

# **Portfolio Management User Guide**

## LeaseAccelerator

Version 25.2

# **Document Information**

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This guide is designed to help you to use the LeaseAccelerator applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.

# Contents

Document Information	2
Notices	2
Contents	3
Portfolio Management	4
Deal Summary	4
Life Cycle Events	7
Payment Adjustments	7
Deal Modifications	9
Impairments	6
Impairment Loss Reversal	7
Related Expenses	8
Version Summary	1

## **Portfolio Management**

Once a deal has been booked, LeaseAccelerator automatically creates a Deal Summary for the lease.

Deal Summary captures the following:

- Lease Contract Details
- Asset Details
- Mid-term and End-of-Term Options and Obligations

Use the Deal Summary to manage adjustments to the lease after it has been booked.

### **Deal Summary**

The Deal Summary workspace includes the following tiles:

- Participants
- Details
- Terms
- Expenses
- Notifications
- Related Deals
- Summary

### **Participants Tile**

The **Participants** tile pre-populates with the Participants entered for upstream documents during the leasing process; for example, Schedule Participants or LvB Participants.

Deal Summary							
Participants	Details	Terms	Expenses	Notif	ications	Related Deals	Summary
Make Changes Effective	•	•	] 🖬				
Backdated cha	nges to any A	Asset Level or Allo	cation Level attribu	ite on th	nis screen	that pre-date a prev	viously recorded
<i>፼</i> BU:*	Acme Busir	ness Solutions			Y		
Entity:	Acme Com	munications Corpo	pration		Y		
Tenant:*	Acme, Inc.			•			
War Ship To:"	New York [	901 Freedom Plaz	a]		Y		
Geographic Area:*	US				-		
Analyst:	Corinna Ro	ost			Y		
Order Administrator:	Harper Wa	ills		•			
Asset Owner:*	Albert Coff	fee		-			
Asset User:	Anita Haup	ot		• 🛨			
2 Vendor:	A1 Vending	g		• (+)			
Landlord:*	A1 Leasing			Ð			
Treasury Approver:*	Enola Turne	er			Y		
Sourcing Contact:	Corinna Ro	ost		•			
🛨 LAS Staff:				•		Click in selector to	o see suggested
Reporting Area:	Acme Arizo	ona		•			
Developer:	Corinna Ro	ost		•			
*Required							

#### Key Features Include:

Adding Participants for certain role types such as Asset User or Vendor. To add a Participant, click the plus sign to the right of the field.

🕀 Asset User:		۲	+
	X Charleston Roesler		
🕀 Vendor:		۲	+
	X AZ Vendor		

Reveal linked Participants by click the filter icon to the right of the field. This will show you which Participants are linked to others and where one is dependent on another.

<i>₩</i> BU:*	Acme Business Solutions	۲		7
Entity:	Acme Communications Corporation	۲		▼ ←
Image: Tenant:*	Acme, Inc.			
Ship To:*	New York [901 Freedom Plaza]	)		7-
Geographic Area:*	US	۲		
Analyst:	Corinna Rost	)		V
Ørder Administrator:	Harper Walls	)		
Asset Owner:*	Albert Coffee	)		
Asset User:	Anita Haupt	۲	+	
Vendor:	A1 Vending	)	+	
Landlord:*	A1 Leasing	)		
Treasury Approver:*	Enola Turner	۲		▼ ←

Applying filters and showing available Participants by clicking the target icon and then selecting which filters to apply.

☑ BU:*	Acme Business Solutions	۲	Show active SBUs with filters applied
Fntity:	Acme Communications Corporation	۲	Show all active SBUs (unfiltered)
Image: Tenant:*	Acme, Inc.	۲	Show all SBUs, including OBSOLETE

### **Details Tile**

The **Details** tile summarizes the asset information entered during schedule entry.

Deal Summary								
Participants Details	Terms	Expenses Notifications	Related Deals Su	immary				
				,				
Deal Summary #: Acme 1								
Comments: Cap-Op Var	nilla Lease							
		1						
0								
Deal Tags: Deal Status:		Active						
Accounting Classification:	Capital (ASC 840, A	SC 842, IAS 17, IFRS 16)				Reclassify		
Reasonably Certain EOT Option	n: Return @ month 36	; lessee must provide notice of intent to	exercise at least 0 day	s before EOT; Lessee has the optio	n to return the assets at en	d of lease.		
Reasonably Certain Holding Per	riod: 36					4		
Ref Lessee PO #:						Vendor Ref	#:	
Lessor Reference #:								
Summary by Asset Type:								
Computers (Berioheral-				6050.00	20.00			
Computers/Peripherals				\$350,00	0.00			
Total Hard Costs:				\$350,00	0.00 Total Soft Costs: .00%			0.00%
Total Costs:							\$350	0.000.00
Total Quoted Price:					\$35	0,000.00		
Down Payment:								
Not Amount Einsnends					égi	0.000.00		
Het Amount Pinanceu.					23.			
Acceptance Date:	~					Commence	ment Date: Jan 🗙 1 🗙 2	2019 📷
Amount Funded:						Date Funde	d (Reported):	
Accounting Classification Ar	alysis							
Summary of Tests								
All classification tests	will be performed for all a	tandarde hu default						
	na de performed for an s	andards by detaute						
ASC 840		IAS 17		ASC 842		IFRS 16		
Materiality Threshold:	No	Materiality Threshold:	No	Materiality Threshold:	No	Materiality Threshold:	No	
Short Term Lease: Cancellable:	No	Short Term Lease: Cancellable:	No	Short Term Lease: Capcellable:	No	Short Term Lease: Cancellable:	No	
90% of Lease Payments:	No	PV of Lease Payments:	No	PV of Lease Payments:	No	Ownership Transfer:	No	
75% of Economic Life:	No	75% of Economic Life:	No	Economic Life:	No	Interrelated Assets:	No	
Ownership Transfer:	No	Ownership Transfer:	No	Ownership Transfer:	No	Small Value:	No	
Bargain Purchase:	No	Bargain Purchase:	No	Likely Purchase:	No	Classification:	Finance	
Classification:	Operating	opecialized Assets: Classification:	No Operation	opecialized Assets: Classification:	No Cardialization			
		~	oper averig	Contractor and a	Operating			
Reclassify Effective:* January 2	2020 (Commencement Da	te) 👻						
Refresh Classification								
Classification results are displaye	ed based on the last analys	is performed and saved, this is what is us	ed by the accounting en	gine and reports. If you would like to	o refresh the results click on	the Refresh Classification button and t	hen on the Save Accounting	
classification outton to apply ref	resided classification to ac	counting carculations.						
Analysis by Category								
I Deal Characteristics								

It is from this tile that you can Reclassify a deal once booked. By clicking the **Reclassify** button you are directed to the Accounting Classification Analysis workspace.

