



# Design Studio User Guide

LeaseAccelerator

Version 26.2



# Document Information

## Notices

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### Disclaimer

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



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# Design Studio

## Business Summary

As part of advancing the goal to modernize the report offerings within LeaseAccelerator, we 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.
- **BVOperationalPayment:** Contractual payments in transactional and reporting currency along with other pertinent payment types (EX: CAMS, ARO, etc). Data items associated with a lease's operational payments are also included.
- **BVDealAttributes:** Operational schedule-level data attributes.

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

## Templates

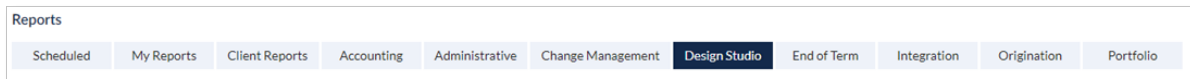
Each Business View will be accompanied by a Template containing a few basic, widely used data elements (aka columns). Users can then customize the template to provide data their company finds useful in a single report.

**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:

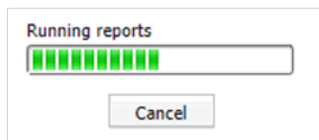
- **Journal Entries Report:** A 2-page template including some of the most popular data items currently included in the original Ledger Export. Built on the BVLedgerExport Business View.
- **Account Balance Trend:** A 3-page template including the account balances for a selected time period for a specified 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.
- **Operational Payment Report:** A 2-page template including the contractual payment in transactional currency and other common data points. Built on the BVOperationalPayment Business View.
- **Accounting Payments Report:** A 3-page report that reflects AP Clearing entries in transactional currency with a breakdown into principal, interest and variable portions. Built on the BVAccountingPayments Business View.
- **Deal Snapshot:** A 2-page template that includes a few common schedule-level attributes. Built on the BVDealAttributes 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

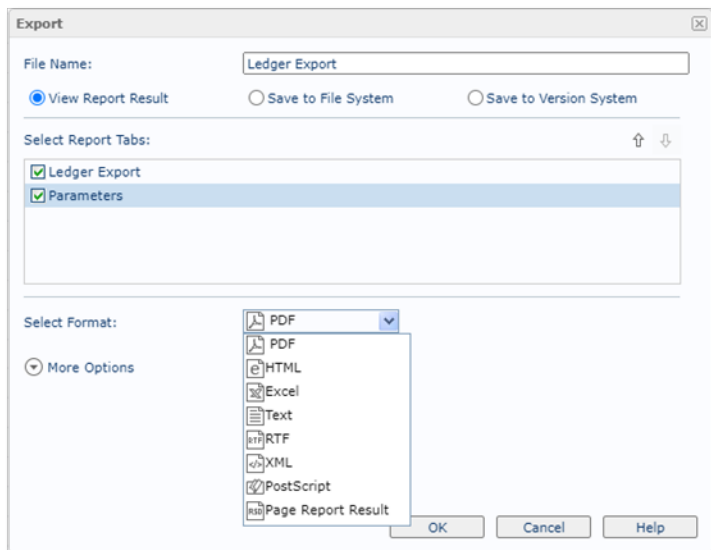
**Note:** Many pop-up windows contain a Help icon (?) in the top right corner which links directly to the third-party vendor’s published documentation. This may be useful for further explanation, however, please note the level of information included is written at a developer level.

Grayed out menu items are not available for selection.



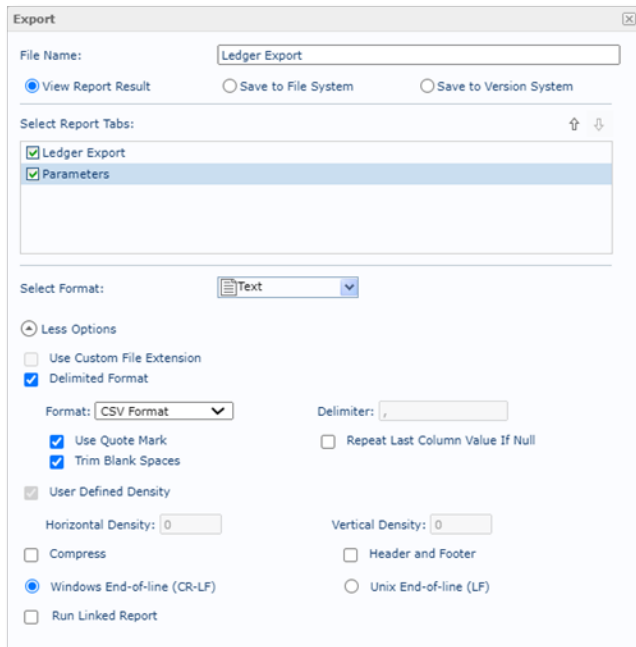
**Export** - Opens a box allowing for the selection of format types for exporting. LeaseAccelerator currently supports PDF, Excel, Text (csv), HTML and XML. Note that when an export request is executed, there is no indicator (such as the spinning logo in the browser tab for the original BI reports) showing 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.

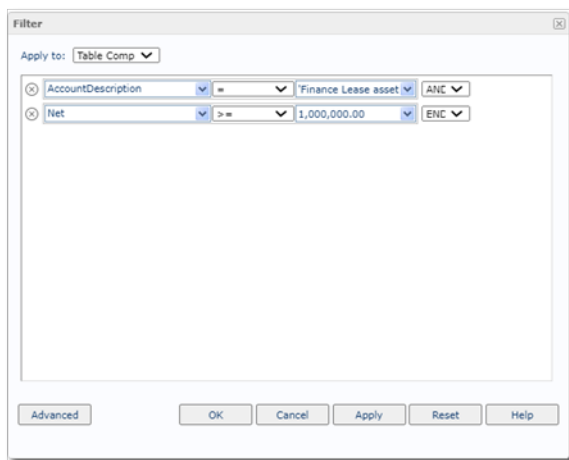


**Redo** – Reapplies the most recent action previously removed.



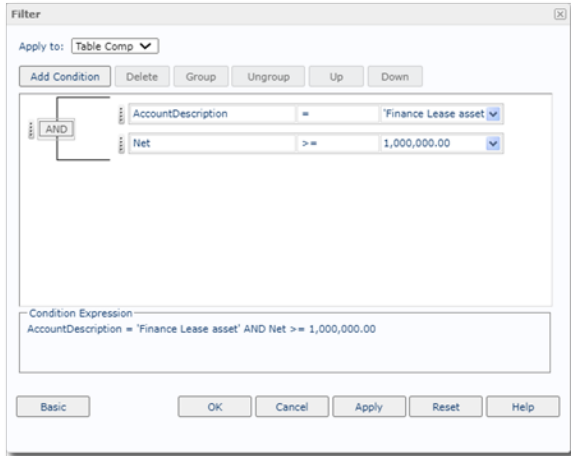
**Filter** - Allows for advanced filtering options.

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.

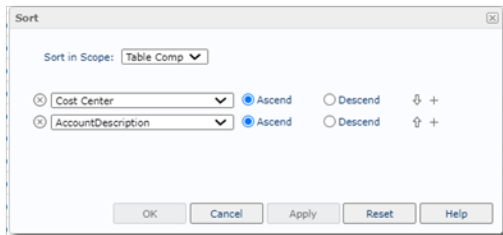


- First drop-down menu includes all data elements (aka column headers).
- Second drop-down menu includes the mode for comparison such as <, >, =, in, and like.
- Third drop-down menu includes the values from the base report for the selected data element. This field can be filled in manually as in the 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.

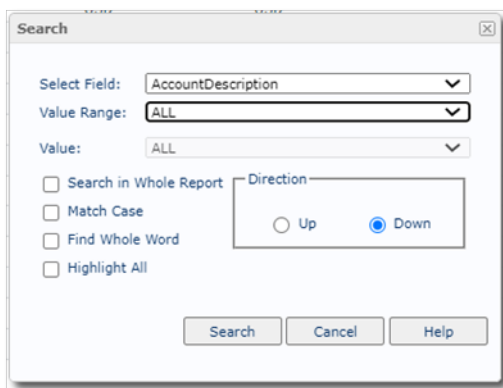
Clicking the ‘X’ to the left of the data point removes the query row.



The Advanced button offers an analytical view of the query.



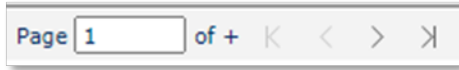
**Sort** – Opens a box allowing for the selection of the column to be sorted along with radio buttons for Ascend or Descend. Clicking the + sign to the right adds another layer of sorting along with ascending or descending options. After choosing your selection(s), click either OK or Apply.



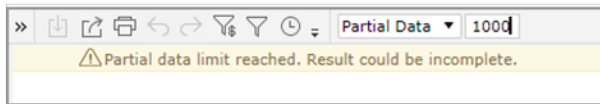
**Search** – Opens a box allowing the user to search for a specific value in a defined search field.



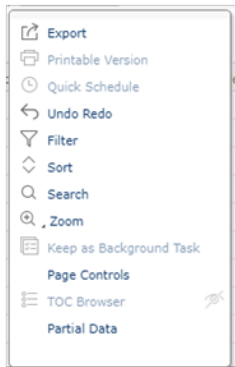
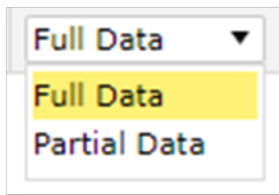
**Zoom** – Provides a preset list of options (percentages) for zooming in or out. The list also includes a Customize feature in which a box appears for the user to type in a specific percentage for zooming.



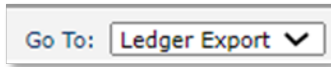
**Page Controls** – Determines the screen output placement within the entire report. The number in the Page box indicates which page within the overall report output is currently being viewed. The single > arrow advances the report by a single page at a time. The single < arrow moves the viewed report 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.



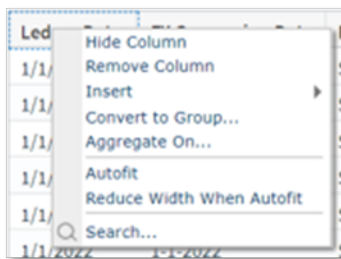
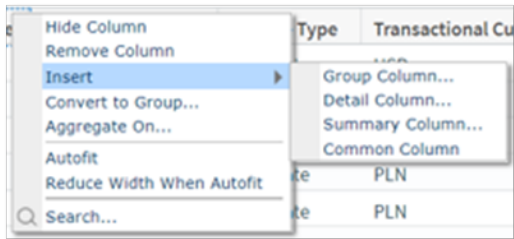
**Go To** - Allows for toggling between the different tabs associated with the report. Clicking the arrow on the right will show a drop-down listing of available tabs for viewing.



**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:**

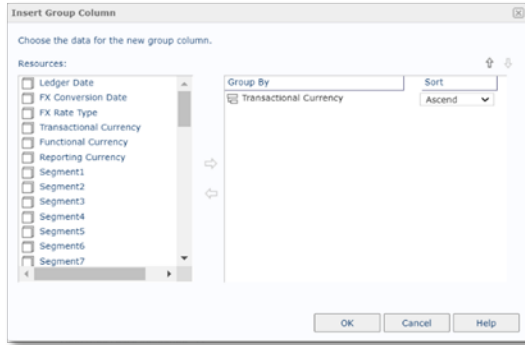


**Hide Column** – removes the column from the output but keeps it in the table-level menu of available items to add later.

**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.

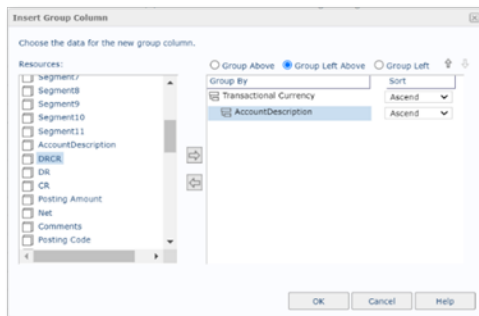
Group Columns allows for aggregating output by a specific data element. This selection will open the box below:



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                    |

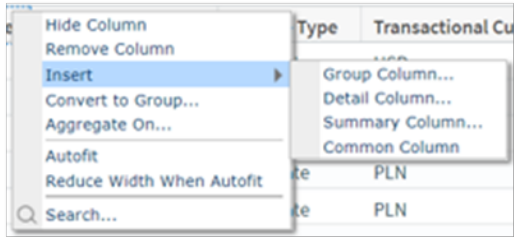
Groupings can be stacked as well. In the example below, Account Description has been added the original grouping.



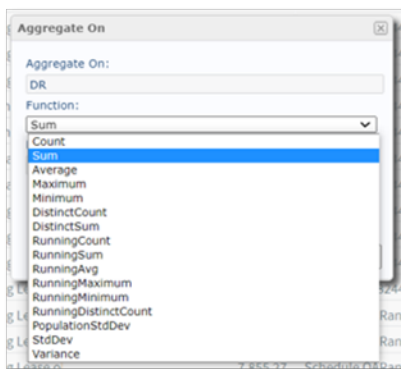
The output below shows the first aggregation at the transactional currency level and the second at Account Description level.

