, Credit Rating, Credit Source The Data Dictionary was updated to make the following fields Optional: Ledger Code, Reporting Area Roll-up, Book Depreciation Method, Amortization Term, Title, Phone, Description, Expense Sub-Type Updated the Summary Description Under Configuration, added the 5 core tabs, defined red and orange error / warning messages Updated the Import, Support Required, UI, table 'US' is listed first in the Drop-down for Country Updated the Party Role Type Updated the description for External Id (Details Tab)	03/09/2017
17R2	Added the Glossary Section with several definitions	6/28/17
17R2	Removed "SmartStart" references Added LvB Settings Tab Reordered Tabs on Pg 6 Changed White/Black List Funders to Approved/Restricted Funders Changed Req'd Initial Data Load to Req'd System Import Changed EOT Templates to just Templates	8/9/17

Version	Description	Date
17R2	Changed Order of Table of Contents Updated Currency List Updated Product Category List Updated Person Role Type List	8/11/17
17R2	Added field in PIW table to include Lease Genre	8/15/17
17R2	Updated description for Min Days Notice to clarify zero days versus leaving blank and the ramifications of both.	8/17/18
17R2	Added Description and Comment fields to Expense tabs of PIW. Added language for specifying contractual GRV using Limit Fee.	9/5/17
17R2	Made Product Category a required field on Policy Thresholds tab of CIW	9/29/17
17R2	Removed Salvage Value from Economic Life Tab Added Product Category stagnant column to Depreciation tab Changed Book Depreciation Method to include Accounting Added Product Category stagnant column to Policy Thresholds tab Removed Product Category from Lessee Rates and eliminated Rate Type WACC from Drop-down Added Validation for Terms on Lessee Rates tab	10/4/17
17R2	Updated the People Tab regarding email addresses	11/3/17
17R2.1	Updated Fx Rates tab to include new Rate Type functionality.	12/8/17
17R2.1	Corrected LvB Settings tab to reflect that Support is needed to configure.	12/8/17
17R2.1	Corrected Expense tabs to reflect that they are importable using Portfolio Import only	12/8/17
17R2.1	Added clarification for People tab and not listing a person multiple times with different company or address information.	12/8/17
17R2.1	Added Rate Type to FX Rates tab and explanation of new functionality.	12/8/17
17R2.1	Corrected Depreciation Method requirements	12/8/17
17R2.1	Updated Threshold required fields	12/8/17
17R2.1	Updated Details tab to make Cost Center required for system import.	12/8/17

Version	Description	Date
17R2.1	Updated Currency list to include recent changes	12/8/17
17R2.1	Updated Notifications tab to make Frequency and Template Name required.	12/13/17
17R2.2	Removed "Multiple" reference for ShipTo Companies on Schedule tab of PIW	2/7/18
17R2.2	Removed Finance Lease, Hire Purchase and Other from Lease Types validation. Added Tax Depreciation Method is required for LvB and made it a required field for clarity.	2/8/18
17R2.2	Added language on Lessee Rates tab to clarify the available terms for any of the rates.	2/13/18
17R2.2	Added RSD as valid Currency	2/14/18
17R2.2	Added further language defining Amortization Term	2/15/18
17R2.2	Added language on Lessee Financials tab to indicate best practice for sourcing clients it to provide 3-years of financials for each Lessee.	2/27/18
17R2.3	Added Facility Code to Addresses Tab of CIW and Schedule and Details Tabs of PIW Added Tax Depreciation Method for 100% depreciation in Year 1 for equipment purchases - US equipment depreciation (2018-2022) to CIW/Depreciation tab.	3/12/18
17R2.3	Added ability to import external link using the Manifest tab of PIW	3/21/18
18R1	Changed naming conventions for CIG and CIW (Client Intake Guide is now Customer Implementation Guide and Configuration Intake Workbook is now Customer Information Workbook)  Replaced all references of Client to Customer  Removed Reporting Area from Geo tab and added language that Geos should not have a parent  Removed accent mark from Province of Mexico	4/11/18
18R1	Added language for copying external data and using Paste Special Values  Added Observable Price and Unit Rent to Details tab of PIW	4/16/18
18R1	Added Default Lease Component Treatment to Economic Life tab of the CIW  Updated language for Reasonably Certain EOT Option on EOT Options tab of PIW to indicate that multiple renewal options that are reasonably certain are allowed as long as they are contiguous and do not overlap.	4/18/18
18R1	Added language for Partial Building Flag - only accepts Yes or blank. Also, only applicable to Real Estate, Billboards, Building, Data Center, Land, Stadium Suite	4/19/18