From here you may override the automatic classification by selecting the standard you would like to override and choosing from the drop-down menu and inputting an override explanation. An Override Explanation is required to save any change in accounting classification. **Do not forget to input the reclassify effective date, and do not click the Refresh Classification button.** 

7

ting Classification

Accounting Classification Analy	ysis						
Summary of Tests							
All classification tests will	l be performed for all st	andards by default.					
ASC 840		IAS 17					
Materiality Threshold:	No	Materiality Threshold:	No				
Short Term Lease:	No	Short Term Lease:	No				
Cancellable:	No	Cancellable:	No				
90% of Lease Payments:	No	PV of Lease Payments:	No				
75% of Economic Life:	No	75% of Economic Life:	No				
Ownership Transfer:	No	Ownership Transfer:	No				
Bargain Purchase:	No	Bargain Purchase:	No				
Classification:	Capital	Specialized Assets:	No				
		Classification:	Operating				
Override:	Capital	Override:	~				
Override(s) Explanation:*							
Override Explanation must be provided.							
This will change the accounting classification of the transaction.							

You may also change details in the Analysis by Category section if the particulars of the schedule are different than the system generated results based on the configured Corporate Policy settings. This could result in reclassification of the lease.

✓ Analysis by Category																			
Lease Treatment	Category	Net Cost	Is Major Part	Is Major Part of Economic Life?			Purchase Option			PV is Substantially All Value?									
Lease	ase Office \$350,000.00	Office	Yes 🛩	Contractual Term:	36	Bargain	Lease Terms:	Not Set	Yes	~	Contractual Lease	465.36%							
Component Equipment	Equipment	quipment		Expected Term:	36	Likely	Bargain Purchase 10% PV	10% PV			Terms:								
											Economic Life:	36		Threshold:				Expected Lease	465.36%
									Contractual % of	100%		Reasonable	10% PV			Terms:			
					Economic Life:			Certainty				Policy Threshold:	90%						
											Expected % of Economic Life:	100%		Threshold:					
				Policy Threshold:	75%														

Lastly, you may change Deal Characteristics from the default settings as may be appropriate for the individual schedule. These changes may also result in reclassification of the lease.

- Deal Characteristics	
Is the lease cancellable before end of term?	No 👻
Is ownership guaranteed to transfer to lessee at end of term?	No 🗸
Are the assets specialized for lessee use?	No 🖌
Are the assets dependent on or interrelated with other leased assets?	No 🖌
Does the commencement date fall at or near the end of the economic life of the underlying asset? :	No Y
Land Only :	No
PV at Rate:	7 Use Default IBR
Expected Holding Period :	36 months
Contractual Guaranteed Residual Value (GRV) :	USD

Once you have completed any edits/changes to the analysis, click the **Save Accounting Classification** button and the lease will be reclassified as of the Effective Date indicated. If this date is in a closed period, you will receive a pop-up notifying you when adjustments will be posted. Click **Ok**, and then you'll see notice that the Accounting Classification has been saved.

Warning: Ledger date precedes the last close date, adjustments will be posted effective 04/01/2021	Accounting Classification Analysis
Ok Cancel	Accounting Classification Analysis generated and saved

In Deal Summary, on the Summary tile, you will see any Reclassify Events listed. You will also see a kebab to the right of the event, which allows you to delete the accounting classification as necessary. If you delete all classifications, you will see *Not Yet Classified* in the Accounting Classification field in Deal Summary, no events in the *Reclassify Events* section, and a To Do and button for **Generate Accounting Classification** will reappear.

Reclassify Events:	Operating Lease (ASC 840 standard) at 3% effective 01/01/2020 by crost Finance Lease (IFRS 16 standard) at 3% effective 01/01/2020 by crost Operating Lease (IAST 2 standard) at 3% effective 01/01/2020 by crost	
	Capitalized Operating Lease (ASC 842 standard) at 3% effective 01/01/2020 by crost	
	Accounting Classification performed. Classified to Capital (IFRS 16); Capitalized-Operating (ASC 842); Operating (ASC 840, IAS 17) effective 01/01/2020	:

### **Terms Tile**

On the Terms tile, all required fields are pre-populated with the terms entered during schedule entry.

Deal Summary					
Participants Detail	s Terms Expenses	Notifications	Related Deals	Summary	
Terms Taken From:*	Lessor-provided Schedule			hoose File No file chosen	
Payment Rased On:*	Lease Rate Factor				
Lesse Tures"	True/Operating Lasse (EMM)	v 1			
Periodic Payment Frequency:	Monthly Y		# of Monthly Paur	nente:"	26
Advance or Arrears:*	Advance		# of Pionenty Pays	ients.	30
Down Promonts	Advance				
Down Payment.					
□ Enter LRF by Asset Type	1				
Blended LRF: (e.g. 0.034729)*	0.0123456				
David dia Davarata	A / A 700 00				
Periodic Payment:	\$61,728.00		Payment Scheduk	Calculator	
Interim Rent:	No interim interest/rent	~			
Mid-Term/EOT Options:	Mid-Term/End-of-Term Options				
	Buyout @ End of Term				
	Terms: Purchase of FMV				
	Comments: Lessee has option to purcha	ise asset(s) at fair m	arket value at end o	fterm	
	Return @ End of Term(Reasonably Cert	ain)			
	Comments: Lessee has option to return	asset at end of term	1		
	Renewal @ End of Term at month 37				
	Terms: 12 payments of FMV	for 12 months at er	d of term		
	Comments. Lessee has option to renew	for 12 months at er	d of term.		
	Impairment				
Lessee must notify lessor o	f any material change in asset condition or	location within	days		
*Required					

### **Terms Take From:**

The **Terms Taken From** field specifies what document was used to enter the terms relevant to the deal being summarized. The following sections are available:

- Lessor-provided Schedule
- Vendor-provided Term Sheet
- Funder Rate Card
- Other

Funder Rate Cards are ordinarily used with lease lines and pre-populate the terms. (Contact LeaseAccelerator Equipment Lease Sourcing if you are a Sourcing customer and want to have a Funder Rate Card configured for your lease line.)

