Navigating LeaseAccelerator User Guide

LeaseAccelerator

Version 25.2

Document Information

Notices

Copyright

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

LeaseAccelerator Environments

LeaseAccelerator is a Software as a Service (SaaS) application that resides in a data center.

To support user needs for implementation and testing, LeaseAccelerator has the following different environments:

- **Production:** Live version of software with current data and access to Global Lessor Network, where applicable for PureLease Marketplace. For users whose data must remain in the European Union, LeaseAccelerator has an EU Production environment. For APAC users, LeaseAccelerator has an ANZ Production environment.

- **Release Preview:** Non-Production environment, used to test and validate upcoming releases. Only available to US users for a set two to three week timeframe, prior to a Production release. APAC and EU users may have access to their Preview environments year-round, per contract.

- **IMPL:** Live version of software used to implement a new customer. Data configured and entered here is cloned to a customer's Production environment when they go live.

- **Special Projects**: Also known as a sandbox, additional Non-Production environment which allows continuous usage throughout the development and testing cycles of various product capabilities and solution integrations, and enables companies to continuously improve their processes, test out new integrations and product features, and build efficient processes based on sandbox environment results.

- **LeaseAccelerator University (LAU)**: Live version of software used to train new users by offering a practice environment and individual, role-based curriculum that includes videos, walkthrus, games and assessments. Each LAU environment is for a single user and is not connected to any customer environments. Users have approximately 90 days to complete the training.

Each environment has its own web address. Contact your Implementation Manager or Customer Success Manager for more information on using these environments.

Login

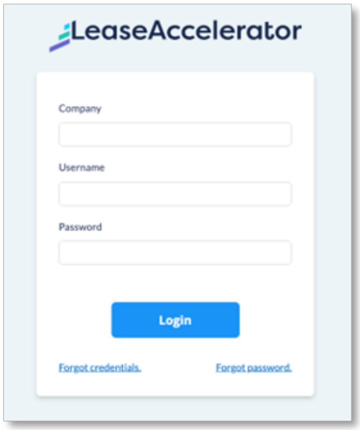
To gain access to a LeaseAccelerator environment, contact your Implementation Manager or Customer Success Manager.

To Log into LeaseAccelerator:

1. Open any HTML 5-compliant browser client with JavaScript enabled, including Chrome, Firefox, Edge, and Internet Explorer 11 or higher. LeaseAccelerator recommends using Chrome.

2. Enter address for the environment that you want to access.

3. Enter the name of your company, your username, and your password. Your username and password might be the same username and password that you use to access other applications and systems in your company.



Need Account Information

If you have forgotten your login credentials or your password, click the appropriate link on the login page and enter your email address. If you have an account in LeaseAccelerator associated with that email address, you will receive an email with instructions on changing your password.

> **Note:** The Need your login credentials? and Lost your password? options are enabled only in Production environments. If you click those links in any other environments, you will not receive an email. For help with your account in those environments, contact your Implementation Manager or Customer Success Manager.

Change Password

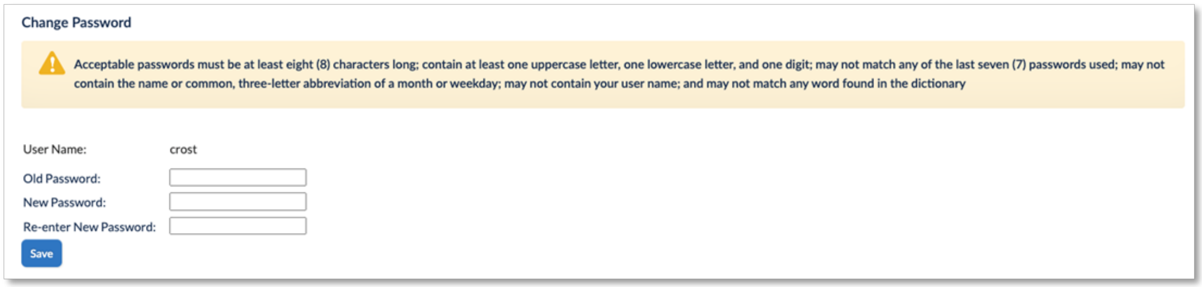
If your LeaseAccelerator account is the same account you use for other systems at your company (i.e., it is a single sign on (SSO) account), you are not able to change your password in LeaseAccelerator. Your password in LeaseAccelerator will change when you change your password in other systems.

If your account is native to LeaseAccelerator (i.e., you use the account only for LeaseAccelerator; it is not the same account that you use for other systems in your company), you can change your password.

To Change Your Password for a Native LeaseAccelerator Account:

