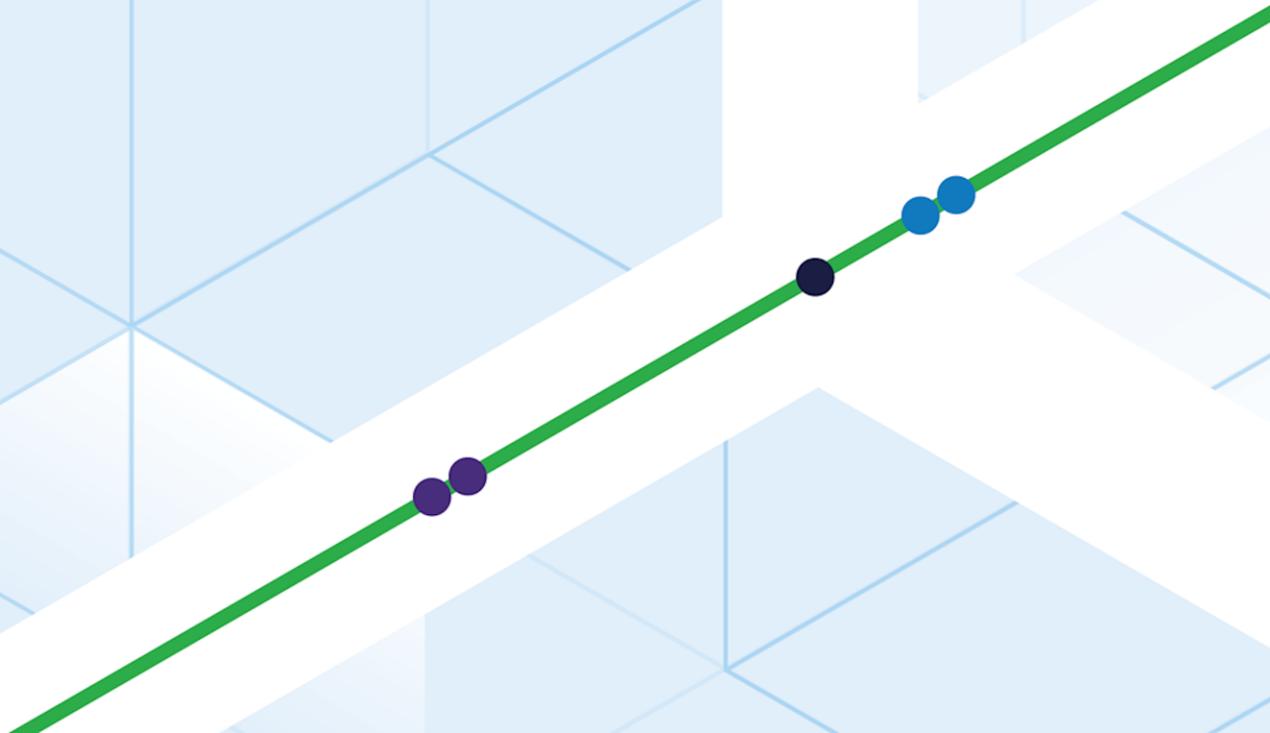




# Design Studio User Guide

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.



# Contents

<b>Document Information</b> .....	<b>2</b>
Notices .....	2
<b>Contents</b> .....	<b>3</b>
<b>Design Studio</b> .....	<b>5</b>
Business Summary .....	5
Business Views .....	5
Templates .....	5
Output .....	6
Icons and Menus .....	6
Interactive View .....	18
<b>Scheduling Custom Reports</b> .....	<b>26</b>
<b>Journal Entries Report Template</b> .....	<b>29</b>
Report Parameter Definitions – Journal Entries Report Template .....	29
<b>Account Balance Trend Template</b> .....	<b>32</b>
Report Parameter Definitions – Account Balance Trend Template .....	33
<b>Account Activity Trend Template</b> .....	<b>38</b>
Report Parameter Definitions – Account Activity Trend Template .....	39
<b>Design Studio Glossary</b> .....	<b>44</b>
Glossary – Icons .....	44
Glossary – Menus .....	45
<b>Data Dictionary for Business Views</b> .....	<b>49</b>
Exhibit B .....	55
BVLedgerExport - Affected Components .....	55



**Version Summary** ..... **57**



# Design Studio

## Business Summary

As part of advancing the goal to modernize the report offerings within LeaseAccelerator, we now offer the Design Studio. The Design Studio is a unique reporting tool that allows users to add, remove, rename, sort and filter numerous data elements and subsequently save the customized report. This customized version can be viewed/generated strictly by the creator or shared with other users within the company. Reports can be viewed within the UI or exported via various formats.

This guide is intended to be a living document which is regularly updated to include the latest Design Studio offerings.

## Business Views

A Business View is a data repository of various data elements. To ensure that specific data element can interact with each other without creating unexpected results, we will be segmenting the data into various Business Views.

Current Business Views include:

- **BVLedgerExport:** Data associated with the original ledger export plus other accounting level data.
- **BVAccountBalance:** Data included in the original Portfolio Trial Balance report along with other relevant and compatible data items.
- **BVAccountActivity:** Data included in the original Account Activity Trend report along with other relevant and comparable data items.

A Data Dictionary providing the business definition of each data element within the Business View is included at the end of this guide.

## Templates

Each Business View will be accompanied by a Template containing a few basic, widely used data elements (aka columns). Users can then customize the template to provide data their company finds useful in a single report.

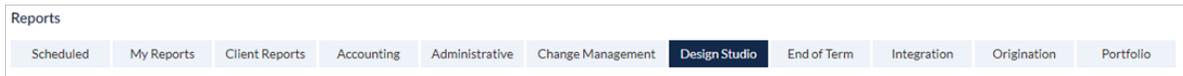
**Note:** While parameters may be limited to a single selection (EX: one entity selection) pulling the data element into the report will allow for additional filtering options to accommodate multiple item selections (EX: multiple entity filtering).

Current Templates include:

- **Journal Entries Report:** A 2-page template including some of the most popular data items currently included in the original Ledger Export. Built on the BVLedgerExport Business View.

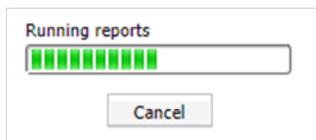
- **Account Balance Trend:** A 3-page template including the account balances for a selected time period for a specified ledger at schedule level, a summary of account balances by selected reporting period (monthly, quarterly, annually), and a parameters page. Built on the BVAccountBalance Business View.
- **Account Activity Trend:** A 3-page template including the account activity for a selected time period for a specified ledger at schedule level, a summary of account activities by selected reporting period (monthly, quarterly, annually), and a parameters page. Built on the BVAccountActivity Business View.

Available templates are included under the new Design Studio tile within the Reporting workspace.



## Output

After entering the parameters and clicking the Submit button, the following notification will appear in the report grid section of the workspace:



The resulting data will then appear along with the basic toolbar, which will be standard between Templates. The screenshot below represents the default toolbar visible upon report generation. Note that the default setting is “Basic View” which is the view opposite of the “Interactive View” listed in the far-right corner. This link allows for toggling between the two views.



**Important:** While some of the right-click menu options are available in the “Basic View”, any changes made in this view will not be saved for future report generation. Changes must be made in the “Interactive View” and saved as a new report in either the “My Reports” or “Client Reports” sections.

## Icons and Menus

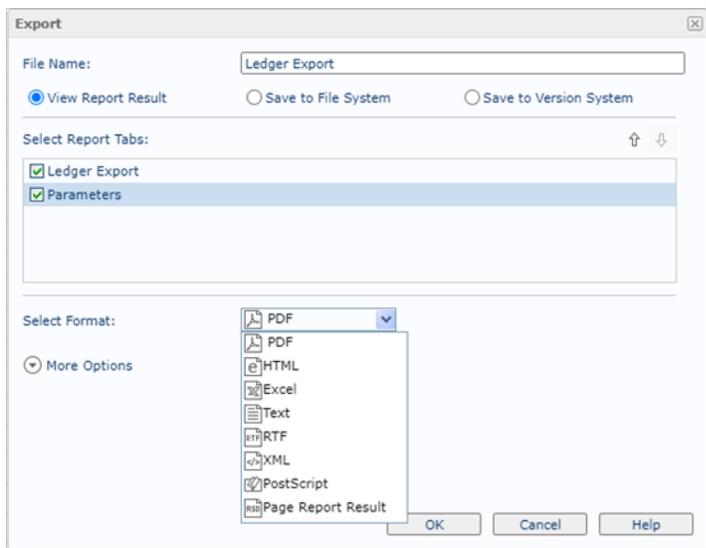
**Note:** Many pop-up windows contain a Help icon (?) in the top right corner which links directly to the third-party vendor’s published documentation. This may be useful for further explanation, however, please note the level of information included is written at a developer level.

Grayed out menu items are not available for selection.

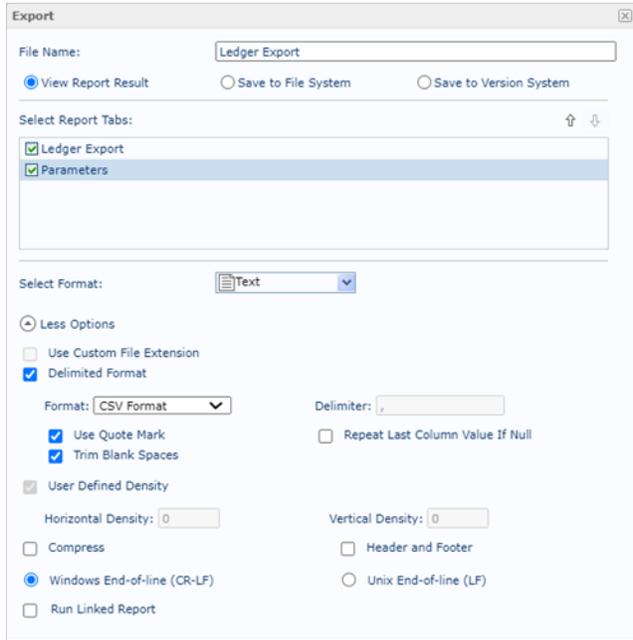


**Export** - Opens a box allowing for the selection of format types for exporting. LeaseAccelerator currently supports PDF, Excel, Text (csv), HTML and XML. Note that when an export request is executed, there is no indicator (such as the spinning logo in the browser tab for the original BI reports) showing that the export is working in the background. Depending on the amount of data being exported, please allow 5-10 minutes for the export to complete before initiating the export sequence again. With HTML, large data results may cause your browser to freeze up.

The size of the export can be estimated by checking the number of 'pages' in the bottom scroll bar times 36 which is the average number of rows per 'page'.



- **View Report Results** - Results are opened in the web browser if the format is supported by a plug-in for the web browser; otherwise, the report will download automatically.
- **Save to File System** – Results are downloaded.
- **Save to Version System** – Option is disabled.
- **Select Report Tabs** – Available setting when the report contains multiple tabs. To have the parameter tab of a template or customized report included in an export, both boxes must be checked in this section.



**Select Format:**

- **Excel format** – Allows for either .xls or .xlsx version exports.
- **CSV format** - Select Text and then More Options. A new box will appear in which “CSV Format” is an option in the Format field. After selecting your preferences under More Options, click Less Options for the OK button to reappear at the bottom of the box.
- **PDF format** – Exports to .pdf file. Output may not be fully viewable in columns with a large amount of data.

When the export completes, a box appears in the lower left corner of the screen representing the exported output.



**Undo** – Reverts the most recent action.

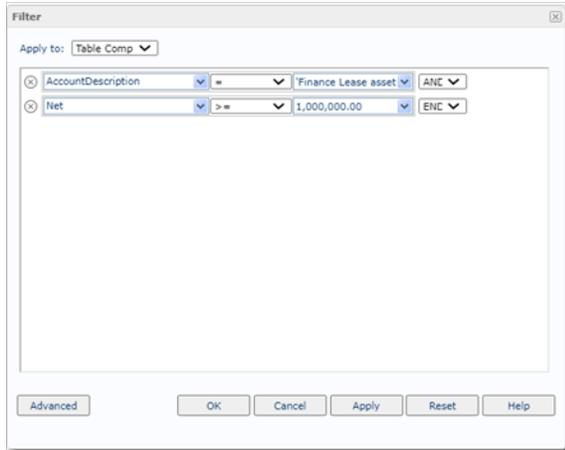


**Redo** – Reapplies the most recent action previously removed.



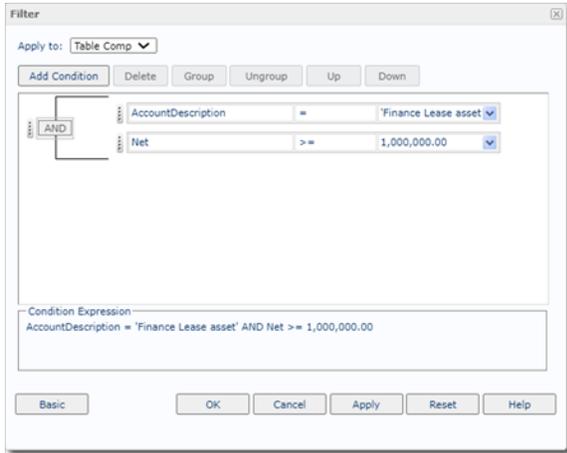
**Filter** - Allows for advanced filtering options.

