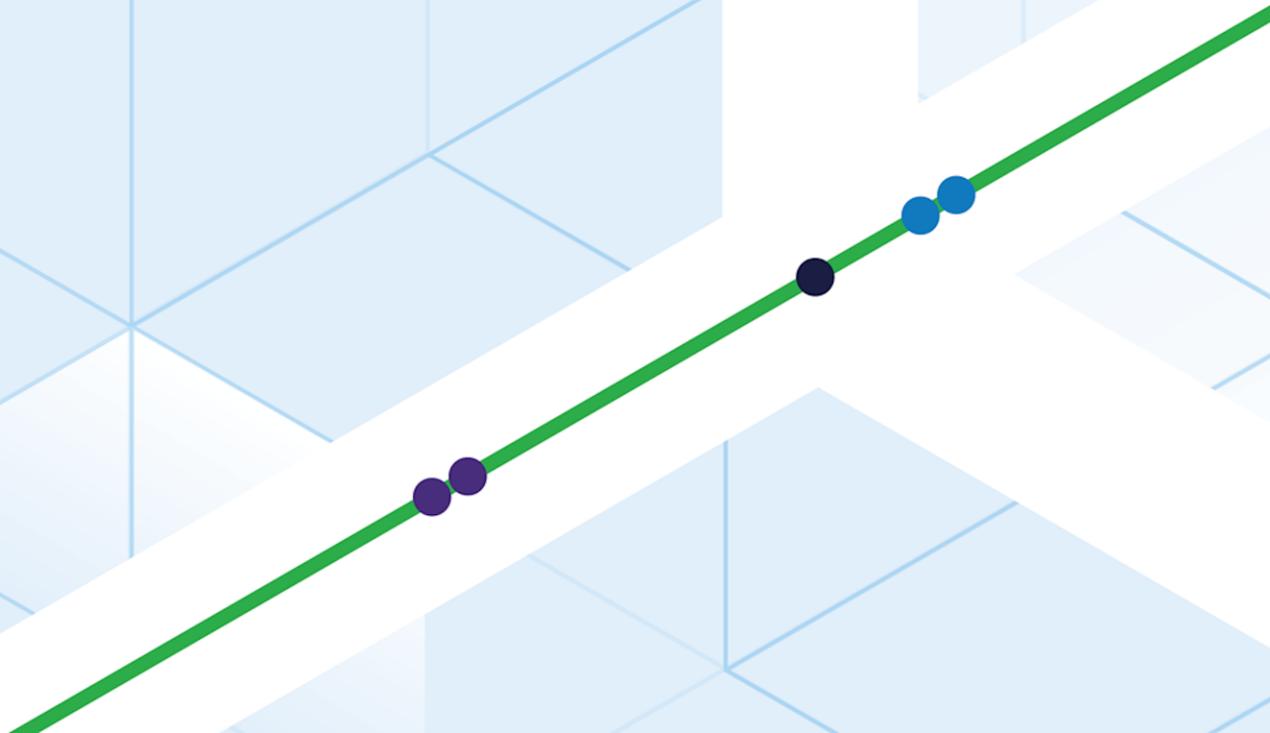




# Access Control User Guide

LeaseAccelerator

Version 25.2



# Document Information

## Notices

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### Disclaimer

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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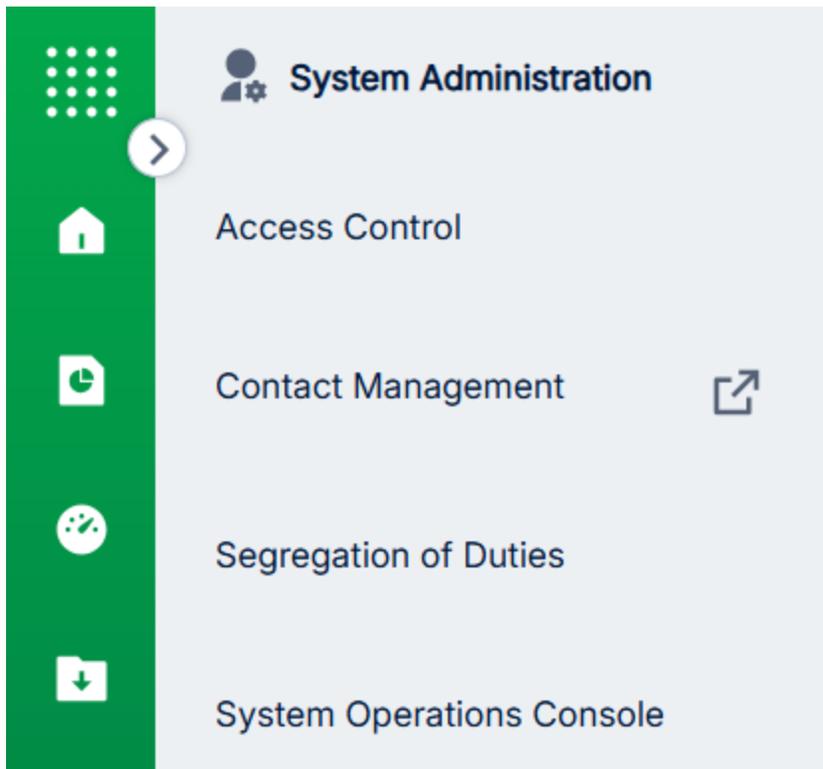


# Access Control

The Access Control workspace has functionality that allows privileged users to provision access for new users, change access for existing users, and to delete access for specified users. Access Control also allows the ability to select reports that appear in the reporting suite based on access level.

To navigate to Access Control:

1. Expand the left-navigation bar and select **System Administration**.
2. Under **System Administration**, click **Access Control**.



## User Admin

In the Access Control workspace there are two tiles available. The first is the User Admin tile. There are three aspects of a user’s access that create their experience in LeaseAccelerator.

## Access Level

Access Level determines a user’s ability to perform various To-Dos, as well as the user’s visibility into To-Do status. To-Dos that appear as a button or hyperlink mean the user has visibility and/or the ability to act on it. Some users may be able to see a To-Do due to their scope but may not have the ability to act on it because of their role. In those cases, the To-Do appears as plain text rather than as a clickable button. Access Level also determines where in the system a user can go.

There are eight default levels that you can select from, including Power User, Enhanced User, System Integration, Data Entry User, Standard User, Observer/Monitor, System Admin User, and Accounting