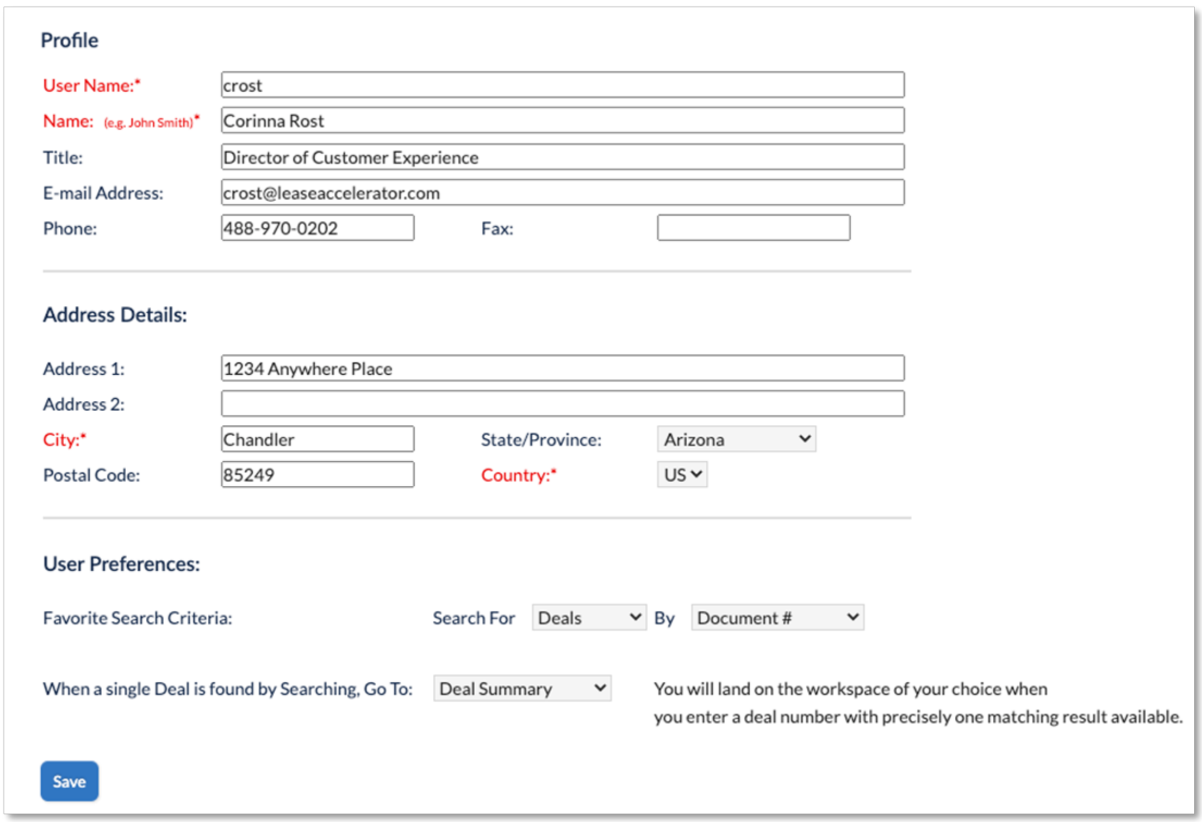
1. Click the sillouette icon in the top right-hand corner and select **Change Password** from the drop-down menu.

2. Enter a password that meets the requirements described on the window and click **Save**.

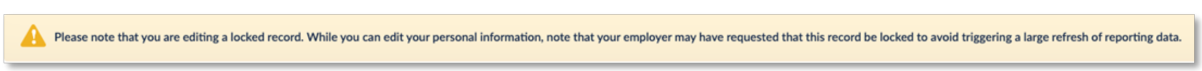


User Profile

The Profile workspace is in the menu under the silhouette icon in the top right-hand corner. Here, you can change your personally-identifying information such as your User Name, Name, Email, Title, Phone, Fax, and Location Address. Changes made here will initiate reporting database refreshes, where applicable, for all deals to which you are associated.



Note: If your contact record is locked, you can edit your personal information, but you will see a message on the screen that changes may cause a large refresh of reporting data.



In addition to your personally-identifying information, within your Profile workspace is a User Preference section where you can set your favorite search criteria and landing page.

The Favorite Search Criteria enables you to select personal default options seen in the Search Bar using these same options. The "Search For" allows you to use Deals, Companies, People, or Assets, and your "By" allows Document #, Company, or Named Participant.

The option selected for When a single Deal is found by Searching, Go To, determines which workspace you will be directed to when exactly one deal matches your search parameters.

Logout

LeaseAccelerator will automatically log you out after about 45 minutes of inactivity. You can also logout manually by clicking **Logout** under the sillouette icon in the top right-hand corner.

Search

Search is a powerful function for navigating the LeaseAccelerator application. Using Search is the fastest and easiest way to locate specific deals, assets, people, or companies.

Search is always available at the top of each workspace.

Search Criteria

The options for search are:

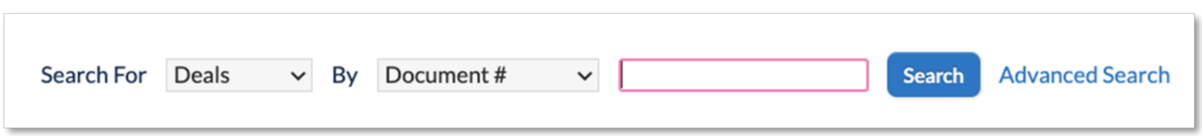
- Search for **deals** by document number, company, or named participant.
- Search for **people** by name.
- Search for **companies** by company name.
- Search for **assets** by deal number or serial number.

The search function uses wildcards (*) to find matches. Enter as much data as you know then use a wildcard to locate matches (you must enter at least one single character for the wildcard search to function correctly).

Caution: Be sure to enter as much information as you know to narrow the search. If your LeaseAccelerator application contains a significant amount of data and you enter broad search terms with many possible matches, performance may be negatively impacted.

To Run a Search:

1. Select **Deals**, **People**, **Companies**, or **Assets** for the Search For option at the top of the workspace.
2. Select an option for **By** (if applicable).
3. Enter as much information as you know and enter a * (wildcard) for any missing information.
4. Click **Search**.