The example below shows a grouped filter on ACCOUNT\_DESCRIPTION and AMOUNT. The result includes entries for Finance Asset over or equal to \$1,000,000.

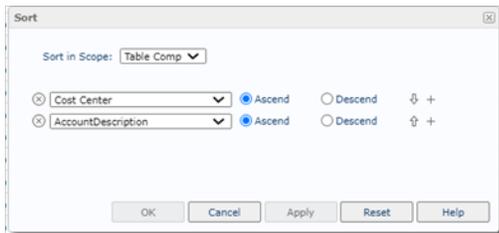


- First drop-down menu includes all data elements (aka column headers).
- Second drop-down menu includes the mode for comparison such as <, >, =, in, and like.
- Third drop-down menu includes the values from the base report for the selected data element. This field can be filled in manually as in the example for AMOUNT below.
- Last drop-down menu includes “And”, “Or” and “End”.
- “And” – results will include conditions for that query plus conditions for the next query.
- “Or” – results will include conditions in any one of the queries.
- “End” – specifies the final query condition.

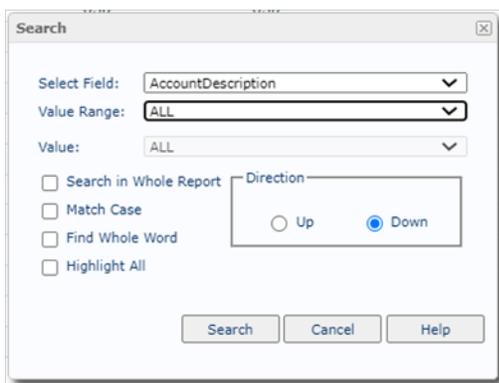
Clicking the ‘X’ to the left of the data point removes the query row.



The Advanced button offers an analytical view of the query.



**Sort** – Opens a box allowing for the selection of the column to be sorted along with radio buttons for Ascend or Descend. Clicking the + sign to the right adds another layer of sorting along with ascending or descending options. After choosing your selection(s), click either OK or Apply.



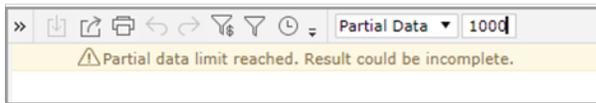
**Search** – Opens a box allowing the user to search for a specific value in a defined search field.



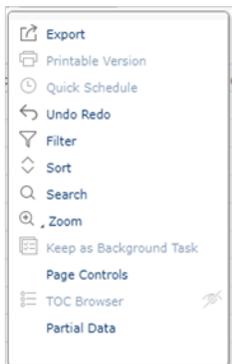
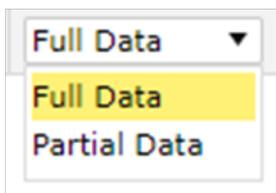
**Zoom** – Provides a preset list of options (percentages) for zooming in or out. The list also includes a Customize feature in which a box appears for the user to type in a specific percentage for zooming.



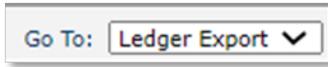
**Page Controls** – Determines the screen output placement within the entire report. The number in the Page box indicates which page within the overall report output is currently being viewed. The single > arrow advances the report by a single page at a time. The single < arrow moves the viewed report page back by a single page. The >| icon advances the viewed output to the last page of the report, while the |< icon returns the view to the first page of the report.



**Full Data/Partial Data** – Full Data (which is the default) will provide all data that renders for the requested parameters and filter combination. Partial Data will bring up a box in which a value can be typed that would limit the rows of data the report renders. Notice in the example below that a warning will appear to caution that the output may be incomplete since it has been limited to the number of selected rows. The Partial Data functionality may be preferred while editing a report in Interactive View since each change regenerates the report.



**Customize Toolbar Items** – Expands the menu of possible items to include in the standard toolbar. Hovering over the item surfaces an ‘eye’ on the right-side of the menu. Clicking the ‘eye’ determines whether the associated icon will be visible in the toolbar. An ‘eye’ with a slash through it indicates the icon will not be visible in the toolbar.



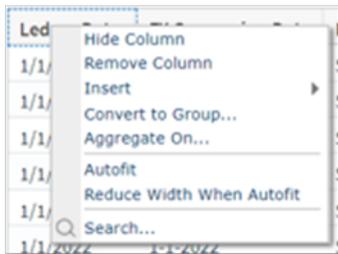
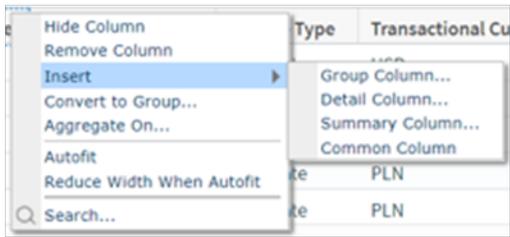
**Go To** - Allows for toggling between the different tabs associated with the report. Clicking the arrow on the right will show a drop-down listing of available tabs for viewing.



**Exit** – Exits the main reporting section so that only the UI parameters remain. Clicking the blue Submit button will generate the report anew.

In addition to the toolbar icons, users can edit the report structure from within the report itself by right-clicking in either column header fields or data fields.

**Right-clicking while in a column header will bring up the following menu:**

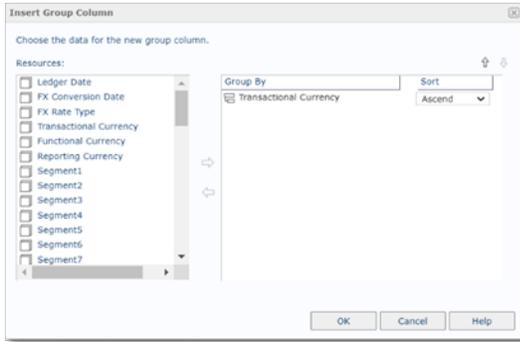


**Hide Column** – removes the column from the output but keeps it in the table-level menu of available items to add later.

**Remove Column** – removes the column from the output as well as the table-level menu of available items.

**Insert** – opens an additional menu defining which type of column you are wanting to insert.

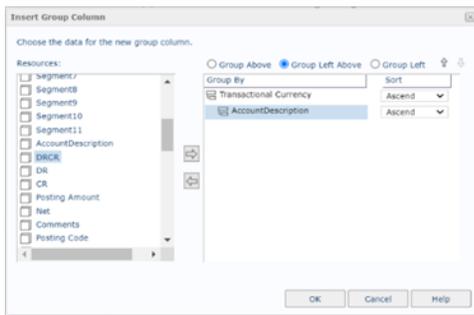
Group Columns allows for aggregating output by a specific data element. This selection will open the box below:



In this example, the aggregation group selected was Transactional Currency. The result (exported file) shows a new column at the beginning of the report with the output aggregated by the different transactional currency types.

Transactional Curre	Ledger Date	FX Conversion Date	FX Rate Type	Transactional Currency
CAD				
	1/1/2022	1-1-2022	Spot Rate	CAD
	1/1/2022	1-1-2022	Spot Rate	CAD
	1/1/2022	1-1-2022	Spot Rate	CAD
COP				
	1/1/2022	1-1-2022	Spot Rate	COP
	1/1/2022	1-1-2022	Spot Rate	COP
	1/1/2022	1-31-2022	Weighted Avg Rate	COP
ERN				
	1/1/2022	1-31-2022	Weighted Avg Rate	ERN
	1/1/2022	1-31-2022	Weighted Avg Rate	ERN
	1/1/2022	1-31-2022	Weighted Avg Rate	ERN
PLN				
	1/1/2022	1-1-2022	Spot Rate	PLN
	1/1/2022	1-1-2022	Spot Rate	PLN
	1/1/2022	1-1-2022	Spot Rate	PLN

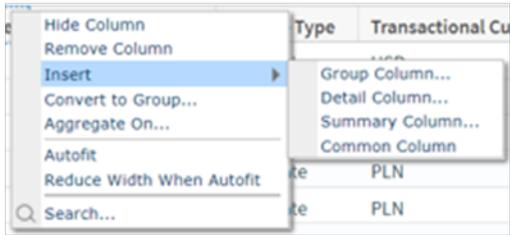
Groupings can be stacked as well. In the example below, Account Description has been added the original grouping.



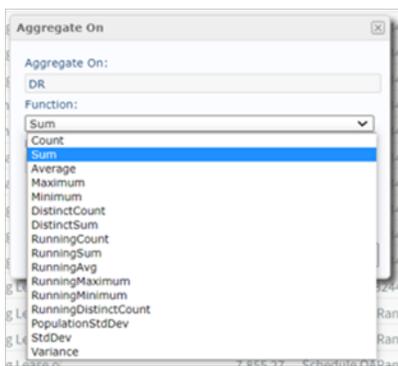
The output below shows the first aggregation at the transactional currency level and the second at Account Description level.

Transactional Cur	Account Descripti	Ledger Date	FX Conversion Date	FX Rate Type	Transactional Currency
<b>CAD</b>					
<b>Accounts Payable Clearing</b>					
		1/1/2022	1-1-2022	Spot Rate	CAD
		1/1/2022	1-31-2022	Weighted Avg R	CAD
		1/1/2022	1-1-2022	Spot Rate	CAD
<b>Accumulated depreciation - Operating Lease</b>					
		1/31/2022	11-1-2020	Spot Rate	CAD
<b>Deferred rent</b>					
		1/1/2022	1-31-2022	Weighted Avg R	CAD
		1/1/2022	1-31-2022	Weighted Avg R	CAD
<b>Lease rental expense</b>					
		1/1/2022	1-31-2022	Weighted Avg R	CAD
		1/31/2022	1-31-2022	Weighted Avg R	CAD

- Detail Column does not add new data elements from the Business View in the Basic View. Adding new data elements should be done using the Interactive View with the drag-and-drop functionality.
- **Summary Column** – opens a box that includes available pre-defined aggregation formulas.
- **Common Column** – Do not use.



**Convert to Group** – removes the highlighted column from the report as an output column and changes it to an aggregation point. Upon selecting this option, you will be asked where to place the aggregation label.

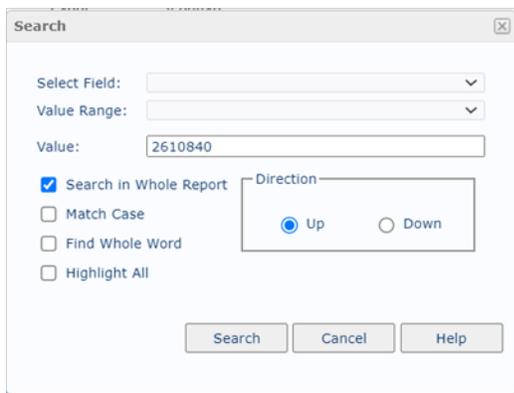


**Aggregate On** – opens a box listing the highlighted column header and allowing a selection for aggregation type. If one of the ‘distinct’ functions is selected, the ‘Distinct On’ field (hidden below by the drop-down menu) should be filled in with the requested distinct value. A ‘Sum’ can be added as a quick check to ensure the Debits and Credits balance on the Journal Entries Report for example.

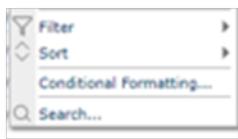
**Autofit** – intended to automatically adjust column widths on a page based on the number of columns selected and the preset page size. This option is not recommended for use since it focuses on UI visibility as opposed to the exported file. Additionally, testing has discovered that activating this option could impair performance. **NOT RECOMMENDED.**

**Reduce Width When Autofit** – works with Autofit above to automatically adjust column widths on a page. This option has the same limitations and performance implications as Autofit. **NOT RECOMMENDED.**

**Search** – opens a box in which to enter search criteria. In this example, the entire report will be searched for account code 2610840.