### **Expenses Tile**

On the **Expenses** tile, any related expenses that were populated during schedule entry will appear. You may add expenses through this workspace in the same manner. Please see the User Guide to Entering a Lease (Expense Tile) for more information on entering Related Expenses.



Deal Summary								
Participants	Details Terms	Expenses	Notifications	Related Deals	Summary			
Record Expenses								
Related Expenses								
	_							
	Туре			Am	ount	Payable	Starting	Payee
🖉 🗊	LeaseIncentive:Paid to Le	issee		\$1,	000.00	Monthly	When Invoiced	Acme, Inc.
🖉 🗊	IDC:Commission			\$1.	000.00	Monthly	When Invoiced	A1 Leasing
0								

There are four types of expenses that automatically produce journal entries when entered on either the Expenses tile in the Schedule workspace or added after a deal has been booked on the Expenses tile in the Deal Summary workspace. Those expenses include:

- ARO-End of Life Cost
- Initial Direct Cost (IDC)
- Lease Incentive
- Security Deposit

Any other expense type entered as a Scheduled Related Expense, will not automatically produce journal entries. To see those entries, the expense must be invoiced or paid. Recording such an expense may be done either using a standalone import for Invoice Related Expenses or Paid Related Expenses, or through the user interface and the Capture Invoiced/Paid Expenses workspace.

### **Notifications Tile**

Use the **Notifications** tile to specify the internal alerts you want to receive as part of managing active lease transactions. You can set up notifications to remind you to take action on mid-term/end-of-term options. You can also use scheduled notifications to initiate internal workflow processes, such as planning for decommissioning and refresh of equipment, in order to return leased equipment in a timely manner. Notifications entered here will add to any global notifications created during configuration for this particular schedule.

Deal Summary									
Participants	Details	Terms	Expenses	Notification	s Related Deals	Summary			
Automatic Notif	fications:								
	Line #	Timing		;	Status	Recipients	Next Step	Deadline	Attachment(s)
₽ 11	1	90 days before no once	otification deadl	ine send	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment
₽ 11	2	60 days before no Weeks until 30 da	otification deadl ays after first no	ine every 2	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment
₽ ±	3	30 days before en 30 days after first	nd of term every t notification	4 Days until	Sent	Asset Owner, Order Administrator, Treasury Approver	Asset Owner to Record end-of-term intentions for assets approaching end of term	5 days	Automatically-generated attachment
₽ 11	4	120 days before n Days until 30 days	notification dear is after first noti	dline every 5	Scheduled	Asset Owner	Asset Owner to Record end-of-term intentions for assets approaching end of term		Automatically-generated attachment
0									

Notifications can be related to any of several events:

 The start of the lease (for example, for reminders to perform post-booking administrative or clerical actions)

- The end of the lease
- The exercise window for a mid-term or end-of-term option

When configuring notifications for end-of-term related processes, you should base the timing of the notification on the notification deadlines as required by the Lessor in the Lease Schedule and your internal operational needs.

- You can configure notifications as either;
  - One-time emails (using the Once options)
  - ° Recurring emails that are sent daily, weekly, or monthly for a pre-defined period of time

Selected notification email recipients correspond with the participants listed on the Participants tile.

As the participants in a deal (as captured in the Deal Summary and Asset Management workspaces) change over time, any notifications sent are automatically sent to the new participants.

The Notifications tile also gives you the ability to have a To-Do automatically enqueued when the notification is first sent.

To specify that you want to enqueue a To-Do:

- Check the Enqueue box
- Choose from the drop-down the action you want a specified user to take

The participant for whom you want the To-Do enqueued is specified by the role selected from the dropdown that has been assigned from the Participants tile in the lease process.



**Note:** While notifications can be sent to multiple participants in the deal, you must select a single participant type as being responsible for the To-Do to be enqueued.

When enqueuing a To-Do associated with a notification, you can also specify the deadline by which the To-Do should be acted upon. Depending on your configuration, LeaseAccelerator can automatically send out escalation notices when an action deadline has been missed.

- Timing: Date Notification sent
- Deadline: Date by which you must take action

**Example:** With Timing set to 120 days before end-of-term, enqueuing a To-Do to Record end-of-term intentions for assets approaching end-of-term and Action required within 30 days, you will get a notification 120 days before the end of term and have 30 days to declare whether you intend to purchase, return or renew the assets for the deal. If you do not declare your intentions within 30 days, an escalation email will be sent.



