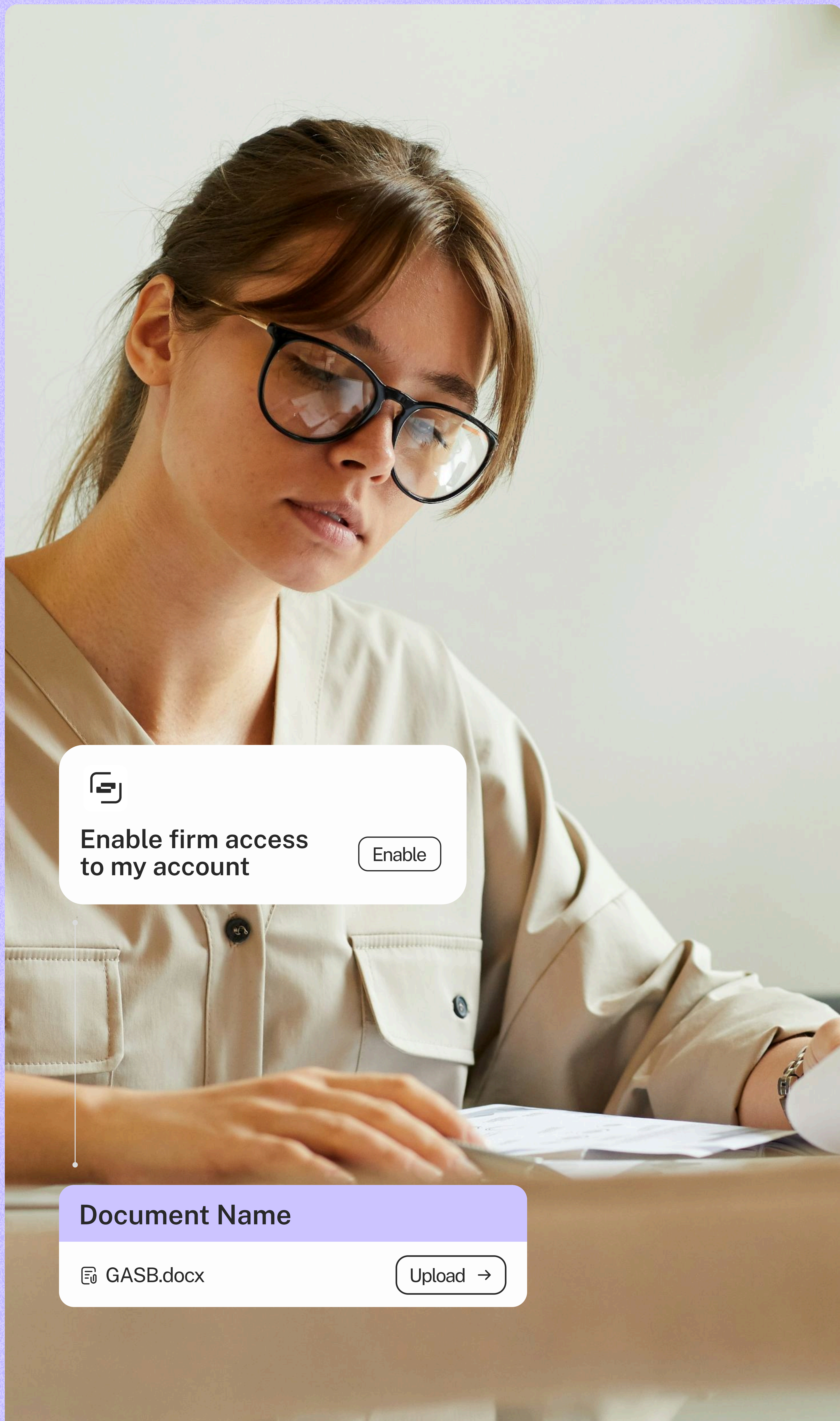

crunchafi

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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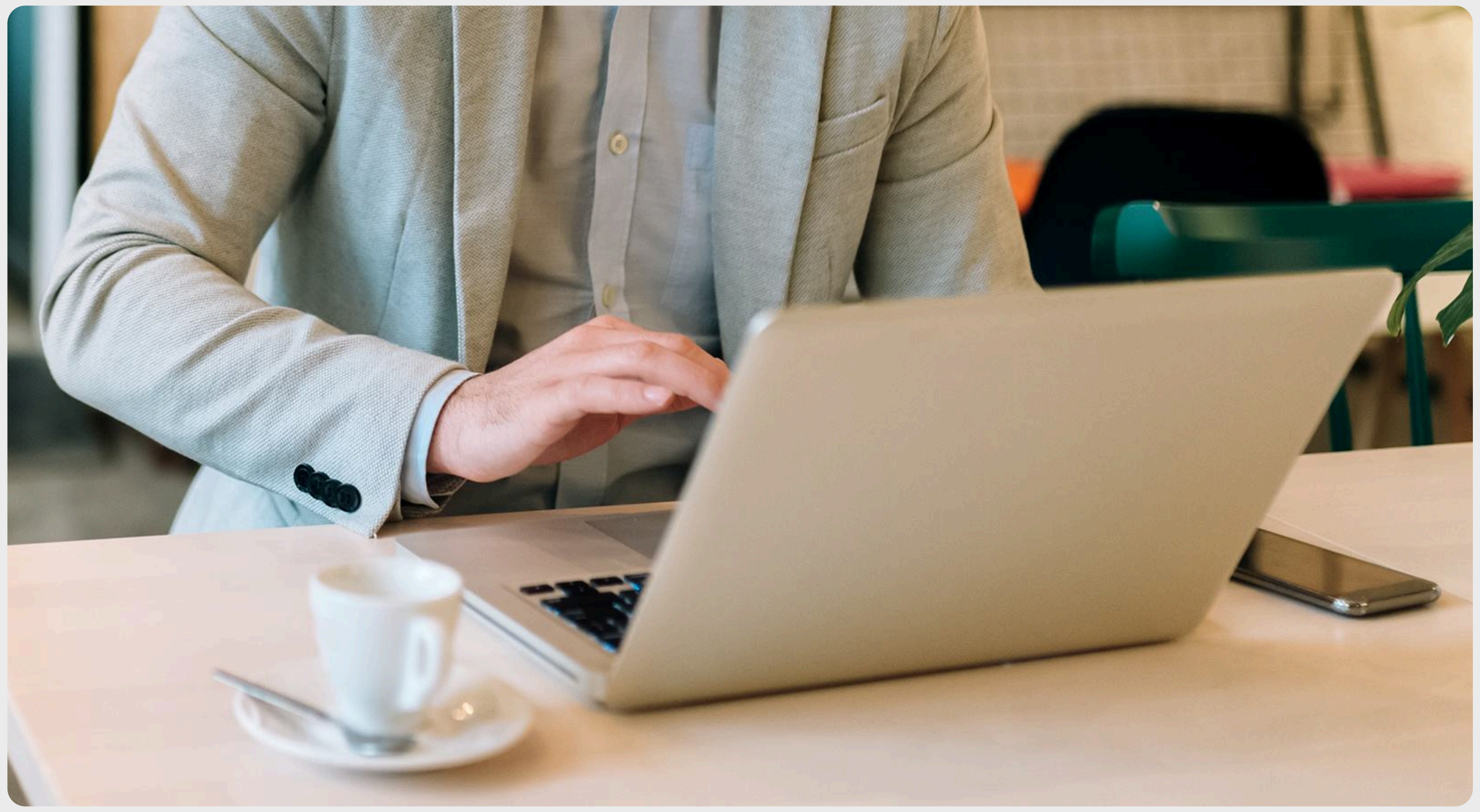