Version	Description	Date
18R1	Added note about four currencies that use reverse calculation for exchange rate to USD	4/22/18
18R1	Added Deal Tag to Details tab of PIW Added more information for Invoiced and Paid Expense journal entries	4/23/18
18R1	Added language for ARO-End of Life clarification on accounting entries	4/25/18
18R1.1	Moved Deal Tag to Schedule Tab of PIW	5/8/18
18R1.1	Removed Salvage Value from CIW	5/24/18
18R1.1	Added Area to PIW/Schedule Tab	5/24/18
18R1.1	Added EOT Option language indicating the impact of not entering all possible options and not having a return option listed. Added UCCFiling to Document Types	6/7/18
18R1.1	Refined definitions of Usable and Rentable Space on Details tab of PIW	6/14/18
18R1.2	Added Banker's Acceptance (30-Day) to available Index Rates, revised Index Basis list	6/18/18
18R1.2	Added Notifications tab to CIW, updated validation list for enqueue.	6/20/18
18R1.2	Updated definition for Benchmark Amount on Scheduled Related Expenses	6/22/18
18R2	Added Functional Currency to the Companies tab of CIW	7/21/18
18R2	Updated Country and Province List to include acceptable abbreviations	7/21/18
18R2	Removed Remaining Payments Renegotiated as Reason for Payment Adjustment. This is a Modification and should be entered as such.	7/21/18
18R2	Removed EL (Embedded Lease) as a valid Genre	7/21/18
18R2.1	Edited format for Tax Rates, no decimals allowed, character limit is 8.	8/6/18
18R2.1	Added Straight Line 1-Year to Depreciation Method list for both Tax and Accounting	8/23/18
18R2.1	Added language that UI now will list all terms for Lessee Rates that a customer requests to be configured. Changed format for Exchange Rates, allowing 12 decimal places now instead of 6. Deleted the Tax Depreciable Life from Depreciation tab	8/24/18

Version	Description	Date
18R2.2	Removed validation limitation for SendTo column on Notifications tab of both CIW and PIW. User may enter multiple roles, separated by a comma, no space  Updated language for Observable Price on Details tab of PIW	10/02/18
18R2.3	Updated language on Economic Life and Depreciation Method to clarify which parameters should be selected.	10/15/18
18R2.4	Added VES as available currency (in addition to VEF)  Added Capitalized-Operating as valid Accounting Classification	11/4/2018
18R3	Adjusted Order of Schedule Tab to mirror PIW  Added 25% Declining Balance to Depreciation tab for both Tax and Accounting methods	11/18/2018
18R3.1	Added column in Lease Type Definitions for Value in PIW	12/7/2018
19R1	Added list of special characters not allowed	1/19/19
19R1	Added AOA and AZN as acceptable currencies	1/22/19
19R1.1	Added Materiality Threshold Basis and Materiality Threshold Amount for Policy Thresholds.  Removed the following currencies and countries per guidance from US State Department:  KPW (Korea, Democratic People's Republic of, aka North Korea)  SDP (Sudan)  SYP (Syria)  CUP (Cuba)  IRR (Iran)  Added Is SSO User and External UID to People tab of CIW	3/19/19