Commensent Date: 01/01/2019       Image:         Image:       Explores:       Notification deadline for write return @ End of Term(Reasonably Certain) write         end first e-mail or:       08/23/2021 (based on Notification deadline for write rot at end of 12/21/2021, which is 10 days before the last day of month 36)         end first e-mail or:       08/23/2021 (based on Notification deadline for date of 12/21/2021, which is 10 days before the last day of month 36)         end email to:       Accounting Approver         Analyst       every is days write         Asset User       Entry         Treasury Approver       Fonder         Bigli       Bigli         Bigli       Save to dend of term intentions for assets approaching end of term write Asset Owner         Action required write:       Contact         LASS staff       Asset Owner         Bigli       Bigli         Bigli       Save to done write:         Asset Owner       One-Time To-do write:         Action required write:       Asset Owner         Asset Owner       One-Time To-do write:         Bigli       Bigli         Bigli       Bigli         Bigli       Bigli         Asset Owner       One-Time To-do write:         Asset Owner       One-Time To-do write:
Iming       [120] days       before       Notification deadline for with return @ End of Term(Reasonably Certain) with an off of the return @ End of Term(Reasonably Certain) with an off of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of Term(Reasonably Certain) with an one of the return @ End of
end finst emailor: 00/23/2021 (based on Netification deadline for date of 12/21/2021, which is 10 days before the last day of month 36) end email to: ARF Requester Accounting Analyst Accounting Analyst Asset User Entry Treasury Approver But But Shap To Sourcing Contact Lasses Droter Administrator But Encouseurs a to-doffer Recounting Contact Lasses Action required with days Asset User But Shap To Sourcing Contact Lasses Protection required with days Asset User But Shap To Sourcing Contact Contro Pauled with days Asset User But Shap To Sourcing Contact Contro Pauled with days Asset User Sourcing Contact Contro Pauled with days Asset User Shap To Sourcing Contact Contro Pauled with days Asset User Sourcing Contact Contro Pauled with days Asset Contro Paule day
end email to: ARF Requestor once Accounting Analyst Accounting Analyst Accounting Analyst Accounting Analyst Asset Owner Analyst Asset Owner Analyst Asset Owner Asset Uter Brithy Treasury Approver Brithy Chorder Aministrator Blu Blu Blu Blu Browces a to-do for Recordend-of-term intentions for assets approaching end of term v Asset Owner v One-Time To-do v Action required within days Action required within Constant Action Required Action Required within Constant Action Requi
Accounting Analyst very § days vuntil (20) days after first notification is sent (until 09/22/2021; 7 times) Accounting Analyst Accounting Analyst Accounting Analyst Asset Owner Asset Owner Asset User Entity Trasaury Approver Funder Ussee Order Administrator BU Souring Contact UsAS Staff Enquired within days Sinte for Record end-of-term intentions for assets approaching end of term v Asset Owner v One-Time To-do v Action required within days Sourcepuences of function: Metsage: tere Predefined E-mail Template: EOT 120 Reminder
Acadyst Analyst Analys
Asset Owner Asset Owner Asset User Entity Trausury Approver Funder Corder Administrator BU Sourcing Contact LAS Staf Record end of term intentions for assets approaching end of term  Asset Owner  One-Time To-do  Asset Asset Owner  Asset Owner  One-Time To-do  Asset Asset Owner  Asset
Asset Owner     Asset Owner     Asset Owner     Asset War     Entity     Trassury Approver     Pruder     Ucasse     Order Administrator     Bu     Bu     Ship To     Sh
Auset User     Entry     Treasury Approver     Funder     Conder Administrator     Bu     Sourcing Contact     LAS Staff  Enqueure a to-dofor     Record end-of-term Intentions for assets approaching end of term     Asset Owner     One-Time To-do     One-Time To-do     One-Time To-do     Sourceset     Asset Owner     Contact     Additional E-mail Template:     EOT 120 Reminder
Stop To Stop To Charact LAS Staff  Encyceuse a to-dofor Action required with Gays  Action required with Gays  Action required with Character  Action
Sourcing Contact  LAS Staff  Action required within dots assets approaching end of term Asset Owner One-Time To-do  Action required within days  Action required
CAS Staff  Enqueue a to-dofor Record end-of-term intentions for assets approaching end of term  AssetOwner  Consequences of Inaction:  Message:  be Predefined E-mail Template: EOT 120 Reminder
Encourse a to-do for Record end-of-term intentions for assets approaching end of term   Action required within   days  consequences of function:
Message: ///
Ise Predefined E-mail Template: EOT 120 Reminder
Aessage Header
Yease note that the lease schedule referenced in this e-mail is due to oppire in 120 days. Please declare your intentions for the assets at end of
automatically generated supplemental information]
Aessage Footer
kquired
Update

#### Follow the steps below to set up an end-of-term notification:

Step	Action
1	Click the <b>plus sign</b> to add a new Notification.
2	In the <i>Timing</i> field, enter the number of days before the Notification deadline.
3	Select either Before or After from the drop-down.
4	Select <b>Commencement, End of Term or Notification deadline for</b> from the drop-down (this will determine when the first email is sent and that will auto-populate).
5	Check the boxes for the Participants you want to receive the notification email.
6	Indicate the frequency of the notification by selecting either <b>Once</b> or <b>Every</b> . When you select Every, you can choose Days, Weeks, or Monthly and also an until XX days after the first notification is sent.
7	Check <b>Enqueue a To-Do</b> and select appropriate option from the drop-down and select appropriate participant role.
8	Check Action required and populate days where appropriate.
9	Populate Consequences of Inaction where appropriate.
10	Populate information for the email message including Message Header and Message Footer. You may also select a predefined email template from the drop-down.
11	When all information is populated, click the Add button.
12	Be sure to navigate to the <b>Summary</b> tile and click <b>Save</b> at the bottom of that workspace to save any changes or additions to the deal.

### **Related Deals Tile**

Use the **Related Deals** tile to create or view deal relationships between two or more deals in LeaseAccelerator. Deal Relationships may be created for one of the following reasons:

- Has a coterminous relationship
- Has a non-coterminous relationship
- Is a rollover
- Is an upgrade
- Is a buyout
- Will be a new schedule for MLA
- Is takedown for lease line
- Has a modification relationship

Some of these relationships will be automatically created when a Modification is done to an existing lease. Please see the Deal Modifications section of this guide for more details.

Deal Summary							
Participants	Details	Terms	Expenses	Notifications	Related Deals	Summary	
Related Deals							
Create a Deal Re	elationship						
Find Eligible Deals	This deal			~			
Effective Date: Aug 🗸 12 🗸	Effective Date: Aug v 12 v 2021						
Create Deal Relationship							
Acme 3000-M001 has a modification relationship with Acme 3000 effective 06/01/2020							

### **Summary Tile**

The **Summary** tile shows, in summary form, the details, terms and any notifications entered for a deal. It includes a table displaying the payment schedule as well.

Deal Summary				
Participanto Detalto Norma	Expenses Notifications Palated Dudy Semmary			
		1/214		
Aud Int.			Lesse Att	e, ee
Family Son #		10000	Funder: Mill	neing
leaking Ladger Catle:		April 2023 B	Ship Ter 316	Active OP / Resister / VS_VA/VS/20191
annexonere Date:		0002203	Ledgotik Aer	xeni
Iniginal Lease End Date:		12/30/2023	Deal Functional Currency: V30	)
Plootive Lease End Owne:		12/06/2629	Analysis Associate	
lykac		Adve		
kał Tapc				
R.st Inoption	P			
counting Clussification:	Capital (ASC 8	H0. ADC 842, 945 17, 8785 16		
avorably-Certain EOF Option:	Return () month/56, koose must provide notice of im before FVT ( more the title patient to co	tant ta coardise at least 8 days		
monday Certain Holding Period	and a constant of the second s	26 a		
annests.	Cap-Oy/Varilla Lease			
eclassify-Events:	Finance Leave (FPG 3d standard) at 7% effective 64/01/2	021.by-unxet		
	Capital Usase (ASC 842 standard) at 7% effective 04/91/0 Engeneral association (ASL17 standard) at 7% effective 04/91/0	C21 by crant		
	Capital Lease (ASC 840 standard) at 7K effective 04/21/2	1023 ky crwsii		
	Accounting Cassification conformed Classified to Cashed	(ASC 840, ASC 842, IKS 17, IFIRS 55 all and a first sci-	921	
	Finance Lease GAS 17 standardl at 7% effective 81/01/20	12PDworant.		
	Finance Losse (JFR5 3d ntandard) at 7% effective E3/01/2	01Pbetricet		
	Capital Gases (ASC BIO Handard) at 76 effective 05/01/0 Capital Gases (ASC BIO Handard) at 76 effective 05/01/0	K.0.9 by cruni		
	Annual the Country and an exchanged Charden to Country	100 BAD 100 BAD 100 10 BBE 10 -B		
	Accounting Calcardona performance Calcarded to Capital	(A0C 840, A0C 842, #0 17, 890 30-1010308111-012	919	
58 Torm EOT Events	No Terreinution Events have been recorded for the deal.			
Isyment Aduranent Events:	Na Payment Adjustment Events has aver recarded for the	a-Jast.		
ind Tasks	EROGINO	here:		
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### **Making Changes in Deal Summary**

