

crunchafi

# GASB Initial Setup Checklist

This document, created to use as both a guide and a checklist, is designed to assist you in navigating the initial steps of using Crunchafi. Whether you are an administrator responsible for setting up user accounts and groups, or a user tasked with inputting data for reporting entities, this guide and checklist combination is one of many resources available to you.

Additionally, it includes an appendix with software-specific phrases and standard terminology for your convenience. Let's get started on simplifying your lease accounting process together!



Powered by Crunchafi's Lease Accounting Software

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### Quick Tip:

While navigating throughout this guide, you'll see multiple terms listed in **bold**.

To access the glossary or to see the definition of specific terms, click on the **bolded text**.

# Users

After you log in for the first time, navigate to the Administration tab then click the Users tab to begin setup.

Set users up using First Name, Last Name, and Email address. During setup, assign each user a role:

- Administrator**
- Accounting Administrator**
- User**
- Read Only**

The screenshot shows the 'Invite User' dialog box with the following fields: Email, First Name, Last Name, and Role (set to Administrator). Below the fields is a list of roles with their descriptions:

- Administrator:** Has all permissions.
- Accounting Administrator:** Same permissions as Administrator except they are unable to manage users and groups.
- User:** Can add, edit, revise, approve, and report on leases. On Administration tab, has view-only access to Users, Groups and Policies.
- Read Only:** Can view leases, run reports, and approve leases in Review status.

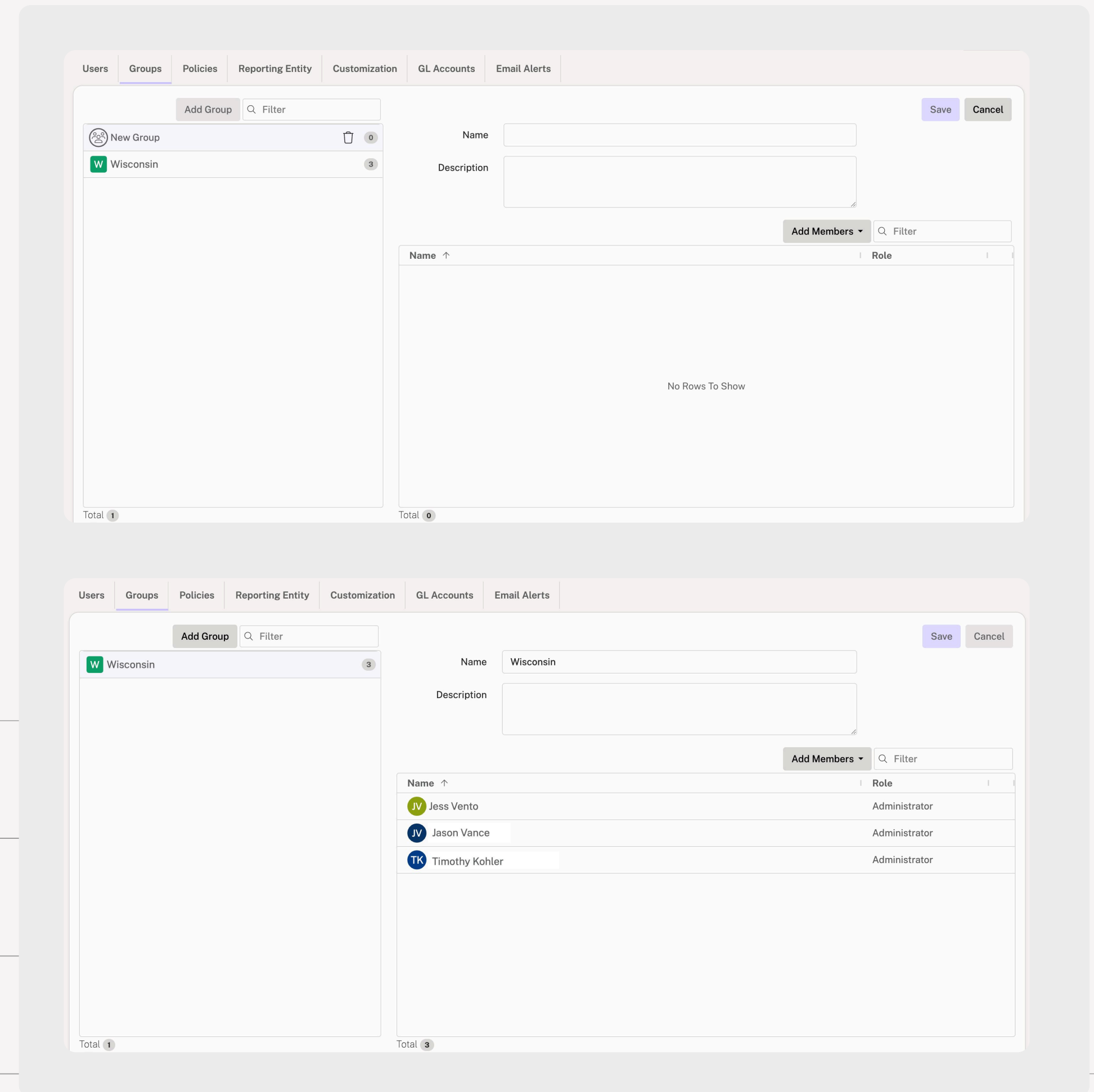
Buttons for 'Cancel' and 'Save' are at the bottom right of the dialog. Below the dialog is a screenshot of the 'Administration' tab in the software interface, showing a navigation menu with 'Users', 'Groups', 'Policies', 'Reporting Entity', 'Customization', 'GL Accounts', and 'Email Alerts'. The 'Users' tab is active, displaying a table with columns: Name, Email, Role, Groups, Status, and Last Active. A table entry is shown for 'Jess Vento' with email 'jess.vento@crunchafi.com', role 'Administrator', group 'Wisconsin', status 'Enabled', and last active date '4/4/2024'. There are also buttons for 'Include Disabled', 'Invite', and 'Export XLS'.