Advanced Search

Advanced Search is available to further refine your search criteria to locate specific information.

Caution: When performing an Advanced Search, enter as much information as possible to narrow the search. Leaving options blank results in a broad open-ended search. Narrowing the search will ensure system performance meets expectations and results are usable.

To Run an Advanced Search:

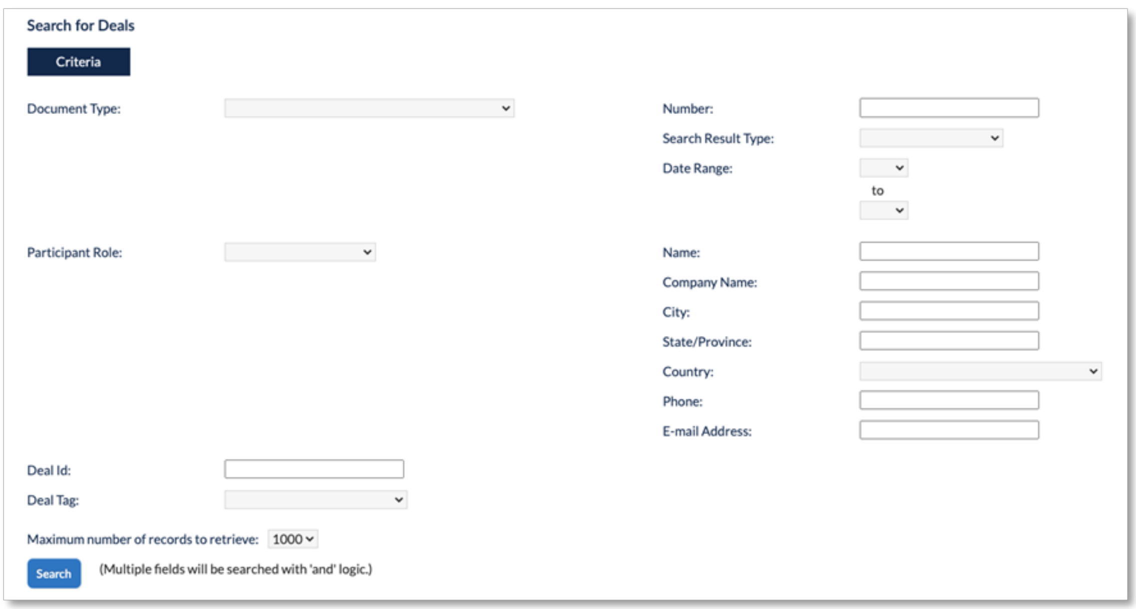
1. Select **Deals**, **People**, **Companies**, or **Assets** for the Search For option at the top of the workspace.

2. Click **Advanced Search** under the Search button.

3. Complete as much as information as you know, using wildcards (*) as needed.

4. Click **Search**. Note that the amount of time a search will take is directly related to the amount of data that could be returned.

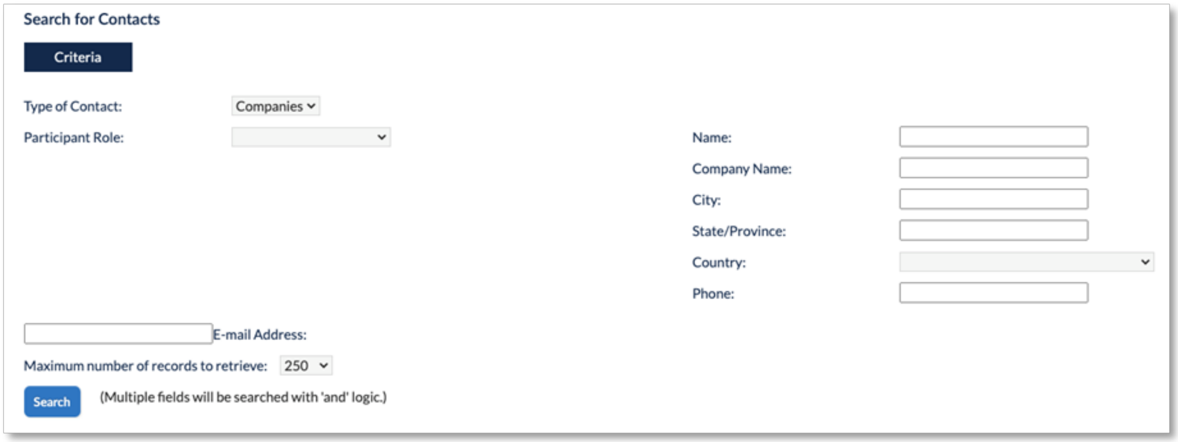
Initiating an Advanced Search for **Deals** opens the Criteria tile of the Search for Deals workspace.



On the Search for Deals workspace, you can limit the search by **Document Type**, **Participant Role**, **Deal Tag**, or **Result Type** by selecting from the drop-down menus for these options.