Changes made from Deal Summary can trigger adjustments to ensure consistency for elements of the deal. As a result, certain changes require an Effective Date to be identified. These include any changes to Participants on the Participants tile. The **Make Changes Effective** field by default is blank. If changes are made on the Participants tile and a date is not entered in this field, you will be prompted upon saving that you must enter a date.

Deal Summary								
Participants	Details	Terms	Expenses	Notifications	Related Deals	Summary		
You are making a change to a Participant that requires you to supply an effective date of change.         Make Changes Effective:								
Backdated of	changes to any A	sset Level or Allo	cation Level attrib	ute on this screen	that pre-date a prev	iously recorded c	ange to the same Participa	int will overwrite those

Changes to data on any other tile may result in an automatic rebooking of the deal and an automatically enqueued To-Do to regenerate the Accounting Classification Analysis. To follow best practice methods for error corrections and true changes or modifications to leases, please see the various user guides available: User Guide to Error Corrections, User Guide to Deal Changes, and User Guide to Deal Modifications.

## Life Cycle Events

Many events may occur during the life of a lease. LeaseAccelerator has the ability to capture these events as they happen. These life cycle events may include:

- Payment Adjustments
- Deal Modifications
- Impairments
- Related Expenses

## **Payment Adjustments**

Payment Adjustments may be captured for an existing deal two ways:

- Through the User Interface in Deal Summary
- Using the Bulk Import function

To capture a payment adjustment through the UI, search for a deal using the deal number and Top Search Bar. Once in the deal, hover over **Record Event** in the Left NavBar. Next hover over **Record a payment**, then **Change a payment**. From this layer of the menu, there are different options, depending on what the timing of the adjustment is and the reason for the adjustment. By selecting any of the options, you'll be taken to the Record Payment Adjustment Workspace and some fields will be prepopulated based on the selection in the Record Event menu.



Record Payment Adjustment	
Adjust Payment	
Apply to all payments on or after the adjustment date:	2
Change payment amount, starting:*	Jul 🗸 15 🗸 2022
Scheduled Payment Amount:	
New Payment Amount:*	USD i
Reason For Change:*	Underlying index rate changed 🗸 i
Remeasurement Date (IFRS 16 only):*	July 2022 🗸
	Fiscal period in which the event occurs
Underlying Rate:	Not Set
Previous Index Rate:	%
New Index Rate:*	%
Comments:	
*Required	
Save Payment Adjustment	

The reason code used determines if that lease will be remeasured or not when you make that adjustment. If you are expecting a remeasurement for ASC 842, the only time that will happen is when you have a recurring contingency resolved. All other types will not remeasure. For IFRS 16, remeasurement will occur when you have recurring payment adjustments for either a contingency resolved or a change in the underlying index.



Follow the steps below to record a payment adjustment:

Step	Action: Record Payment Adjustment
1	Search for deal using the Top Search Bar and Deal #.
2	Hover over the Record Event menu in the Left NavBar.
3	Hover over Record a payment, then Change a payment.



Step	Action: Record Payment Adjustment
4	Now hover either Record one-time payment change or Record recurring payment change.
5	Select either <b>Underlying index rate change</b> , <b>Contingent rent resolved</b> , or <b>Other</b> , as appropriate, and you will be taken to the Payment Adjustment workspace.
6	Within this workspace, some fields will pre-populate based on the selection you made in the Record Event cascading menu.
7	For <b>Change Payment starting on</b> , change the date from the current date to a valid payment date. You may refer to the payment schedule shown in the workspace to verify that you have indicated a valid payment date.
8	If you have indicated a valid payment date, the <b>Scheduled Payment Amount</b> will appear. If this is blank, check your date as it is not a valid payment date.
9	Next enter the new payment amount. Please note that this is not the change in payment but rather the entire new payment amount. LeaseAccelerator does support one-time negative payment adjustments. To do this, enter - before the amount.
10	If you selected a timing and reason that results in a remeasurement, you will see the <b>Remeasurement Date</b> where you can select the appropriate fiscal period.
11	When all appropriate fields have been populated, click the Save Payment Adjustment button.
12	The lease will be rebooked, and you will need to reload Deal Summary once the booking is complete to see the changed payment in the payment schedule.

#### To capture a payment adjustment using the Bulk import function, follow the below steps:

Step	Action: Bulk Import Payment Adjustments
1	Download the most recent Portfolio Intake Workbook (PIW) from Ask Alex or the Success Center.
2	Populate the Payment Adjustment tab. See below for an example.
3	Navigate to the Bulk Import workspace from the Left NavBar.
4	Select the Payment Adjustment tile.
5	Click Choose File and select your saved PIW.
6	Click Validate.
7	Review any validation messages and correct as necessary. Remember, yellow warnings will not prevent import but red errors will and those must be addressed before finalizing import.
8	Once all validation messages have been addressed, click Import to finalize.
9	Import was a success when you receive green dots next to the schedule numbers. You may click on any of the schedule numbers to review the deal in greater detail.

For more information on Payment Adjustments, please see the User Guide to Deal Changes.

### **Deal Modifications**

Often times Lessees renegotiate or change the lease terms and conditions which were not contemplated in the original lease agreement. These changes include:

- Change in term (duration)
- Renegotiating payment (not a payment adjustment)
- Adding assets
- Removing assets or reduction in scope
- Changing the reasonably certain EOT option or holding period

LeaseAccelerator provides a way to capture modifications that change the aspects of the deal in ways that require a new deal to be created and have significant accounting implications.

**Note:** Modifications are contractual changes. Taking actions on an existing lease using existing options (such as a Mid-Term Return) or changes to Payments based on the existing terms of a lease are not Modifications. These types of occurrences are managed through Asset Management, Payment Adjustments, Record Asset Event or Deal Summary.

Modifications may be made to active, renewed or evergreen deals in LeaseAccelerator by selecting the appropriate option in the **Record Event** cascading menu.