Reviewer. More information can be view for these levels in the Access Control Access Matrix in the Success Center or Ask Alex's menu.

## Power User

A Power User has the most access to client facing actions and workspaces within LeaseAccelerator. They can provision access for other users, perform month-end close, transition ledgers, and view the System Operations Console, to name a few. A Power User's standard configuration is not filtered, meaning they are not limited by Scope of Access assignments.

## Enhanced User

An Enhanced User has access to fewer actions and workspaces within LeaseAccelerator than a Power User. They cannot provision access for other users, perform month-end close, transition ledgers, or view the System Operations Console. An Enhanced User's standard configuration is filtered, meaning they are limited by Scope of Access assignments.

## System Integration

System Integration is a role given to users who only need access via the API. This role is limited to API Calls.

## Data Entry User

A Data Entry User has access to fewer actions and workspaces within LeaseAccelerator than an Enhanced User. Primary access is limited to lease entry and lifecycle event recordation via the UI and import. A Data Entry User's standard configuration is filtered, meaning they are limited by Scope of Access assignments.

## Standard User

A Standard User has access to fewer actions and workspaces within LeaseAccelerator than a Data Entry User. Primary access is limited to lease entry via the UI. A Standard User's standard configuration is filtered, meaning they are limited by Scope of Access assignments.