Version	Description	Date
19R2	Cost Centers are bulk importable Added Period End Date and Show on RFP to Lessee Financials tab Added validation for Period field on Lessee Financials tab Made all fields required on Lessee Financials tab Changed Area to Reporting Area and SBU to BU Changed FinanceApprover to TreasuryApprover on CIW only	5/1/19
19R3	Added the semi-colon to the restricted special characters list Added Not Applicable as a Tax Depreciation Method	6/4/19
19R3.1	Changed FinanceApprover to TreasuryApprover on PIW Removed Email from Document Types	7/2/2019
19R3.1	Added clarity to required date format as it relates to input and output in the Data Dictionary Details section	7/5/2019
19R3.1	Removed footnote reference for Payment Adjustments import	7/8/2019
19R3.1	Removed note referencing that 'Is Sub-Leased' is only for real estate in the Portfolio Data section for TAB: Schedule Removed data validation option of 'No' and replaced with 'Blank' for Valid Values for 'Is Sub-Leased'	7/12/2019
19R3.1	Added '(months)' to Amortization Term for clarification	7/15/2019
19R3.1	Added the hashtag to the restricted special characters list	7/16/2019
19R3.1	Updated definition of 'Is Sub-Leased' in Portfolio Data for Schedule tab	7/16/2019
19R4	Updated Federal and State Tax to accept numbers including decimals	9/9/2019
19R4	Added AccountingAnalyst and AccountingApprover to list example roles with definitions under TAB: PEOPLE	9/25/2019
19R4	Added AccountingAnalyst and AccountingApprover to data validation lists: Configuration/People/Person Role Type and Configuration/Notifications/Enqueue To	9/25/2019
19R4	Removed section from Valid Values Glossary: Configuration/Notifications/Sent To list since this no longer has a validation list.	9/25/2019
19R4	Removed section from Valid Values Glossary: Configuration/ LA Users/Role(s) list since this no longer has a validation list.	9/25/2019

Version	Description	Date
19R4	Changed format for Lessee Rates from 9 to 8 for accepted value	10/4/2019
19R4.1	Corrected the order of Portfolio Data Schedule tab names	10/15/2019
19R4.1	Added Comments column to Portfolio Data Schedule tab	10/23/2019
19R4.2	Added a note to Tax Rates, Geo regarding country tax payment calendars	10/24/2019
19R4.2	Added * to the list of countries to indicate which country has a configured tax payment calendar in the system	10/24/2019
19R4.2	PIW Payment Adjustments tab renamed Reason 'Other' to 'Other (No Remeasurement)	12/4/2019
20R1	Country list reorganized	12/11/2019
20R1	Added 'North Macedonia, Republic of' to Countries list	12/11/2019
20R1	Corrected Nicaragua currency code to NIO	1/28/2020
20R2	Corrected description of "1st Scheduled Payment Date" field in the "Schedule Related Expenses" tab	3/19/2020
20R2	Minor edits to Introduction and DATA DICTIONARY DETAILS	3/25/2020
20R2	Changed Tax Rates section, Federal Tax and State Tax value to be $\geq 0$	3/25/2020
20R2.1	Added Allocation Percent to Schedule: Details section	5/4/2020
20R2.1	Added additional details to External Id for Allocation Percent usage	5/4/2020
20R2.1	Added Salvage Value to the table on page 6	5/26/2020
20R2.1	Added Salvage Value section to CIW tables	5/26/2020
20R2.1	Added Salvage Value date to the Valid Values Glossary	5/26/2020
20R2.1	Correct spelling of Fujian province	5/27/2020
20R2.1	Added Confidential/Proprietary watermark to header	5/27/2020
20R2.2	Adjust Lessee Rates table for page sizing	6/4/2020
20R2.2	Corrected the entry method described in the bullet for Renewal LRF in DATA DICTIONARY DETAILS section	6/5/2020
20R2.2	Changed the description for Renewal LRF in PIW under Validation/Valid Valued column	6/5/2020
20R2.2	Removed Interim LRF from Interim Rent tab in PIW	6/5/2020
20R2.2	Removed 'Exempt' from Valid Values Glossary for Interim Rent	6/5/2020
20R2.2	Removed 'Fixed' and 'Same' from Valid Values Glossary for Interim Rent	6/5/2020