Quick Tip:

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

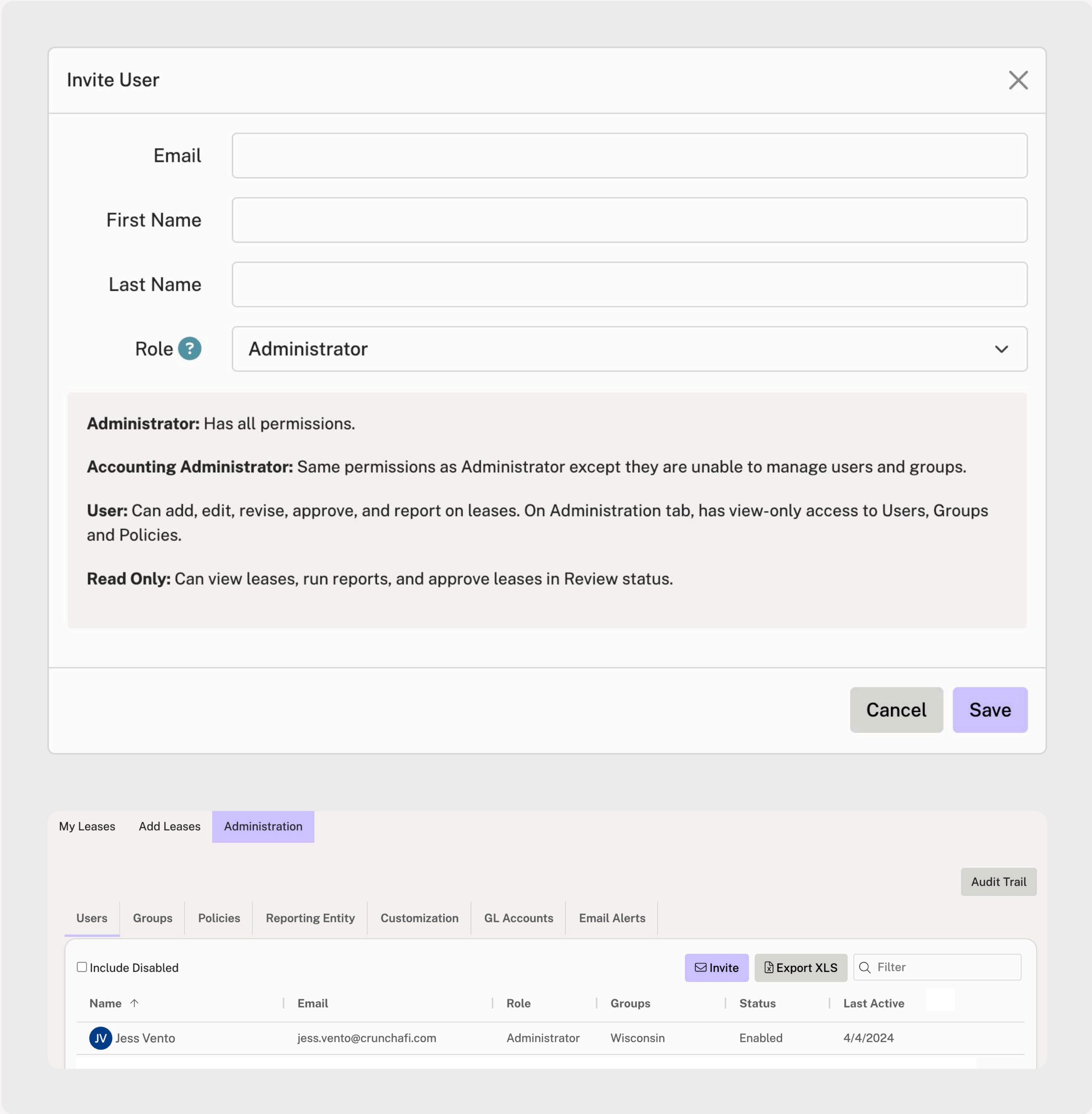
To access the glossary or to see the definition of specific terms, click on the **bolded text**.