# Groups

- ✓ Create **Groups** for sending email alerts for important lease dates
- ✓ Add users to Groups

 Note:

Groups can be used for email alerts as well as permissions into client accounts on a firm level.



The screenshot displays the 'Groups' management interface. The top navigation bar includes 'Users', 'Groups', 'Policies', 'Reporting Entity', 'Customization', 'GL Accounts', and 'Email Alerts'. The main area is divided into two sections: a left sidebar for group management and a right form for adding members.

**Group Management Section:**

- Buttons: 'Add Group', 'Filter', 'Save', 'Cancel'.
- Group List: A list with one entry 'Wisconsin' (Total 1).

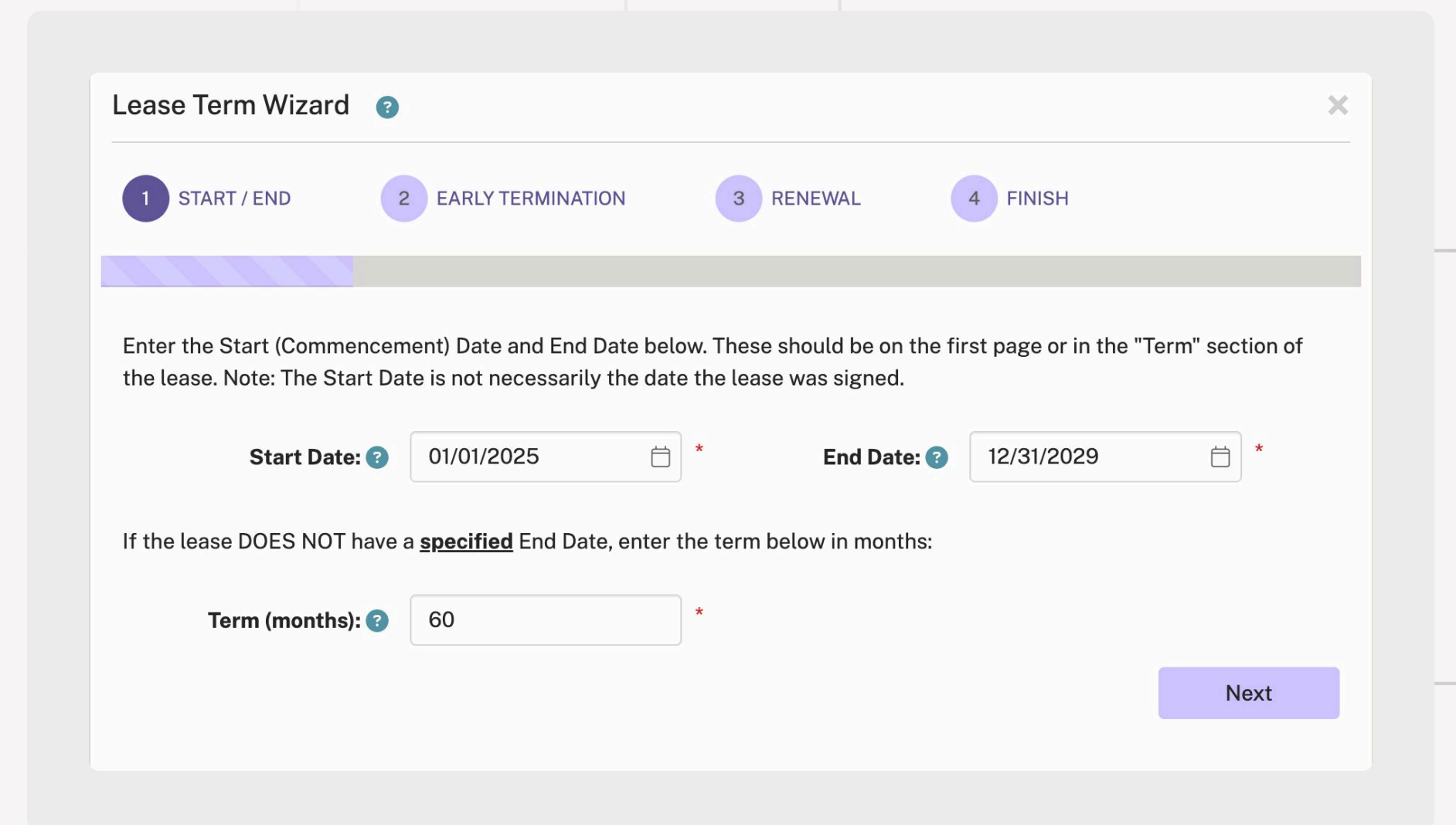
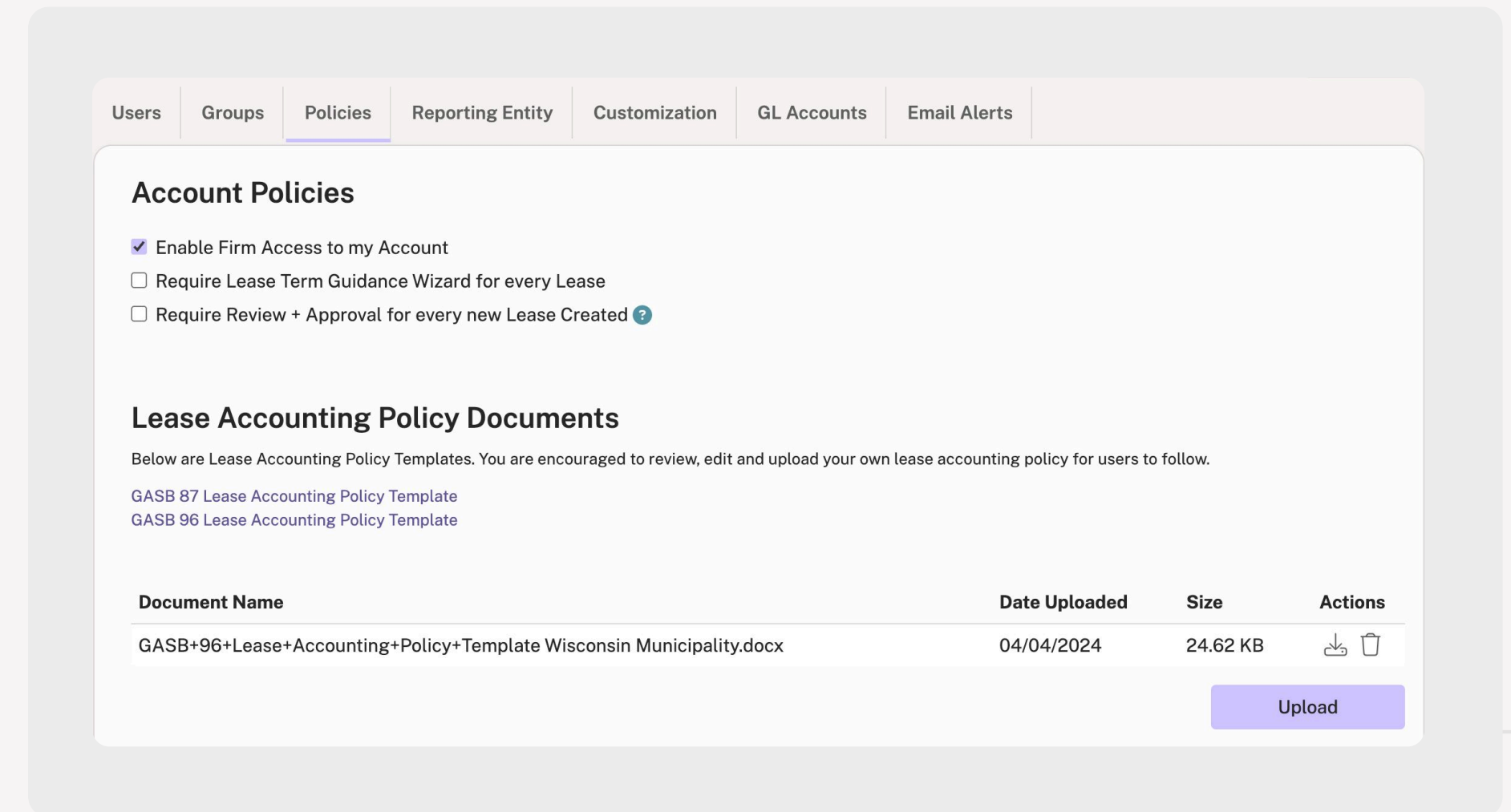
**Add Members Section:**