## Observer/Monitor (View Only)

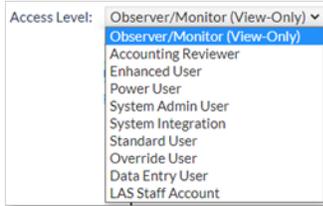
An Observer/Monitor has access to fewer actions and workspaces within LeaseAccelerator than a Standard User. They have access to existing deals, reports, and settings information but do not have the ability to edit or add any information within LeaseAccelerator. An Observer User's standard configuration is filtered, meaning they are limited by Scope of Access assignments.

## System Admin User

A System Admin User has access to fewer actions and workspaces within LeaseAccelerator than an Observer/Monitor. Primary access is limited to provisioning access, contact management, and settings information. A System Admin User's standard configuration is filtered, meaning they are limited by Scope of Access assignments.

## Accounting Reviewer

An Accounting Reviewer has a very specific and limited access and is ideally meant to be used with the optional approve/reject workflow configuration. This level is similar to the Observer/Monitor level but has the added ability to approve and reject deals entered via the UI when the approve/reject workflow is turned on.



## Can Act As

The 'Can Act As' Roles determine what To-Dos a user can perform or be assigned, in the context of a deal. The Roles that can be assigned would be the Lessee Roles. These Lessee roles include ARF Requestor, Accounting Analyst, Accounting Approver, Analyst, Asset Owner, Asset User, Order Administrator, Sourcing Contact, and Treasury Approver.



## External Roles

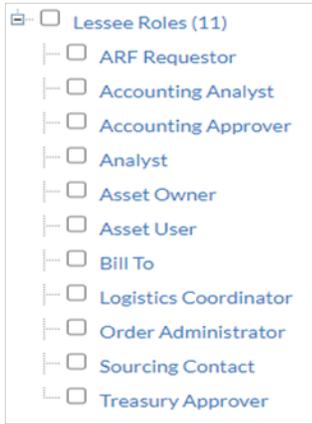
The 'Can Act As' Role listed under the External Roles is for LAS Staff. This role is reserved for LeaseAccelerator Staff and Implementation Teams. Clients will never be assigned this 'Can Act As' Role.



## Lessee Roles

The 'Can Act As' Roles listed under the Lessee Roles are for Client users. These roles can be defined by the client to closely align with their companies' internal structure. To-Dos are associated with Lessee Roles.

The actual To-Dos assigned to each role can be defined by the client.



## ARF Requestor

A Lessee Role that can be assigned to a user who will be requesting LvB initiation via mailback.

## Accounting Analyst

Staff accountant, typically responsible for compiling and verifying accounting data associated with a lease, recording journal entries, analyzing monthly results, and preparing reconciliations. This Lessee Role is required for the approve/reject workflow, but users cannot be both an Accounting Analyst and an Accounting Approver.

## Accounting Approver

Supervisors or managers, typically responsible for reviewing and approving accounting data associated with a lease and approving results. This Lessee Role is required for the approve/reject workflow, but users cannot be both an Accounting Analyst and an Accounting Approver.

## Analyst

Typically, the employees responsible for generating the lease versus buy analysis.

## Asset Owner

Employees who have fiduciary responsibility for the existence and use of the assets. These employees are typically management level and are financially responsible for the equipment.

## Asset User

Employees who have custodial responsibility for the leased assets. These employees may be management or staff level. These employees' work locations are typically at the asset's physical location or in the same local/regional area.

## Order Administrator

Employees who have "procurement" responsibility for the leased assets and shepherd the administrative process used in your organization to finance the acquisition of equipment and secure its delivery to the asset user.

## Sourcing Contact

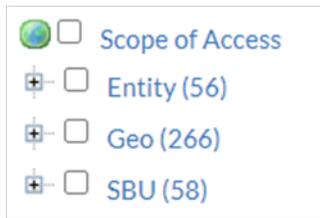
Employees responsible for initiating and creating an RFP, reviewing the Proposals, and awarding to a Funder/Lessor.