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**

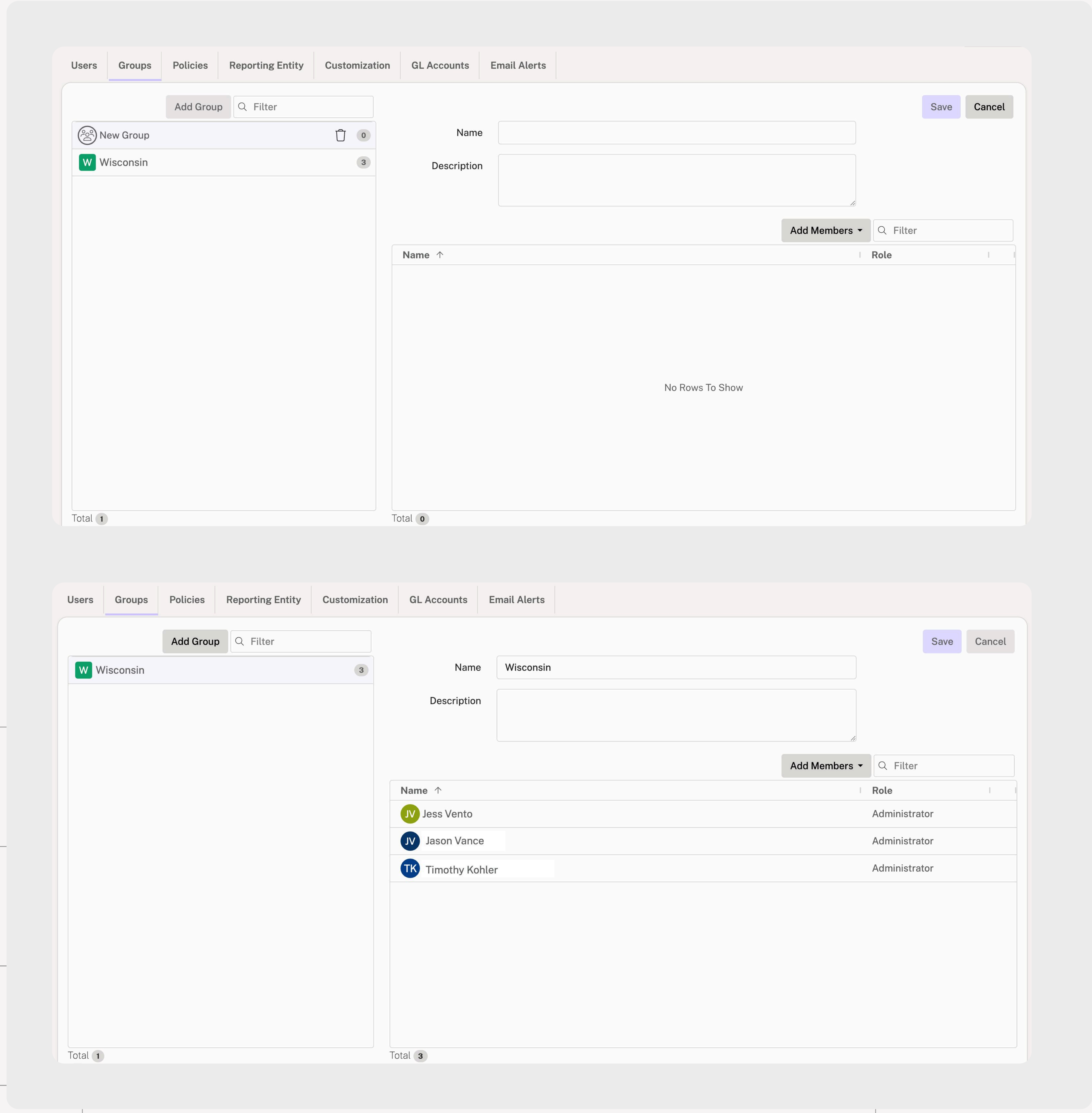


Groups

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

Note:

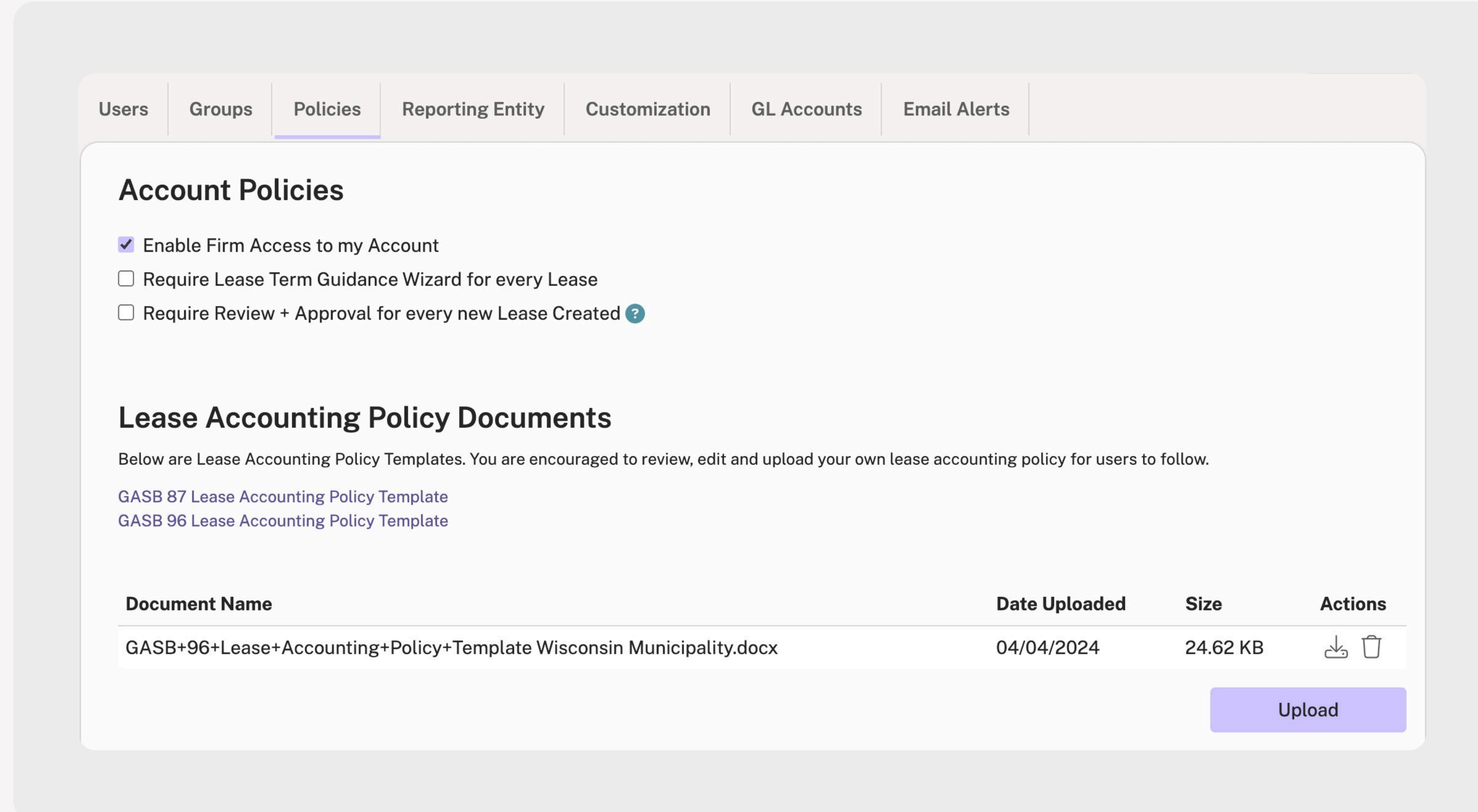
Groups can be used for email alerts as well as permissions into client accounts on a firm level.