- Form fields: 'Name' (empty), 'Description' (empty).
- Buttons: 'Add Members', 'Filter'.
- Table: A table with columns 'Name' and 'Role'. It shows three members: Jess Vento (Administrator), Jason Vance (Administrator), and Timothy Kohler (Administrator). (Total 3)

# Policies

There are a series of policies to configure when setting up your account:

- Enable Firm Access to my Account**
- Require Lease Term Guidance Wizard**
- Require Review + Approval for Leases**
- Lease Accounting Policy Documents**



# Reporting Entity

At least one Reporting Entity must be created in order to enter leases into Crunchafi's Lease Accounting software. When creating a Reporting Entity, determine the following:

- ✓ Name
- ✓ Accounting Standard
- ✓ Initial Application Date

**Note:**

After a lease is added to this reporting entity, initial application date cannot be changed.

### Add reporting entity ?

**Name**

**Standard** GASB 87 GASB 94 (PPP) GASB 96 (SBITA)

**Initial application date**  
Date standard first applies ?

**Status** Enabled Disabled

i After a lease is added to this reporting entity, initial application date cannot be changed. ? Help

Cancel Save

# Customization

During set up, take a moment to further customize your account in preparation for entering a lease. These fields provide additional opportunities to capture lease data.

- ✓ Asset Types: Add or remove all relevant Asset Types
- ✓ Cost Centers\*: Use to allocate expenses
- ✓ Custom Fields\*: Add as additional tracking - this field does not show in Journal Entries
- ✓ Lessors\*: Add each Lessor (landlord) for the leased assets (can also be added from the Add Lease screen)

\*Not required

The screenshot shows the 'Customization' tab in a software interface. It features a navigation bar at the top with tabs for 'Users', 'Groups', 'Policies', 'Reporting Entity', 'Customization', 'GL Accounts', and 'Email Alerts'. The main content area is titled 'Customization' and is divided into four sections:

- Asset Types**: Includes a '+ Add New Asset Type' button and a list of asset types: Building, Computer, Copy Machine, Equipment, Furniture, Land, Office Space, PPP-GASB 94, SBITA, SBITA-GASB 96, and Vehicle.
- Cost Centers**: Includes a '+ Add Cost Center' button and a list of cost centers: Marketing, Support, and Admin.
- Custom Fields**: Includes a '+ Add Custom Field' button and a list of custom fields: PO Number.
- Lessors**: Includes a '+ Add Lessor' button.