Acme 1	Deal Tags:			
Ship To: Reston	IBR at Inception:	Record reduction in scope		
Ship to Restor	Accounting Classification:	A		
Documents	Reasonably Certain EOT Op	Add asset(s)		
	Record a payment	Change reasonably certain option De		
Deal History	Exercise lease termination >	Record contract renegotiation		
Deal Summary Acme 1	Exercise lease renewal/extension >	Record reduction in term		
	Record contract modification	Record extension with renegotiated contract		
Schedule Acme 1	Impair an asset	Finance Lease (IFRS 16 standard)		
	Change asset allocation	Capital Lease (ASC 842 standar		
Record Event >		Finance Lease (IAS 17 standard)		
		Capital Lease (ASC 840 standard		

For more information on specific modification scenarios and steps to perform a variety of different types of modifications, please see the *User Guide to Deal Modifications*.

### **Terms Tile**

The **Terms** tile outlines the existing terms and allows for renegotiated or modified terms to be entered. If your modification includes changes to any of the terms, populate this tile. Changes may include:

- Periodic Payment Frequency
- Repayment Mode
- Periodic Payment Amount
- Lease Rate Factor



- Duration
- RC EOT Options

Modify Deal			
Terms Add Asse	ts Remove/Reduce Assets	Summary	
Aut Ask	Kellove, Reduce Added	Summary	
Existing Terms:			
5 Monthly Payments in Advance Monthly Fixed Payment Amour Total Monthly Payments (Net o End-of-Term Purchase Option: Mid-Term/EOT Options: Buyout @ End of Term Terms: Purchase of FMV Comments: Lessee has the opti Return @ End of Term{Reasona Comments: Lessee has the opti Renewal @ End of Term at mon Terms: payments of FMV until I Comments: Lessee has the opti	e it: \$50,000.00 f Taxes): \$50,000.00 FMV on to purchase the assets at FMV: bly Certain) on to return the assets at end of le th 37 terminated (Evergreen) on to renew the assets and end of	at end of lease. ase. lease.	
Renegotiated (Modified) Te Payment Based On: Lease Type: Periodic Payment Frequency: Advance or Arrears: Down Payment: Enter LRF by Asset Type Blended LRF: (e.g. 0.034729)	rms: Lease Rate Factor  True/Operating Lease (FMV) Monthly Advance O 0 .	¥ 1	# of Monthly Payments: 5
i Periodic Payment:			Payment Schedule Calculator
Interim Rent:	No interim interest/rent		v
Mid-Term/EOT Options:	Mid-Term/End-of-Term Options Buyout @ End of Term	a.	Remove All Options
	Terms: Purchase of FMV Comments: Lessee has the option	n to purchase the assets a	t FMV at end of lease.
	Return @ End of Term(Reasonab Comments: Lessee has the option	ly Certain) n to return the assets at e	nd of lease.
	Renewal @ End of Term at month Terms: payments of FMV until te Comments: Lessee has the option	n 37 rminated (Evergreen) n to renew the assets and	end of lease.

### **Add Assets Tile**

If the modification is due to adding new assets (i.e. taking new space in a leased building) during the term of a lease, you can use this tile to modify the deal by adding those assets. By clicking the plus sign, you can enter asset details in the pop-up.

Ð

**Note:** If the only modification you are performing is to add asset(s), the resulting deal with have a -A001 designation and will be coterminous with the original deal.

Modif	y Deal								
1	erms Add Assets Remove/R	Reduce Assets Summary							
Asset	Being Added:								
Assets	will be available on:	Aug 🗸 1 🖌 2021							
	Line # Descripti	on		Category	Cost Center	GL Code (Coding Convention)	Quantity	Unit Price	Value
0									
Tota	Product Category:	Agriculture and Forestry	~	□ Sale/Leaseback		×			
	Product Number:	0							
	Manufacturer: Description:								
	Cost Center:			<ul> <li>GL Code (Coding Convention):</li> </ul>		*			
	Quantity:	1							
	Unit Price ():			Total Price ():	0.00				
	Unit Rent ():	i		Total Rent ():	0.00				
	Standalone Observable Price ():			Iotal FMV ():	0.00				
	Required								
	Add								
	-						1		

### **Remove/Reduce Assets Tile**

Likewise, if the modification requires that assets are removed or leased space is reduced, you can make those modifications using the **Remove/Reduce Assets** tile.

Modify Deal	
Terms Add Assets Remove/Red	luce Assets Summary
Group Assets By: Schedule #	
Show Active  v assets	
<ul> <li>Assets</li> <li>Acme 1 (1)</li> <li>7385-M43 Xeon Server [Asset # 536210]</li> </ul>	Summary of Selected Assets and Cost Allocation: 0 active, 0 terminated, 0 disposed selected 0 assets selected, with an aggregate cost basis of Percent Cost Center GL Code (Coding Convention)
Asset Event:	Reduce Scope 🗸
Comments :	
Percent Reduction :	%
Required	

### **Summary Tile**

The **Summary** tile shows lease details **Before Modification** and **After Modification** to illustrate the effect of any changes. Before recording the modification, verify that all the data is accurate. Once you've verified all data and input necessary RCHP, indicate the **Date of Modification**, which will be the Lease Start Date of the new modified deal. Click **Record Modification** to submit the changes and create the modified deal.



Madity Deal			
Terms Add Assets Remov	Performance Assets		
Before Modification:		After Medification:	
hers:	S Marchy Payments in Advance Monthy Fixed Payment Amount: \$50,000,00 Total Marchy Payments (Net of Taxe): \$50,000,00 End of Term Paychase Option (FMV Mel Term EVT Options : Barvet (E) End of Term T Terms: Parchase of FMV Camments: Lessee has the option to parchase the assets at EMV at end of lesse. Return (E) End of Term Reasonable Certain! Camments: Lessee has the option to return the assets at end of lesse. Renewal (E) End of Term at month 37 Terms: payments of FMV until terminated (Evergreen) Camments: Lessee has the option to renew the assets and end of lesse.	Term	S Maxbly Payment in Advance Monthy Fixed Payment Annuel: \$50,000,00 Total Maxbly Payments Net of Tabell: \$50,000,00 End of Term Funchase Option: TMV Mile Term EOT Options: Beyond I Envirol Terms: Pauliase of FMV Comments: Lessen has the option to purchase the assets at EMV at end of Isase. Return 8: End of Term Reasonable Centain! Comments: Lessen has the option to return the assets at end of lease. Renewal @ End of Term at month 37 Terms: payments of FMV until terminated (Evergreen) Comments: Lessen has the option to renew the assets and end of lease.
iëR.	7%	GR.	1.045813
Reasonably Certain EOF Option:	Return @ month 3d; lessee must provide notice of intent to exercise at least 0 days before EOT; Lessee has the option to return the assets at end of lease.	Reasonably Certain EOF Option:	Renewal @ End of Torm at month 37 🔹 👻
Roasanably Certain Haiding Period:	36	Bassanshir Cartola Liabilan Dario t	
Estámated Guarantood Residual Value (GRV):	uso	Ensinated Guaranteed Residual Value (GRV):	uso
Assets Removed/Reduced Effective 06/	12/2021		
Line# Description	Category	Cost Center GL Code (Coding	Convention) Quantity Unit Price Value
Total Price:			
Assets Added Effective 8/1/2021:			
Line # Description	Calegory	Cost Center GL Code (Coding	Convention) Quantity Unit Price Value
Total Price:			
Date of modification:	Aug = 12 =	2021	
Comments:			
Record Medification			