## Treasury Approval

Employees, typically responsible for approving the lease transaction and may be the responsible party signing the lease documents. These employees are typically management or executive level and are an escalation step for notifications regarding End-of-Term. This role type is also referred to as Finance Approval.

## Scope of Access

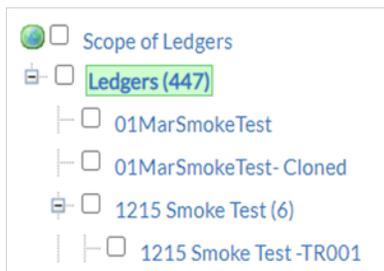
The Scope of Access determines what users can see in searches and reporting. The Scope of Access can be limited by Entity, Geo, and SBU (Business Unit). Scope of Access also limits importing ability and report generation.



## Scope of Ledgers

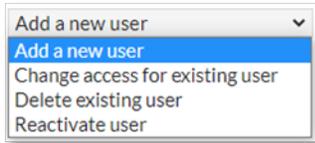
The Scope of Ledgers determines what users can see in the Configuration Settings, Reporting, Transition, Contact Management, and Book Deal drop-down menus and workspaces. The Scope of Ledgers can be limited by individual ledger or base and transition ledgers. Transitioned ledgers appear nested underneath the base ledger and granting access to the base ledger will grant access to all the transitioned versions. Scope of Ledgers also limits importing ability.

**Note:** When a new Entity, Geo, SBU, or Ledger is added to the configuration data, Access must be provisioned to any existing users if the user already has boxes checked in the Scope of Access or Scope of Ledgers tree. If no boxes are checked in any section of these trees, that means the user has wide-open access and when a new company or ledger is added they will be able to see it.



# Adding a New User

When adding a new user, there are two methods that can be used. For both methods, begin by selecting **Add a new user** from the action drop-down menu.



First, you can add a user from a blank form wherein you will select the Access Level, 'Can Act As' Role, and define the Scope of Access for the new user.

 A screenshot of a user creation form. At the top, there are two dropdown menus: 'Add a new user' and 'based on existing user'. Below these are three more dropdown menus: 'Preferred Language: English', 'Preferred Currency:', and 'Access Level: Observer/Monitor (View-Only)'.

Once these are populated, you will add the User Name, Name, Title, Company Name, Address, E-mail Address, Phone, and Fax to the information fields at the bottom of the page. Red fields are required for system functionality and must be populated. The SSO User checkbox will be marked if your company is utilizing the Single Sign On integration. If checked, the External UID must be populated with the client defined ID configured for SSO.

 A screenshot of a user creation form with several input fields. The fields are: 'User Name:' (with a lock icon), 'Name:', 'Title:', 'Company Name:', 'Address:', 'E-mail Address:', 'Phone:', and 'Fax:'. There is an 'SSO User:' checkbox which is currently unchecked. A 'Required' section is visible at the bottom left, containing a 'Save' button.

Second, you can add a new user based on an existing user. This will populate the Access Level, 'Can Act As' Role and the Scope of Access to match the existing User. Any changes, if needed, can be made at this point. Once these are populated, you will add the User Name, Name, E-mail Address, Phone, and Fax to the information tile at the bottom of the page, along with any SSO information, if applicable.

 A screenshot of a user creation form. The 'based on existing user' dropdown menu is now populated with 'Test user(Test)'. The other dropdown menus are: 'Add a new user', 'Preferred Language: English', 'Preferred Currency: United States dollar (USD)', and 'Access Level: Power User'.

The Title, Company Name, and Address fields will be populated with the values for the based on user.

**User Name:**   
**Name:**   
**Title:**   
**Company Name:**    
**Address:**    
**E-mail Address:**   
**Phone:**  **Fax:**   
**SSO User:**

Required

## Changing access for an existing user

Access Control allows you to Change access for an existing user. You select this action from the action drop-down.