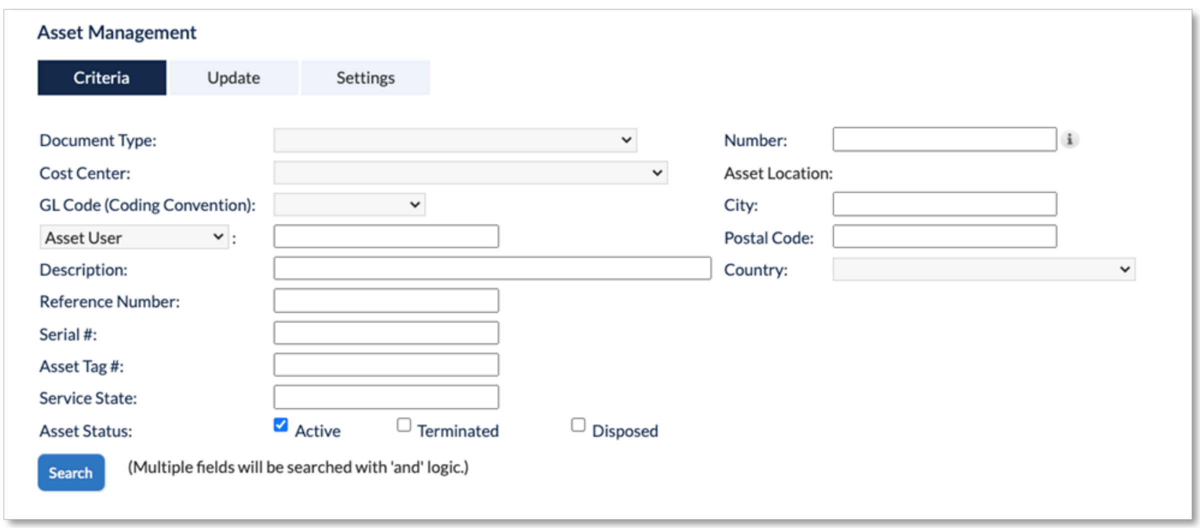
Complete as much information as you have and use wildcards (*) for missing information. By default, 25 records will be retrieved; select 50, 100, 250, 500, or 1000 from the **Maximum number of records to retrieve** drop-down to bring back more results.

Initiating an Advanced Search for **People** or **Companies** opens the Criteria tile of Contact Management workspace.



In the Contact Management workspace, you can limit the search by **Type of Contact** or **Participant Role**, by selecting from the drop-down menus for those options. Complete as much information as you have and use wildcards (*) for missing information. By default, 25 records will be retrieved; select 50, 100, 250, 500, or 1000 from the **Maximum number of records to retrieve** drop-down to bring back more results.

Initiating an Advanced Search for **Assets** opens the Criteria tile on the Asset Management workspace.

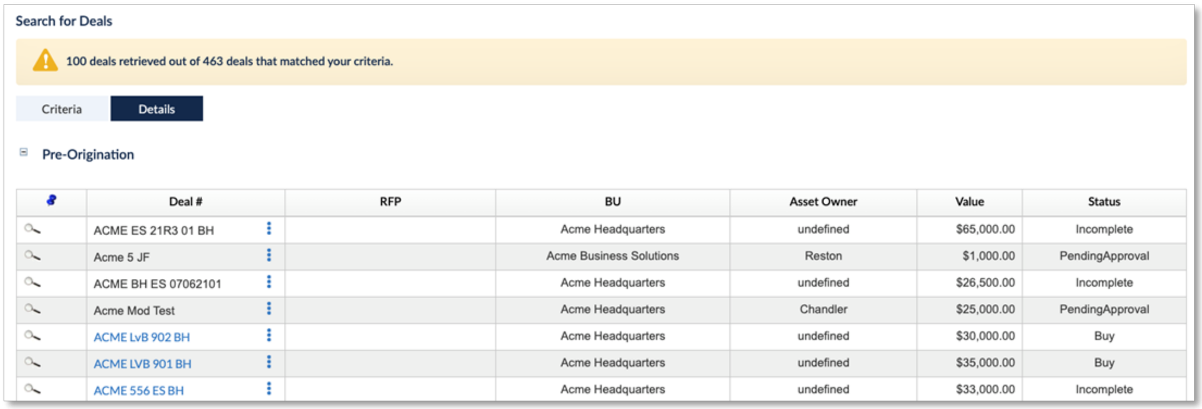


On the Criteria tile of the Asset Management workspace, you can limit the search by **Document Type** or **Cost Center** by selecting from the drop-down menus for these options. You can also limit the results by the status of the asset — Active, Termination, or Disposed or a combination of these, by checking the options. Complete as much information as you can, and use wildcards (*) for missing information.