Once the modification has been recorded, a new deal will be created. The original deal will not terminate until the new, modified deal has been classified and booked.



You will then be prompted to perform an accounting classification for the new deal.

Accounting Classification Analysis	s						
Summary of Tests							
All classification tests will be	performed for all st	andards by default.					
ASC 840		IAS 17		ASC 842		IFRS 16	
Materiality Threshold: Short Term Lease: Cancellable: 00% of Lease Payments: 75% of Economic Life: Ownership Transfer: Bargain Purchase: Classification:	No No No No Operating	Materiality Threshold: Short Term Lease: Cancellable: PV of Lease Payments: 75% of Economic Life: Ownership Transfer: Bargain Purchase: Specialized Assets: Classification:	No No No No No No Operating	Materiality Threshold: Short Tern Lease: Cancellable: PV of Lease Payments: Economic Life: Ownership Transfer: Likely Purchase: Specialized Assets: Classification:	No No No No No No Capitalized- Operating	Materiality Threshold: Short Term Lease: Cancellable: Interrelated Assets: Small Value: Classification:	No No No No Finance
Reclassify Effective:* January 2020 ( Refresh Classification Classification results are displayed base Classification button to apply refreshed	Commencement Da ed on the last analys d classification to ac	(e) is performed and saved, this is what is used be counting calculations.	y the accounting engi	ine and reports. If you would like to refresh	the results click on th	e Refresh Classification button and then on th	te Save Accounting
Analysis by Category							
Deal Characteristics							
Save Accounting Classification							

Next you will need to book the new deal. Within the Deal History workspace, on the Next Steps tile, you'll see a To-Do to **Book** the modified deal.

Next Steps     History     Documents     E-mails     Q & A     Related Deals       Add To-Do       Event Type:	Deal History							
Add To-Do Event Type:  Label Button As: Description: For: Participant Role: Assign To:	Next Steps	History	Documents	E-mails	Q&A	Rela	ated Deals	
Event Type:        Label Button As:	Add To-Do							
Label Button As: Description: For: Participant Role: Assign To:	Event Type:							~
Description: For:  Participant Role: Assign To:	Label Button As:							
For:  Participant Role: Assign To:	Description:							
Participant Role:  Assign To:	For:			~				
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	PLI	la		(alua	Affected Decument		Status	
Di Lasso Velus Affested Desumant Status	БО	Sched	dule #	raiue	Affected Document		Status	
BU Lease Value Affected Document Status Schedule #	Acme Headquarte	Acme 51 M001	12- \$700	0000.00 Lease	e Schedule Acme 512- 1	:	Waiting for Les provide Schedu	sor to Ie

Click the **Book** button and populate appropriate fields in the Book Deal workspace.

**Note:** When booking the modified deal, be sure to book to the same ledgers as the original deal.

Your new deal is now booked and the modification has been captured. A deal relationship will be created between the newly modified deal and the original deal. This deal relationship may be viewed in both Deal History and Deal Summary workspaces on the Related Deals tile.

For more information about Deal Modifications, please see the *User Guide to Deal Modifications*, available in Ask Alex or the Success Center.

### Impairments

Per FASB guidance, long-lived assets and certain identifiable intangibles held and used by an entity are to be reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. If an impairment is appropriate, you can record either a full or partial impairment on one or more assets in the user interface using the Record Asset Event workspace.

Record Asset Ev	ent		
Group Assets By	<i>r</i> :		
Schedule #	•	,	
🗟 🗹 Assets	Summary of	f Selected Assets and O	Cost Allocation:
🗄 🗹 Acme 1 (1)	1 active, 0 t	erminated, 0 disposed	selected i
	1 assets sele	ected, with an aggregat	te cost basis of \$350,000.00
	Percent	Cost Center	GL Code (Coding Convention)
	100.00%	Acme03	IT
Export 1 asset selected for Current payment:	r Impairment \$50,000.00		
Asset Event:		Impairment	v
Impairment Date:		Sep 🖌 1 🖌 20	21 🔲 i
Ledger Date:		August 2021 V or Fiscal period in which	later h the postdated event is being recorded
Comments:			~
Impairment Amour	nt:		USD i
Required			
Save			

#### Follow the steps below to record an Impairment:

Step	Action: Record Asset Event
1	Search for the deal using the Top Search Bar and Deal #.
2	Hover over <b>Record Event</b> in the Left NavBar and select <b>Record asset impairment</b> from the first menu layer.

Step	Action: Record Asset Event
3	This will take you to the Record Asset Event workspace where all assets are checked by default. You can uncheck any assets as necessary.
4	Impairment is pre-populated in the Asset Event drop-down.
5	Change Ledger Date to appropriate date.
6	Change Impairment Date to appropriate date. This should be the last day of the fiscal month before the impairment takes effect or the first day of the fiscal month in which you want impairment to take effect.
7	Enter any relevant comments related to the impairment.
8	Enter the impairment amount. The impairment amount must be less than or equal to the net book value of the selected asset. If it is greater, you will get a pop-up warning indicating the maximum value that may be used.
9	Click Save.

For more information on Impairments, please see our *User Guide to Impairments*, available in Ask Alex and the Success Center.

## **Impairment Loss Reversal**

According to ASC 840 and ASC 842, once an asset is impaired, it will always be impaired and cannot be reversed. However, under IAS 17 or IFRS 16, you may reverse an impairment after you have reviewed and tested the asset in much the same way as when you initially impaired it.