Right-clicking while in a data field will bring up the following menu:



**Filter** – brings up another menu including Remove Filter, Top N, Bottom N, list of unique values in the column.

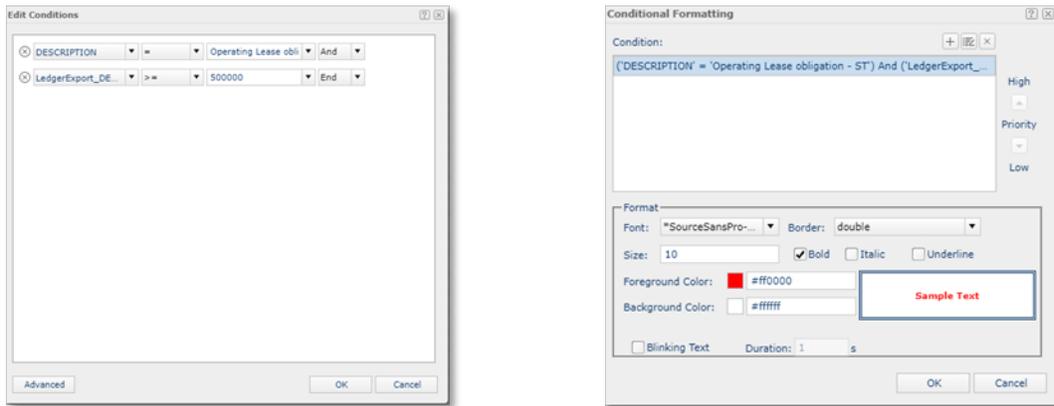
- **Remove Filter** – removes any existing filter on the column in which the selected field resides.
- **Top N/Bottom N** – opens a box in which you type the ‘N’ value which represents either the highest ‘N’ number of items in the column or the lowest ‘N’ number of items in the column. This option works for columns formatted as numbers only.
- **Unique Value List** – includes all values in the column in which the selected field resides. This menu does not allow for multiple selections.

**Sort** – opens another menu including No Sort, Ascend, Descend.

- **No Sort** – removes any existing sorting on the column in which the selected field resides.
- **Ascend** – sorts the entire column of the selected field in ascending order.
- **Descend** – sorts the entire column of the selected field in descending order.

**Conditional Formatting** – opens boxes where edit conditions and formatting choices are defined. In this example, Conditional Formatting was selected while the cursor was in the first data field under the “DR” column of the output. In the first section, ACCOUNT DESCRIPTION was selected along with the “=” sign and the Operating Lease Obligation-ST account. “AND” was selected at the end of the first condition to include a secondary condition. On the second row, CURRENT FIELD was selected (which defaulted in this screenshot to the technical name of the data element), along with the “>=” signs. The number “500000” was typed in the next section, and “END” finished out the second row of conditions.

Upon clicking **OK**, the Conditional Formatting box appears. Selections to the font type, size, style and color can be made here. Click **OK**.

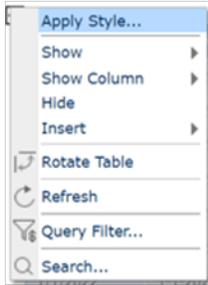


The results of the Conditional Formatting above appear in this Excel export:

AccountDescription	DR	CR
Operating Lease obligation - ST	<b>\$24,062,493.21</b>	
Operating Lease obligation - LT		\$24,062,493.21
Operating Lease obligation - ST	<b>\$24,485,888.23</b>	
Operating Lease obligation - LT		\$24,485,888.23
Operating Lease obligation - ST	<b>\$526,049.85</b>	
Operating Lease obligation - ST	\$1,222.33	
Operating Lease obligation - LT		\$526,049.85
Operating Lease obligation - LT		\$1,222.33
Accumulated depreciation - Operating Lease	\$7,204.35	
Lease rental expense - CapOp depreciation		\$7,204.35
Operating Lease obligation - ST	\$23,830.77	
Operating Lease obligation - ST	\$23.19	

- **Search** – functions in the same manner as the Search menu described above.

Right-clicking the cross icon selects the entire report and provides the following menu:



**Apply Style** – opens a box which allows the user to choose from different color combinations to apply to the report output. The applied style affects both the UI representation as well as exported versions of the report.

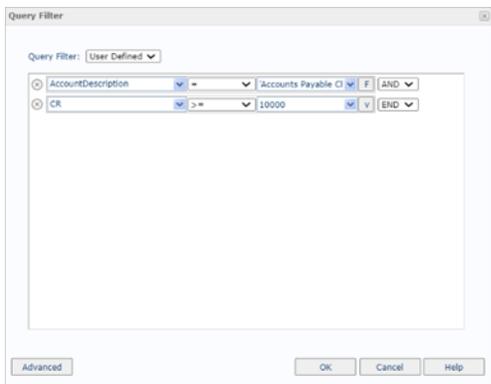
**Show** – opens a secondary menu of the following items: Table Header, Table Footer, Table Detail. When these items have an associated check mark, they will appear in the report output. Unchecking the items will remove them from the report.

**Show Column** – opens a list of all data items currently assigned to the report. Unchecking an item will remove it from the output but will keep it in this listing for possible use in the future. If a column was 'Removed' using the right-click option on a highlighted column, it will no longer appear as available in this menu. The report regenerates with each check/uncheck. If a previously unchecked item is later checked, it will appear in the report in its original position. (See examples in Interactive View section below.)

**Hide** – hides the entire report from view. The Undo icon can be used to reverse a mistaken Hide.

**Insert** – operates in the same manner as the Insert function described above when right-clicking on a highlighted column header.

**Rotate Table** – switches columns from reading top-to-bottom to reading left-to-right. Column headers move from the top of the report to the far left of the report (or reverse).



**Refresh** – regenerates the report based on the last selected parameters and filters.

**Query Filter** – operates in the same manner as the Filter icon described above except for the third drop-down menu which includes an “F” or “V” to toggle between field values vs. numerical values that can be typed in.

**Search** – operates in the same manner as the Search function described above when right-clicking on a highlighted column header.

# Interactive View

Clicking the Interactive View hyperlink at the top right of the main toolbar enters the Interactive View in which advanced editing can take place. This is where a user can change column headers, add new data elements, remove unwanted data elements, rearrange columns, change formats and save the newly created report for themselves and/or other users within their company to generate.

Changing column header labels – can be accomplished in two ways:

- Double click the column header to highlight the existing text and type the new preferred label. Hit enter or click outside of the field for the change to register.

JE Date	FX Conversion Date	Reporting Curren	Deal Tag
01/01/2022	1-1-2022	USD	

- Right click the column header and select **Properties**. Under the General tab, in the Text field, type the preferred title of the column. Click **OK**.

**Adding new column** – locate the selected item from the Resource View panel under the BV{name}. Drag the item to the column header row and drop in between existing columns for preferred placement. The data element name will be accompanied by a red slashed circle until it is moved into place in the header row.

Once moved into position, the red slashed circle changes to a solid vertical line.

This is when you should ‘drop’.

FX Rate Type	Lease Type	International Currency
Spot Rate	USD	

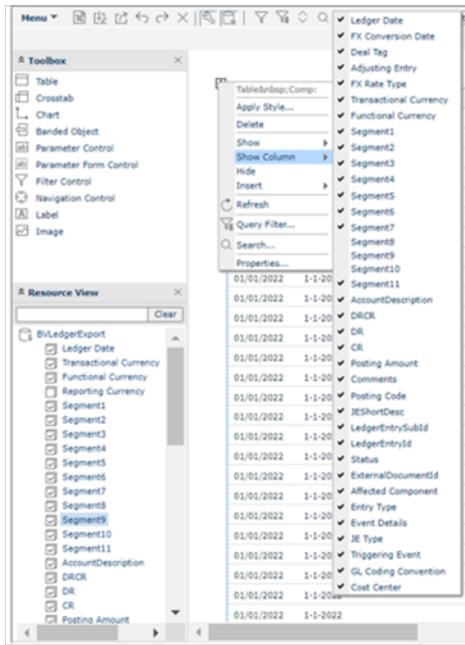
You will then receive the following message to which you will click OK.



Removing columns – can be accomplished two ways:

- Click anywhere within the table so that the cross icon appears in the upper left corner of the table. Right click on the cross icon and select **Show Column**. Click any of the checked items which will remove them from the table.

- Right click on the column header targeted for removal. Select either **Hide Column** or **Remove Column**.

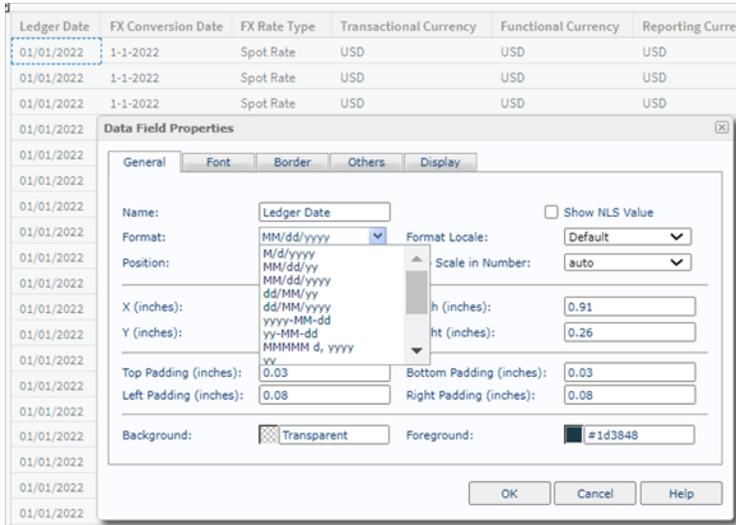


**Note:** If a column had previously been Removed using the Remove Column selection, it will not be visible as an option in the Show Column menu. If the column had previously been Hidden using the Hide Column selection, it will be visible as an option in the Show Column menu (but without the check mark). If Remove was used in error, users can either use the Undo feature or once again drag the item from the Resource View into the table.

This screenshot shows the differences between the Hide and Remove options. Segments 8, 9 and 10 were Hidden. Those data elements remain checked in the Resource View and appear on the Show Column list for checking/unchecking. Reporting Currency was Removed. It is no longer checked in the Resource View and is not included in the Show Column list.

**Rearranging/Reordering columns** – after initially clicking on a column header targeted for reordering, click on the outer edge of the header and drag to a new column position. The action provides the same visuals as the process for Adding New Columns described above.

**Changing formatting** – click on the first value cell in the column requiring an update. Right click and select Properties. The Data Field Properties box will appear. The Format drop-down menu will change based on the originally selected cell. In the example below, the first cell under Ledger Date was used so the Format options include different versions of date formats. Select the preferred format and click **OK**. All items in that column will then be reformatted based on the selection.



**Menus available from Interactive View toolbar**

**File Menu**

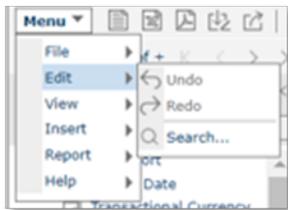


**Rename Report Tab** – renames the report listed in the Go To portion of the toolbar as well as in the Export section. This does not change the name of the report shown on the Excel worksheet tab.

**Close Report Tab** – closes the current tab of the report. Once closed, the report will need to be regenerated by refreshing the Reporting workspace and proceeding to the location of the report.

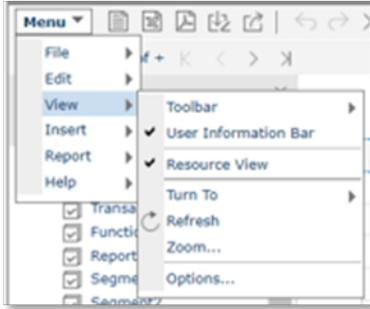
Save As, Export and Exit all function as their icons are described above.

**Edit Menu**



Undo, Redo and Search all function as their icons are described above.