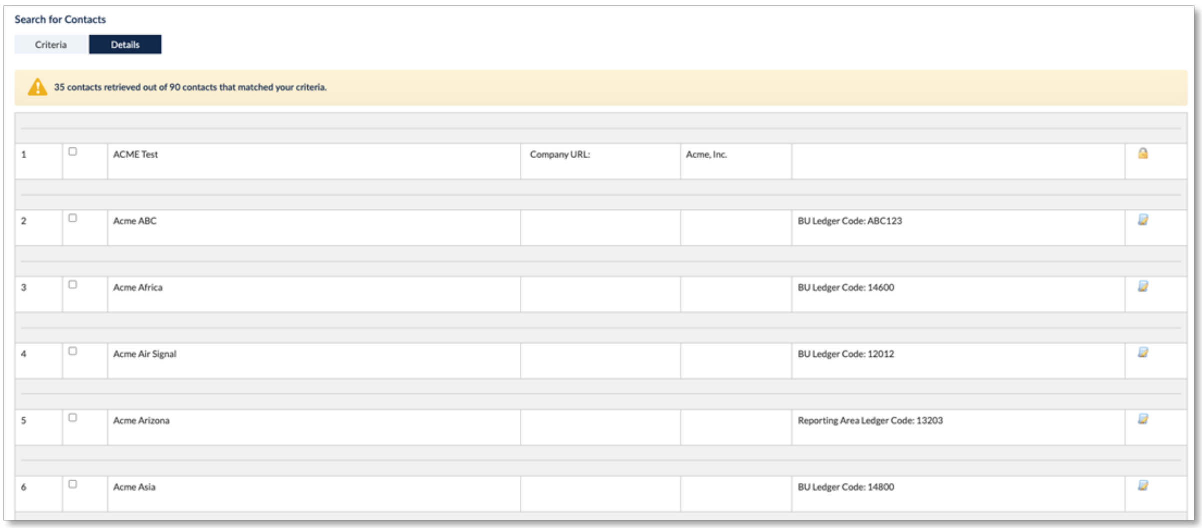
Search Results

The results displayed for search depend on the type of search: **Deals**, **People**, **Companies**, or **Assets**.

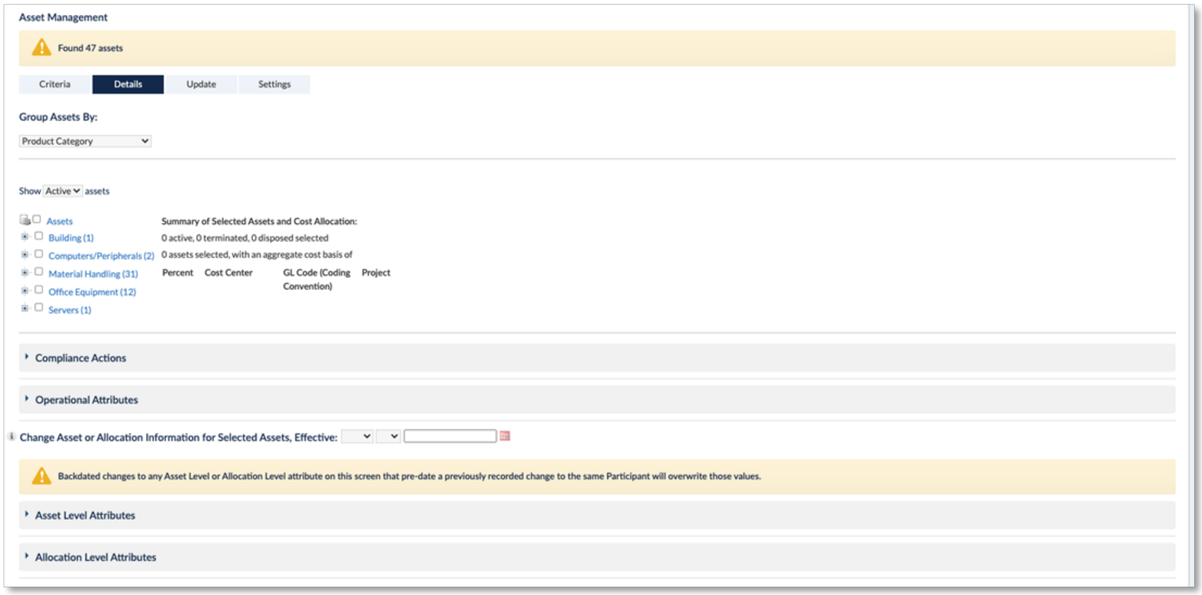
When searching for deals, the results are returned on the Details tile of the Search for Deals workspace if there are multiple deals that match the criteria entered. The deals on this page are divided by status: pre-origination (i.e., not booked or classified), active, terminated/disposed.



When searching for people or companies, the results are returned on the Details tile of the Search for Contacts workspace if there are multiple people or companies that match the criteria entered. Results are in alphabetical order.



When searching for assets, the results are returned on the Details tile of the Asset Management workspace.


Asset Management
Found 47 assets
Criteria
Details
Update
Settings
Group Assets By:
Product Category
Show Active assets
Assets
Building (1)
Computers/Peripherals (2)
Material Handling (31)
Office Equipment (12)
Servers (1)
Summary of Selected Assets and Cost Allocation:
0 active, 0 terminated, 0 disposed selected
0 assets selected, with an aggregate cost basis of
Percent
Cost Center
GL Code (Coding Convention)
Project
Compliance Actions
Operational Attributes
Change Asset or Allocation Information for Selected Assets, Effective:
Backdated changes to any Asset Level or Allocation Level attribute on this screen that pre-date a previously recorded change to the same Participant will overwrite those values.
Asset Level Attributes
Allocation Level Attributes

Home Workspace

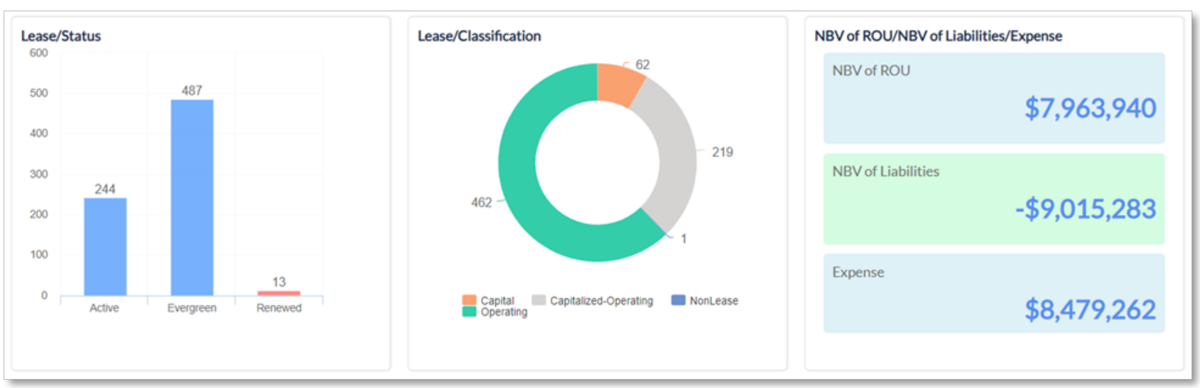
The Home workspace is the initial page that opens when you log into LeaseAccelerator and serves as your reference page. It is accessible by clicking **Home** on the Left NavBar.