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

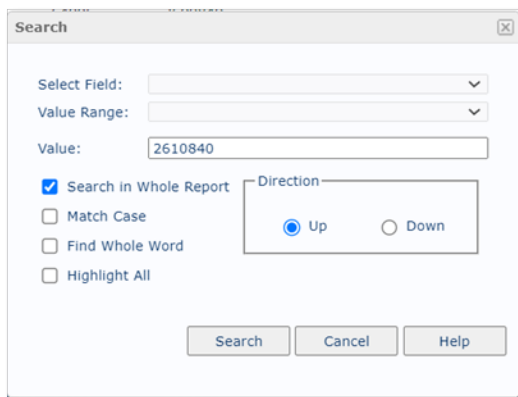


**Aggregate On** – opens a box listing the highlighted column header and allowing a selection for aggregation type. If one of the ‘distinct’ functions is selected, the ‘Distinct On’ field (hidden below by the drop-down menu) should be filled in with the requested distinct value. A ‘Sum’ can be added 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.

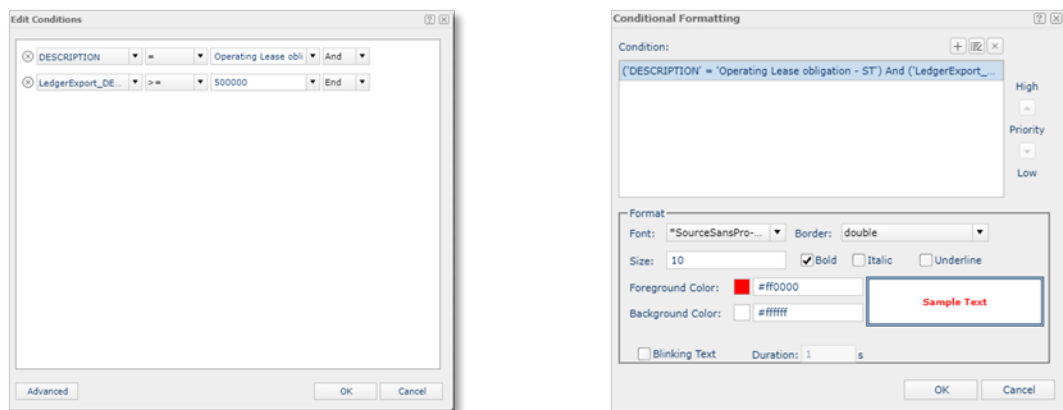
- **Remove Filter** – removes any existing filter on the column in which the selected field resides.
- **Top N/Bottom N** – opens a box in which you type the ‘N’ value which represents either the highest ‘N’ number of items in the column or the lowest ‘N’ number of items in the column. This option works 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**.

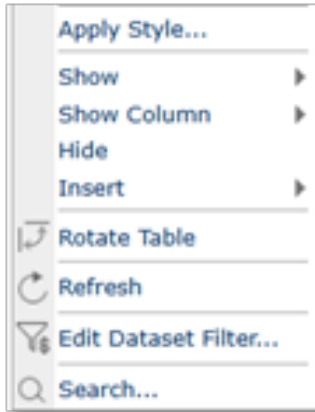


The results of the Conditional Formatting above appear in this Excel export:

| AccountDescription                         | DR              | CR              |
|--|-----------------|-----------------|
| Operating Lease obligation - ST            | \$24,062,493.21 |                 |
| Operating Lease obligation - LT            |                 | \$24,062,493.21 |
| Operating Lease obligation - ST            | \$24,485,888.23 |                 |
| Operating Lease obligation - LT            |                 | \$24,485,888.23 |
| Operating Lease obligation - ST            | \$526,049.85    |                 |
| 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.

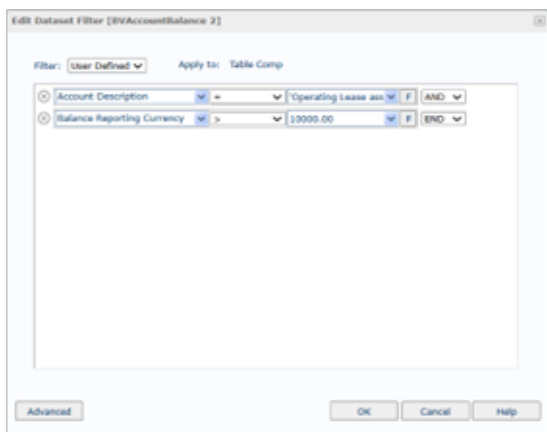
**Show** – opens a secondary menu of the following items: Table Header, Table Footer, Table Detail. When these items have an associated check mark, they will appear in the report output. Unchecking the items will remove them from the report.

**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).



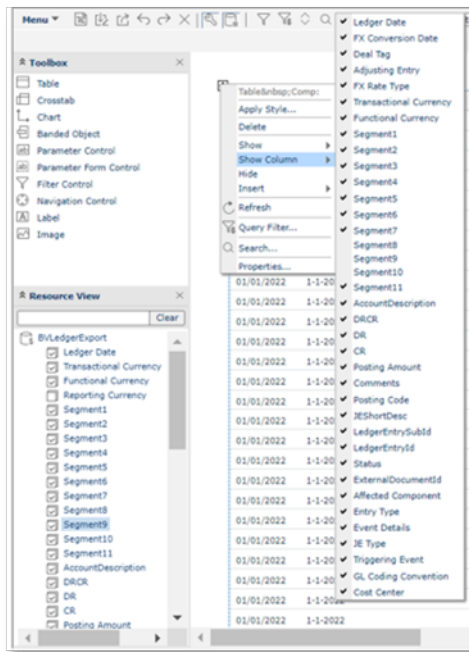
**Refresh** – regenerates the report based on the last selected parameters and filters.





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**.



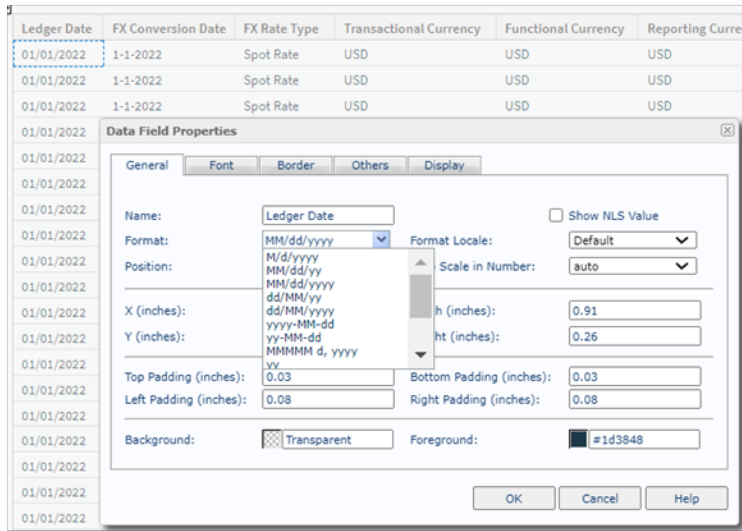
**Note:** If a column had previously been Removed using the Remove Column selection, it will not be visible as an option in the Show Column menu. If the column had previously been Hidden using the Hide Column selection, it will be visible as an option in the Show Column menu (but without the check mark). 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.

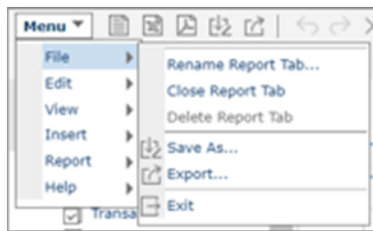
**Changing formatting** – click on the first value cell in the column requiring an update. Right click and select Properties. The Data Field Properties box will appear. The Format drop-down menu will change based on the originally selected cell. In the example below, the first cell under Ledger Date 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

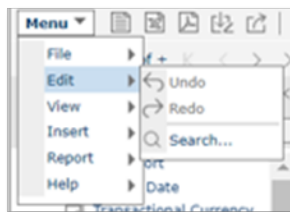


**Rename Report Tab** – renames the report listed in the Go To portion of the toolbar as well as in the Export section. This does not change the name of the report shown on the Excel worksheet tab.

**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.

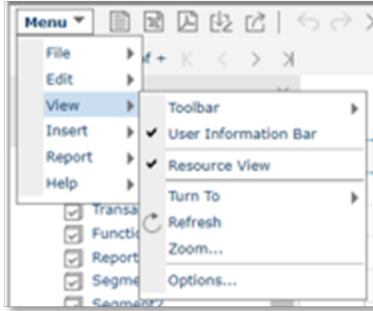
Save As, Export and Exit all function as their icons are described above.

#### Edit Menu



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

#### View Menu



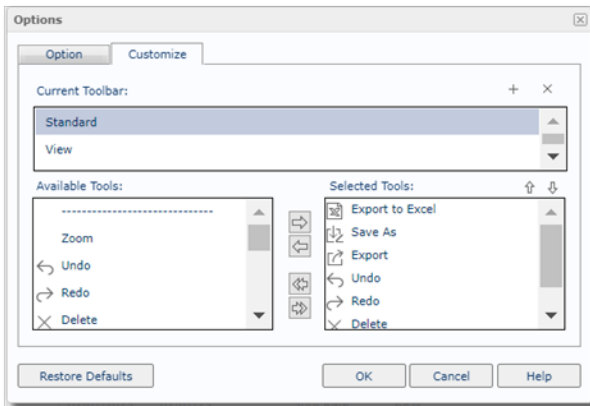
**Toolbar** – expands to list three segments of the toolbar including Standard, View and Analysis. Checking or unchecking these sections determines which icons will be available in the user’s toolbar.

**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.

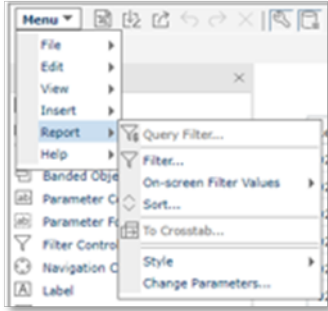
**Refresh** – regenerates the report with the current design and selections.



**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.



- 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'.


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.

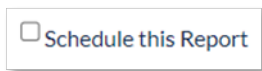
# Scheduling Custom Reports

The existing scheduling functionality 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.

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.



3. Locate the targeted report and highlight it by clicking the box to the left of the report name you wish to schedule.
4. 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   |

5. 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.
6. If the parameters are as intended, click **OK**. If not, click **Change Parameters**.
7. 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:

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

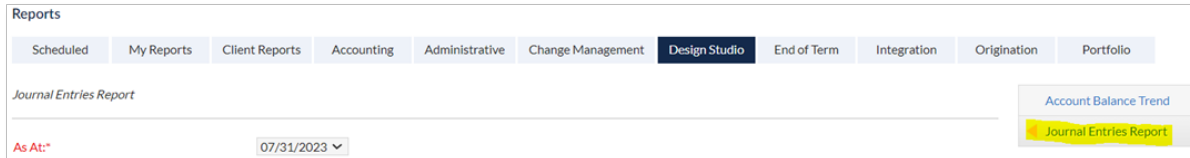


**Caution:** Reports associated with the Design Studio are NOT currently enabled with the blocker preventing reports from running while a Refresh (aka Sweep) is in progress. Please check for the Refresh banner and/or broom icon before generating your report.

# Journal Entries Report Template

This template is supported by the BVLedgerExport Business View. It provides 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 DRCR and 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.

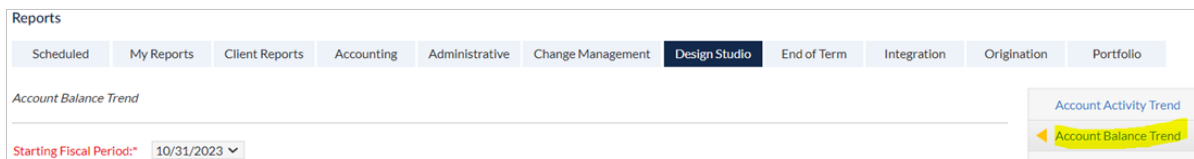
# Account Balance Trend Template

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:

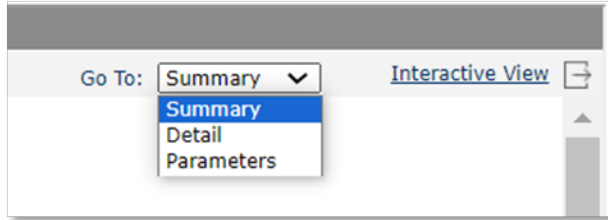
\*Required

# 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.





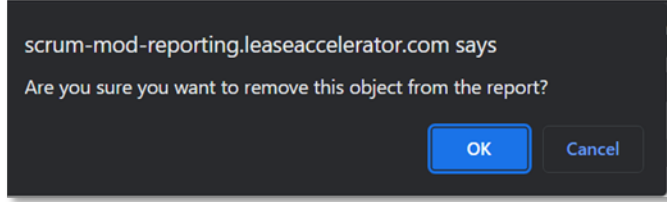
**Note:** Changes such as filters, sorting, and groupings made on one page do NOT flow to the other pages. For example, if the Detail page was filtered on Account Description = AP Clearing, the Summary page will not reflect only AP Clearing entries.