**View Menu**



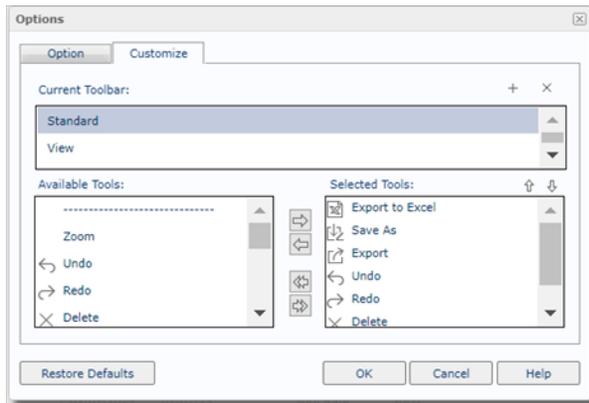
**Toolbar** – expands to list three segments of the toolbar including Standard, View and Analysis. Checking or unchecking these sections determines which icons will be available in the user’s toolbar.

**User Information Bar** - hides or unhides the information bar at the top of the toolbar that includes the User, Catalog and Report name.

**Resource View** – hides or unhides the Resource View on the left panel. This section is needed for adding new data elements in Interactive View.

**Turn To** - Allows for jumping to either the First Page, Previous Page, Next Page, Last Page or a specific page. Selecting the Page option opens a new box in which you can type the specific page number you want displayed.

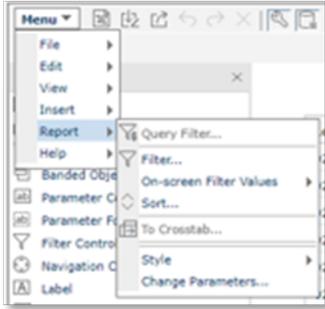
**Refresh** – regenerates the report with the current design and selections.



**Zoom** – functions as same icon listed above.

**Options (Customize tab)** – allows for customizing the toolbar icons. First select which of the toolbar sections you want to customize. Next locate the preferred icon under the Available Tools section on the left. Highlight the icon and click the right-facing arrow to add to the Selected Tools section on the right. Unwanted icons in this section can be removed by highlighting and clicking the left-facing arrow. Click **OK** when finished.

**Insert Menu** – These items have not cleared testing and are NOT RECOMMENDED for use at this time.



**Report Menu**

**Filter and Sort** – function as same icons described above.

**Style** – provides a list of available style pallets. When compatible with your version of Excel or pdf viewer, the selected style will appear on the exported report.

**Change Parameters** – opens the parameter box so that new parameters can be chosen to regenerate the report.

**Help Menu**

The items included in the Help Menu direct users to the third party’s technical website. We recommend using the LeaseAccelerator provided documentation and video for instruction. Questions not resolved with this documentation should be directed to your Client Success Manager or Client Support.

**In addition to the menu items available in the Basic View when right-clicking on column headers or data fields, these items are also available in Interactive View**

**Delete** - clears the column header if selected while in the column header cell; Clears entire column of data if selected while in the data field; Clears entire table if selected with cross icon.

**Table Cell** – opens a box for advanced formatting options for the data fields.

**Table Row** – opens a box for advanced formatting options for the selected row within the table (typically the column headers).

**Table** – opens a box for advanced formatting options for the entire table.

**Properties** – opens a box for formatting options depending on what was selected prior to choosing this menu item. Formatting options may refer to the column header labels (right click column header), data fields (right click data field), or the entire table (right click on cross icon).



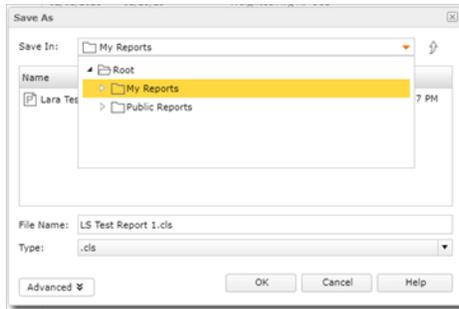
**Delete** – Clears the entire table.



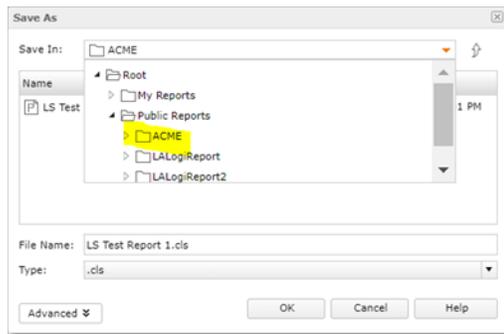
**Save As** – allows for saving the updated/enhanced version of the report as a new report name usable by either the creator only or others in the company.

**Save As** – allows for saving the updated/enhanced version of the report as a new report name usable by either the creator only or others in the company. After clicking the icon, the following box will appear:

After clicking the icon, the following box will appear:



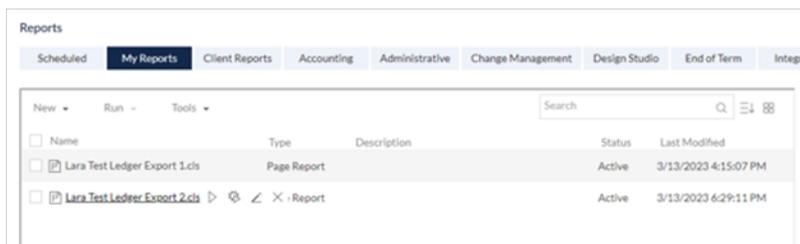
- Select the **My Reports** folder if the report should only be available to the creator. Type in the File Name you wish to title the report and leave the file type as '.cls'.
- Select **Public Reports** and then the company folder if the report should be made available to all users. Type in the File Name you wish to title the report and leave the file type as '.cls'. We recommend using a standardized and recognizable naming convention for reports in this folder.



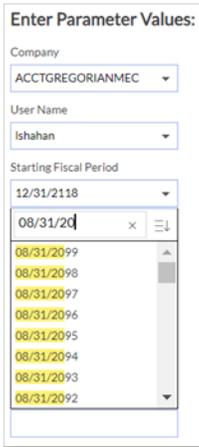
While all users within the company may be able to generate the report, output will be based on the individual users access regarding specific business units, ledgers, entities, etc. as defined in Access Control.

Click on the Reporting workspace again for the saved reports to appear in the **My Reports** and/or **Client Reports** tile.

Saved reports are listed under either the My Reports or Client Reports tile depending on where they were saved.

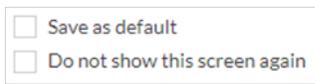


- Click either the report name or the forward arrow next to the report name to generate the report.
- The parameters screen will appear.
- Once the parameters have been reviewed/updated, click on Submit at the bottom of the parameter screen.

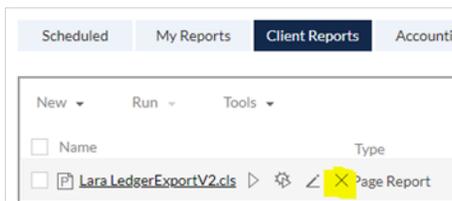


- Drop-down menus for some parameters may exceed the visible area near the parameter. Typing the first few numbers/letters associated with the targeted selection in the Search field will pare down the items visible in the drop-down menu. In the attached example, 2023 dates were not visible in the menu. Upon typing '08/31/20', the list now only includes August 31<sup>st</sup> dates for all configured fiscal years beginning with '20'.

The "Save as default" box at the bottom of the parameter section is currently not operational. This will be addressed in a future release.



The "Do not show this screen again" box can be selected if you do not want the option to change parameters in the future. **NOT RECOMMENDED** as it is difficult to resurrect the parameter screen after selection. If this occurs, and the user can enter Interactive View on the report, the report can be generated anew with the Change Parameters option under Report in the Menu on the main toolbar.



Reports in the My Reports or Client Reports section can be deleted when no longer needed. To delete, click the 'X' to the far right of the icon menu next to the report name.

 **Important:** Please note that any changes to a saved report while in Interactive view would need to be saved as a new report using the Save As functionality.



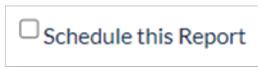
# Scheduling Custom Reports

The existing scheduling functionality used for legacy LeaseAccelerator reports is utilized for the Design Studio; however, an additional step is involved to ensure the correct parameters are included for the scheduled report.

1. Before scheduling a custom report, generate the report with the parameters you want included in the scheduled output.

 **Caution:** Scheduling options are not currently dynamic. The 'Period' and 'Run As At' parameters will NOT automatically adjust date ranges nor As At dates. At this time, reports will need to be generated with updated date ranges and As At dates and rescheduled if different dates are required.

2. Click **Return to Client Reports** button or **Return to My Reports** button (depending on which tile you are currently on). This is required to sync the parameters.



1. Locate the targeted report and highlight it by clicking the box to the left of the report name you wish to schedule.
2. Next, click the box marked Schedule This Report at the bottom of the workspace.

The following box will appear:

The options and restrictions existing for other scheduled reports within LeaseAccelerator apply to these selections as well.

- Run once option cannot be set for the same day.
- When selecting Weekly, only one of the weekdays below the option should also be selected.
- Scheduling output is only available in XLSX.

Would you like to save the schedule with the following attributes?

Report Name	[USERFOLDERPATH_ACME_Ishahan]Awesome LedgerExportV2.cls
Parameters:	
Include Adjusting Entries	All
Aggregation Level	Standard
As At	05/31/2023
Business Unit	
P_COMPANY	ACME
Entity	
Deal Status	ExcludeIncomplete
Ledger	ASC 842 Ledger- qdo1
# of Months of Entries to Show	1
Level of Detail	SCHEDULE
Starting Period	June
Round Value	No
Schedule #	
Starting Fiscal Year	2022
User	Ishahan

Ok Cancel

- After selecting your option, click **Submit Schedule**. The next pop-up will appear asking you to verify the parameters to be used for the scheduled report.
- If the parameters are as intended, click **OK**. If not, click **Change Parameters**.
- Ask Alex will walk you through the steps to change, save, and sync your parameters.

Scheduled reports will be listed under the Scheduled tile within the Reporting workspace with all other scheduled reports. Only the person who created the schedule can view the list of scheduled reports or delete the scheduled report.

**Note:** Deleting a report from the My Reports or Client Reports tile will not automatically delete the scheduled report. The schedule creator will need to delete the scheduled report in this scenario.

In addition to being emailed to the selected individual(s), after the scheduled report has been generated it will be available for export (XLSX only) in the Systems Operations Console. The 'Report Name' in this section may carry the name of the template used to create the customized version of the report; however, the 'File Name' will list the name of the customized report.

- For reports originating with the Journal Entries Report template, the 'Report Name' field will continue to reflect 'LedgerExportV2' while the 'File Name' will include the customized report name. Filtering the Systems Operations Console – Report data on the Report name = Journal Entries Report will include all generated scheduled reports that originated with the Journal Entries Report (aka LedgerExportV2) template. An example is below:

Report Import Booking Sweeping API Engines

Date Range  
 to

Date Relative  
 24 Hours

User Name: Mayank Tomar(mtomar)

Report Name: Journal Entries Report

File Name:

Maximum number of records to retrieve: 25

Status: All

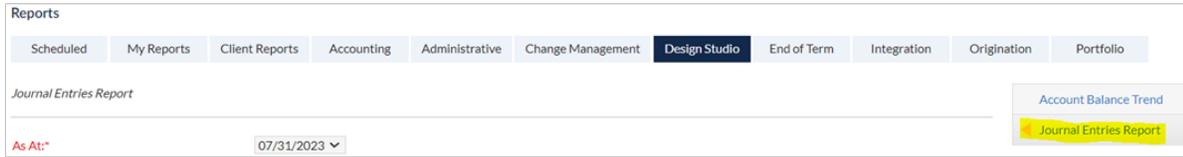
Submit

Request Id	Report Name	File Name	User Name	Received Time	Start Time	End Time	Status
45360	LedgerExportV2	LedgerExportV2-ACCTGREGORIANMEC-45360.log/rpt	mtomar	08/22/2023 10:10 PM	08/22/2023 10:11 PM	08/22/2023 10:11 PM	Completed

# Journal Entries Report Template

This template is supported by the BVLedgerExport Business View. It is intended to provide the same journal entries available in the original Ledger Export with the option to customize. Please refer to the Data Dictionary for more information regarding the individual data elements included in the business view.

This template is located under the Design Studio tile in the Reports workspace.



Below is an example of the parameters included in the Journal Entries Report Template.