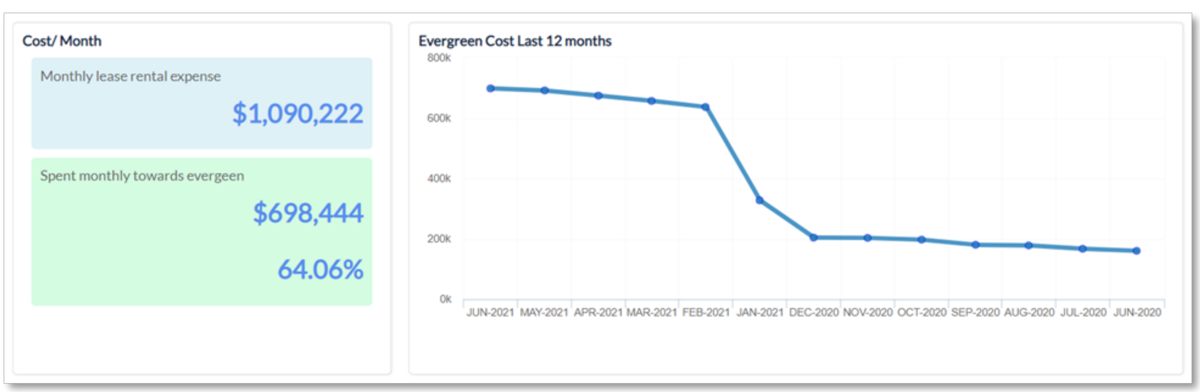
The Home workspace has tiles to access:

- **My Dashboard**: Graphical displays representing different aspects of your current leasing portfolio.
- **My To-Do List**: Actions that someone assigned the same roles as you or you personally need to take.
- **My Library:** A digital bookshelf on which LeaseAccelerator users in your company can store company documents relevant to lease accounting.

My Dashboard

The Portfolio Insights Dashboard is designed to provide a high-level performance snapshot of your leasing portfolio. Information provided on this dashboard can help executives, CFOs, and controllers monitor important KPIs and analytics that help with critical decision-making. This dashboard has 5 tiles that provide data about deal status, classification, NBV, Cost, and Evergreen. Additionally, the analytics section located below the tiles provides month over month, and year over year analysis of natural account balances and activities.





For more information, please see LeaseAccelerator's Product Advisory for the Portfolio Insights Dashboard.

To-Do List

The To-Do List, accessed via a tile on the Home workspace, displays actions that someone with your assigned role or you personally need to do.

The list is filtered by:

- **Pending Action:** Groups deals by the action required to be taken, such as book the deal or record end-of-term intentions
- **Deal Value:** Groups actions based first on the currency of the deal then the monetary value
- **Lease versus Buy Analysis**: Groups actions by the lease vs. buy analysis completed prior to signing the lease then by deal
- **Days Outstanding:** Groups actions first by the number of days since the action was requested then by deal summary
- **Business Unit (BU)**: Groups actions by business unit then deal summary

To take an action from the To-Do List, first locate the action using the filters then click to open it. Complete the options on the page that opens.

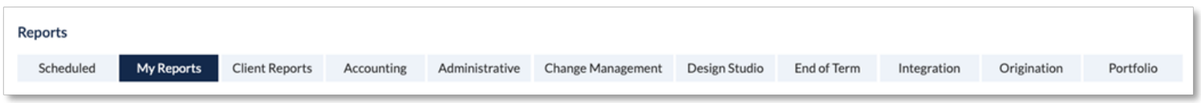
Reporting

LeaseAccelerator includes many standard reports, as well as reports that you can customize using LeaseAccelerator's built-in business intelligence (BI) functionality. Reports are accessible by clicking Reporting on the Left NavBar.

Reports can be:

- Scheduled and emailed
- Downloaded as .csv files to use in Excel
- Sent to ERP systems as part of an integration with LeaseAccelerator configured during implementation

To access the Reports workspace, click **Reporting** on the Left NavBar.



In addition to opening the Reports workspace, clicking Reporting will kick off a refresh of the reporting database.

The reports are divided by type, with a specific tile for each type, as follows:

- Scheduled (any report that runs at a specified time)
- My Reports
- Client Reports
- Accounting
- Administrative
- Change Management
- End of Term
- Integration
- Origination
- Portfolio

After clicking a tile for a specific type of report, there are individual reports listed on the Right NavBar within the workspace.

Note: The ability to query and retrieve data in reports is based on a user's scope of access.