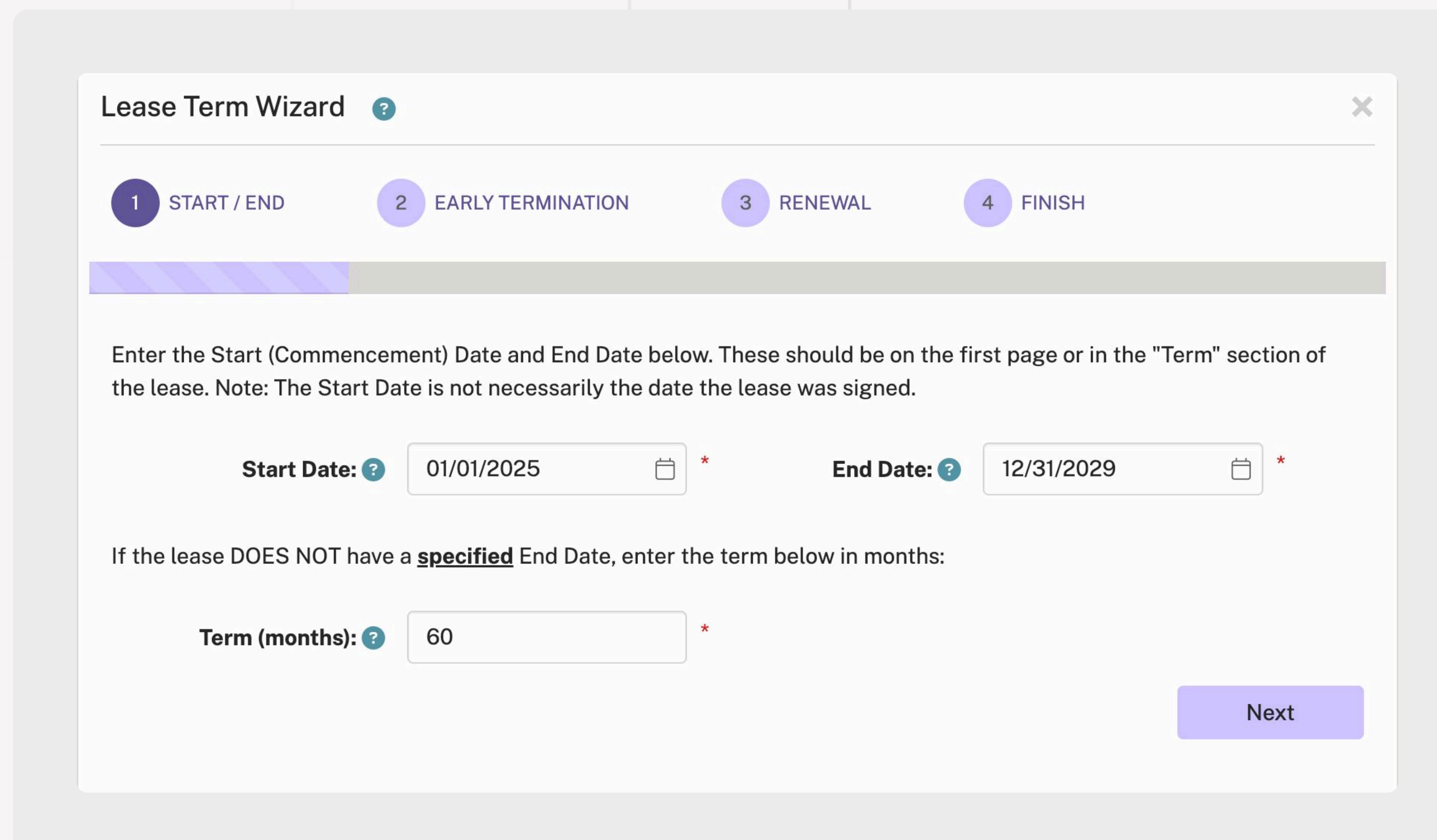


Policies

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**

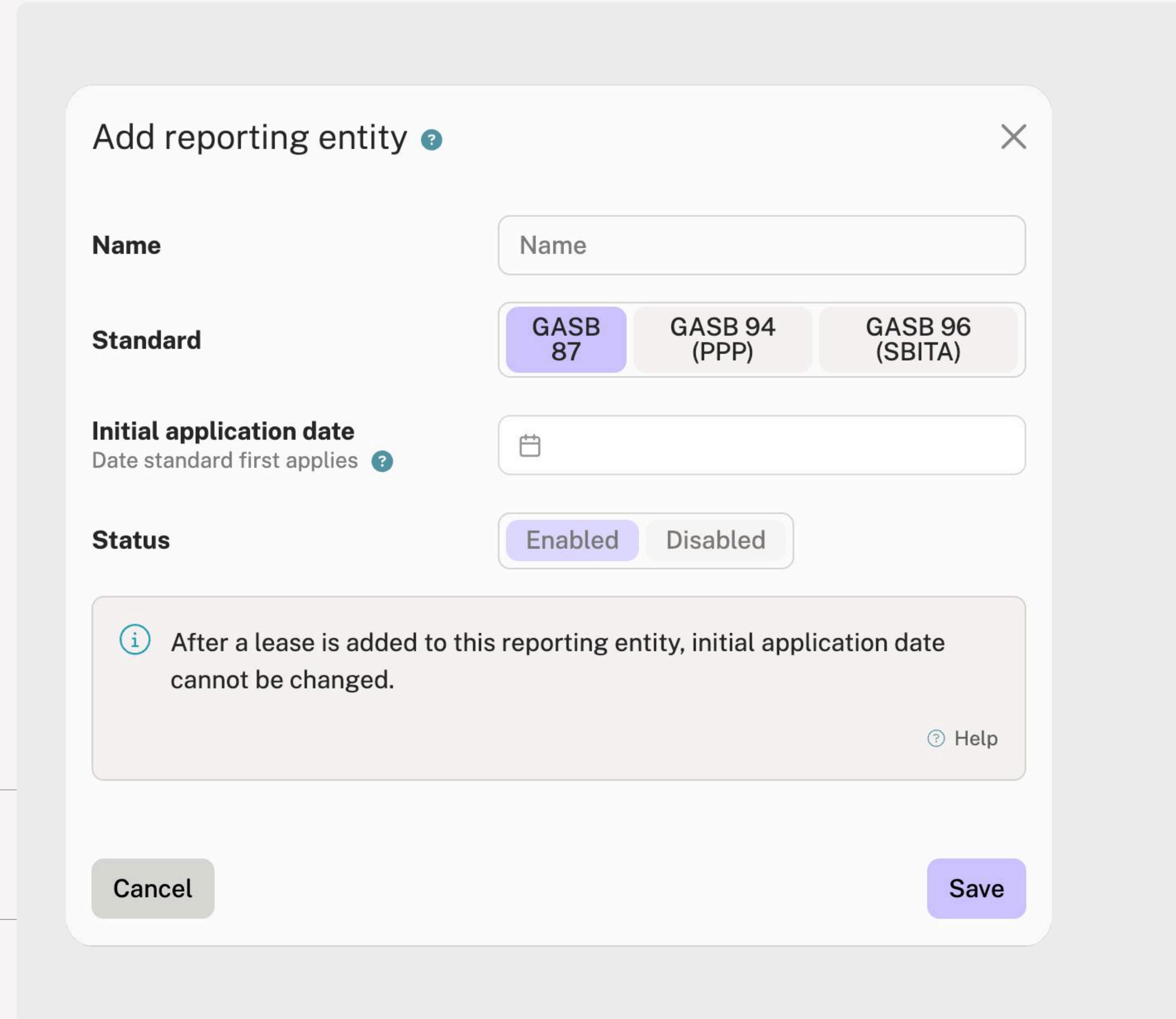




Reporting Entity

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:

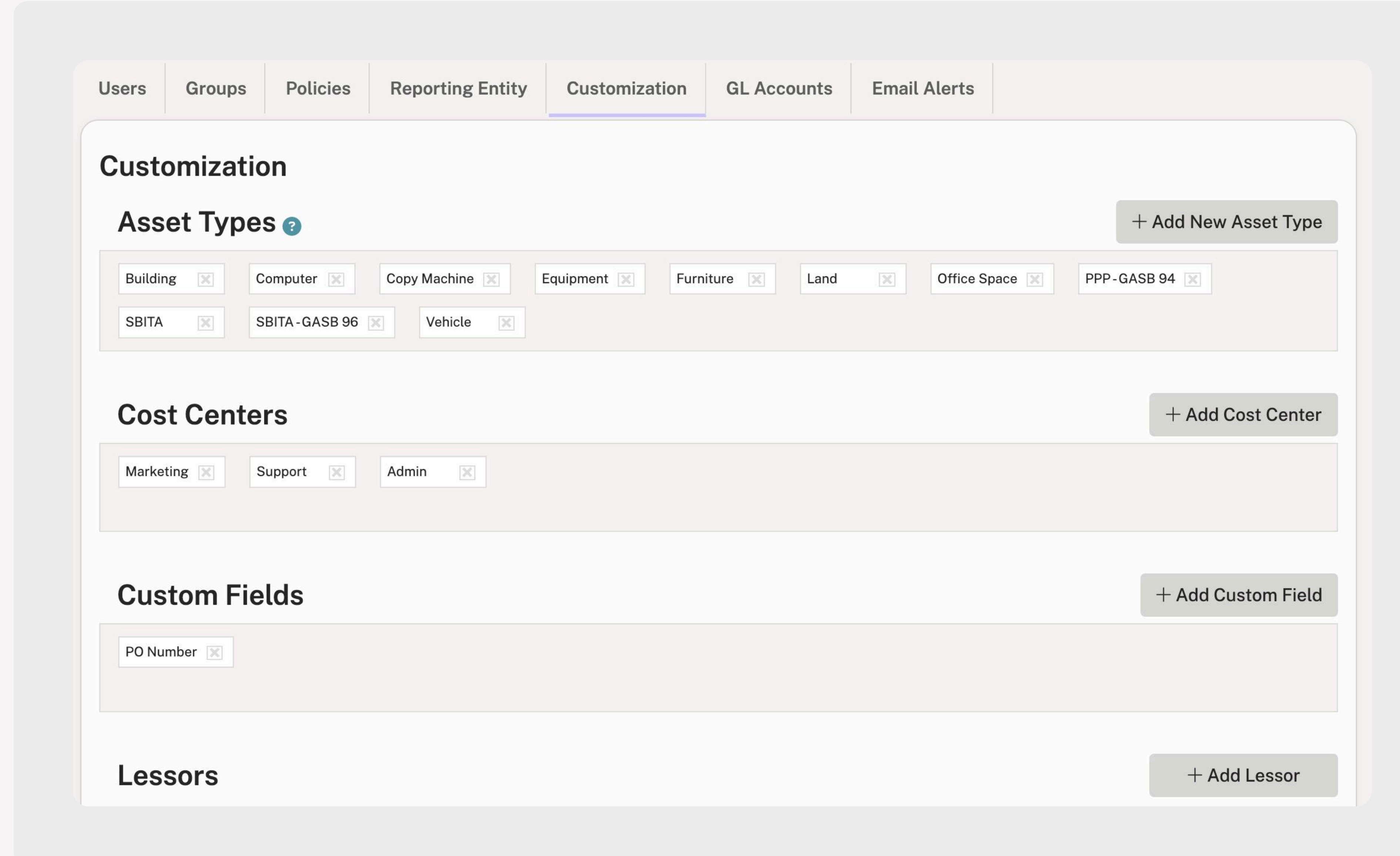
After a lease is added to this reporting entity, initial application date cannot be changed.

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)

