



Lease Versus Buy User Guide

LeaseAccelerator

Version 25.2



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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Change Management and Audit Reports

Introduction

Change Management and Audit Reports fall into 7 main categories as shown in the chart below based on the business users needs to monitor the current state of data within the application, and data changes within a period (typically a fiscal month, quarter or year). This reporting is a detective control and is typically a key control within a company's internal control environment to manage risks in producing their financial statements. Change Management and Audit reports focus on detecting changes by reporting on current status, a history of activity, and changes within a period.

Change Management and Audit Reporting should indicate:

- Who made changes,
- What changes were made,
- When they were made,
- Where they were made, (or in this case on what schedule or data element, if applicable.)

The current state and history reports are critical to establishing a baseline of approved data so that reviews and audits can focus on changes in a given period. The baseline is typically re-approved periodically as part of an overall assessment.



Change Management Reporting Areas

The below summarizes LeaseAccelerator's Change Management Reporting capabilities.

Report Group	Report Name	Type	Who	What	When	Where
User Admin	BYOR User Admin	Current state of user access		X	X	
User Admin	Scope of Access-Current	Current user access level	X	X	X	
User Admin	Scope of Access-Change	User access level changes	X	X	X	
User Admin	User Activity Log	Activity users performed within the system	X	X	X	
Master Data Settings	Audit History	Changes made to settings	X	X	X	X
Master Data Settings	Individual Settings Exports	Current state of settings		X		X
Master Data Settings	Lessee Default Rates	Lessee rates imported into the system		X		
Master Data Settings	Bulk Import List	List of successful imports performed	X	X	X	X
Master Data Participants	Participant Validation	Current state of Companies, Addresses and People		X		
Master Data Participants	Contact Change History	Changes made to Companies, Addresses or People	X	X	X	X
Master Data Participants	Cost Center Export	Current state listing of cost centers		X		
Deal Info	Portfolio Deal Attribute and Event Activity	Deal attribute changes: Deal level changes to lease	X	X	X	X
Deal Info	Deal History	Single schedule listing of changes to leases	X	X	X	X
Deal Info	Portfolio Deal Attribute and Event Activity	Event info changes: events recorded for schedules	X	X	X	X
Deal Info	BYOR Portfolio	Current state of deal and asset level attributes		X		X
Deal Info	BYOR Portfolio	Current state of deal participants		X		X
Deal Info	Portfolio Transactions	Current state of deal attributes		X		X
Asset Info	Asset Bundle Export	Current state of asset attributes		X		X
Asset Info	BU Asset	Current state of asset level attributes		X		X
Asset Info	Asset Change History	Changes to assets	X	X	X	X
Asset Info	BYOR Portfolio	Current state of asset level attributes		X		X

Report Group	Report Name	Type	Who	What	When	Where
Events	Portfolio Deal Attribute and Event Activity	Event info change: changes to recorded Mid-Term/EOT options	X	X	X	X
Events	BYOR Portfolio	EOT Event: current state of recorded asset events		X		X
Events	BYOR Portfolio	EOT Option: current available Mid-Term/EOT options		X		X
Events	Portfolio Transactions	Current state of leases including Mid-Term/EOT Options		X		X
Payments	Payment Schedule and Payment (BI)	Current state loaded future payments for lease		X		X
Payments	Deal Summary	Current state payment schedule		X		
Payments	Payment Adjustment	Current state of payment adjustments recorded	X	X	X	

Situational Guide

The below provides typical audit related business cases and lists reports providing data points necessary to solve for the situation.

I want to see...	Use Report...
Changes to assets for a given period.	Asset Change History
Changes to deals for a given period.	Portfolio Deal Attribute and Event Activity
Changes to the portfolio for a given period.	Portfolio Deal Attribute and Event Activity
A listing of users and their access levels.	Scope of Access - Current to see current user access, and the Scope of Access - Change to see any changes to user access over a given period.
What changes each user performed for a given period.	User Activity Log
What permissions each user has and what that entails.	BYOR User Admin, Scope of Access Report
All schedule level details for all deals (similar to what I see on the Deal Summary/Summary tile in the UI).	Portfolio Transactions