Enter Deals and Existing Deals

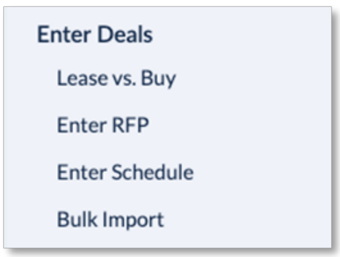
The middle section of the Left NavBar in LeaseAccelerator initially displays only the options for entering a new lease under the heading Enter Deals.

When you open an existing lease, additional options appear on the Left NavBar for administering an existing lease.

> **Note:** The specific options available depend on your access level.

Enter Deals

The options to enter a new deal are available on the Left NavBar, under Enter Deals.



Lease vs. Buy: This opens the Lease vs. Buy workspace, which has the functionality to conduct a lease versus buy analysis when determining the options for acquiring an asset.

Enter RFP: This opens the RFP workspace, for use by our PureLease Marketplace customers. These customers have access to our Global Lease Marketplace where users may release the RFP, or Request for Proposal, that they have created and send it to our Global Lessor Network.

Enter Schedule: This opens the Schedule workspace, which is used to enter a new lease. Using the tiles on the Schedule workspace, you specify the following for a new schedule:

- **Participants:** Business Unit (BU), Entity, Lessee, Ship To [address for the assets], Geographic Area, Funder, and Treasury Approver.
- **Details:** Lease schedule number, document date, currency, and information about each asset such as product category, cost center, and quantity.
- **Terms:** Payment basis, lease type, payment frequency, and number of payments as well as end-of-term options.
- **Expenses:** Any expenses related to any of the assets on the schedule, if applicable.

Bulk Import: This opens the Bulk Import workspace, which has multiple options for uploading specific types of data from a variety of import files, such as the Portfolio Intake Workbook (PIW), Customer Information Workbook (CIW), Modify Deal Import Workbook (MDIW), and more.

For more information, please see the LeaseAccelerator User Guide – Entering a Lease.

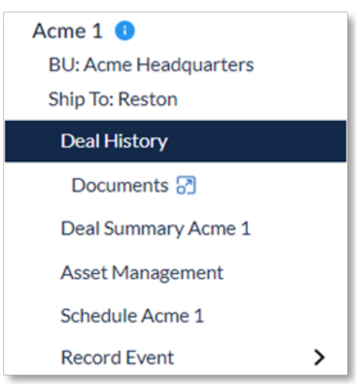
Existing Deals

An existing deal in LeaseAccelerator has a status. The **status** of a deal can be:

- **Pre-origination**: Deals that are not yet booked or classified.
- **Active**: Deals that are booked.
- **Renewed**: Deals that have been renewed beyond their initial term.
- **Evergreen**: Deals that have reached end of term but haven't been terminated; on a month-to-month renewal.
- **Terminated**: Deals that have been terminated and end of term purchase or return option elected.
- **Disposed**: Deals that were either purchased or returned; if purchased, assets have been either remarketed or otherwise disposed of.
- **Defunct (Rolled Back):** Deals that are "Rolled Back."

To open an existing deal, use the Search function to locate the deal. On the Details tile of the Search for Deals workspace, click the search icon next to the deal to open Deal History. If you click the kebab to the right of the Schedule Number, you may select **Edit** and navigate to Deal Summary for the particular deal.

Once you open an existing deal, the options available on the Left In-Deal NavBar, depend on the status of the deal. Options include:



Deal History: This opens the Deal History workspace. Use the tiles on this page, to do the following:

- Assign and act on any pending tasks, such as book the deal, for **Next Steps**.
- Review events that occurred for the deal and record new events under **History**.
- Upload and attach documents to the deal and reviewing documents associated with the deal under **Documents**.

- Compose an email about the deal and reviewing emails already sent under **Emails**.
- Post questions for other LeaseAccelerator users related to the deal and review questions already posted under **Q&A**.
- Associate the deal with other deals in LeaseAccelerator under **Related Deals**.

Documents: This opens a fly-out displaying all documents associated with this deal such as accounting classification and lease schedule. Click the **edit** icon to open the document to review details or edit it.

Deal Summary: This opens the Deal Summary workspace, for Active and Terminated/Disposed deals. Use the tiles in this workspace to view the following for the lease:

- **Participants** including Lessee and ShipTo address for the assets, Funder, Order Administrator, Geographic Area, and Business Unit.
- **Details** including Lease Schedule Number, document date, currency, and information about each asset such as product category, cost center, and quantity.
- **Terms** including payment basis, lease type, payment frequency, and number of payments as well as end-of-term options.
- **Expenses** for any expenses related to any of the assets on the schedule if applicable.
- **Notifications** that are sent automatically via email.
- **Related Deals** associated with the lease.
- **Summary** information including Payment Adjustments or Mid-Term/End-of-Term Events.

Asset Management: This opens the Asset Management workspace where you can view and update asset and allocation attriubutes.

Schedule: This opens the Schedule workspace. For leases that have not been booked, you can update the Participants, Details, Terms, and Expenses. For leases that have been booked, the Schedule workspace serves as an audit history for how the lease was originally entered so Participants, Details, and Terms cannot be modified here.

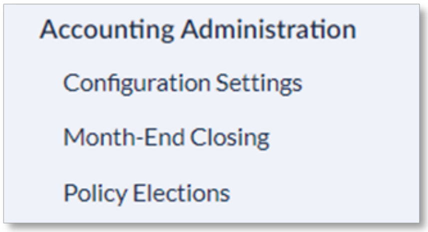
Record Event: This allows a user to access a variety of workspaces depending on the options selected. These workspaces include:

- **Record Asset Event**: Exercise Mid-Term/End-of-Term Option such as Returns, Renewals or Buyouts, record full or partial impairments, and reverse asset impairment loss.
- **Modify Deal:** Record modifications that include renegotiations to the terms of the lease, including payment frequency and EOT Options, add assets, or remove or reduce the scope of assets.
- **Capture Invoiced/Paid Expenses**: Manually record any invoiced or paid related expenses.