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.

**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 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                  |               |
|              |  |                        | 73,713.46                  | 73,713.46                  | 73,713.46                  |               |
| 1050840      | 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             |               |
|              | Accumulated depreciation - Operating Lease | 100yr                  |                            | -2,474,869.49              | -2,053,819.99              | -1,629,349.80 |
|              |  | 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                |               |
| 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.

# Operational Payment Report

This template is supported by the **BVOperationalPayment** Business View. It is a 2-page report that includes contractual payments in transactional and reporting currency along with other pertinent payment types (EX: CAMS, Asset Purchase, etc.). Data items associated with a lease’s operational payments are also included as well as a parameters page. The contractual payments includes non-remeasuring payment adjustments in transactional currency which mirror the payment schedule appearing in Deal Summary for a particular schedule. 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. Values are based on the system date of report generation.

It is located under the Design Studio tile in the Reporting workspace.



Below is an example of the parameters included in the Operational Payment Report.

*Operational Payment Report*

---

**Starting Fiscal Period:\*** 04/11/2025 ▾

**Ending Fiscal Period:\*** 04/11/2025 ▾

Ledger: ▾

**Show Evergreen Payments:\*** No ▾

Schedule:

Entity: ▾

Business Unit: ▾

Changes Made From: Jan ▾ 1 ▾ 2025 📅

To: Mar ▾ 31 ▾ 2025 📅

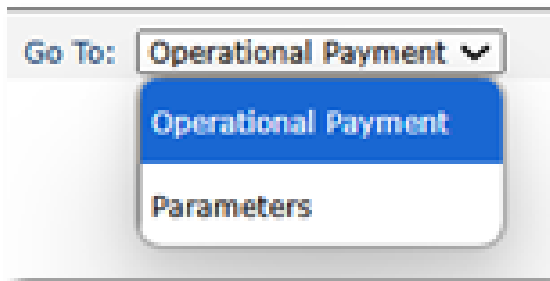
**\*Required**

Schedule this Report

# Report Parameter Definitions – Operational Payment Report

| 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. Not a required field.<br><br><div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <span style="font-size: 1.2em; color: #0070C0; font-weight: bold;">i</span> <b>Note:</b> If no ledger is selected, the report employs the same logic used to display the Deal Summary payment schedule.                 </div> |
| Show Evergreen Payments | Yes/No option with No as the default.<br><br>No: Evergreen payments will not be included in the report output.<br><br>Yes: Evergreen payments (to the extent they have been created in the system) will be included in the report output. 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.  |
| Changes Made From       | Month-Day-Year fields. Calendar widget appears after Month field populated. Available filter to isolate schedules with deal or asset level changes recorded with system dates during the selected date range.  |

Results contain two separate pages: Operational Payment and Parameters. You can switch between the pages by using the Go To option in the menu bar.



The Operational Payment page presents contractual payments by schedule, by fiscal month based on the number of months included in the parameters.

Last Payment and Next Payment information are based on the system date of report generation and do not adjust for each month listed on the report.

As the Ledger parameter is not required on this report (unlike the accounting-based reports), subsequent parameters are not dynamic meaning they do not adjust options based on the selected ledger.



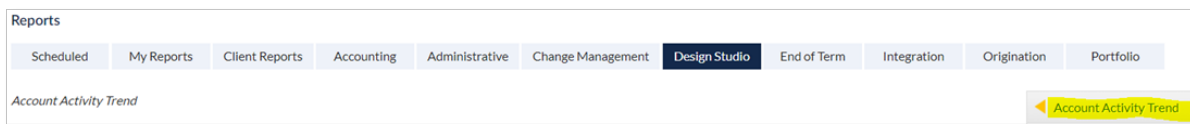
# Account Activity Trend Template

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:

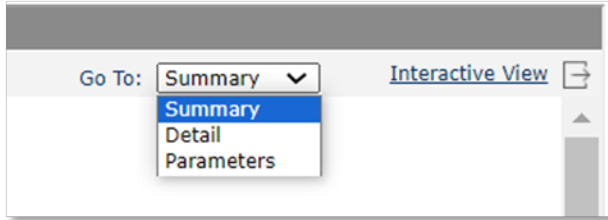
\*Required

# 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.





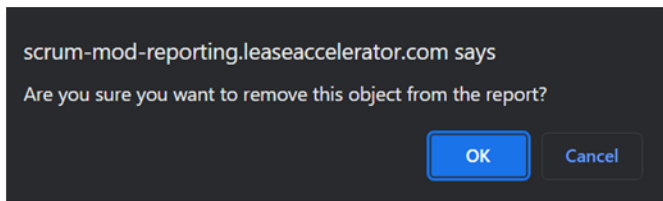
**Note:** Changes such as filters, sorting, and groupings made on one page do NOT flow to the other pages. For example, if the Detail page was filtered on Account Description = AP Clearing, the Summary page will not reflect only AP Clearing entries.

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).

| Account Activity Trend Summary   |           | Q4-2022                     |
|--|-----------|-----------------------------|
|  |           | Activity Reporting Currency |
| Accounts Payable - Interim Rent  | -6,923.91 | -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                      |

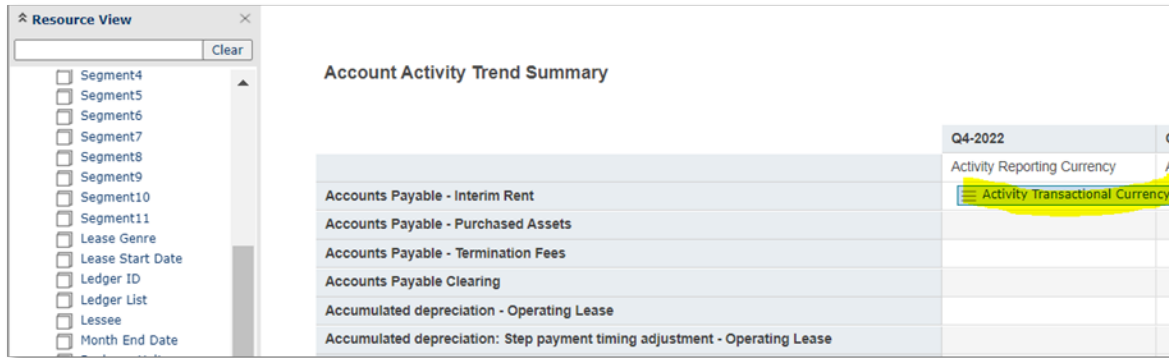
Upon releasing the mouse button, this warning will appear to which you will click OK.



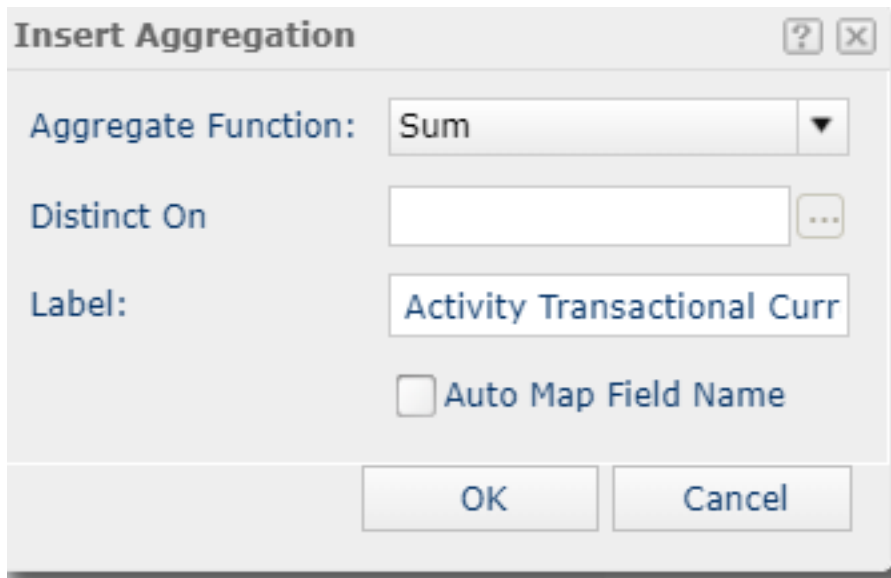
The resulting summary will then be blank as shown below.

| Account Activity Trend Summary   |  | 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.

|  | Q4-2022       |
|--|---------------|
| Accounts Payable - Interim Rent  | -3,000.00     |
| Accounts Payable - Purchased Assets  | -49,000.00    |
| Accounts Payable - Termination Fees  | -1,300.00     |
| Accounts Payable Clearing  | -2,193,950.00 |
| Accumulated depreciation - Operating Lease                                 | -865,049.98   |
| Accumulated depreciation: Step payment timing adjustment - Operating Lease | -124.47       |

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.

# Accounting Payments Report

This template is supported by the BVAccountingPayment Business View. It is a 3-page report that reflects AP Clearing entries in transactional, functional, and reporting currency with a breakdown into principal, interest, and variable portions. Data items associated with a lease's accounting payments are also included, as well as a parameters page.

Unlike the Operational Payment Report, which shows contractual payments by fiscal month, this report depends on the ledger date of the AP Clearing entry. Therefore, backdated activity represented by adjusting entries is reported in the fiscal month in which the entry is recorded rather than the month the entry covers.

The report reflects payment-related entries as they appear in the Ledger Export (Journal Entries Report). As such, non-monthly payments for Capitalized-Operating schedules will include the Contractual Payment in the fiscal payment month, while the associated Interest and Principal entries are reported for each month (including gap months) individually.

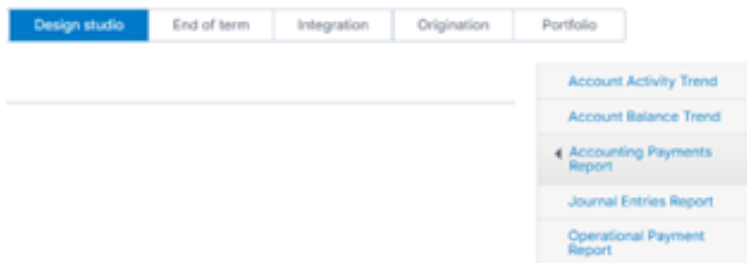
As this report reconciles to other accounting reports, it includes an AsAt date. Where possible, non-accounting values are based on the AsAt date; however, some non-accounting data is only available as of the system date of report generation.

**Note:** Review AsAt parameter information below to obtain the desired output.

For more information regarding the individual data elements included in the business view, refer to the Data Dictionary.

When using fields with multiple values, they will be comma-separated with the exception of the GL segment representing the account code. If this field is added to the report, ##ACCOUNT## will appear since multiple account types are utilized in the generation of the report.