User Administration and Access Control

Report Name	Reporting Title	Description/ Purpose	Identified Areas of Improvement and Other Notes
BYOR User Admin	Administrative	Lists Active/Inactive system users, including the date/time a user was created and/or deleted, and by whom.	Currently does not include definition of changes; only shows additions and deletions. Future enhancements should include capturing and reporting of comments to indicate why a change is being made.
Scope of Access-Current	Administrative	Lists all Active users with access to each Entity, Geo, and BU in single report with three tabs as of the AsAt date selected on the report.	
Scope of Access-Change	Change Management	Lists users whose access to specific Entities, Geos, or BUs were modified during a selected date range. Includes date/time of modification, and by whom.	<p>The description only shows the current state of access type on the date/time of change; it does not show the before and after values. This report in its current form may be used in conjunction with the Scope of Access-Current report generated at 2 different points in time to show the old and new version. However, customers should be aware that any changes to a user's scope of access between those points in time will not be identified.</p> <p>A report to specifically identify both the users who's scope of access changed and the old and new scope of access values at each time of a change is currently being designed for release.</p>
User Activity Log	Change Management	Includes various changes a user makes during a specific date range.	Coding syntax displayed can be difficult to interpret. Comments are not available for all activity types. Schedule #/Asset ID are not included. Inclusion of Schedule # is planned for a future release.

Master Data / Settings

Report Name	Reporting Title	Description/ Purpose	Identified Areas of Improvement and Other Notes
Audit History	Change Management	Includes all changes made to the Settings items during the selected time frame.	

Report Name	Reporting Title	Description/ Purpose	Identified Areas of Improvement and Other Notes
Individual Settings Exports	Settings: <ul style="list-style-type: none"> ▪ Cost Centers ▪ Exchange Rates ▪ Asset Types ▪ Fiscal Calendar ▪ Lessee Rates ▪ Tax Rates ▪ Thresholds ▪ Financials ▪ Lessee Info 	Provides the current state of each environmental setting as listed to the left.	Templates, Notifications, Ledger Number, and Tags do not have Export option. IBR export summarizes most commonly used months. For more detailed report, use Lessee Default Rates Report.

Report Name	Reporting Title	Description/ Purpose	Identified Areas of Improvement and Other Notes
Lessee Default Rates	Administrative	<p>Provides a detailed listing of current rate values for the following rate types:</p> <ul style="list-style-type: none"> ▪ IBR ▪ AMT ▪ Equity ▪ Debt ▪ Federal Tax ▪ State Tax <p>Also notes a flag as to whether the rate is currently available for use in the system.</p>	<p>Lessee is a required field due to the amount of data produced by some customers.</p> <p>Future release will include a change report.</p>
Bulk Import List	Administrative	Lists all successful bulk imports during a specified date range.	

Master Data / Participants

Report Name	Reporting Title	Description/ Purpose	Identified Areas of Improvement and Other Notes
Participant Validation	Portfolio	<p>Lists current state of all Companies, Addresses, and People active in the environment on a single report with three tabs.</p> <p>Note that deleted People still listed as a participant on a schedule will continue to be reflected on the report.</p>	<p>Currently does not display each combination of company/address that were imported with a CIW. This report only displays 1 company with that address, not all companies with that address.</p> <p>Future release is expected to resolve this issue.</p>
Contact Change History	Change Management	Includes changes made to Companies, Addresses, and People during a specified date range.	In some cases, a system syntax is shown on the report. Updates to translate these codes to more user-friendly context is in process.
Cost Center Export	Settings - Cost Center	Lists current state of all cost centers	

Report Name	Reporting Tile	Description/ Purpose	Identified Areas of Improvement and Other Notes
Audit History (Tile name = Settings: Cost Centers)	Change Management	Includes changes made to cost centers within specified date range, before and after values, date of change, and user that made change.	