- **Record Payment Adjustment**: Record one-time or recurring payment adjustments with various reason codes, depending on which option is chosen in Record Event cascading menu.
- **Asset Management:** Make asset and allocation level attribute changes.

Accounting Administration

The following are options in Account Administration:



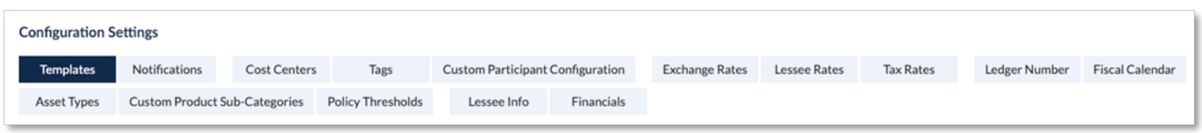
Configuration Settings: Master data settings that are typically configured during implementation. See below for more information.

Month-End Closing: This opens the Month-End Closing workspace where you can close the books at a specific effective date and see a list of previous closings.

Policy Elections: This opens the Policy Elections workspace, for indicating the practical expedients that your company has opted to use for each accounting standard and for transitioning ledgers to the new standard.

Configuration Settings

The **Configuration Settings**, which are configured during implementation and updated as needed, include tiles for the following workspaces:



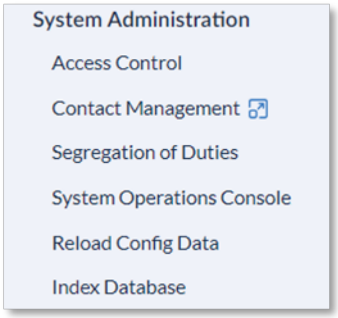
- **Templates**: Used when creating emails to send as notifications.
- **Notifications:** Emails sent by default when a specified action occurs.
- **Cost Centers**: This is where you indicate the cost centers that your company uses.
- **Tags**: Where you configure new Deal Tags to be used on individual leases or RFPs.
- **Custom Participant Configuration:** Where you can configure custom participants at the schedule, asset, and allocation level.
- **Exchange Rates**: LeaseAccelerator uses these to determine the values for currency based on US dollars (or your custom-defined base currency).
- **Lessee Rates**: Allows you to set the IBR, Debt Rate, and Equity Rate per Lessee per country and term.

- **Tax Rates**: Allows you to set the tax rates per Lessee per country.
- **Ledger Number:** Where you configure your set of books, and specify ledger coding.
- **Fiscal Calendar**: Must be configured for at least ten years prior to the start of your oldest lease and ten years after the end of your latest lease, including Reasonably Certain Holding Periods.
- **Asset Types**: Specifies the accounting treatment, based on category.
- **Custom Product Sub-Categories**: Where you can configure custom product sub-categories to enable unique economic lives during Asset Types configuration.
- **Thresholds**: Set by Lessee and country to determine lease classification.
- **Lessee Info**: Debt weight, credit rating, and NOL final year for each Lessee.
- **Financials**: Revenue, net income, net worth, total assets, and reporting currency for each Lessee.

Note: Settings are only available to Power Users or System Admin Users. For more information, please see the LeaseAccelerator User Guide – Configuration.

System Administration

The following options are available in System Administration:



Access Control: This opens the Access Control workspace, for setting user access levels to LeaseAccelerator functionality and reports.

Contact Management: This opens a flyout for you to find a company, person, or address and update it or add a new one.

Segregation of Duties: This opens the Segregation of Duties workspace where Power Users are able to turn on or off the available approve/reject workflows.

System Operations Console (SOsC): This opens the System Operations Console workspace, for viewing certain system operations occurring within the LeaseAccelerator application, such as, reporting, imports, bookings, system engines, and more.

The other options under System Administration are related to the maintenance of the LeaseAccelerator application and should be used only under the direction of your Implementation Manager, Customer Success Manager, or a member of the Support team.

> **Note:** The options on the Left NavBar, under Administration, are available only to Power Users or System Admin Users. For more information, please see the related LeaseAccelerator User Guides.

Version Summary

Version	Changes/Updates	Date
21R1	Version Summary created. Guide rebranded and reformatted using approved style guide. Updated screen shots	01/20/2021
21R3	Updated screen shots and added content for Record Event cascading menu.	08/18/2021
21R4	Updated screen shots and added content for Impairment Loss Reversal shift of Search bar.	09/30/2021
22R1	Updated for Left NavBar changes, updated screenshots.	01/05/2022
22R2	Added section for User Profile.	03/28/2022
22R3	Added to User Profile section, replaced screenshots, updated verbiage for RFP.	07/15/2022
22R4	Added Segregation of Duties section to System Administration	09/28/2022
23R3	Updated verbiage from customer to client.	09/06/2023
24R2.2	Changed Left NavBar screenshots to accommodate moving of Contact Management and renaming Transition to Policy Elections. Also removed My Deals from Home workspace.	06/24/2024
24R2.3	Changed screen shot on page 13 and reverted client to customer/user.	08/09/2024