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



Below is an example of the parameters included in the Accounting Payments Report:

Accounting Payments Report

**As At Date:\*** 
  
**Starting Fiscal Period:\*** 
  
**Ending Fiscal Period:\*** 
  
**Ledger:\*** 
  
**Show Evergreen Payments:\*** 
  
 Schedule: 
  
 Entity: 
  
 Business Unit: 
  
 \*Required

## Report Parameter Definitions – Accounting Payments Report

| Parameter              | Definition   |
|------------------------|--|
| As At Date             | <p>Fiscal month-end date for which AP Clearing 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. (REQUIRED FIELD)</p> <ul style="list-style-type: none"> <li>▪ Forward-looking date range: Set AsAt to either previous month-end or current month-end date.</li> <li>▪ Backward-looking date range, Set AsAt equal to the Ending Fiscal Period date .</li> </ul> |
| Starting Fiscal Period | <p>First fiscal month-end date of which the report will provide payment values.(REQUIRED FIELD)</p> <p><b>Note:</b> Since each fiscal month equates to 4 columns on the Summary tab, wide date ranges may exceed the maximum number of columns available in Excel.</p>   |
| Ending Fiscal Period   | <p>Final fiscal month-end date of which the report will provide payment values.(REQUIRED FIELD)</p> <p><b>Note:</b> Since each fiscal month equates to 4 columns on the Summary tab, wide date ranges may exceed the maximum number of columns available in Excel.</p>   |
| Ledger                 | <p>Filter of client configured ledgers via a drop-down menu. Only one ledger can be selected at a time. (REQUIRED FIELD)</p>   |

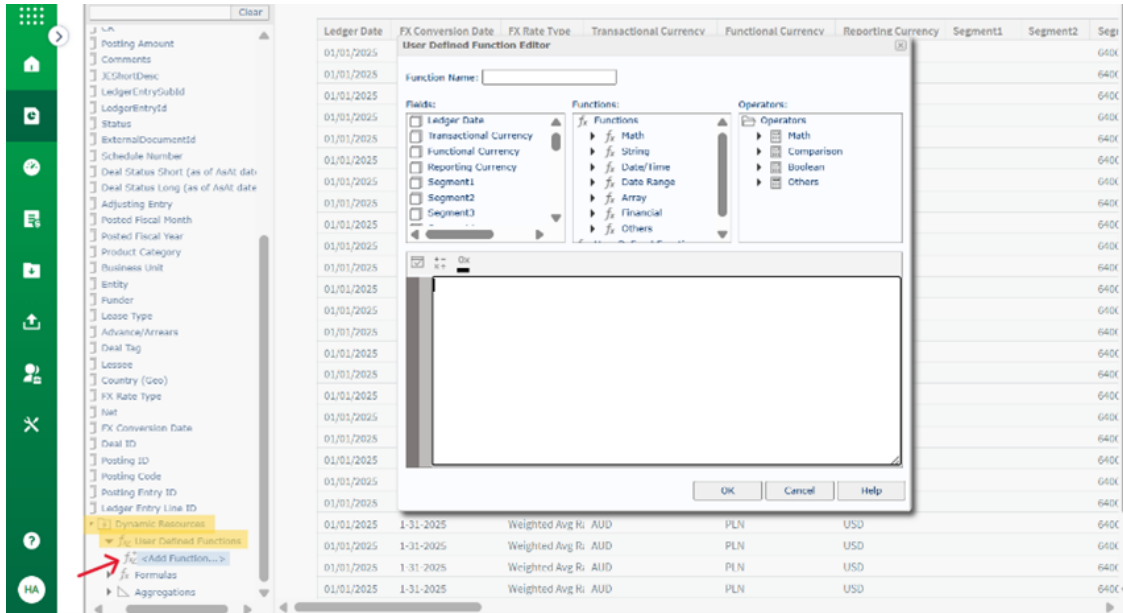
| Parameter               | Definition   |
|-------------------------|--|
| Show Evergreen Payments | Yes/No option with No as the default. <ul style="list-style-type: none"> <li>▪ No: Evergreen payments will not be included in the report output.</li> <li>▪ Evergreen payments (to the extent they have been created in the system) will be included in the report output.</li> </ul> (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.  |

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.

- Summary - Presents accounting payments with principal, interest, and variable breakdown by schedule and fiscal month based on the months included in the parameters. The summary operates as a crosstab of the Detail tab information. Default is Transactional Currency. Functional and Reporting Currency options are available from the Business View.
- Detail – Sorted by fiscal month. Includes accounting payments split into principal, interest, and variable components. Default is Transactional Currency. Functional and Reporting Currency options are available from the Business View.
- Parameters – Snapshot of the parameters used, along with the login name of the requestor and the time and date of report generation.



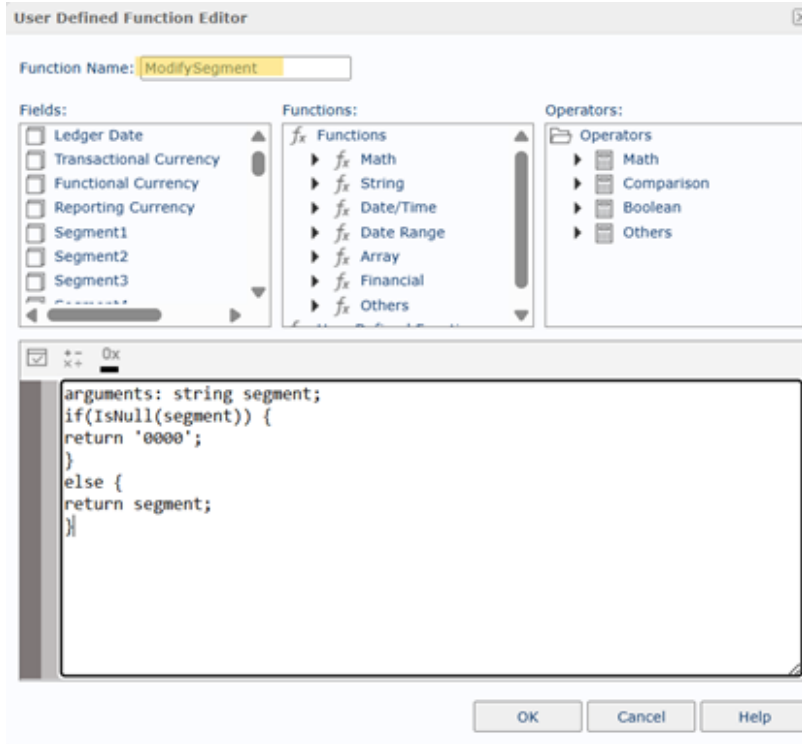




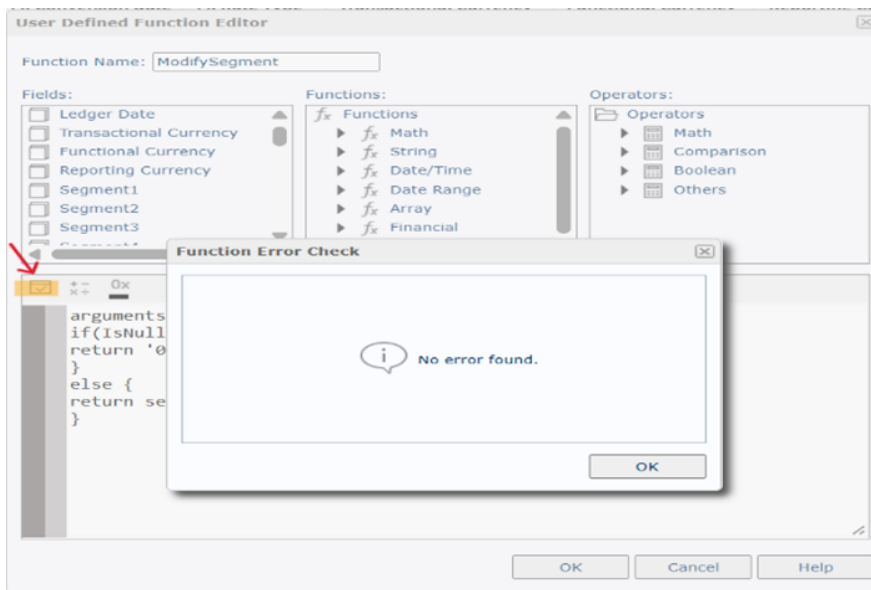
- In the Function Editor window, enter an appropriate name for the function and paste the following code in the text editor:

```
arguments: string segment;
if(IsNull(segment)) {
return '0000';
}
else {
return segment;
}
```

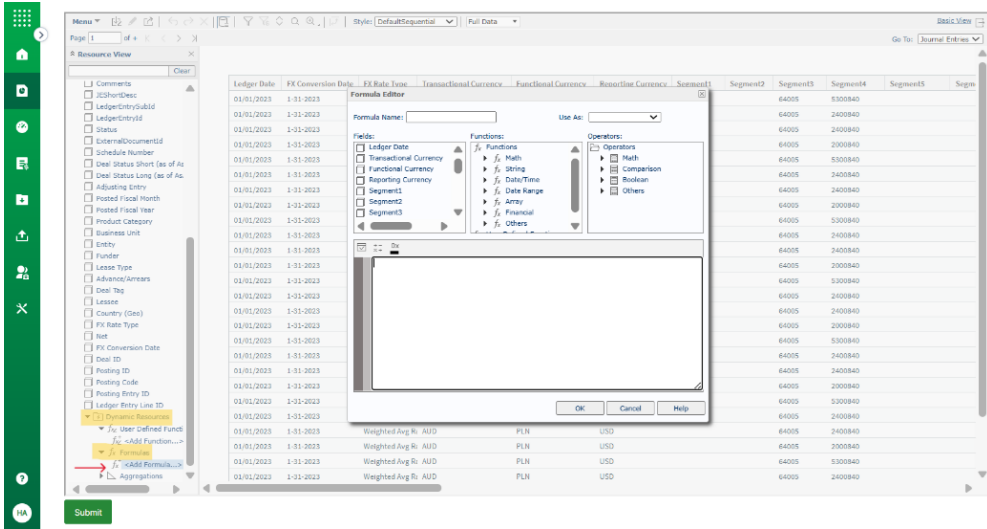
This function returns a specified string (in this case, '0000') when the input string is NULL or blank; otherwise, it returns the string as is. You can replace '0000' with any value enclosed in single quotes. This function allows you to pass any database field (such as GL segments) and apply the logic to replace blank values.



5. Click the error check button in the top left corner above the editor to validate the function. Ensure it is error-free, then click OK.



6. Create a new formula by navigating to the bottom of the **Resource View** section, expanding Dynamic Resources, then expanding Formulas, and clicking **Add Formula**. A Formula editor window opens.

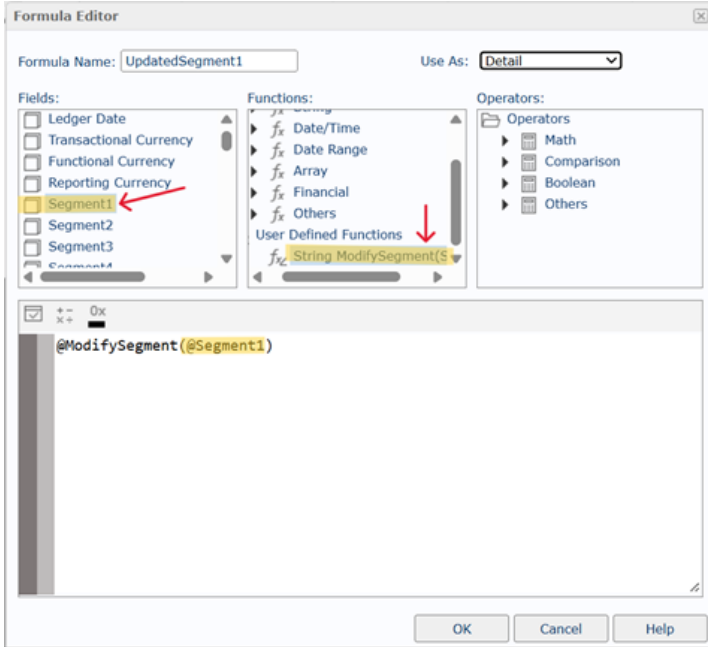


- In the Formula Editor window, enter an appropriate name for the formula and specify how you want to use it (for example, Detail or Aggregation). Paste the following formula in the text editor:

```
@ModifySegment (<DB Field>)
```

Replace <DB Field> with the actual database field you want to modify. Use the '@' symbol to reference both the field and the function. For example:

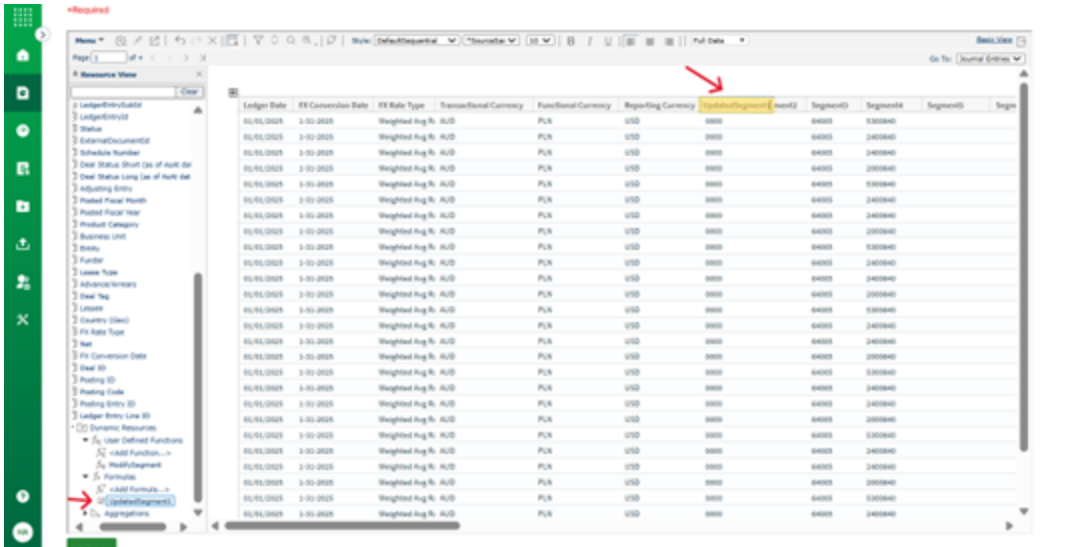
```
@ModifySegment (@Segment1)
```



Perform an error check and click OK when complete. Create additional formulas for other fields as needed:

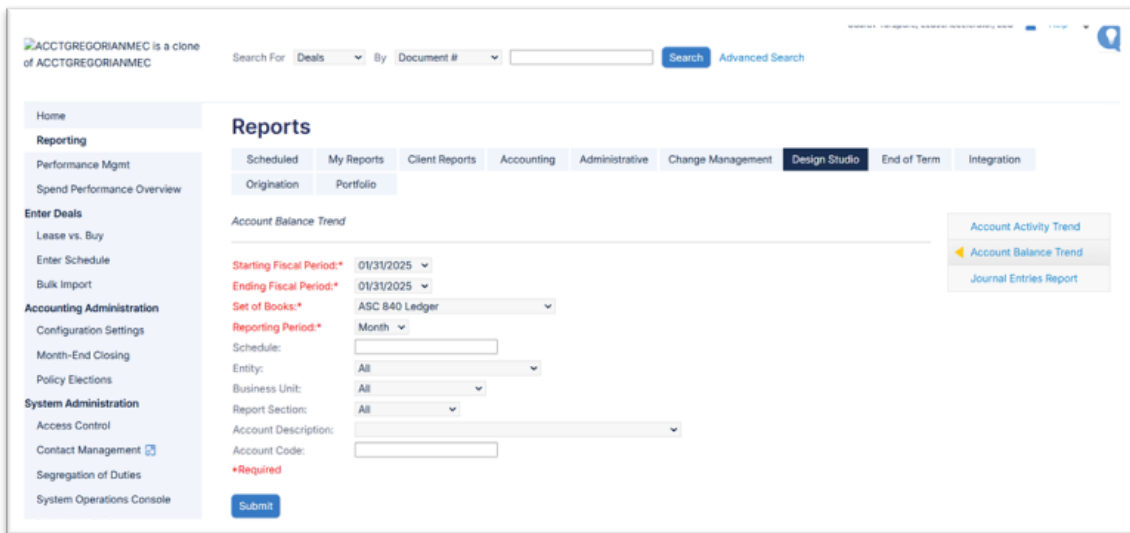
```
@ModifySegment (@Segment2)
@ModifySegment (@Segment3)
```

8. Drag and drop the new formula field into your report as needed. For example, you can replace the Segment1 column with the updated formula field to display '0000' instead of NULL or blank values.



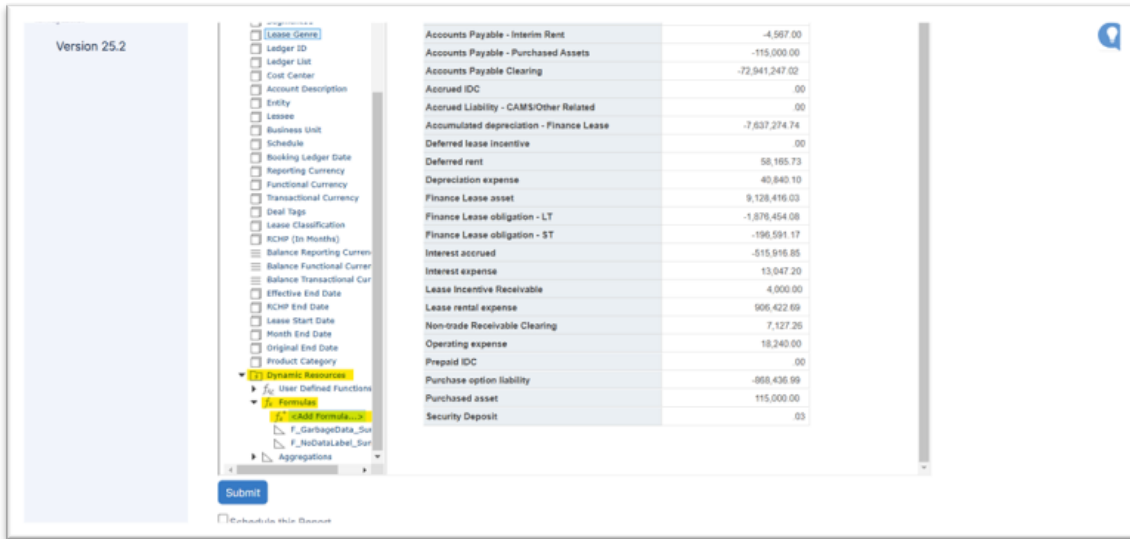
## Adding Concat Formula

1. Run a report in the UI.



2. After executing the report, click **Interactive View**. Scroll down to **Dynamic Resources** under the Business View section. Click **Formulas**, then click

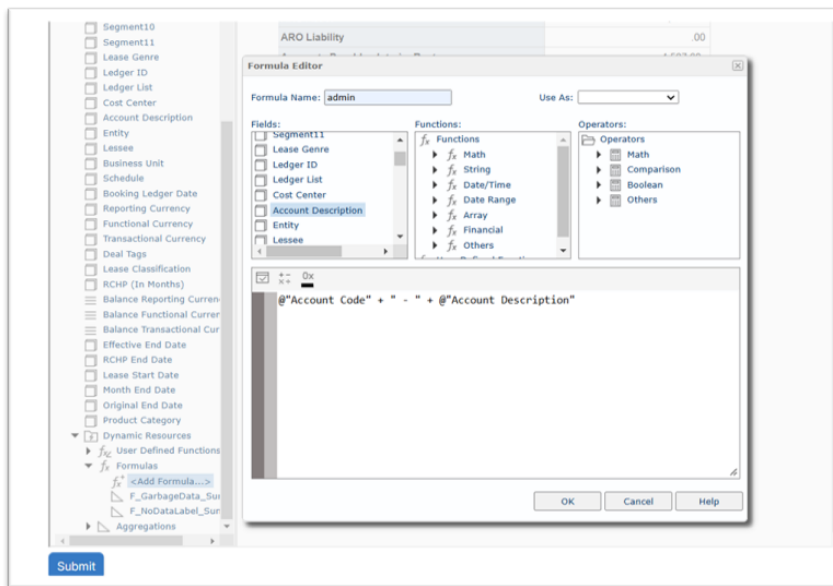
Add Formula.



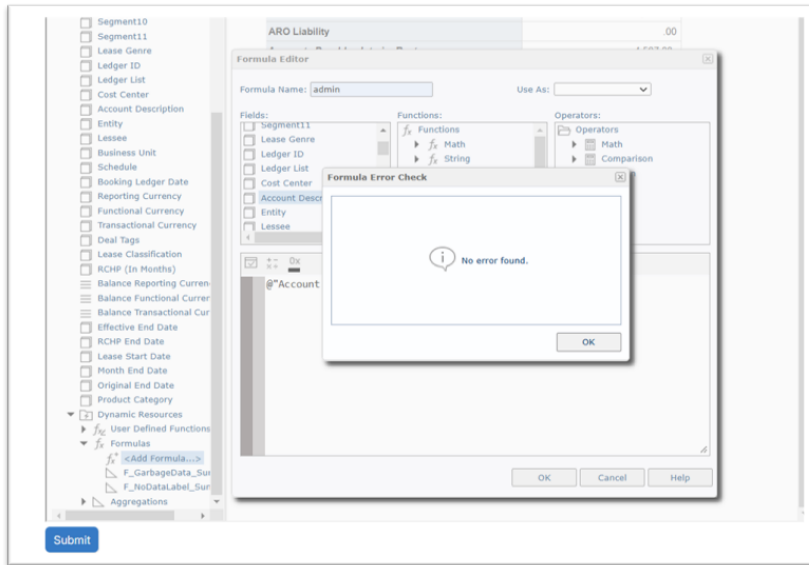
3. The Formula Editor window opens. Write a formula based on your requirements.

For example, to concatenate Account Code and Account Description:

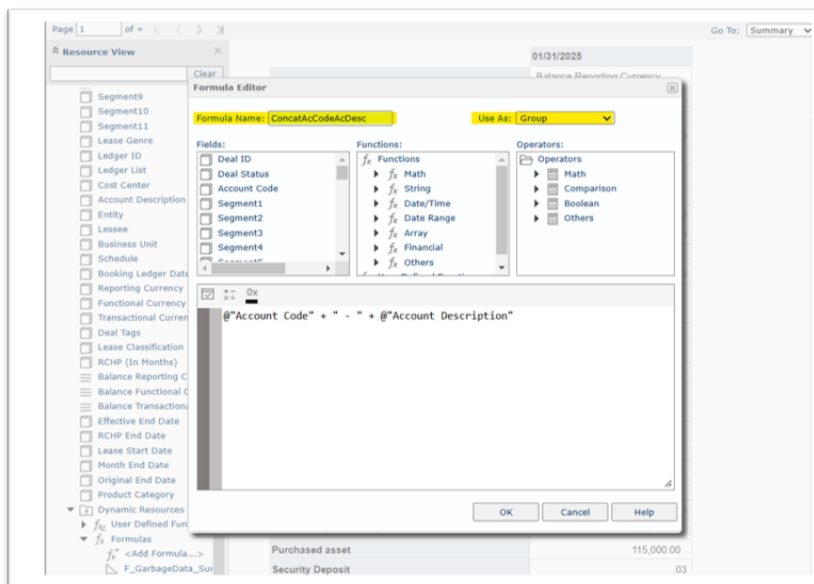
- Under the Fields section, double-click **Account Code** and **Account Description**.
- Insert a '+' sign between the two data points for concatenation and add ' - ' in double quotes.



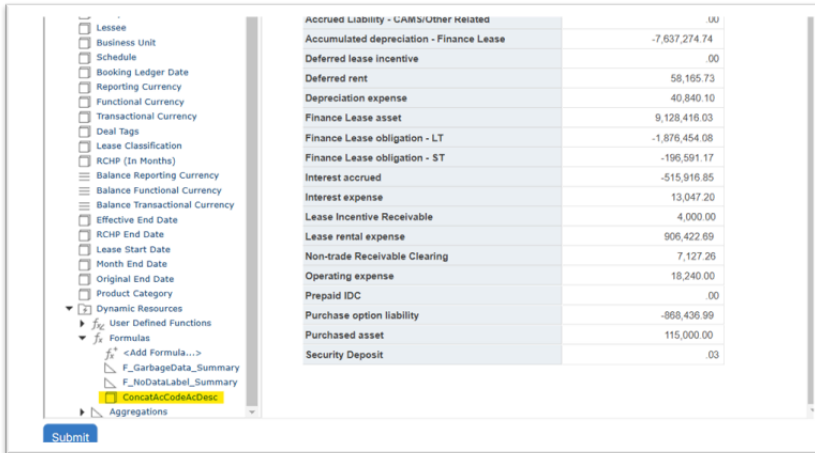
4. Click the checkmark symbol to verify the formula for errors. If **No error found** appears, the formula is syntactically correct. Click **OK** to close the Formula Error Check window.



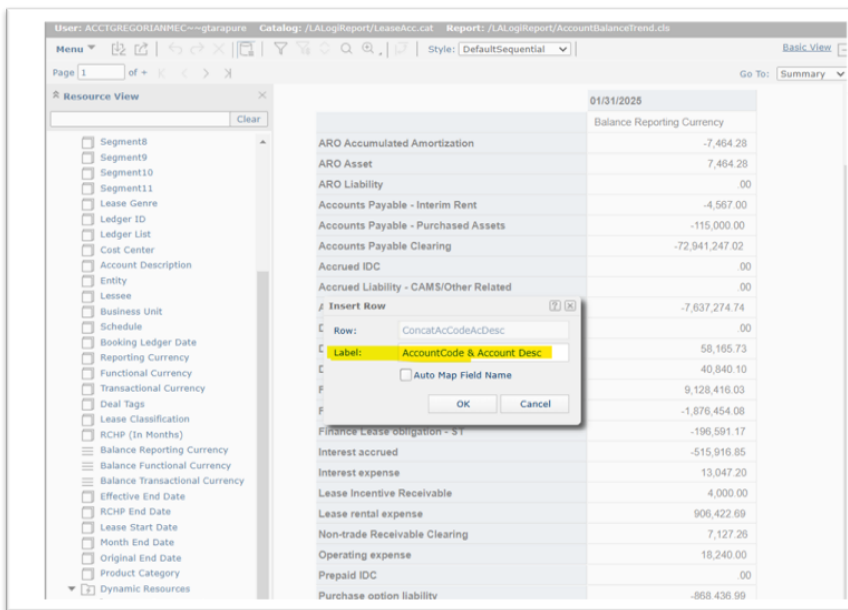
5. Change the formula name as needed. The **Use As** field is blank by default. Click the dropdown and select **Group**. Click **OK** to close the Formula Editor window.