As At:\* 01/31/2023

Starting Fiscal Year:\* 2022

Starting Period:\* January

# of Months of Lease Expense to Transfer:\* 12

Level of Detail:\* Schedule-level

Deal Status:\* Exclude Incomplete and Pending Approval

Include Adjusting Entries:\* All

Schedule #: LA\*

Entity:

Business Unit:

Set of Books:\* ASC 842 Ledger

Aggregation Level:\* Standard

Round Value:\* No

\*Required

## Report Parameter Definitions – Journal Entries Report Template

Parameter	Definition
As At	Fiscal month-end date for which journal entries are effective. Activities recorded with the ledger date on or before this date will be included. Activities recorded with effective ledger date after this date will not be included. Defaults to the fiscal month-end date prior to the current system date. REQUIRED FIELD.
Starting Fiscal Year	First fiscal year of journal entries to be included in the report. Entries with ledger dates occurring in the Fiscal Year/Starting Period/# of months combination will be included in the report output. REQUIRED FIELD.

Parameter	Definition
Starting Period	First fiscal period for which journal entries will be included in the report. Entries with ledger dates occurring in the Fiscal Year/Starting Period/# of months combination will be included in the report output. Available options are Prior Quarter, Current Quarter, Prior Month, Current Month, Q1 thru Q4, and 12 named months. Note that the 'Quarter' options reflect the first month of each quarter. See note regarding 'Quarter' in the # of Months of Lease Expense to Transfer parameter below. REQUIRED FIELD
# of Months of Lease Expense to Transfer	Number of months of journal entries to be included in the report. Entries with ledger dates occurring in the Fiscal Year/Starting Period/# of months combination will be included in the report output. Note that selecting a 'Quarter' option in the Starting Period parameter will require a '3' in this field for a full quarter worth of entries to render. REQUIRED FIELD.
Level of Detail	While the standard ledger export provides options for Asset level or Portfolio level journal entries, this template currently focuses on the Schedule level of detail (which is the default). REQUIRED FIELD.
Deal Status	Includes or excludes entries for schedules integrated with the Real Estate Manager application or entered when the Segregation of Duties workflows are turned on. Options in the drop-down menu include Exclude Incomplete Only, Exclude Incomplete and Pending Approval, Exclude Pending Approval Only, Include All, and Include Pending Approval Only. Default is Exclude Incomplete and Pending Approval. REQUIRED FIELD.
Include Adjusting Entries	Filter used to determine which (if any) adjusting entries are included in the report calculations. Adjusting Entries are entries noted with [FY/FM...] text in the Comments section and relate to true-up entries or accounting corrections. Options in the drop-down menu include All, Post-Transition Only, Current Fiscal Year Only, and None. Default is All. REQUIRED FIELD.
Schedule #	Available filtering on a single or multiple specific schedule(s). The wildcard character (*) can be used to isolate a specific group of schedules.
Entity	Available filter of client -defined Entities via drop-down menu. Only one Entity can be selected at a time.
Business Unit	Available filter of client -defined Business Units via drop-down menu. Only one Business Unit can be selected at a time.
Set of Books	Filter of client configured ledgers via a drop-down menu. Only one ledger can be selected at a time. REQUIRED FIELD.
Aggregation Level	Determines the level of granularity for journal entries. While future options will be expanded to allow for more granularity, the only current option is the default of Standard. REQUIRED FIELD.

Parameter	Definition
Round Value	Ability to apply additional rounding logic to the journal entries. Options include No, Yes, Modified. No means the debit and credit values are raw numbers with whatever decimal precision has been formatted. [The DR and CR data elements are defaults used with the No option.] Yes rounds a leg of the journal entry to allow the full journal entry to balance at two decimal places. The cumulative differences applied to any given account as part of the rounding process are reversed in a single entry at the end of the report with a '999' Posting Code. Modified provides the two decimal rounding balances like the Yes option but without the '999' Posting Code journal entries. [The DR and CR Posting Amount data elements are defaults used with the Yes or Modified option.] REQUIRED FIELD. An example is below.

## Round Value Example:

Rounding adjustments are generally applied to the leg of the journal entry with largest expense first. If no leg of the entry is to an expense account, the largest leg of the journal entry would receive the rounding adjustment.

Account	DRCR	Raw Amt	Standard Rounded Amt	"Round Value" Amt
<b>Accounts Payable Clearing</b>	<b>CR</b>	<b>500.0000</b>	<b>500.0000</b>	<b>499.99</b>
<b>Finance Lease Obligation</b>	<b>DR</b>	<b>401.2737</b>	<b>401.2700</b>	<b>401.27</b>
<b>Interest Accrued</b>	<b>CR</b>	<b>98.7243</b>	<b>98.7200</b>	<b>98.72</b>

In this example, setting the Round Value parameter to Yes or Modified would decrease the Accounts Payable Clearing entry by 0.01 so that the full journal entry balanced.

- With a Yes setting, the cumulative differences applied to Accounts Payable Clearing over the term of the report (only 0.01 in this example) would be reversed as an entry to Rounding Expense with a '999' Posting Code at the end of the report to bring the Accounts Payable Clearing account to its correct balance.

Account	DRCR	Posting Amt
Accounting Payable Clearing	CR	0.01
Rounding Expense	DR	0.01

- With a Modified setting, no reversing entries to Rounding Expense with a '999' Posting Code are created. In this example, the Accounts Payable Clearing balance over the term of the report would reflect 0.01 lower than the actual balance.

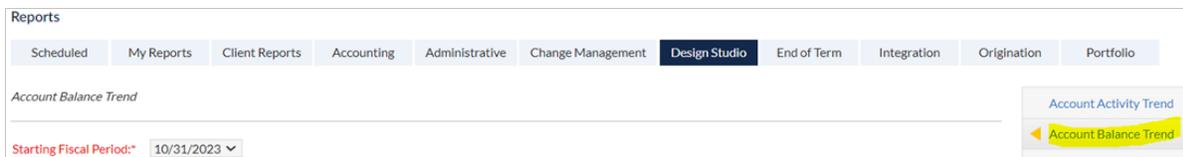
# Account Balance Trend Template

This template is supported by the BVAccountBalance Business View. It is a 3-page template including the account balances for a selected time period for a specified ledger at schedule level, a summary of account balances by selected reporting period (monthly, quarterly, annually), and a parameters page. This template provides the same financial data as the Portfolio Trial Balance reports but with the option to customize the output. Please refer to the Data Dictionary for more information regarding the individual data elements included in the business view.

The template does not include an AsAt date.

- Monthly values operate in the same manner as other existing account balance reports in that they represent the account balance at the end of the fiscal month equivalent to a life-of-lease Journal Entries Report (aka Ledger Export) with the month-end date as the report's AsAt date.
- Deal level data such as Deal Status, Lease Classification, BU, etc., will be reported as of the system date of report generation.

This template is located under the Design Studio tile in the Reporting workspace.



Below is an example of the parameters included in the Account Balance Template.

Starting Fiscal Period:\* 06/30/2023 ▾

Ending Fiscal Period:\* 09/30/2023 ▾

Set of Books:\* ASC 842 Ledger ▾

Reporting Period:\* Month ▾

Schedule:

Entity: All ▾

Business Unit: All ▾

Report Section: All ▾

Account Description:

Account Code:

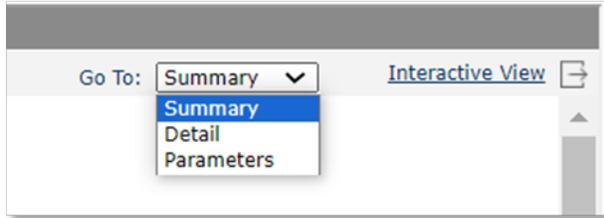
\*Required

# Report Parameter Definitions – Account Balance Trend Template

Parameter	Definition
Starting Fiscal Period	First fiscal month-end date of which the report will provide account balance values. REQUIRED FIELD.
Ending Fiscal Period	Final fiscal month-end date of which the report will provide account balance values. REQUIRED FIELD
Set of Books	Filter of client configured ledgers via a drop-down menu. Only one ledger can be selected at a time. REQUIRED FIELD.
Reporting Period	<p>Parameter to determine which months within the Starting Fiscal Period/Ending Fiscal Period time period will be included in the output on both the Detail and Summary pages.</p> <ul style="list-style-type: none"> <li>▪ Month will provide activity output for all fiscal months between and including the starting and ending dates.</li> <li>▪ Quarter will provide balances for only the fiscal months that end fiscal quarters between and including the starting and ending dates.</li> <li>▪ Annual will provide balances for only the fiscal month that end fiscal years between and including the starting and ending dates.</li> </ul>
Schedule	Available filtering on a single or multiple specific schedule(s). The wildcard character (*) can be used to isolate a specific group of schedules.
Entity	Available filter of client-defined Entities via drop-down menu. Only one Entity can be selected at a time.
Business Unit	Available filter of client-defined Business Units via drop-down menu. Only one Business Unit can be selected at a time.
Report Section	Filter to isolate output to a specific group of accounts based on financial statement placement. Drop-down list includes All, Balance Sheet, Income Statement, Assets, Liabilities, and Expenses. REQUIRED FIELD.
Account Description	Parameter to focus output on specific accounts based on account description. Only one account description can be selected at a time - or the All option. Note: 'Blank' equates to ALL as well.
Account Code	Freeform text field allowing for filtering by a single account code or a range of codes using the wildcard option.

Results contain three separate pages: Summary, Detail and Parameters. You can switch between the pages by using the Go To option in the menu bar.





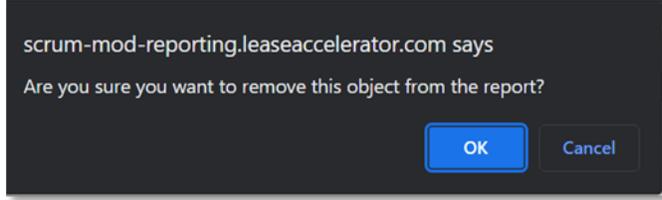
**Note:** Changes such as filters, sorting, and groupings made on one page do NOT flow to the other pages. For example, if the Detail page was filtered on Account Description = AP Clearing, the Summary page will not reflect only AP Clearing entries.

The Summary page defaults to the Balance Reporting Currency values. This can be changed to Balance Functional Currency or Balance Transactional Currency by first removing the existing values and then adding the new option while in Interactive View. An example is detailed below.

Drag the Balance Reporting Currency value out of summary crosstab from top value (represented by the ARO Accumulated Amortization 6/30/2023 amount).

	06/30/2023	07/31/2023
	Balance Reporting Currency	Balance Reporting Currency
ARO Accumulated Amortization	-22,323.17	-22,323.17
ARO Asset	22,323.17	22,323.17
ARO Liability	.00	.00
Accounts Payable - Interim Rent	-7,868.32	-7,868.32
Accounts Payable - Purchased Assets	-155,236.08	-155,236.08
Accounts Payable - Termination Fees	-935.37	-935.37
Accounts Payable Clearing	-109,513,884.85	-111,051,526.82

Upon releasing the mouse button, this warning will appear to which you will click OK.



The resulting summary will then be blank as shown below.

**Resource View**

- BVAccountBalance
- Deal ID
- Deal Status
- Account Code
- Segment1
- Segment2
- Segment3
- Segment4
- Segment5
- Segment6
- Segment7
- Segment8
- Segment9
- Segment10

**Account Balance Trend Summary**

	06/30/2023	07/31/2023
	Balance Reporting Currency	Balance Reporting Currency
ARO Accumulated Amortization		
ARO Asset		
ARO Liability		
Accounts Payable - Interim Rent		
Accounts Payable - Purchased Assets		
Accounts Payable - Termination Fees		
Accounts Payable Clearing		

Next, drag the selected values into the uppermost cell (represented by the ARO Accumulated Amortization 6/30/2023 cell).

**Resource View**

- Segment2
- Segment3
- Segment4
- Segment5
- Segment6
- Segment7
- Segment8
- Segment9
- Segment10
- Segment11
- Lease Genre
- Ledger ID
- Ledger List
- Cost Center

**Account Balance Trend Summary**

	06/30/2023	07/31/2023
	Balance Reporting Currency	Balance Reporting Currency
ARO Accumulated Amortization	Balance Functional Currency	
ARO Asset		
ARO Liability		
Accounts Payable - Interim Rent		
Accounts Payable - Purchased Assets		
Accounts Payable - Termination Fees		
Accounts Payable Clearing		

Upon releasing the mouse button, a menu will appear allowing you to select different aggregation functions such as Count and Sum. For this Summary, select Sum.