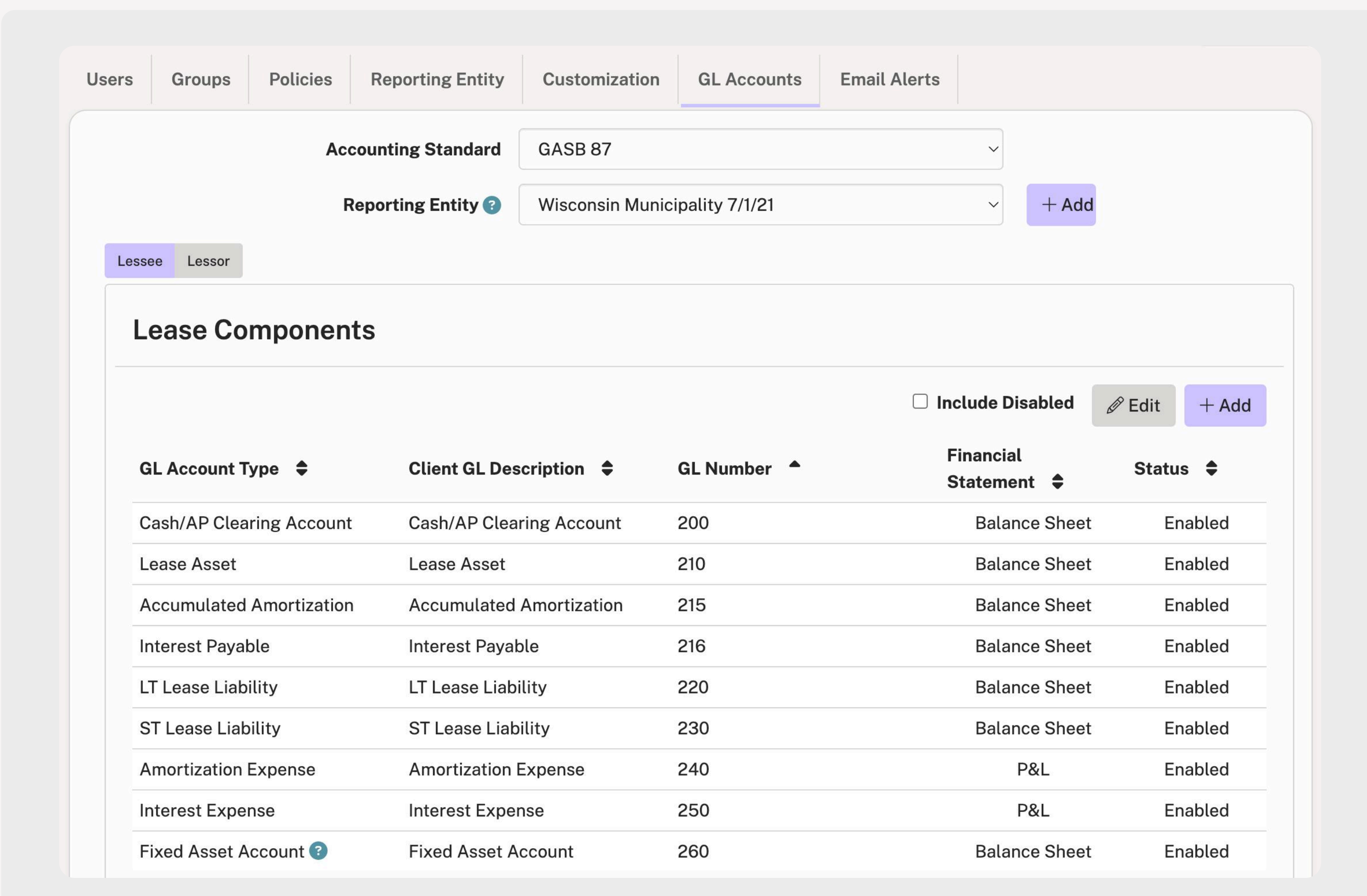
Not required

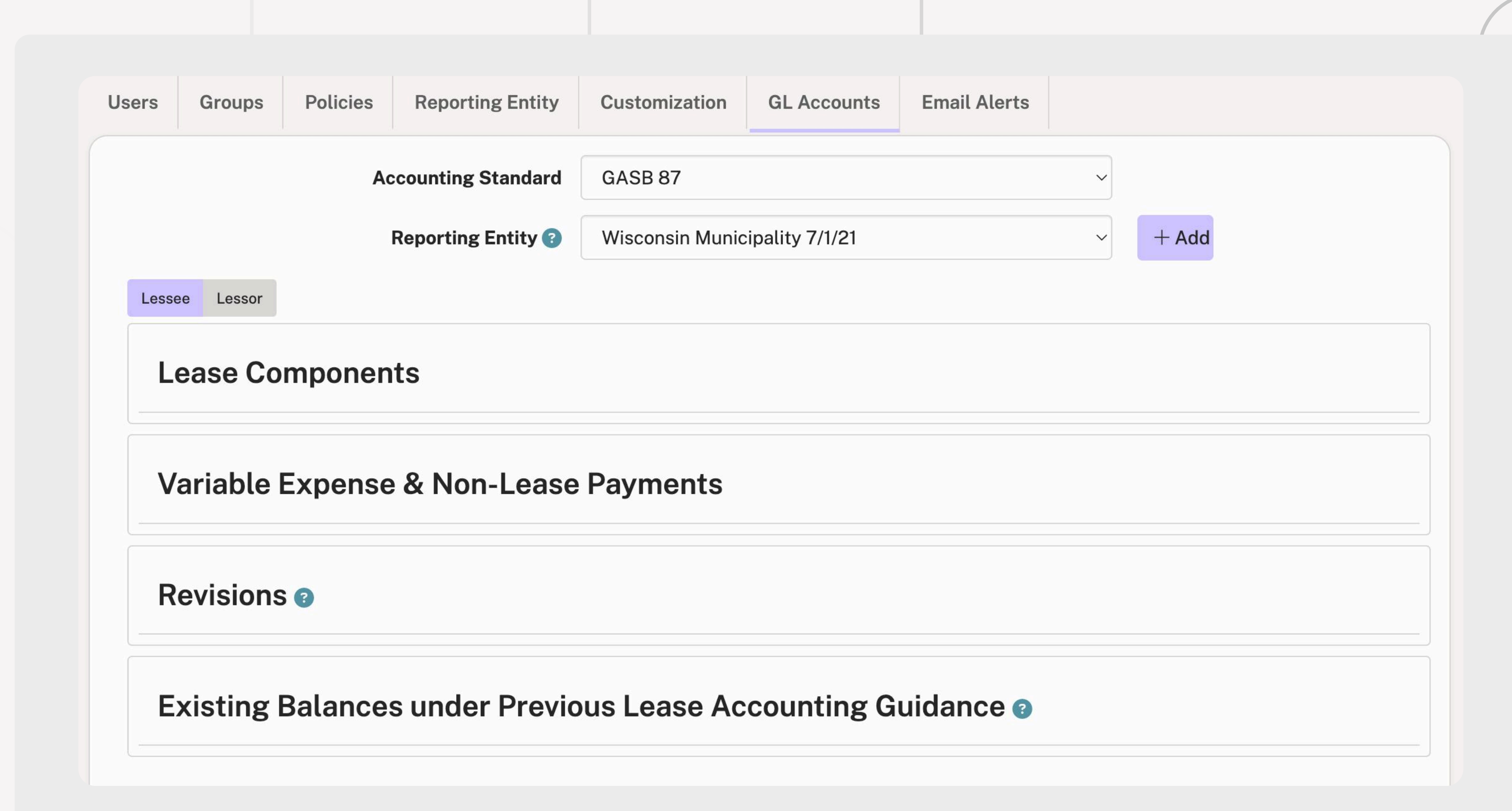


GL Accounts

For each Reporting Entity:

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



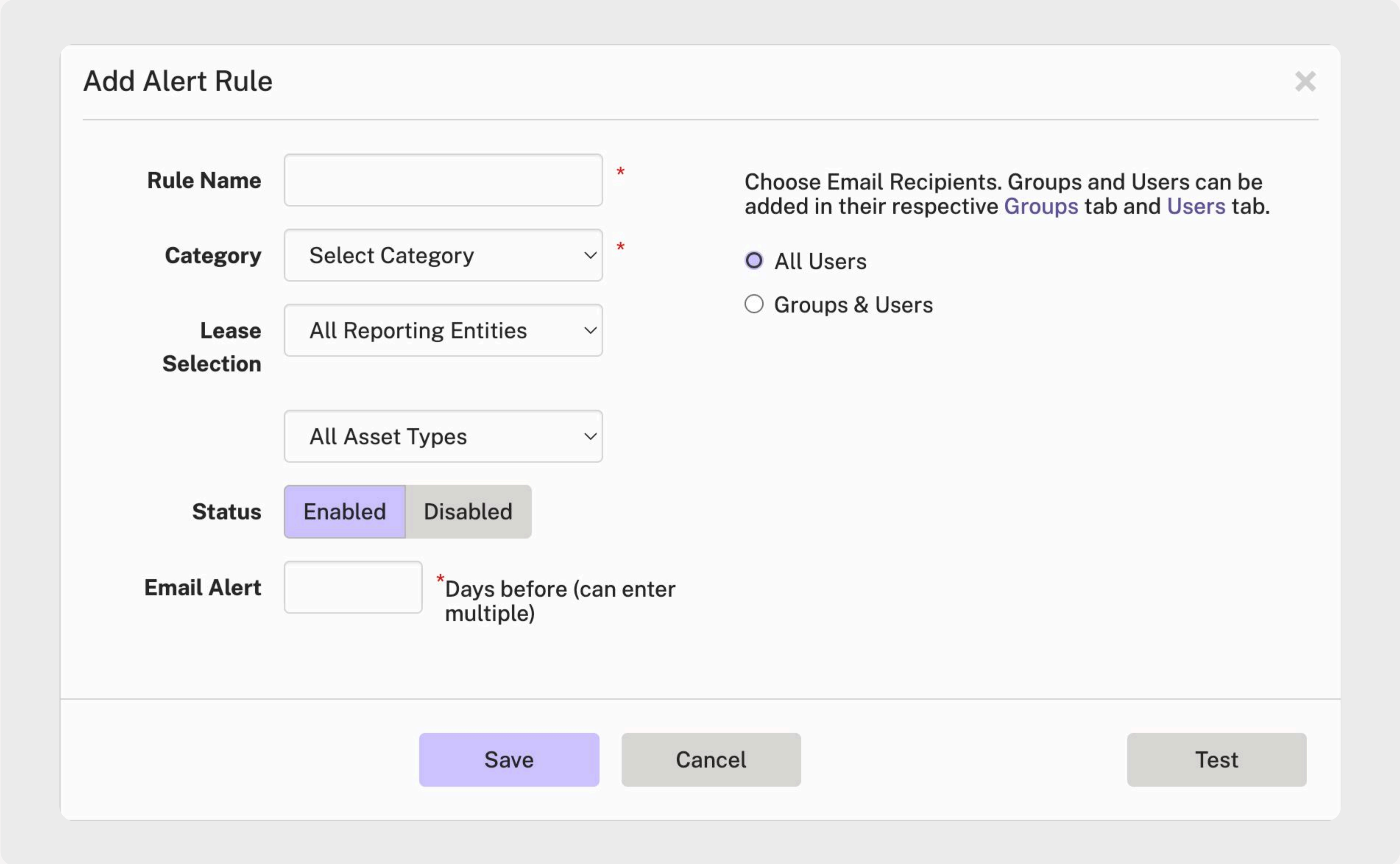


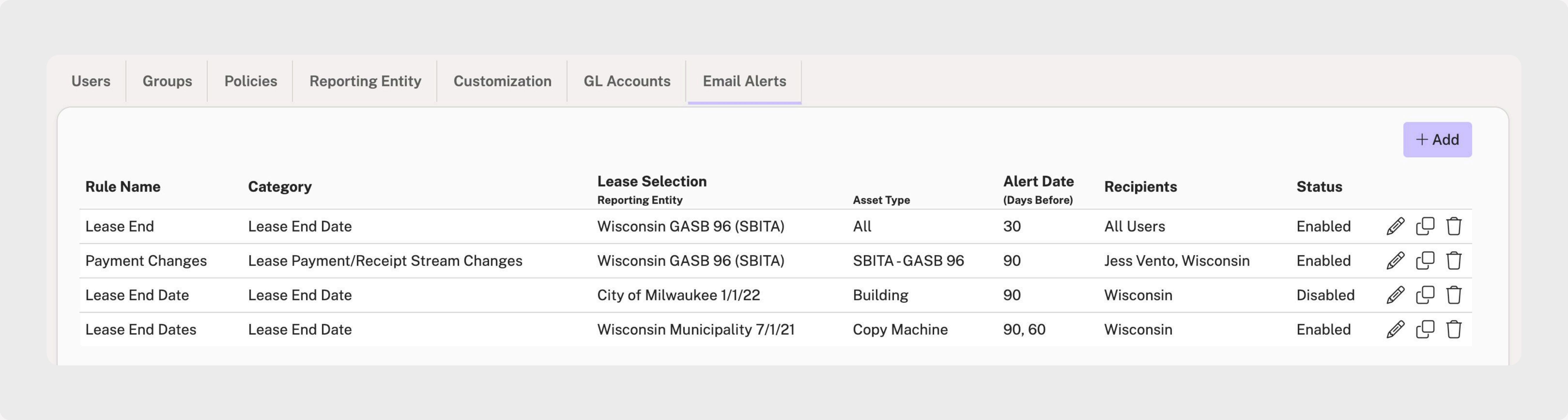
Email Alerts

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





Rule Name	Category	Lease Selection Reporting Entity	Asset Type	Alert Date (Days Before)	Recipients	Status
Lease End	Lease End Date	Wisconsin GASB 96 (SBITA)	All	30	All Users	Enabled
Payment Changes	Lease Payment/Receipt Stream Changes	Wisconsin GASB 96 (SBITA)	SBITA - GASB 96	90	Jess Vento, Wisconsin	Enabled
Lease End Date	Lease End Date	City of Milwaukee 1/1/22	Building	90	Wisconsin	Disabled
Lease End Dates	Lease End Date	Wisconsin Municipality 7/1/21	Copy Machine	90, 60	Wisconsin	Enabled

Glossary

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

Glossary

Read Only	Can view leases, approve leases in review status, and run reports.
Reporting Entity	A Reporting Entity is the entity for which financial statements are produced.
Require Review + Approval for Leases	When selected, each lease entered requires approval by another user.
User	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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Access the Knowledge Base

Contact Support