6. Your formula appears in the **Formulas** section under Dynamic Resources.

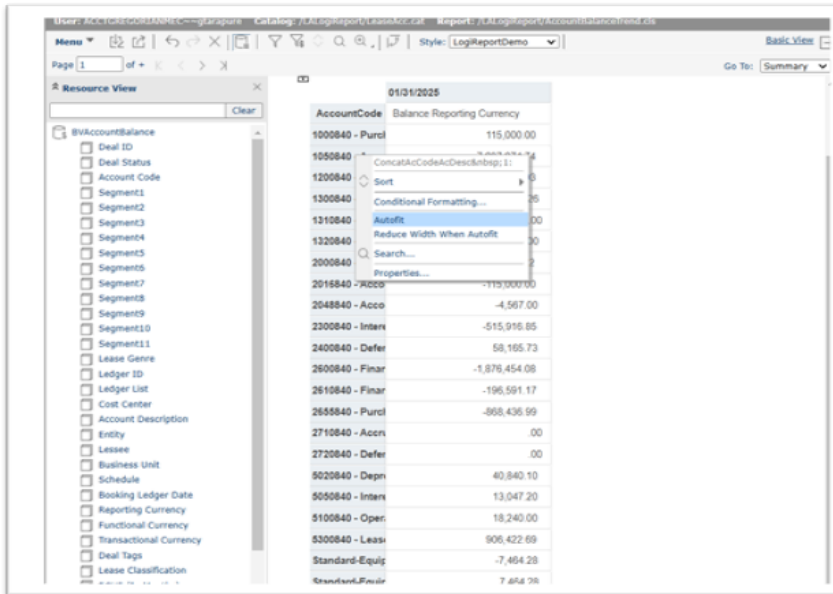


7. Drag and drop the newly created formula to the crosstab. You can change the row name in the Label section or select the **Auto Map Field Name** option.

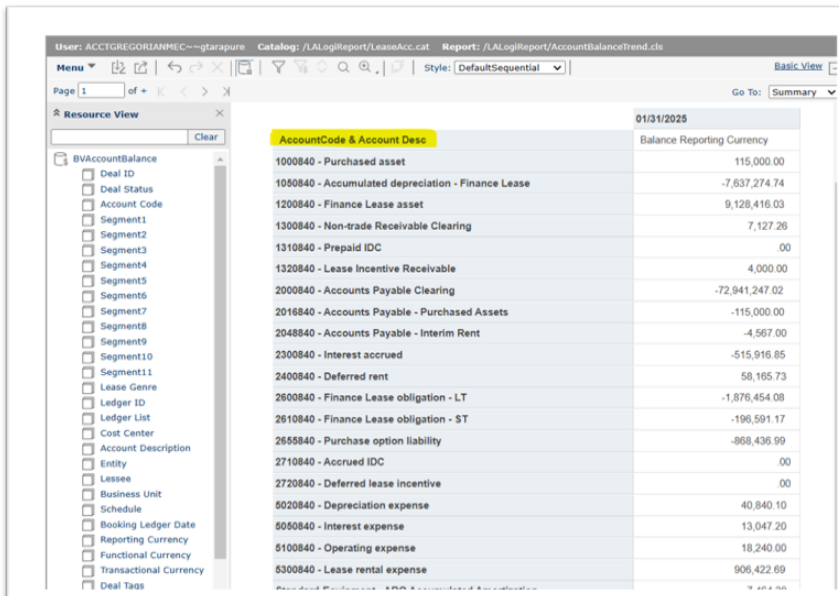


8. Drag and drop the existing Account Description row out of the crosstab.

9. Right-click the formula name and select **Autofit**

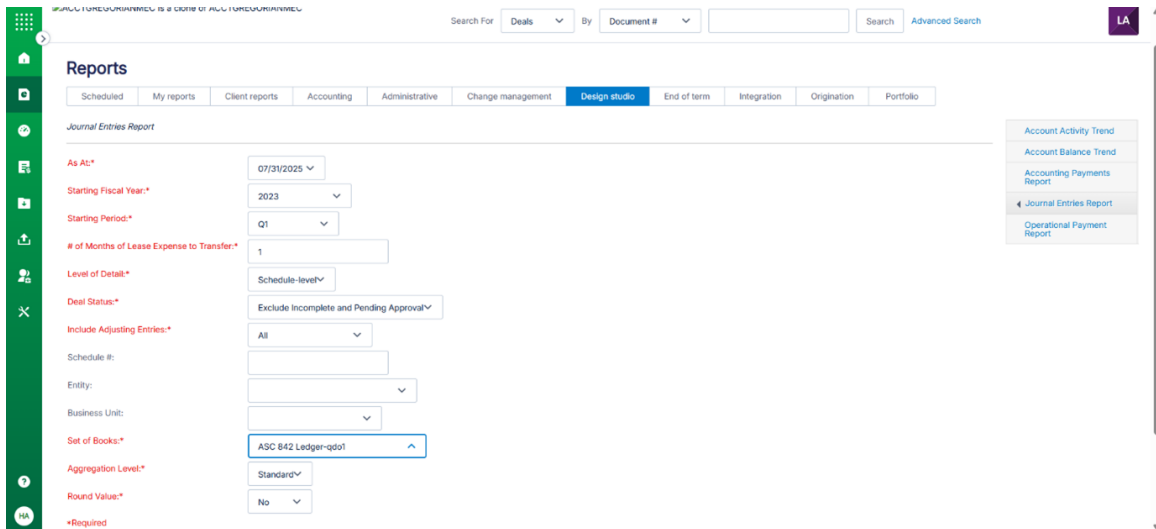


10. The final output displays the dynamic formula in the crosstab.

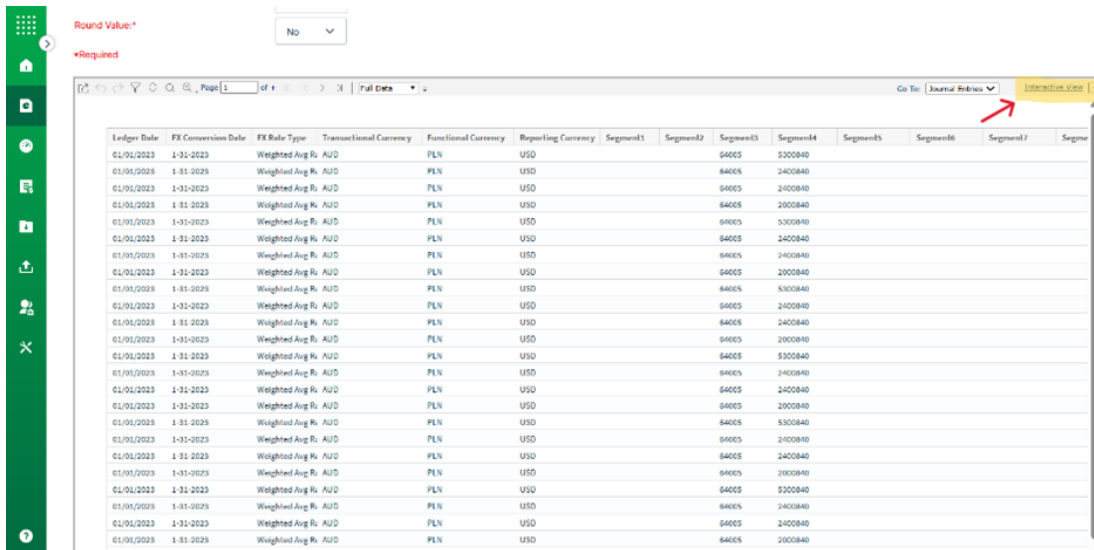


# Adding a New End of Month Date Formula

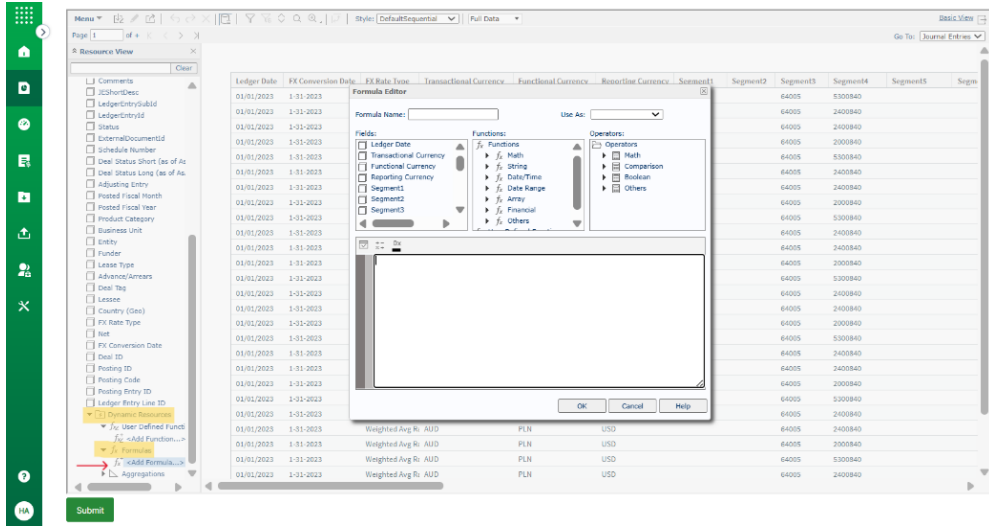
1. Run the report with valid parameters in the UI.



2. Click **Interactive View** in the top right corner of the Design Studio report preview after the report loads. Then click the Resource View icon.



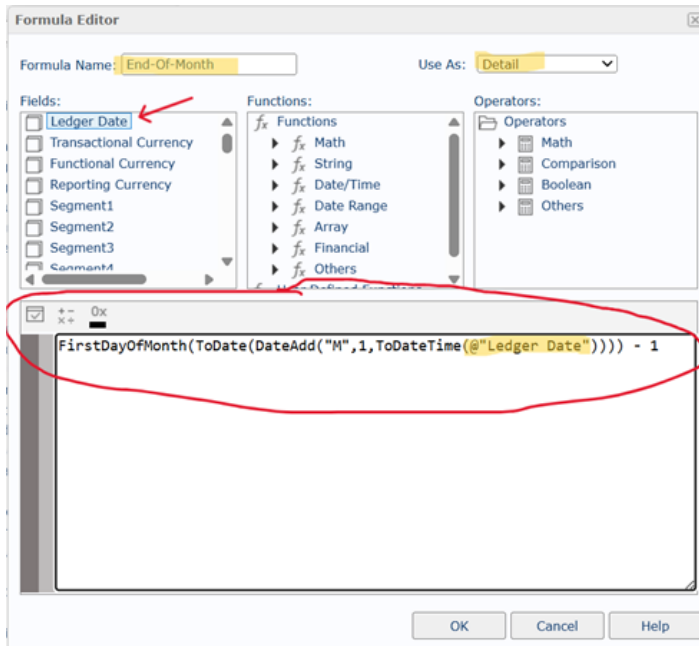
3. In Resource View, navigate to the bottom of the section, expand **Dynamic Resources**, expand **Formulas**, and click **Add Formula**.



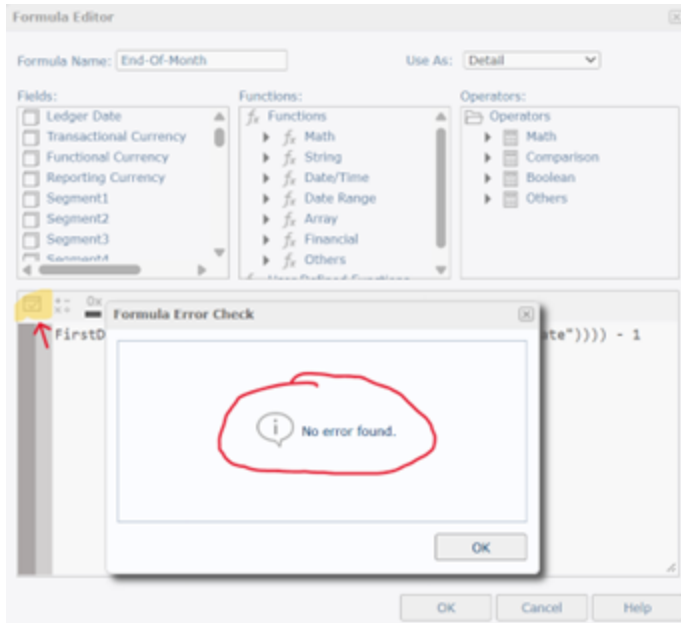
- In the Formula Editor window, enter an appropriate name for the formula (for example, "End-Of-Month") and specify how you want to use it (for example, Detail or Aggregation). Paste the following formula in the text editor:

```
FirstDayOfMonth(ToDate(DateAdd("M",1,ToDateTime(@"Ledger Date")))) - 1
```

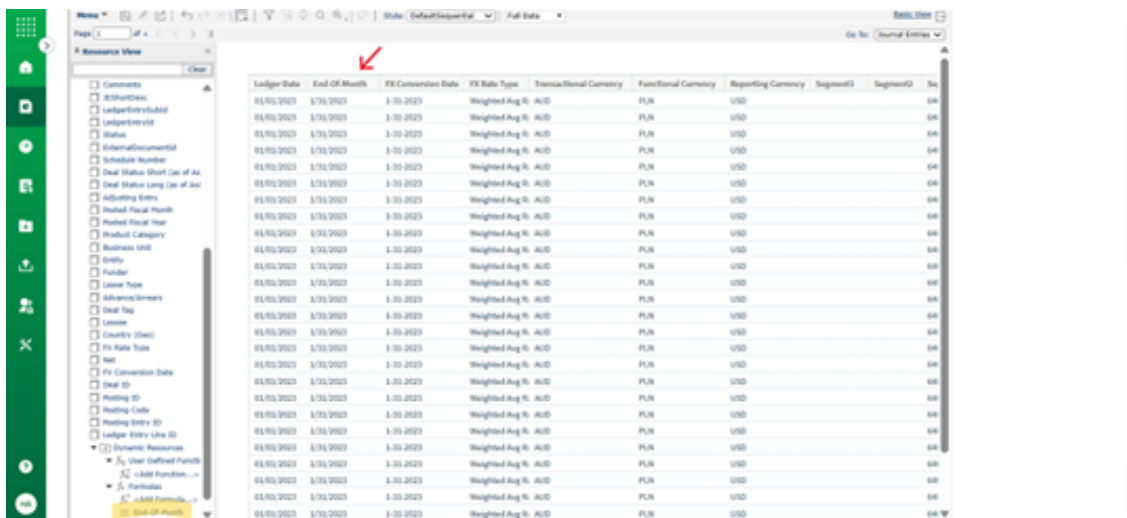
This formula calculates the end of month date for any reference date. In this example, "Ledger Date" is used to round to the associated month end date based on the Gregorian calendar.



