Onboarding questions

Review the onboarding questions in advance so that you can familiarize yourself with what we'll be discussing.

- Onboarding Question

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Key Information for Onboarding:

1. **User Information:**
   - Identify who at your company will be using our service.
   - Start with the most crucial individuals for accounting purposes and expand as needed.
   - Provide first names, last names, email addresses, and mobile phone numbers.
2. **Company Settings:**
   - Organization's registration number.
   - Email address (for important notifications).
   - Invoice address and any email address for invoice reception.
   - Reference for invoices (number or name).
   - Main bank (enables potential benefits through Leasify's partners).
   - Consolidation system (enables potential benefits through Leasify's partners).
3. **Accounting Settings:**
   - Specify your accounting standard, e.g., IFRS16, or any other standard.
   - Define the interest rates used for asset calculation and learn how to create them in the system.
   - Identify any specific asset types, beyond standard ones like cars and properties, that you want to sort agreements by. Provide approximate counts per category and total agreements.
   - For IFRS, calculate assets on vehicles as the sum of discounted rents, excluding the vehicle's "price." Discuss your past approach and future preferences.
4. **Financial Lease Agreements:**
   - For agreements where you initially intend to retain the equipment or extend the lease, consider including the entire asset, including the residual value, in the calculation. Discuss your depreciation method.
5. **Transition to IFRS:**
   - Provide the date of transition to IFRS. All agreements starting before or on this date will have their start date calculated from this date onwards. Regardless of the accounting standard, consider adding all agreements that have been active during the comparative period before transitioning to Leasify.
6. **Currencies:**
   - Leasify offers a currency conversion module. Determine whether you need this feature and the currencies you'll be working with. Exchange rates can be fetched from Riksbanken, ECB, and Morningstar APIs, and no specific action is required during onboarding.
7. **Corporate Tax Rates:**
   - Set up various tax rates as selectable options in the system. Easily adjust these rates if they change in any country. Specify the country and tax rate you intend to

use.

8. **Ongoing Fee Adjustments:**
   - Configure various indices in the system. Agreements tied to these indices will automatically adjust when new index values are available. Identify the indices relevant to your larger agreements. Smaller agreements, like cars, typically don't require reevaluation due to interest rate changes.
9. **Reporting Frequency and Year-End Closing:**
   - Describe your typical reporting frequency and the month in which you conduct your annual closing.
10. **Company Division:**
    - Determine whether you want to allocate agreements across different companies within your group. Set up departments/companies accordingly.
11. **Cost Centers/Units:**
    - Decide if you want to link agreements to different cost centers/units. Create cost centers/units accordingly.

Tips: Most Leasify users group different companies within their organization under "departments." Additional granularity can be achieved through the "cost centers/units" function. While cost centers/units are not as commonly used by Leasify customers, they offer further filtering/selection options, especially for reporting purposes.

Please feel free to reach out if you have any questions or need assistance with any of these steps. We're here to ensure a smooth onboarding experience for you.