**(highlighted)**

Next, select the existing user that will be edited. The Access Level 'Can Act As' Role, and Scope of Access can now be changed for the selected user.

based on existing user

Preferred Language:   Preferred Currency:

Access Level:

## Deleting an existing user

To delete an existing user, select **Delete existing user** from the action drop-down, and then select the user you will be deleting.

**(highlighted)**

Next, you will select how to assign any outstanding tasks.

If you select 'No specific user', all outstanding To-Dos will be assigned to all users of the same 'Can Act As' Role. You can also assign any outstanding tasks to a specific user. When a specific user is selected, you will receive four options for how to handle outstanding tasks.

## Option 1

Transfer all open To-Dos, deal participation and asset responsibility, regardless of deal status.

## Option 2

Transfer all open To-Dos, deal participation (all documents) for papering/active deals only, and asset responsibility for active assets only.

## Option 3

Transfer all open To-Dos, deal participation (Deal Summary) for papering/active deals, and asset responsibility for active assets only.

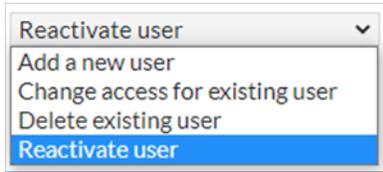
## Option 4

Transfer all open To-Dos but leave deal participation and asset responsibility unchanged.

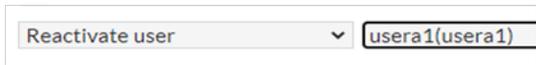
**Important:** Deleting a user and assigning tasks to another user will cause a sweep of affected deals.

## Reactivating a previously deleted user

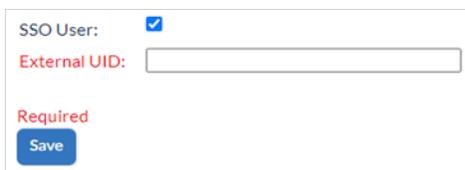
To reactive a previously deleted user, select **Reactivate user** from the action drop-down.



Next, select the deleted user to be reactivated. The Access Level 'Can Act As' Role, and Scope of Access along with the Title, Company Name, and Address fields will be reinstated for that user based on the last configuration before being deleted.



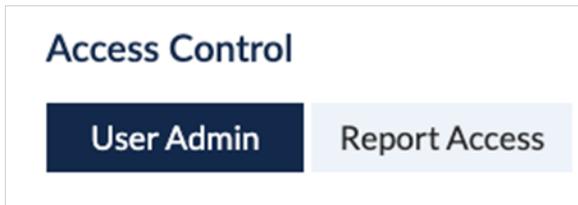
If the reactivated user previously had SSO access you, will need to populate the External UID.



**Important:** You must save any changes by clicking the Save button.

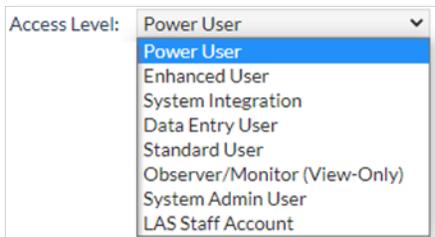
## Report Access

In the Access Control workspace, the second tile is Report Access. Report Access allows you to give or limit the access to specific reports by Access Level.



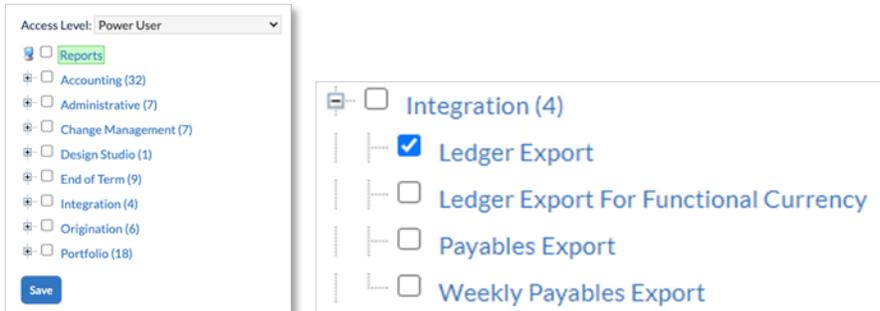
## Select Access Level

To edit the list of Reports available in the Reporting workspace, you must first select the **Access Level** you are going to edit.