# GL Accounts

For each Reporting Entity:

- ✓ Add the lease-related GL Descriptions and GL Numbers to match the Reporting Entity's chart of accounts

Users | Groups | Policies | Reporting Entity | Customization | **GL Accounts** | Email Alerts

Accounting Standard: GASB 87

Reporting Entity: Wisconsin Municipality 7/1/21 [+ Add](#)

Lessee | Lessor

### Lease Components

Include Disabled [Edit](#) [+ Add](#)

GL Account Type	Client GL Description	GL Number	Financial Statement	Status
Cash/AP Clearing Account	Cash/AP Clearing Account	200	Balance Sheet	Enabled
Lease Asset	Lease Asset	210	Balance Sheet	Enabled
Accumulated Amortization	Accumulated Amortization	215	Balance Sheet	Enabled
Interest Payable	Interest Payable	216	Balance Sheet	Enabled
LT Lease Liability	LT Lease Liability	220	Balance Sheet	Enabled
ST Lease Liability	ST Lease Liability	230	Balance Sheet	Enabled
Amortization Expense	Amortization Expense	240	P&L	Enabled
Interest Expense	Interest Expense	250	P&L	Enabled
Fixed Asset Account	Fixed Asset Account	260	Balance Sheet	Enabled

Users | Groups | Policies | Reporting Entity | Customization | **GL Accounts** | Email Alerts

Accounting Standard: GASB 87

Reporting Entity: Wisconsin Municipality 7/1/21 [+ Add](#)

Lessee | Lessor

### Lease Components

### Variable Expense & Non-Lease Payments

### Revisions

### Existing Balances under Previous Lease Accounting Guidance

# Email Alerts

Email alerts notify you and your team about important events related to your leases.

To add an alert:

- ✓ Enter Rule Name, Select Category, Reporting Entity, and Asset Type. Enter the time period for which you or your team should be alerted.
- ✓ Select the users who should receive the email notification (All Users is selected by default)
- ✓ To add Groups, visit the Groups Tab

Add Alert Rule
✕

**Rule Name**  \*

**Category** Select Category \*

**Lease Selection** All Reporting Entities

All Asset Types

**Status** Enabled Disabled

**Email Alert**  \*Days before (can enter multiple)

Choose Email Recipients. Groups and Users can be added in their respective [Groups](#) tab and [Users](#) tab.

All Users

Groups & Users

Save
Cancel
Test

Users
Groups
Policies
Reporting Entity
Customization
GL Accounts
Email Alerts

+ Add

Rule Name	Category	Lease Selection <small>Reporting Entity</small>	Asset Type	Alert Date <small>(Days Before)</small>	Recipients	Status	
Lease End	Lease End Date	Wisconsin GASB 96 (SBITA)	All	30	All Users	Enabled	<span style="font-size: 0.7em;">✎</span> <span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">🗑️</span>
Payment Changes	Lease Payment/Receipt Stream Changes	Wisconsin GASB 96 (SBITA)	SBITA - GASB 96	90	Jess Vento, Wisconsin	Enabled	<span style="font-size: 0.7em;">✎</span> <span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">🗑️</span>
Lease End Date	Lease End Date	City of Milwaukee 1/1/22	Building	90	Wisconsin	Disabled	<span style="font-size: 0.7em;">✎</span> <span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">🗑️</span>
Lease End Dates	Lease End Date	Wisconsin Municipality 7/1/21	Copy Machine	90, 60	Wisconsin	Enabled	<span style="font-size: 0.7em;">✎</span> <span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">🗑️</span>

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## Glossary

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<b>Accounting Administrator</b>	Same permissions as Administrator except they are unable to manage users and groups.
<b>Accounting Standard</b>	GASB 87, 94, or 96.
<b>Administrator</b>	Has all permissions- can add leases, report on leases, and modify information in the Administration menu.
<b>Enable Firm Access to my Account</b>	When selected, you agree to allow the CPA firm to access your account as part of your relationship.
<b>Groups</b>	Groups are used to send email alerts. Add a Group then add users to the Group.
<b>Initial Application Date</b>	This is the date the Reporting Entity will adopt the standard. For additional details about determining this date, <a href="#">click here</a> .
<b>Lease Accounting Policy Documents</b>	Download the appropriate template, identify policy decisions, and upload the completed version for reference by your staff and CPA firm.
<b>Lease Term Guidance Wizard</b>	When selected, each lease requires users to consider termination clauses and renewal terms by working through the Wizard.

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## Glossary

<b>Read Only</b>	Can view leases, approve leases in review status, and run reports.
<b>Reporting Entity</b>	A Reporting Entity is the entity for which financial statements are produced.
<b>Require Review + Approval for Leases</b>	When selected, each lease entered requires approval by another user.
<b>User</b>	Can add, edit, review, and report on leases. On Administration Tab, has view-only access to Users, Groups and Policies, Currency, and Email Alerts



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