Version	Description	Date
20R2.2	Changed LRF in PIW Format to Numeric (Total = 11, Precision = 10) Updated the Description column for LRF Updated Validation / Valid Values for LRF and Category LRFs	6/5/2020
20R2.2	Updated table on page 6 to reflect Lessee Rates being Bulk Importable	6/29/2020
20R2.2	Added verbiage for optional company that can be related to Functional Currency under Companies	6/30/2020
20R3.1	Added Vendor to the Details tab	7/30/2020
20R3.1	Added column 'Option Type' to the Notifications tab Configuration Added column 'Effective Month' to the Notifications tab Configuration Added column 'Min Days Notice' to the Notifications tab Configuration Added Enqueue Event Frequency field to the Notifications tab Configuration and Portfolio, and Valid Values Glossary	8/25/2020
20R3.1	Character limits updated for several fields in the Configuration and Portfolio sections	8/28/2020
20R3.1	Removed AMT Rate and AMT Final Year from Lessee Info tab Configuration section	8/28/2020
20R3.1	Changed tag line on tile page to Enterprise Lease Lifecycle Automation	8/31/2020
20R4	Added 'Remeasurement Effective Date/Posting Date' column to Payment Adjustment tab and reordered rows	9/23/2020
20R4	Reformatted this Guide	9/24/2020
20R4	Corrected Renewal Term Description for PIW End of Term Options tab regarding how to enter the value for non-monthly deal frequencies	10/1/2020
21R1	Updated Document Types list	12/3/2020
21R1	Changed Format for Exchange Rate, Rate	1/5/2021
21R1	Numeric formats edited to add more details (several locations where 'Total' and 'Precision' occur)	1/5/2021
21R1	Moved Warranty Disclaimer to before Version Summary	1/5/2021
21R1	Changed note on page 24 regarding inverse rates and updated related currency list	1/5/2021
21R1	Reformatted to adhere to approved style guide	1/21/2021
21R1.1	Added "freeform" option when adding a term for CIW - Lessee Rates - Term (Months) field	1/26/2021
21R1.1	Added Scope of Ledgers to CIW: LA Users tab (pg. 25)	2/2/2021
21R1.1	Updated Salvage Value description paragraph and required fields in the table	2/16/2021

Version	Description	Date
21R2	Updated bullet points for allowed use of Special Characters as defined by LeaseAccelerator in the Data Dictionary Details	3/29/2021
21R3	Removed Posting Date from Payment Adjustment column B  Updated Required for System Import fields for Ledger Date on the Schedule Tab and Remeasurement Date on Payment Adjustments tab of Portfolio Intake Workbook	5/13/2021
21R3	Changed the Deal Tags character limit	6/17/2021
21R3	Changed Notifications section for Schedule Send To instructions	6/17/2021
21R4	Minor edits	9/9/2021
21R4	Edited Descriptions for columns E, F, G & H for Notifications on CIW and similar columns for Notifications on PIW.	10/14/2021
22R1	Added note to Currency field for all three Portfolio Data Expense tabs	12/6/2021
22R2	Added more specific language regarding logo file specifications, updated currency for Sierra Leone from SLL to SLE.	4/12/2022
22R2	Updated Technical Glossary for definitions of Repop/Recalc and Refresh/Resweep, adding Accounting Refresh/Resweep and Operational Refresh/Resweep.	5/12/2022
22R3	Added a note to the Companies Tab and Functional Currency section regarding Entity configuration and FX Rates.	6/10/2022
23R1	Updated State/Province abbreviations	03/06/2023
23R2	Updated IBR format to include one more tota digit, updated Product Category list with all out of the box product categories.	03/24/2023
23R2	Removed CDZ and CSD from valid currency table.	04/27/2023
24R1	Removed Index Basis, Benchmark Date for Indexed Rate, Spread Over Index, and Adjustment Frequency from the Schedule tab.  Changed LRF in PIW Format to Numeric (Total = 18, Precision = 12)	11/16/2023
24R2.1	Updates to Fx Rate handling  Note on automatic end-of-term events for parent-child asset relationships  Change the acceptable size for a company logo  Added new currency XCG  Added equals sign (=) and plus sign (+) to list of special characters in Data Dictionary	06/10/2024

Version	Description	Date
24R2.2	Manifest Tab, File Name column updates to specify allowable characters for text and when using a URL Added new Default Disposition at EOT column to PIW, Details Added new currency ZWG	06/25/2024