**Insert Aggregation**

Aggregate Function:

Distinct On:

Label:

Auto Map Field Name

OK Cancel

The Summary crosstab now reflects account balances by month in functional currency.

**Account Balance Trend Summary**

	06/30/2023	07/31/2023
	Balance Functional Currency	Balance Functional Currency
ARO Accumulated Amortization	-19,331.42	-19,331.42
ARO Asset	19,331.42	19,331.42
ARO Liability	.00	.00
Accounts Payable - Interim Rent	-7,776.22	-7,776.22
Accounts Payable - Purchased Assets	-152,718.56	-152,718.56
Accounts Payable - Termination Fees	-909.28	-909.28
Accounts Payable Clearing	-207,511,126.71	-210,621,314.41

A Total row summarizes each column at the bottom of the Summary. [The title can be changed to Grand Total or whatever customization needed by clicking the box and typing over it.]

**Caution: TOTAL ROWS DO NOT AUTOMATICALLY UPDATE TO THE CHANGED CURRENCY TYPE.** The Total row reflects 'Balance Reporting Currency' by default. Total(s) must be separately updated to the different currency balances using the steps described above.

Additional layers of summation can also be included. In the example below, the Account Code was added to become the highest level of aggregation (to the left of the existing Account Description column). Business Unit was added to the right of Account Description.

**Account Balance Trend Summary**

Account Code	Account Description	Business Unit	03/31/2023	06/30/2023	09/30/2023
			Balance Reporting Currency	Balance Reporting Currency	Balance Reporting Currency
1000840	Purchased asset	Acme, Inc.	73,713.46	73,713.46	73,713.46
	Total		73,713.46	73,713.46	73,713.46
	Accumulated depreciation - Finance Lease	Acme Poland	-8,735,900.83	-8,735,900.83	-8,735,900.83
		Acme, Inc.	-13,346,442.05	-13,589,529.62	-13,832,617.18
		BU 1	-55,665.84	-79,522.62	-103,379.41
		Information Technology	-155,553.61	-155,553.61	-155,553.61
		Shine Inc.	-671,463.10	-698,180.80	-724,898.49
	Total		-22,965,025.43	-23,258,687.48	-23,552,349.52
1050840	100yr		-2,474,869.49	-2,053,819.99	-1,629,349.80
	Accumulated depreciation - Operating Lease	Acme Poland	-5,781,273.96	-5,781,273.96	-5,781,273.96
		Acme, Inc.	-2,890,046.53	-3,001,781.11	-3,108,747.67
		Dawn Inc.	-132,566.35	-132,566.35	-132,566.35
		Excel Inc.	-120,604.39	-120,604.39	-120,604.39
		Information Technology	-2,781,243.41	-2,781,243.41	-2,781,243.41
		Shine Inc.	-417,784.78	-417,784.78	-417,784.78
	Total		-14,598,388.91	-14,289,073.98	-13,971,570.36
	Total		-37,563,414.33	-37,547,761.46	-37,523,919.88

In the next example, Balance Reporting Currency was replaced by Balance Transactional Currency on the standard Summary containing Account Description only. Account Code was then added to the left of the existing Account Description column creating the highest level of aggregation. To update the Total, drag out the 73,713.46 amount appearing in the first Total row (which was the default Balance Reporting Currency amount). The Total rows will then be blank.

Account Balance Trend Summary			
		06/30/2023	07/31/2023
Account Code	Account Description	Balance Transactional Currency	Balance Transactional Currency
1000840	Purchased asset	168,239.83	168,239.83
	Total	73,713.46	73,713.46
1050840	Accumulated depre	-28,200,221.85	-28,307,514.16
	Accumulated depre	-27,606,068.77	-27,515,942.60
	Total	-37,557,177.79	-37,549,422.74

Next, drag the Balance Transactional Currency to the first/top Total cell and drop. This will populate all of the associated Totals with the Transactional Currency balances. Each subsequent aggregation level will require this same update.

Account Balance Trend Summary			
		06/30/2023	07/31/2023
Account Code	Account Description	Balance Transactional Currency	Balance Transactional Currency
1000840	Purchased asset	168,239.83	168,239.83
	Total	Balance Transactional Currency	
1050840	Accumulated depre	-28,200,221.85	-28,307,514.16
	Accumulated depre	-27,606,068.77	-27,515,942.60
	Total		
1060840	Accumulated depre	1,291,281.05	1,125,598.02
	Total		

The (sub)Totals cannot be removed as rows, but the values and the label can be 'hidden' which will result in blanks for those fields.

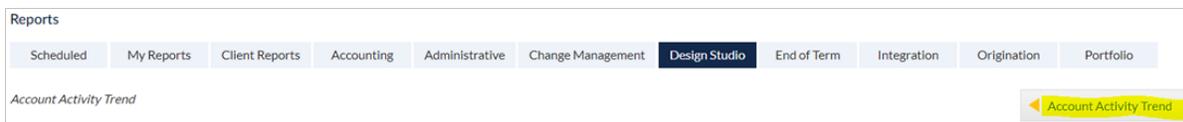
# Account Activity Trend Template

This template is supported by the BVAccountActivity Business View. It is a 3-page template including the account activities for a selected time period for a specified ledger at schedule level, a summary of account activities by selected reporting period (monthly, quarterly, annually), and a parameters page. This template provides the same financial data as the Account Activity Trend reports but with the option to customize the output. Please refer to the Data Dictionary for more information regarding the individual data elements included in the business view.

The template does not include an AsAt date.

- Monthly values operate in the same manner as other existing account activity reports in that they represent the account activities occurring within the fiscal month based on the Journal Entries Report (aka Ledger Export) with the month-end date as the report's AsAt date.
- Deal level data such as Deal Status, Lease Classification, BU, etc., is reported as of the system date of report generation.

This template is located under the Design Studio tile in the Reporting workspace.



Below is an example of the parameters included in the Account Activity Template.

Starting Fiscal Period:\* 10/31/2023 ▼

Ending Fiscal Period:\* 10/31/2023 ▼

Ledger:\* ▼

Reporting Period:\* ▼

Schedule:

Entity: ▼

Business Unit: ▼

Report Section: All ▼

Account Description: ▼

Account Code:

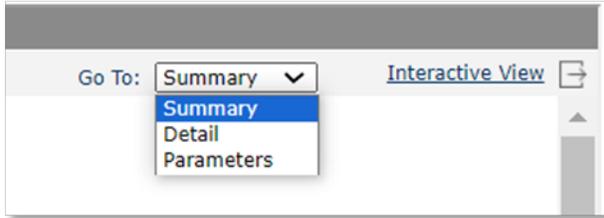
\*Required

# Report Parameter Definitions – Account Activity Trend Template

Parameter	Definition
Starting Fiscal Period	First fiscal month-end date of which the report will provide account activity values. REQUIRED FIELD.
Ending Fiscal Period	Final fiscal month-end date of which the report will provide account activity values. REQUIRED FIELD
Ledger	Filter of client configured ledgers via a drop-down menu. Only one ledger can be selected at a time. REQUIRED FIELD.
Reporting Period	<p>Parameter to determine which months within the Starting Fiscal Period/Ending Fiscal Period time period will be included in the output on both the Summary page. (Detail page will include all months within the selected date range.)</p> <ul style="list-style-type: none"> <li>▪ Month will provide activity output for all fiscal months between and including the starting and ending dates.</li> <li>▪ Quarter will provide activity totals for fiscal months between and including the starting and ending dates. Labeled as 'Q#20##'.</li> <li>▪ Annual will provide activity totals for fiscal years between and including the starting and ending dates. Labeled as '20##'.</li> </ul>
Schedule	Available filtering on a single or multiple specific schedule(s). The wildcard character (*) can be used to isolate a specific group of schedules.
Entity	Available filter of client-defined Entities via drop-down menu. Only one Entity can be selected at a time.
Business Unit	Available filter of client-defined Business Units via drop-down menu. Only one Business Unit can be selected at a time.
Report Section	Filter to isolate output to a specific group of accounts based on financial statement placement. Drop-down list includes All, Balance Sheet, Income Statement, Assets, Liabilities, and Expenses. REQUIRED FIELD.
Account Description	Parameter to focus output on specific accounts based on account description. Only one account description can be selected at a time - or the All option. Note: 'Blank' equates to ALL as well.
Account Code	Freeform text field allowing for filtering by a single account code or a range of codes using the wildcard option.

Results contain three separate pages: Summary, Detail, and Parameters. You can switch between the pages by using the Go To option in the menu bar.





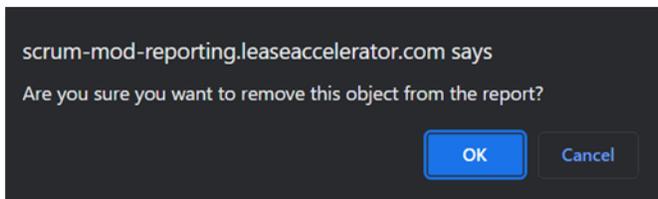
**Note:** Changes such as filters, sorting, and groupings made on one page do NOT flow to the other pages. For example, if the Detail page was filtered on Account Description = AP Clearing, the Summary page will not reflect only AP Clearing entries.

The Summary page defaults to the Activity Reporting Currency values. This can be changed to Activity Functional Currency or Activity Transactional Currency by first removing the existing values and then adding the new option while in Interactive View. An example, with the Reporting Period set to Quarter, is detailed below.

Drag the Activity Reporting Currency value out of summary crosstab from top value (represented by the Accounts Payable – Interim Rent Q4-2022 amount).

	Q4-2022
	Activity Reporting Currency
Accounts Payable - Interim Rent	-6,923.91
Accounts Payable - Purchased Assets	-113,090.52
Accounts Payable - Termination Fees	-3,000.36
Accounts Payable Clearing	-5,063,570.34
Accumulated depreciation - Operating Lease	-1,384,852.60
Accumulated depreciation: Step payment timing adjustment - Operating Lease	275.49

Upon releasing the mouse button, this warning will appear to which you will click OK.



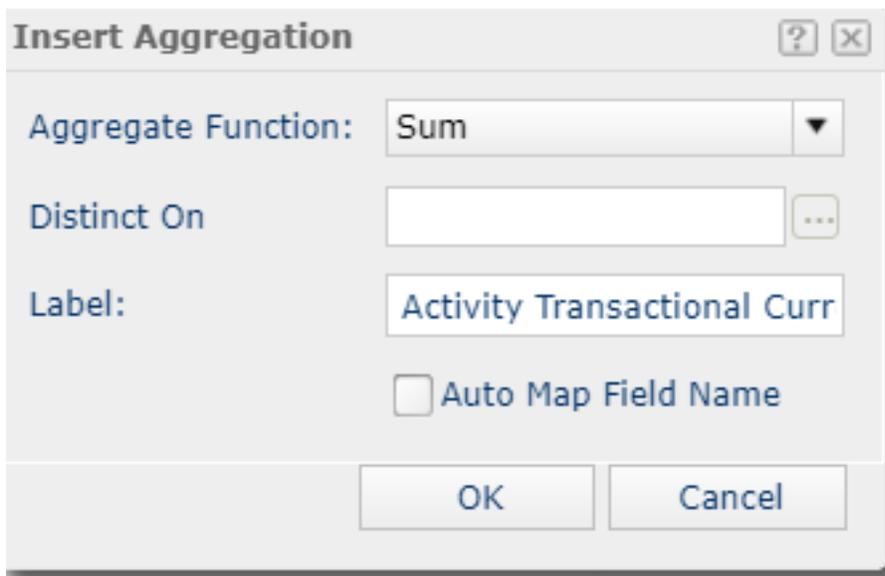
The resulting summary will then be blank as shown below.

	Q4-2022
	Activity Reporting Currency
Accounts Payable - Interim Rent	
Accounts Payable - Purchased Assets	
Accounts Payable - Termination Fees	
Accounts Payable Clearing	
Accumulated depreciation - Operating Lease	
Accumulated depreciation: Step payment timing adjustment - Operating Lease	

Next, drag the selected values into the uppermost cell (represented by the Accounts Payable-Interim Rent Q4-2022 cell).



Upon releasing the mouse button, a menu will appear allowing you to select different aggregation functions such as Count and Sum. For this Summary, select Sum.



The Summary crosstab now reflects account activity summations by quarter in transactional currency.



A Total row summarizes each column at the bottom of the Summary. [The title can be changed to Grand Total or whatever customization needed by clicking the box and typing over it.]