## Edit the Report List

The list of available reports is grouped by category, of which there are eight. Within each category you can select or deselect the check box for each report. Included in each category will be reports that have been named and saved by users.



**Important:** You must save any changes by clicking the Save button.



# Appendix

## Standard Reports

Accounting Tile	
Accounting RollForward FX Report	Maturity Analysis Report
Accounting Workbook	Payment Adjustment Report
Adjusting Entries Analysis Report	Payment Report (BI)
ARO Disclosure	Payment Schedule
Cause of Change Report	Portfolio: Trial Balance Report
Comparative Accounting	Quantitative Analysis Report
Contractual Obligations	Reconciliation
Contractual Obligations Report (BI)	Roll Forward
ConObs Summary	Schedule: Trial Balance by Account for a Single Month Only
Deal Analysis Report	Schedule: Account Activity Trend Report
ERP Upload	Schedule: Account Balance Trend Report
Lease Classification Report	Transition Asset Recordation Report
Leasing Efficacy	

Administrative Tile	Change Management Tile	End of Term Tile
BYOR for User Administration	Asset Change History	EOT Activity
Booked Schedules List	Audit History Report	EOT Notification
Bulk Import List Report	Contact Change Management	EOT Options
Lessee Default Rates Report	Deal Level Participant Change Report	EOT Pipeline
Reporting Metrics	Exchange Rate Current State	EOT Recordation
Scope of Access - Current	Scope of Access - Change	Evergreen Transactions
	User Activity Log	Scheduled Notifications
		Stakeholder Scorecard

Integration Tile	Origination Tile	Portfolio Tile
Ledger Export	Asset Request Form	Anomalies Report
Ledger Export For Functional Currency	Ordered Items Report	ARF Booking Report
Payables Export	Quarterly Metrics Report	BU Asset Report
Weekly Payables Export		BYOR for Portfolio
		Dashboard
		Evergreen Transactions



Integration Tile	Origination Tile	Portfolio Tile
		LVB Report
		Leasing Summary
		Ledger Configuration Validation Report
		Participant Validation Report
		Portfolio Deal Attribute and Event Activity Report
		Portfolio Transactions
		Transaction Report (BI)

**i** **Note:** Reports visible in Reporting vary by Access Level configuration and should be assigned as needed, by the client.



# Version Summary

Version	Changes/ Updates	Date
20R2	Updated Document, removed outdated privilege matrix and reporting	04/14/2020
20R3	Added Reactivated user section	10/14/2020
20R3.2	Added Scope of Ledgers section	10/14/2020
20R4	Reformatted Guide	10/14/2020
21R1.1	Updated the Access Level section for existing and new levels. Added Enhanced User, Data Entry User, and System Admin User	01/26/2021
21R1.1	Changed footnote to Standard Reports section	02/02/2021
21R1.1	Updated all screenshots	02/02/2021
21R1	Moved Evergreen Transactions report to Portfolio Section	02/09/2021
21R2	Added Access Control Matrix reference	03/26/2021
21R2	Added Accounting Reviewer Access Level	03/26/2021
21R2	Replaced Access Level Screenshot	03/26/2021
21R2	Updated Accounting Analyst and Accounting Reviewer descriptions	03/26/2021
21R3	Updated screen shots	08/18/2021
22R1	Updated screen shots, added ARF to Reports	01/05/2022
22R4	Updated for retired reports	09/22/2022
23R3	Updated verbiage from customer to client and removed User Activity Report from standard reports.	09/06/2023
24R2.2	Changed screenshot of the Left NavBar for the Access Control section	06/24/2024