You may reverse an asset impairment loss in the user interface within the Record Asset Event workspace.

Follow the steps below to record an Impairment Loss Reversal:

Step	Action: Record Asset Event
1	Search for the deal using the Top Search Bar and Deal #.
2	Hover over Record Event in the Left NavBar and select <b>Reverse asset impairment loss</b> from the first menu layer.
3	This will take you to the Record Asset Event workspace where none of the assets are checked by default. Any impaired assets will be indicated. You may only check one asset at a time.
4	Impairment Loss Reversal is pre-populated in the Asset Event drop-down.
5	Change Impairment Loss Reversal Date to appropriate date.
6	Verify the <i>Ledger Date</i> , change as necessary. This drop-down is limited by the Impairment Loss Reversal Date and open periods.
7	Enter any relevant comments related to the impairment loss reversal.
8	Enter the Impairment Loss Reversal Amount. <b>Note:</b> It is up to the customer to determine the maximum impairment loss reversal amount, LeaseAccelerator does not calculate this or alert you if you enter an amount greater than the maximum allowed.
9	Click Save.

For more information on Impairments, please see our *User Guide to Impairments*, available in Ask Alex and the Success Center.

### **Related Expenses**

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 must be invoiced and/or paid before subsequent entries will be recorded. You may get to the Capture Invoiced/Paid Expenses workspace either from the Expenses tile in Deal Summary and clicking the Record Expenses button or by hovering over **Record Event** in the Left NavBar and **Record a payment**, then selecting **Record invoice/paid expense**.

Deal Summary						
Participants	Details	Terms	Expenses	Notifications	Related Deals	Summary
Percent Expenses						
Record Expenses						
Related Expenses	•					
	Туре			Amour	it	Pay
0						

Documents				
	Record a payment	>	Change a payment	>
Deal History	Exercise lease termination	>	Record invoiced/paid expenses	
Deal Summary Acme 1	Exercise lease renewal/extension	>		
Schedule Acme 1	Record contract modification	>		
Record Event >	Change asset allocation			



Capture Invoiced/Paid Expenses							
Involced Expenses Pald Expenses							
Scheduled Expenses							
Scrieduled Expenses							
Туре	Amount	1	Payable		Starting		Payee
LeaseIncentive:Paid to Lessee	\$1,000.00	,	Monthly		When Invoiced		Acme, Inc.
IDC:Commission	\$1.000.00	,	Monthly		When Invoiced		A1 Leasing
Invoice History							
Date	Amount Payee			Expensel	ype		
Enter Invoiced/Paid Expenses							
Type :	ARO-End of Life Cost	<ul> <li>Last Paid:</li> </ul>					
ARO Type :	Cost to Dismantle or Remove (per Agreement) ~	Last Amount:					
Description:		% Increase:					
		Comments:				1	
Payee :	~	5					
Service Period Start :	Aug 🗸 12 🗸 2021					,	
Service Period End :	× 🛅						
Date Paid :	Aug v 12 v 2021						
Currency:	United States dollar (USD) V						
Amount:							
Paid/Received:	Paid v						
Invoice#:							
Invoice Date :	~ 🛅						
Invoice Amount :							
Reference # :							
Applicable To :	All Assets ~						
Required							
Save							

### **Invoiced Expenses Tile**

Any expenses that were entered either during schedule entry or from the Expenses tile in Deal Summary will appear on this tile under the Scheduled Expenses. If there have already been expenses that have been invoiced, either through this workspace or by using a bulk import for Invoiced Related Expenses, they will appear in the Invoice History section.

Scheduled Expenses						
Туре			Amount	Payable	Starting	Payee
LeaseInc	entive:Paid to Lessee		\$15,000.00	One-Time	When Invoiced	Acme, Inc.
CAMS:G	arage/Parking		As Invoiced	Monthly	When Invoiced	Rost Leasing, Inc.
Invoice History						
	Date	Amount	Payee	iyee		
ŧ.	01/25/2021	\$450.00	A1 Vending CAMS:Custodial			

To add a new invoice, you may select one of the Scheduled Expenses and fields in the **Enter Invoiced/Paid Expenses** section will auto-populate based on that expense. If you are entering an invoiced expense that isn't listed in the Scheduled Expenses section, you may still enter the invoiced expense information manually.

Enter Invoiced/Paid Expenses			
Type:	Common Area Maintenance and Services (CAMS) $\checkmark$	Last Paid:	01/01/2021
CAMS Type :	Garage/Parking 🖌	Last Amount:	500.00
Description:	250 Spaces	% Increase:	
		Comments:	Parking Space Fees
Payee :	Rost Leasing, Inc. 👻		
Service Period Start :	Jan 🗸 1 🖌 2021		
Service Period End :	~ 🛅		
Date Paid :	Jan 🖌 25 🖌 2021		
Currency:	United States dollar (USD)		
Amount:			
Paid/Received:	Paid 🗸		
Invoice#:			
Invoice Date :	~ III		
Invoice Amount :	500.00		
Reference # :			
Applicable To :	All Assets 🗸		
Required Save			

Once complete, click **Save**. The expense will appear in Invoice History if this is an invoiced expense that hasn't been paid yet. If it has been paid, then it will appear on the Paid Expense tile.

### **Paid Expenses Tile**

Any expenses that have been paid will appear in the Payment History section on the Paid Expenses tile. This includes any expenses paid using the user interface or the bulk import for Paid Related Expenses.

Capture Invoiced/Paid Expenses					
Invoiced Expenses Paid Expenses					
Payment History					
	Data	Amount	Davias		Emana Tana
	Date	Amount	Payee		Expenserype
١.	02/01/2021	\$1,000.00	A1 Leasing		IDC:Commission

If an expense was paid by mistake or you need to delete a payment in an open period, you may click the trash can icon to delete the expense. If no trash can icon appears, then that expense was paid in a closed period and cannot be deleted.

# **Version Summary**

Version	Changes/ Updates	Date
21R1	Created Version Summary	01/27/2021
	Revised to include enhancements to UI including Asset Management	
	Added sections for Impairments and Related Expenses	
21R1.1	Updated screenshots	04/19/2021
21R3	Updated screenshots, removed Asset Mgmt to put in separate guide, updated references to other user guides, updated steps to incorporate Record Event cascading menu.	08/12/2021
22R1	Updated verbiage.	01/05/2022
22R3	Updated verbiage and screenshots for classification.	07/15/2022
23R2	Updated label for Record asset impairment in Record Event cascading menu.	05/12/2023