- Click the check icon on the left side of the text editor window to verify that the formula is error-free. Click **OK** to close the Formula Editor window.










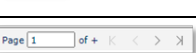
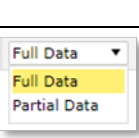




6. Drag and drop the newly created formula from the Formula section to the desired position in the report.



**Note:** To format the date, right-click a data cell in the new formula column and select **Properties**. Make the changes as needed.

# Design Studio Glossary

## Glossary – Icons

| Icon  | Name                    | Description   | Views Used           |
|---|-------------------------|---|----------------------|
|    | Export                  | Opens a box allowing for the selection of format types for exporting.   | Basic<br>Interactive |
|    | Undo                    | Reverts the most recent action.   | Basic<br>Interactive |
|    | Redo                    | Reapplies the most recent action previously removed.  | Basic<br>Interactive |
|    | Filter                  | Allows for advanced filtering options.  | Basic<br>Interactive |
|    | Sort                    | Opens a box allowing for the selection of the column to be sorted along with radio buttons for Ascend or Descend.   | Basic<br>Interactive |
|   | Search                  | Opens a box allowing the user to search for a specific value in a defined search field.   | Basic<br>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<br>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<br>Interactive |
|  | Customize Toolbar Items | Expands the menu of possible items to include in the standard toolbar.  | Basic<br>Interactive |
|  | Go To                   | Allows for toggling between the different tabs associated with the report.  | Basic<br>Interactive |
|  | Exit                    | Exits the main reporting section so that only the UI parameters remain.   | Basic<br>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 |
|      | Resource View                            | Opens Resource View panel that include list of data items assigned within a Business View  | 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<br>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<br>Interactive |
| Autofit                | Right-click column header                           | NOT RECOMMENDED   | Basic<br>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<br>Interactive |
| Conditional Formatting | Right-click data field                              | Opens boxes where edit conditions and formatting choices are defined.   | Basic<br>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<br>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          |

| Menu Option         | Location  | Description  | Views Used           |
|---------------------|---|--|----------------------|
| Detail Column       | Insert  | Does not add new data points from the Business View in the Basic View.   | Basic<br>Interactive |
| 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<br>Report Menu               | Brings up another menu including Remove Filter, Top N, Bottom N, list of unique values in the column.  | Basic<br>Interactive |
| Group Columns       | Insert  | Allows for aggregating output by a specific data point.  | Basic<br>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<br>Interactive |
| Insert              | Right-click column header or cross icon             | Opens an additional menu defining which type of column you are wanting to insert.  | Basic<br>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          |
| Edit Dataset 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          |

| Menu Option               | Location   | Description   | Views Used           |
|---------------------------|--|---|----------------------|
| Reduce Width When Autofit | Right-click column header  | NOT RECOMMENDED   | Basic<br>Interactive |
| Refresh                   | Right-click cross icon<br><br>View Menu                              | Regenerates the report based on the last selected parameters and filters.   | Basic<br>Interactive |
| Remove Column             | Right-click column header  | Removes the column from the output as well as the table-level menu of available items.  | Basic<br>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<br><br>Edit Menu | Opens a box in which to enter search criteria.  | Basic<br>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<br><br>Report Menu                            | Opens another menu including No Sort, Ascend, Descend.  | Basic<br>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<br>Interactive |

| Menu Option          | Location                                | Description   | Views Used  |
|----------------------|---|---|-------------|
| Table                | Right-click column header or data field | Opens a box for advanced formatting options for the entire table.   | Interactive |
| 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<br>BVAccountActivity                   |
| AccountDescription                | Account Description based on LeaseAccelerator definitions.  | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity |
| Active Cost Basis (Reporting)     | Value assigned to the remaining active assets in reporting currency. Can be validate against the Portfolio Transaction report.  | BVDealAttributes  |
| Active Cost Basis (Transactional) | Value assigned to the remaining active assets in transactional currency.  | BVDealAttributes  |
| 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                   | The Repayment mode for the schedule.  | BVLedgerExport  |
| AFUD                              | Available for use date. Date the asset becomes available for use by the Lessee.   | BVDealAttributes  |

| Data Point (Column Name)     | Business Description   | Business View Included In |
|------------------------------|--|---------------------------|
| ARO                          | Asset Retirement Obligation costs entered as a Scheduled Related Expense. Includes both ARO:Return to Original Condition and ARO: Cost to Dismantle or Remove. Amount appears in fiscal month of scheduled payment only. Transactional Currency only.                  | BVOperationalPayment      |
| Asset Purchase               | Amount entered as Purchase Price when recording a buyout. Appears in fiscal month buyout in which the buyout was recorded. Transactional Currency only   | BVOperationalPayment      |
| Asset Owner                  | Person assigned as the schedule-level asset owner as it appears in the Deal Summary - Participant screen. Asset Owner is generally responsible from organization/fiduciary perspective.  | BVDealAttributes          |
| Asset User                   | Person assigned as the schedule-level asset user as it appears in the Deal Summary - Participant screen. Asset User generally has custodial responsibility.  | BVDealAttributes          |
| 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          |

| Data Point (Column Name)        | Business Description  | Business View Included In   |
|---------------------------------|---|---|
| Base Pymt-Acctg (Functional)    | AP Clearing entries representing the contractual base payment. Does not include AP Clearing entries associated with non-remeasured payment adjustments. In general, the Interest Portion + Principal Portion should equal the Base Pymt-Acctg amount. Amounts (activities) are converted into the functional currency. [See Functional Currency]. Refer to “LA User Guide FX Reporting” for information regarding remeasurement | BVAccountingPayments  |
| Base Pymt-Acctg (Reporting)     | AP Clearing entries representing the contractual base payment. Does not include AP Clearing entries associated with non-remeasured payment adjustments. In general, the Interest Portion + Principal Portion should equal the Base Pymt-Acctg amount. Amounts (activities) are converted into reporting currency. [See Functional Currency]. Refer to “LA User Guide FX Reporting” for information regarding remeasurement.     | BVAccountingPayments  |
| Base Pymt-Acctg (Transactional) | AP Clearing entries representing the contractual base payment. Does not include AP Clearing entries associated with non-remeasured payment adjustments. In general, the Interest Portion + Principal Portion should equal the Base Pymt-Acctg amount. Transactional currency.   | BVAccountingPayments  |
| Booking Ledger Date             | Date when the schedule was booked into the selected ledger.   | BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |



| Data Point (Column Name)        | Business Description  | Business View Included In   |
|---------------------------------|---|---|
| Business Unit                   | Client -defined operational group within the client organization.   | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| CAMS                            | Common Area Maintenance amounts entered as Paid Expenses. Total amount appears in fiscal month of recorded payment only. Transactional Currency only.   | BVOperationalPayment  |
| 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  |
| Contractual GRV                 | Contractual Guaranteed Residual Value. Amount recorded in the lease contract representing the equipment FMV at the end of the lease term. This amount is entered into the UI under a Return EOT Option as a Limit Fee to the borrower’s obligation amount. It is currently not included on the PIW.   | BVDealAttributes  |
| Contractual Payment (Reporting) | Base contractual payment in reporting currency. Includes payment adjustments. <ul style="list-style-type: none"> <li>▪ <b>BVOperationalPayment:</b> For non-monthly payment streams, payments will only be included for the fiscal month in which the payment is scheduled. Gap months will include zero payments.</li> <li>▪ <b>BVDealAttributes:</b> Last contractual payment relative to the system date of report generation. For non-monthly payment streams, this is the most recent payment amount ignoring gap months. [Same as Last Payment Made on BVOperationalPayment]</li> </ul> | BVOperationalPayment<br>BVDealAttributes  |



| Data Point (Column Name)            | Business Description   | Business View Included In   |
|-------------------------------------|--|---|
| Contractual Payment (Transactional) | <p>Base contractual payment in transactional currency. Includes payment adjustments.</p> <ul style="list-style-type: none"> <li>▪ <b>BVOperationalPayment:</b> For non-monthly payment streams, payments will only be included for the fiscal month in which the payment is scheduled. Gap months will include zero payments.</li> <li>▪ <b>BVDealAttributes:</b> Last contractual payment relative to the system date of report generation. For non-monthly payment streams, this is the most recent payment amount ignoring gap months. [Same as Last Payment Made on BVOperationalPayment]</li> </ul> | BVOperationalPayment<br>BVDealAttributes  |
| Cost Center                         | Cost center associated with the reported balances based on client-defined cost center values.  | BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Country                             | Client-assigned country name that governs the accounting and tax rules for a leasing transaction.  | BVLedgerExport<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes                        |
| 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  |
| Current FX Rate                     | Spot rate as of the system date from transactional currency to USD only; Similar to the usage in the Portfolio Transaction and BU Asset reports. This is informational only and should not be used to validate accounting-related data. Refer to “LA User Guide FX Reporting” for information regarding remeasurement and translation.   | BVDealAttributes  |

| Data Point (Column Name) | Business Description   | Business View Included In   |
|--------------------------|--|---|
| Current Pymt Frequency   | Current periodic nature of payments - monthly, quarterly, bimonthly, annual, bi-annual, etc. This may differ from the Original Payment Frequency if the frequency was changed at the time of renewal.  | BVDealAttributes  |
| Date Entered             | Physical date on which the schedule was entered into the system  | BVDealAttributes  |
| Deal ID                  | System-generated unique number associated with a specific schedule within a specific customer environment.   | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Deal Level Comments      | Comments entered on the Schedule tab of the PIW which also appear on the Details tab of the Deal Summary   | BVDealAttributes  |
| 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<br>BVDealAttributes  |
| 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<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Deal Tag                 | Client-assigned labels used to isolate specific schedules for reporting purposes.  | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |

| Data Point (Column Name) | Business Description  | Business View Included In   |
|--------------------------|---|---|
| Depreciation Start Date  | Date that assets begin to depreciate. Values will only appear in reports when this date has been populated in the associated filed within Asset Management.   | BVDealAttributes  |
| 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  |
| 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<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes                   |
| Entity                   | Client-defined primary business entity.   | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Estimated GRV            | Estimated Guaranteed Residual Value. Amount expected to be paid by Lessee to Lessor at end of lease because equipment FMV is less than contractual guaranteed residual. This value is included in the PIW.  | BVDealAttributes  |
| ExternalDocumentID       | Document ID's related to integration results.   | BVLedgerExport  |

| Data Point (Column Name)      | Business Description  | Business View Included In   |
|-------------------------------|---|---|
| Final Payment (Transactional) | Last scheduled payment in transactional currency as it appears in the payment schedule within Deal Summary based on the system date of report generation. For schedules in Disposed, Terminated or Defunct statuses, this amount will be blank.   | BVDealAttributes  |
| Financial Controller          | Person assigned as the financial controller as it appears in the Deal Summary - Participant screen  | BVDealAttributes  |
| Functional Currency           | Currency in which a business entity records its accounting records; A lease can only be assigned one functional currency.   | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVAccountingPayments                         |
| Funder                        | Client-defined company providing financing for a lease; May refer to a Landlord on real estate leases. (Also referred to as Lessor.)  | BVLedgerExport<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Funder Ledger Code            | Client-assigned code associated with a specific Funder generally reflected in one of the configured ledger segments.  | BVOperationalPayment<br>BVAccountingPayments  |
| FX Conversion Date            | Date associated with the Functional Conversion Rate used to convert transactional currency to functional currency.  | BVLedgerExport  |
| FX Rate at LSD                | Spot rate as of the lease start date from transactional currency to USD only; Similar to the usage in the Portfolio Transaction and BU Asset reports. This is informational only and should not be used to validate accounting-related data. Refer to "LA User Guide FX Reporting" for information regarding remeasurement and translation. | BVDealAttributes  |