**Caution: TOTAL ROWS DO NOT AUTOMATICALLY UPDATE TO THE CHANGED CURRENCY TYPE.** The Total row reflects 'Activity Reporting Currency' by default. Total(s) must be separately updated to the different currency balances using the steps described above.

Additional layers of summation can also be included. In the example below, the Account Code was added to become the highest level of aggregation (to the left of the existing Account Description column). Business Unit was added to the right of Account Description.

Account Activity Trend Summary			Q1-2021	Q2-2021	Q3-2021
Account Code	Account Description	Business Unit	Activity Reporting Currency	Activity Reporting Currency	Activity Reporting Currency
1000IA S17	Purchased asset	Acme Poland	30.08	37.60	.00
		Acme, Inc.	-483.17	-5,892.60	39,119.39
		Information Technology	.00	.00	.00
		Total	-453.09	-5,855.00	39,119.39
1050IA S17	Accumulated depreciation - Finance Lease	100yr	-222,386.05	-222,386.05	-222,386.05
		Acme Poland	-790,570.98	-492,710.16	-159,478.72
		Acme, Inc.	-596,690.17	329,015.57	-77,026.36
		Dawn Inc.	-9,251.08	-9,251.10	-9,251.08
		Excel Inc.	-16,760.90	6,872.48	-14,462.44
		Information Technology	-178,681.55	-175,312.82	-175,312.84
		Shine Inc.	-66,835.09	-66,835.16	-66,835.11
Total	-1,881,175.81	-630,607.23	-724,752.60		
1200IA S17	Finance Lease asset	100yr	.00	.00	.00
		Acme Poland	49,594.08	61,992.60	.00
		Acme, Inc.	-130,286.75	-1,260,382.73	-669,556.44
		Dawn Inc.	.00	.00	.00
		Excel Inc.	.00	-27,464.17	.00
		Information Technology	.00	.00	.00
		Shine Inc.	.00	.00	.00
Total	-80,692.67	-1,225,854.30	-669,556.44		
Total	-80,692.67	-1,225,854.30	-669,556.44		

In the next example, Activity Reporting Currency was replaced by Activity Functional Currency on the standard Summary containing Account Description only. Account Code was then added to the left of the existing Account Description column creating the highest level of aggregation. To update the Total, drag out the 3,164.41 amount appearing in the first Total row (which was the default Activity Reporting Currency amount). The Total rows will then be blank.

Account Activity Trend Summary			Q1-2020
Account Code	Account Description		Activity Functional Currency
100007	Finance Lease asset		13,190.52
	Total	3,164.41	3,164.41
100009	Accumulated depreciation - Finance Lease		-2,269.34
	Total		-544.41
200001	Accounts Payable Clearing		-2,700.00
	Total		-647.73

Next, drag the Activity Functional Currency to the first/top Total cell and drop. This will populate all of the associated Totals with the Functional Currency activity totals. Each subsequent aggregation level will require this same update.

### Account Activity Trend Summary

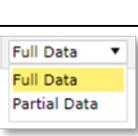
		Q1-2020
Account Code		Activity Functional Currency
100007	Finance Lease asset	13,190.52
	Total	☰ Activity Functional Currency
100009	Accumulated depreciation - Finance Lease	-2,269.34
	Total	
200001	Accounts Payable Clearing	-2,700.00
	Total	

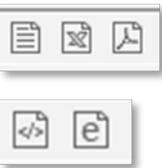
The (sub)Totals cannot be removed as rows, but the values and the label can be 'hidden' which will result in blanks for those fields.

 **Caution:** Reports associated with the Design Studio are NOT currently enabled with the blocker preventing reports from running while a Refresh (aka Sweep) is in progress. Please check for the Refresh banner and/or broom icon before generating your report.

# Design Studio Glossary

## Glossary – Icons

Icon	Name	Description	Views Used
	Export	Opens a box allowing for the selection of format types for exporting.	Basic Interactive
	Undo	Reverts the most recent action.	Basic Interactive
	Redo	Reapplies the most recent action previously removed.	Basic Interactive
	Filter	Allows for advanced filtering options.	Basic Interactive
	Sort	Opens a box allowing for the selection of the column to be sorted along with radio buttons for Ascend or Descend.	Basic Interactive
	Search	Opens a box allowing the user to search for a specific value in a defined search field.	Basic Interactive
	Zoom	Provides a preset list of options (percentages) for zooming in or out.	Basic
	Page Controls	Determines the screen output placement within the entire report.	Basic Interactive
	Full/Partial Data	Full Data (which is the default) will provide all data that renders for the requested parameters and filter combination. Partial Data will bring up a box in which a value can be typed that would limit the rows of data the report renders.	Basic Interactive
	Customize Toolbar Items	Expands the menu of possible items to include in the standard toolbar.	Basic Interactive
	Go To	Allows for toggling between the different tabs associated with the report.	Basic Interactive
	Exit	Exits the main reporting section so that only the UI parameters remain.	Basic Interactive
	Save As	Allows for saving the updated/enhanced version of the report as a new report name usable by either the creator only or others in the company.	Interactive

Icon	Name	Description	Views Used
	Delete	Clears the entire table.	Interactive
	Export To Text, Excel, PDF, XML, or HTML	Available under the Customize Toolbar menu; Allows for automatic export of the generated file. Note that the parameter tab will not export when using this icon. The Text icon provides a text export only without the ability to switch to CSV.	Interactive

## Glossary – Menus

Menu Option	Location	Description	Views Used
Aggregate On	Right-click column header	Opens a box listing the highlighted column header and allowing a selection for aggregation type.	Basic Interactive
Apply Style	Right-click cross icon	Opens a box which allows the user to choose from different color combinations to apply to the report output.	Basic Interactive
Autofit	Right-click column header	NOT RECOMMENDED	Basic Interactive
Change Parameters	Report Menu	Opens the parameter box so that new parameters can be chosen to regenerate the report.	Interactive
Close Report Tab	File Menu	Closes the current tab of the report.	Interactive
Common Column	Insert	NOT RECOMMENDED	Basic Interactive
Conditional Formatting	Right-click data field	Opens boxes where edit conditions and formatting choices are defined.	Basic Interactive
Convert to Group	Right-click column header	Removes the highlighted column from the report as an output column and changes it to an aggregation point.	Basic Interactive
Delete	Right-click column header, cross icon or data field	Clears column header if selected in column header; Clears entire column of data if selected in data field; Clears entire table if selected with cross icon.	Interactive
Detail Column	Insert	Does not add new data points from the Business View in the Basic View.	Basic Interactive

Menu Option	Location	Description	Views Used
Exit	File Menu	Exits the main reporting section so that only the UI parameters remain.	Interactive
Export	File Menu	Opens a box allowing for the selection of format types for exporting.	Interactive
Filter	Right-click data field Report Menu	Brings up another menu including Remove Filter, Top N, Bottom N, list of unique values in the column.	Basic Interactive
Group Columns	Insert	Allows for aggregating output by a specific data point.	Basic Interactive
Help Menu	Help Menu	The items included in the Help Menu direct users to the third party's technical website. We recommend using the LeaseAccelerator provided documentation and video for instruction. Questions not resolved with this documentation should be directed to your Customer Success Manager or Support Representative.	Interactive
Hide	Right-click cross icon	Hides the entire report from view.	Basic
Hide Column	Right-click column header	Removes the column from the output but keeps it in the table-level menu of available items to add later.	Basic Interactive
Insert	Right-click column header or cross icon	Opens an additional menu defining which type of column you are wanting to insert.	Basic Interactive
Options	View Menu	Allows for customizing the toolbar icons.	Interactive
Properties	Right-click column header, data field or cross icon	Opens a box for formatting options depending on what was selected prior to choosing this menu item.	Interactive
Query Filter	Right-click cross icon	Operates in the same manner as the Filter icon except for the third drop-down menu which includes an "F" or "V" to toggle between field values vs. numerical values that can be typed in.	Basic
Redo	Edit Menu	Reapplies the most recent action previously removed.	Interactive
Reduce Width When Autofit	Right-click column header	NOT RECOMMENDED	Basic Interactive

Menu Option	Location	Description	Views Used
Refresh	Right-click cross icon View Menu	Regenerates the report based on the last selected parameters and filters.	Basic Interactive
Remove Column	Right-click column header	Removes the column from the output as well as the table-level menu of available items.	Basic Interactive
Rename Report Tab	File Menu	Renames the report listed in the Go To portion of the toolbar as well as in the Export section.	Interactive
Resource View	View Menu	Hides or unhides the Resource View on the left panel.	Interactive
Rotate Table	Right-click cross icon	Switches columns from reading top-to-bottom to reading left-to-right.	Basic
Save As	File Menu	Allows for saving the updated/enhanced version of the report as a new report name usable by either the creator only or others in the company.	Interactive
Search	Right-click column header, data field or cross icon Edit Menu	Opens a box in which to enter search criteria.	Basic Interactive
Show	Right-click cross icon	Opens a secondary menu of the following items: Table Header, Table Footer, Table Detail.	Basic
Show Column	Right-click cross icon	Opens a list of all data items currently assigned to the report.	Basic
Sort	Right-click data field Report Menu	Opens another menu including No Sort, Ascend, Descend.	Basic Interactive
Style	Report Menu	Provides a list of available style pallets.	Interactive
Summary Column	Insert	Opens a box that includes available pre-defined aggregation formulas.	Basic Interactive
Table	Right-click column header or data field	Opens a box for advanced formatting options for the entire table.	Interactive

Menu Option	Location	Description	Views Used
Table Cell	Right-click column header or data field	Opens a box for advanced formatting options for the data fields.	Interactive
Table Row	Right-click column header or data field	Opens a box for advanced formatting options for the selected row within the table (typically the column headers).	Interactive
Toolbar	View Menu	Expands to list three segments of the toolbar including Standard, View and Analysis.	Interactive
Turn To	View Menu	Allows for jumping to either the First Page, Previous Page, Next Page, Last Page or a specific page.	Interactive
Undo	Edit Menu	Reverts the most recent action.	Interactive
User Information Bar	View Menu	Hides or unhides the information bar at the top of the toolbar that includes the User, Catalog and Report name.	Interactive
Zoom	View Menu	Provides a preset list of options (percentages) for zooming in or out.	Interactive



# Data Dictionary for Business Views

Data Point (Column Name)	Business Description	Business View Included In
Account Code	Account Code assigned the specific account description during ledger configuration.	BVAccountBalance BVAccountActivity
AccountDescription	Account Description based on LeaseAccelerator definitions.	BVLedgerExport BVAccountBalance BVAccountActivity
Activity Functional Currency	Account activity by selected reporting period in the schedules' assigned functional currency. These activities are remeasured into the functional currency. [See Functional Currency]. Refer to "LA User Guide - FX Reporting" for information regarding remeasurement.	BVAccountActivity
Activity Reporting Currency	Account activity by selected reporting period in the selected ledger's assigned reporting currency. These activities are translated into the reporting currency. [See Reporting Currency]. Refer to "LA User Guide - FX Reporting" for information regarding translation.	BVAccountActivity
Activity Transaction Currency	Account activity by selected reporting period in the schedules' transactional currency. [See Transactional Currency]	BVAccountActivity
Adjusting Entry	Fiscal year and/or fiscal month identifier (FM/FY) for which the entry is adjusting; Same as the FM/FY identifier in the Comments field.	BVLedgerExport
Advance/Arrears	Repayment mode for the schedule.	BVLedgerExport
Balance Functional Currency	Account balance by selected reporting period in the schedules' assigned functional currency. These balances are remeasured into the functional currency. [See Functional Currency]. Refer to "LA User Guide - FX Reporting" for information regarding remeasurement.	BVAccountBalance
Balance Reporting Currency	Account balance by selected reporting period in the selected ledger's assigned reporting currency. These balances are translated into the reporting currency. [See Reporting Currency]. Refer to "LA User Guide - FX Reporting" for information regarding translation.	BVAccountBalance
Balance Transaction Currency	Account balance by selected reporting period in the schedules' transactional currency. [See Transactional Currency]	BVAccountBalance
Booking Ledger Date	Date when the schedule was booked into the selected ledger.	BVAccountBalance BVAccountActivity