Deal Info

Report Name	Reporting Tile	Description/ Purpose	Identified Areas of Improvement and Other Notes
Portfolio Deal Attribute and Event Activity	Portfolio	Deal Attribute Change option: Includes deal level changes along with the date/time of the change and by whom.	Includes system-based changes and coding syntax in some cases. Updates to translate these codes to more user-friendly context is in process.
Deal History	Left NavBar	Lists detailed event activities related to an individual schedule for the life of the lease. The Deal History workspace may be printed using your browser's print function.	
Report Name	Reporting Tile	Description/Purpose	Identified Areas of Improvement and Other Notes
Portfolio Deal Attribute and Event Activity	Portfolio	Portfolio Event History option: Equivalent to the individual Deal History compiled at Portfolio level for a specified date range.	Due to large amount of data, date range should be limited to one fiscal quarter; includes system-based activities.
BYOR Portfolio	Portfolio	Deal Info option: Provides a large assortment of schedule-level attributes for Current State evaluation based on a selected Ledger.	
BYOR Portfolio	Portfolio	Lessee Role option: Lists the Role Type and Person assigned to the role(s) for each schedule in selected Ledger.	
Portfolio Transaction	Portfolio	Provides a variety of schedule-level attributes for Current state evaluation based on a selected Ledger.	Incorrect rent amounts display when allocated across multiple cost centers or projects for the BI version.

Asset Info

Report Name	Reporting Tile	Description/ Purpose	Identified Areas of Improvement and Other Notes
Asset Bundle Export	Asset Management UI Export	Includes current state of asset attributes associated with the asset(s) selected on a specific schedule.	
BU Asset	Portfolio	Provides a variety of asset-level attributes for Current State evaluation based on a selected Ledger.	Incorrect rent amounts, as well as incorrect status update display.
Asset Change History	Change Management	Lists all assets that underwent an asset attribute change during the selected date range. Includes date changed and by whom.	<p>For some attributes, the system overwrites old values when changes are made, therefore old values are not available for reporting. In this case, no column named Preview + [Attribute Name] will appear.</p> <p>If a previously stored value for an asset attribute is present, a column named Previous + [Attribute Name] will display that value.</p> <p>Enhancements are being evaluated to change this system function.</p> <p>Report format is busy with various subtotal lines and will be reviewed for improvements. (Refer to Product Advisory for grouping information.</p>
BYOR Portfolio	Portfolio	Asset Info option: Provides a large assortment of asset-level attributes for Current State evaluation based on selected Ledger.	<p>Report sometimes includes double rows of data when changes have been made to participants.</p> <p>Enhancements are being evaluated to change this system function.</p>

Events

Report Name	Reporting Tile	Description/ Purpose	Identified Areas of Improvement and Other Notes
Portfolio Deal Attribute and Event Activity	Portfolio	Event Info Change: Includes changes made to Mid-Term/EOT Options including the date/time of the change and by whom.	<p>Includes system-based changes and coding syntax in some cases. Changes to present more user-friendly syntax is being analyzed for future release.</p> <p>Not all entries include Comments.</p>

Report Name	Reporting Tile	Description/ Purpose	Identified Areas of Improvement and Other Notes
Portfolio Deal Attribute and Event Activity	Portfolio	Event Option Change: Provides a list of schedules where the EOT Options have changed as well as the date/time of the change and by whom.	Previous values are not available. This will be addressed in future releases.
BYOR Portfolio	Portfolio	EOT Event: Provides Current State details related to the actual recorded Mid-Term/EOT occurrences.	
BYOR Portfolio	Portfolio	EOT Option: Provides Current State details related to all the possible schedule-level Mid-Term/EOT Options	
Portfolio Transactions	Portfolio	Includes a column labeled <i>Termination Events</i> that displays Mid-Term/EOT events.	

Payments

Report Name	Reporting Tile	Description/ Purpose	Identified Areas of Improvement and Other Notes
Payment Schedule / Payment Report (BI)	Accounting	Current state report that provides future scheduled payments at schedule level for specific timespan for selected Ledger.	There is nothing showing changes to payments in this report. See <i>Payment Changes</i> report below.
Deal Summary	Left NavBar	Within the UI; lists current state of scheduled payments for a specific deal. Includes color coding for payment adjustments and renewals	The user activity log records the date when a payment adjustment is made, it does not reflect the effective date of the payment change.
Payment Changes	TBD	Will include all changes made to a schedule's payment stream, including step payments, payment adjustments, and renewals. Will include when the change was made, who made the change, and the effective date of the change.	This report is currently being designed for a future release.

Version Summary

Version	Changes/Updates	Date
19R3	Guide created	12/01/2019
21R3	Guide updated to current template.	08/16/2021