Data Point (Column Name)	Business Description	Business View Included In
Business Unit	Client -defined operational group within the client organization.	BVLedgerExport BVAccountBalance BVAccountActivity
Comments	Combination of the word “Schedule” along with the schedule number and adjusting entry fiscal month/fiscal year identifier (if applicable) associated with the ledger entry.	BVLedgerExport
Cost Center	Cost center associated with the reported balances based on client-defined cost center values.	BVAccountBalance BVAccountActivity
Country	Client-assigned country name that governs the accounting and tax rules for a leasing transaction.	BVLedgerExport
CR	Credit entry valued in transactional currency; Should not be used with Posting Amount. Should be used only with Round Value parameter set to No.	BVLedgerExport
Deal ID	System-generated unique number associated with a specific schedule within a specific customer environment.	BVLedgerExport BVAccountBalance BVAccountActivity
Deal Status (Long)	Word or phrase explaining the status of a schedule at a specific AtAt date taking into consideration pending end-of-term activities; Examples include Renewal in Process, Return in Process, and Buyout in process.	BVLedgerExport
Deal Status (Short)	One-word description explaining the status of a schedule at a specific AsAt date; Examples include Active, Evergreen, Disposed, etc. This is listed as Deal Status (Short) in the BVLedgerExport and simply Deal Status in the BVAccountBalance and BVAccountActivity.	BVLedgerExport BVAccountBalance BVAccountActivity
Deal Tag	Client-assigned labels used to isolate specific schedules for reporting purposes.	BVLedgerExport BVAccountBalance BVAccountActivity
DR	Debit entry valued in transactional currency; Should not be used with Posting Amount. Should be used only with Round Amount parameter set to No.	BVLedgerExport
DRCR	Renders either “DR” or “CR” depending on whether the specific leg of the journal entry is a debit or credit; Provides DR or CR notation in a single column preferred by some ERP’s. Must be used with Posting Amount. Should be used only with Round Value parameter set to either Yes or Modified.	BVLedgerExport

Data Point (Column Name)	Business Description	Business View Included In
Effective End Date	Current date which the schedule is anticipated to end when taking renewals and/or early terminations/buyouts into consideration. Schedules in Evergreen status will reflect the most recent month of generated evergreen payments as the Effective End Date.	BVAccountBalance BVAccountActivity
Entity	Client-defined primary business entity.	BVLedgerExport BVAccountBalance BVAccountActivity
ExternalDocumentID	Document ID's related to integration results.	BVLedgerExport
Functional Currency	Currency in which a business entity records its accounting records; A lease can only be assigned one functional currency.	BVLedgerExport BVAccountBalance BVAccountActivity
Funder	Client-defined company providing financing for a lease; May refer to a Landlord on real estate leases. (Also referred to as Lessor.)	BVLedgerExport BVAccountActivity
FX Conversion Date	Date associated with the Functional Conversion Rate used to convert transactional currency to functional currency.	BVLedgerExport
FX Rate Type	Type of rate used to convert transactional currency to functional currency; Options include Spot Rate or WeightedEndDate where the latter is based on the customer configuration option for P&L accounts.	BVLedgerExport
GL Coding Convention	Name of the GL Coding Convention in which the specific schedule has been assigned based on the selected ledger and its configuration. Schedules comprised of multiple assets assigned to various GL Coding Conventions will appear as 'Multiple'.	BVAccountBalance BVAccountActivity
JEShortDesc	LeaseAccelerator nomenclature providing a brief explanation of the basis of the journal entry.	BVLedgerExport
Lease Classification	Lease classification as of the system date of report generation.	BVAccountBalance BVAccountActivity
Lease Genre	System assigned classification of either 'Equipment' or 'Real Estate' based on the selected Product Category.	BVAccountBalance BVAccountActivity
Lease Start Date	Commencement date or takedown date. The date when the duration of the lease starts and therefore the payment schedule begins.	BVAccountBalance BVAccountActivity
Lease Type	Type of contractual lease.	BVLedgerExport
Ledger Date	Date of record for the associated journal entry.	BVLedgerExport
Ledger ID	System assigned ledger number.	BVAccountBalance BVAccountActivity

Data Point (Column Name)	Business Description	Business View Included In
Ledger List	List of all ledgers to which the schedule has been booked.	BVAccountBalance BVAccountActivity
LedgerEntryId	<p>LeaseAccelerator nomenclature related to the specific journal entry leg. While this data point will remain active,</p> <p><b>Important:</b> THIS WILL BE PHASED OUT AS A MEANS OF RECONCILIATION.</p> <p>Please refer to additional documentation regarding new reconciliation methods.</p>	BVLedgerExport
LedgerEntryLineID	<p>LeaseAccelerator nomenclature that allows clients to reconcile or suppress individual lines in the Journal Entry Report.</p> <p><b>Important:</b> THIS CAN REPLACE LedgerEntrySubID AS A MEANS OF RECONCILIATION.</p>	BVLedgerExport
LedgerEntrySubId	<p>LeaseAccelerator nomenclature related to the specific journal entry leg at a more granular level than basic Posting Code. While this data point will remain active,</p> <p><b>Important:</b> THIS WILL BE PHASED OUT AS A MEANS OF RECONCILIATION.</p> <p>Please refer to additional documentation regarding new reconciliation methods.</p>	BVLedgerExport
Lessee	Client-defined company acting as the legal party agreeing to the leasing contract. (Real estate leases may refer to this as the Tenant.)	BVLedgerExport BVAccountBalance BVAccountActivity
Month End Date	Fiscal month-end date for which the account balances are reported. Balances on this month-end date should equate to the balances derived from a Journal Entries Report (aka Ledger Export) with the specific month-end date as the AsAt date.	BVAccountBalance BVAccountActivity
Net	Net of the Debit (DR) and Credit (CR) entries for the specific entry valued in transactional currency. Must be used only with the separate DR and CR data elements. Should be used only with Round Amount parameter set to No.	BVLedgerExport

Data Point (Column Name)	Business Description	Business View Included In
Original End Date	Date in which the schedule contractually would have ended not including renewals, early terminations/buyouts and/or evergreen activities.	BVAccountBalance BVAccountActivity
Payment Frequency	Periodic nature of payments - monthly, quarterly, bi-monthly, annual, bi-annual, etc.	BVAccountActivity
PO Number	Internal Reference number that matches the client's ERP Procurement Purchase Order Number to the Supplier's.	BVAccountActivity
Posted Fiscal Month	Fiscal month in which the ledger date occurs.	BVLedgerExport
Posted Fiscal Year	Fiscal year in which the ledger date occurs.	BVLedgerExport
Posting Amount	Journal entry amount in transactional currency whether debit or credit. Appears as a positive number. Must be used with DRCR. Should be used only with Round Amount parameter set to either Yes or Modified.	BVLedgerExport
Posting Code	LeaseAccelerator nomenclature related to the specific journal entry leg.	BVLedgerExport
Posting ID	<p>LeaseAccelerator nomenclature that groups accounting entries based on Deal Id, Ledger Date, Amount Type, and Currency. While this data point will remain active,</p> <p><b>Important:</b> THIS WILL BE PHASED OUT AS A MEANS OF RECONCILIATION.</p> <p>Please refer to additional documentation regarding new reconciliation methods.</p>	BVLedgerExport
PostingEntryID	<p>LeaseAccelerator nomenclature that groups accounting entries based on Deal Id, Ledger Date, Amount Type, Currency, and Adjustment Date.</p> <p><b>Important:</b> THIS CAN REPLACE POSTING ID AS A MEANS OF RECONCILIATION.</p>	BVLedgerExport
Product Category	Asset type(s) included on the schedule; If more than one, "Multiple" will be used.	BVLedgerExport BVAccountBalance BVAccountActivity
RCHP (in Months)	Number of months that the assets contained in the lease are expected to be used. This may be shorter than the contractual term if assets are typically bought out early or may be longer than the contractual term if renewal periods are typically exercised or evergreen is typically incurred.	BVAccountBalance BVAccountActivity

Data Point (Column Name)	Business Description	Business View Included In
RCHP End Date	The Reasonably Certain Holding Period (in Months) expressed as a date from the lease start date. Note: This may not match the RCHP End Date in the Quantitative Analysis Report (QAR) for schedules with early terminations or modifications. The QAR overrides the original RCHP End Date to match the Effective End Date to properly account for the Remaining Term which is used in the weighted average calculations.	BVAccountBalance BVAccountActivity
Reporting Currency	Currency in which a parent company reports its financial statements; Can also refer to Local currency for foreign entities; A lease may have multiple reporting currencies if it is booked into different ledgers configured with different reporting currencies.	BVLedgerExport BVAccountBalance BVAccountActivity
Reporting Period	Assigned reporting period based on the configured fiscal calendar in conjunction with the parameter selection for the Account Activity Trend reports. These values are used to create the Summary page. Output includes: <ul style="list-style-type: none"> <li>▪ 'Month' = Fiscal month name associated with the entry.</li> <li>▪ 'Quarter' = "Q#20YY" is displayed based on which fiscal quarter the entry is associated.</li> <li>▪ 'Annual' = "20YY" is displayed based on which fiscal year the entry is associated.</li> </ul>	BVAccountActivity
Schedule Number	Client provided identifier for a specific lease. Some BV's may shorten the name to Schedule.	BVLedgerExport BVAccountBalance BVAccountActivity
Segment1 thru Segment11	Client-defined segment based on ledger configuration.	BVLedgerExport BVAccountBalance BVAccountActivity
Status	Status of the journal entry relating to integration only. This is not related to the status of the schedule.	BVLedgerExport
Transactional Currency	Currency in which a lease is denominated; A lease can only have one transactional currency.	BVLedgerExport BVAccountBalance BVAccountActivity

## Exhibit B

### BVLedgerExport - Entry Types

Accretion	Additions	Adjustment	Amortization	Closing Balance	Impairment	LT/ST	Opening Balance
Other	Payment	Purchase	Reallocation	Receipt	Takedown Adjustment	Variable Expense	Writeoff

### BVLedgerExport - Affected Components

Accrued Interest Balance	ARO	ARO Balance	Asset Purchase	Base Lease	CAMS	Deferred Rent/SPTA Balance
FX	Guaranteed Residual Value	IDC	IDC Balance	IFRS Transition Alternate Valuation	Impairment	Interim Rent
Late Fees	Lease Incentive	Net Balance	Net Writeoff	Nonremeasuring Payment Adjustment	Other Related Expense	Prepayment
Property Insurance	Purchase Option Liability	Real Estate Tax	Reduction in Scope	Refund of Deposit	Reinstated ARO Amortization	Reinstated Depreciation
Reinstated Impairment	Return/Early Termination Fee	Security Deposit	Special Deposit	Unamortized Portion of Lease Incentive	Unpaid Lease Incentive	Variable Expense
Translation Adjustment						

### BVLedgerExport - Triggering Events

A/P Reconciliation	Buyout	Closing Balance	Functional Currency Remeasurement	Impairment
Incurred	Modification	Modification (Correcting)	Monthly Activity	Opening Balance
Original Contract Term	Original Contract Term (Correcting)	Reallocation	Reallocation (Correcting)	Remeasurement Due to Implicit Changes in Estimates

Remeasurement Due to Implicit Changes in Estimates (Correcting)	Remeasurement Due to Payment Adjustment	Remeasurement Due to Payment Adjustment (Correcting)	Renewal	Renewal (Correcting)
Reporting Currency Remeasurement	Reporting Currency Translation	Return	Return (Correcting)	Rounding Adjustment
Rounding Adjustment (Correcting)	Transition	Transition (Correcting)	Unknown (Correcting)	Unknown (Historical)
Evergreen	Remeasurement to Accommodate Externally-Applied Balance Adjustment	Other	Scheduled	

## BVLedgerExport - JE Types

Balance	Catch-up entry for backdated activity	Correcting entry for closed journal entries	Entry improperly backdated from subsequent period	FX Remeasurement
Month 13	Normal	Normal (Historical)	Rounding	RPT FX Translation



# Version Summary

Version	Changes/ Updates	Date
23R2	Created guide.	03/21/2023
23R3	Updated guide to include export options for HTML and XML.	06/26/2023
23R4	Added BVAccountBalance and Account Balance Trend template information and data dictionary. Added Scheduling functionality section. Changed references of 'Ledger Export v2' to 'Journal Entries Report'. Updated verbiage changing customer to client.	9/26/2023
24R1	Added BVAccountActivity and Account Activity Trend template information. Redesignated Data Dictionary. Put Glossary - Menus in alphabetical order.	01/19/2024
24R2	Added LedgerEntryLineID and identified that Posting ID, LedgerEntryID, and LedgerEntrySubID will be phased out as a means of reconciliation in a future release.	03/22/2024