| Data Point (Column Name)      | Business Description  | Business View Included In   |
|-------------------------------|---|---|
| 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' or comma separated depending on the report   | BVAccountBalance<br>BVAccountActivity<br>BVDealAttributes   |
| IBR                           | IBR (Incremental Borrowing Rate) represents the interest rate which a company could borrow additional funds to purchase the leased equipment under the same terms and conditions. It is typically defined by the Treasury and Accounting teams. The IBR is critical in the lease classification process and the detail accounting calculations to value the leased asset and the associated lease liability in accordance with the standards. | BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Interest Portion (Functional) | Interest Accrued entry associated with the base payment of a Finance schedule; Lease Rental Expense entry associated with base payment of a Capitalized-Operating schedule. Amounts (activities) are converted into the functional currency. [See Functional Currency]. Refer to "LA User Guide FX Reporting" for information regarding remeasurement.  | BVAccountingPayments  |



| Data Point (Column Name)          | Business Description  | Business View Included In  |
|-----------------------------------|---|--|
| Interest Portion (Reporting)      | Interest Accrued entry associated with the base payment of a Finance schedule; Lease Rental Expense entry associated with base payment of a Capitalized-Operating schedule. Amounts (activities) are converted into the reporting currency. [See Functional Currency]. Refer to “LA User Guide FX Reporting” for information regarding remeasurement. | BVAccountingPayments   |
| Interest Portion (Transactional)  | Interest Accrued entry associated with the base payment of a Finance schedule; Lease Rental Expense entry associated with base payment of a Capitalized-Operating schedule. Transactional currency.   | BVAccountingPayments   |
| Interim Rent                      | Interim Rent entered as Accrue and Pay at Commencement. Total amount appears in fiscal month of recorded payment only. Transactional Currency only.   | BVOperationalPayment   |
| JEShortDesc                       | LeaseAccelerator nomenclature providing a brief explanation of the basis of the journal entry.  | BVLedgerExport   |
| Last Payment Date                 | Date associated with the Last Payment Made. Value does not change for each month included in the report output.   | BVOperationalPayment   |
| Last Payment Made (Transactional) | Last contractual payment relative to the system date of report generation. For non-monthly payment streams, this is the most recent payment amount ignoring gap months. Value does not change for each month included in the report output. Transactional currency.   | BVOperationalPayment   |
| Last Renewal                      | Date which the most recent renewal event was recorded.  | BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |

| Data Point (Column Name) | Business Description   | Business View Included In   |
|--------------------------|--|---|
| Late Fees                | Late Fee entered as Paid Expenses. Total amount appears in fiscal month of recorded payment only.<br>Transactional Currency only.  | BVOperationalPayment  |
| Lease Classification     | Lease classification as of the system date of report generation. Short Term and Low Value [IFRS 16 only] classifications are used for Operating leases to align with the disclosure reports. | BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Lease Coordinator        | Person assigned as the lease coordinator as it appears in the Deal Summary - Participant screen  | BVDealAttributes  |
| Lease Genre              | System assigned classification of either 'Equipment' or 'Real Estate' based on the selected Product Category.  | BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Lease Start Date         | Commencement date or takedown date. The date when the duration of the lease starts and therefore the payment schedule begins.  | BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Lease Type               | Type of contractual lease.   | BVLedgerExport<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes                        |
| Ledger Date              | Date of record for the associated journal entry.   | BVLedgerExport  |
| Ledger ID                | System assigned ledger number.   | BVAccountBalance<br>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<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| LedgerEntryId            | <p>LeaseAccelerator nomenclature related to the specific journal entry leg. While this data point will remain active,</p> <p><b>Important:</b> THIS HAS BEEN 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 HAS BEEN PHASED OUT AS A MEANS OF RECONCILIATION.</p> <p>Please refer to additional documentation regarding new reconciliation methods.</p> | BVLedgerExport  |

| Data Point (Column Name) | Business Description   | Business View Included In   |
|--------------------------|--|---|
| 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<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Lessor Reference Number  | Typically a unique tracking identifier within the lessor's system.   | BVOperationalPayment<br>BVDealAttributes  |
| LRF                      | Lease Rate Factor. Numeric factor expressed as a decimal used to calculate a payment, renewal or buyout amount by multiplying against the Original Equipment Cost. Can be calculated when payment is known by dividing the payment by the OEC.   | BVDealAttributes  |
| Manufacturer             | Company representing the manufacturer of the equipment, or developer of the real estate, covered in the lease.   | BVDealAttributes  |
| Month End Date           | <b>BVAccountBalance &amp; BVAccountActivity:</b> Fiscal month-end date for which the account balances or account activities are reported. Balances/activities as of this month-end date should equate to the balances/activities derived from a Journal Entries Report (aka Ledger Export) with the specific month-end date as the AsAt date.<br><br><b>BVOperationalPayment:</b> Fiscal month-end date for which payment activity is reported | BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments                                       |
| Mos Left                 | Schedule-level remaining months based on the difference between the system date and the Effective End Date in whole numbers.   | BVOperationalPayment<br>BVDealAttributes  |
| 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   |
|--|---|---|
| Next Payment Amount (Transactional)      | Next contractual payment relative to the system date of report generation. For non-monthly payment streams, this is the next scheduled payment amount ignoring gap months. Value does not change for each month included in the report output.<br>Transactional currency.   | BVOperationalPayment<br>BVDealAttributes  |
| Next Payment Date                        | Date associated with the Next Payment Amount. Value does not change for each month included in the report output.   | BVOperationalPayment<br>BVDealAttributes  |
| Order Administrator                      | Person assigned as the order administrator as it appears in the Deal Summary - Participant screen. This person is generally responsible for procurement.  | BVDealAttributes  |
| Other Related Expense                    | Paid Expenses entered as Other Related Expenses 'Type' where the 'Other Type' is not Real Estate Taxes or Property Insurance. Total amount appears in fiscal month of recorded payment only. Transactional Currency only.<br><br>Enter Invoiced/Paid Expenses<br>Type :* <input type="text" value="Other Related Expenses"/><br>Other Type :* <input type="text" value="Administration Fee"/> | BVOperationalPayment  |
| Original End Date                        | Date in which the schedule contractually would have ended not including renewals, early terminations/buyouts and/or evergreen activities.   | BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments |
| Original Amount Financed (Transactional) | Also known as the Original Equipment Cost (OEC). Net amount financed at the commencement of the lease in transactional currency.  | BVDealAttributes  |

| Data Point (Column Name)             | Business Description   | Business View Included In   |
|--------------------------------------|--|---|
| Original Amount Financed (Reporting) | Also known as the Original Equipment Cost (OEC). Net amount financed at the commencement of the lease in reporting currency. Reporting currency for the BVDealAttributes equates to the OEC times the spot rate on lease start date and can be validated against the Portfolio Transaction report. | BVDealAttributes  |
| Original End Date                    | Date the schedule was to end based on the original contract terms. This date does not include renewals including evergreen, nor does it reflect an early termination.  | BVDealAttributes  |
| Original Payment Frequency           | Periodic nature of payments - monthly, quarterly, bimonthly, annual, bi-annual, etc as recorded in the original contract terms.  | BVDealAttributes  |
| Payment Based On                     | Method used to determine the lease payment. Mirrors the selection shown in Deal Summary under the Terms tab.   | BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes                      |
| Payment Frequency                    | Periodic nature of payments - monthly, quarterly, bi-monthly, annual, bi-annual, etc. In reports without AsAt dates, this would be the same as the Current Pymt Frequency listed above.  | BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments                     |
| PO Number                            | Internal Reference number that matches the client's ERP Procurement Purchase Order Number to the Supplier's.   | BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| 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  |



| Data Point (Column Name)          | Business Description  | Business View Included In |
|-----------------------------------|---|---------------------------|
| 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 HAS BEEN 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            |
| Principal Portion (Functional)    | <p>Principal portion of the base payment that is offset by the Obligations account. Amounts (activities) are converted into the functional currency. [See Functional Currency]. Refer to “LA User Guide FX Reporting” for information regarding remeasurement.</p>  | BVAccountingPayments      |
| Principal Portion (Reporting)     | <p>Principal portion of the base payment that is offset by the Obligations account. Amounts (activities) are converted into the reporting currency. [See Functional Currency]. Refer to “LA User Guide FX Reporting” for information regarding remeasurement.</p>   | BVAccountingPayments      |
| Principal Portion (Transactional) | <p>Principal portion of the base payment that is offset by the Obligations account. Transactional currency.</p>   | BVAccountingPayments      |

| Data Point (Column Name) | Business Description  | Business View Included In   |
|--------------------------|---|---|
| Product Category         | Asset type(s) included on the schedule; If more than one, "Multiple" will be used or the values may be comma separated depending on the report.   | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Property Insurance       | Paid Expenses entered as Other Related Expenses 'Type' where the 'Other Type' = Property Insurance. Total amount appears in fiscal month of recorded payment only. Transactional Currency only.   | BVOperationalPayment  |
| RC-EOT Option            | Reasonably Certain End of Term Option recorded at schedule level as it appears in Deal Summary. If the field is blank in Deal Summary, it will be blank on the associated report.   | BVDealAttributes  |
| 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<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes                   |
| Real Estate Tax          | Paid Expenses entered as Other Related Expenses 'Type' where the 'Other Type' = Real Estate Tax. Total amount appears in fiscal month of recorded payment only. Transactional Currency only.  | BVOperationalPayment  |
| Renewal Term             | Renewal term, in months, associated with the Last Renewal Date.   | BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes  |
| Renewal Pymt Frequency   | Periodic nature of payments - monthly, quarterly, bimonthly, annual, bi-annual, etc as recorded in the renewal contract terms.  | BVDealAttributes  |



| Data Point (Column Name) | Business Description  | Business View Included In   |
|--------------------------|---|---|
| Repayment Mode           | Advance or Arrears  | BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes  |
| Reporting Area           | Schedule-level participant used to drive internal management reporting which is typically used for geographic region but may be used for other reporting requirements.  | BVDealAttributes  |
| 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<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| 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<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments   |
| 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   |



| Data Point (Column Name)     | Business Description  | Business View Included In   |
|------------------------------|---|---|
| Return Early Termination Fee | Amount entered as Return Fee when recording a return event within Asset Management. Total amount appears in fiscal month of return.<br>Transactional Currency only.   | BVOperationalPayment  |
| Schedule Number              | Client provided identifier for a specific lease. Some BV's may shorten the name to Schedule.  | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Security Deposit             | Security Deposit entered as Paid Expenses. Total amount appears in fiscal month of recorded payment only. Transactional Currency only.<br><br><div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> Reimbursable is currently appearing in final month of lease in addition to original payment month.                 </div>  | BVOperationalPayment  |
| Segment1 thru Segment11      | Client-defined segment based on ledger configuration.   | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVDealAttributes   |
| Ship To                      | Address assigned as the schedule-level ship to as it appears in the Deal Summary - Participant screen   | BVDealAttributes  |
| Ship To City                 | City associated with the Ship To address listed above. This is schedule-level ship to as it appears in the Deal Summary - Participant screen.   | BVDealAttributes  |
| Special Deposit              | Special Deposit entered as Paid Expenses. Total amount appears in fiscal month of recorded payment only. Transactional Currency only.<br><br><div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> Reimbursable is currently appearing in final month of lease in addition to original payment month.                 </div> | BVOperationalPayment  |

| Data Point (Column Name)      | Business Description  | Business View Included In   |
|-------------------------------|---|---|
| Status                        | Status of the journal entry relating to integration only. This is not related to the status of the schedule.  | BVLedgerExport  |
| Term                          | Duration of the lease on months; Appears as Term (Months) on BVDealAttributes   | BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes  |
| Term (Periods)                | Duration of the lease in periods based on the payment frequency   | BVDealAttributes  |
| Transactional Currency        | Currency in which a lease is denominated; A lease can only have one transactional currency.   | BVLedgerExport<br>BVAccountBalance<br>BVAccountActivity<br>BVOperationalPayment<br>BVAccountingPayments<br>BVDealAttributes |
| Treasury Approver             | Person assigned as the treasury approver as it appears in the Deal Summary - Participant screen. This person is generally responsible for approving activities from a financial perspective.  | BVDealAttributes  |
| Variable Expense              | Variable/Performance expense entered as Paid Expenses. Total amount appears in fiscal month of recorded payment only. Transactional Currency only.  | BVOperationalPayment  |
| Variable Portion (Functional) | Portion of the AP Clearing entries associated with non-remeasured payment adjustments; Related expenses represented by AP Clearing entries are also included here. Amounts (activities) are converted into the functional currency. [See Functional Currency]. Refer to “LA User Guide FX Reporting” for information regarding remeasurement. | BVAccountingPayments  |



| Data Point (Column Name)         | Business Description   | Business View Included In                |
|----------------------------------|--|--|
| Variable Portion (Reporting)     | Portion of the AP Clearing entries associated with non-remeasured payment adjustments; Related expenses represented by AP Clearing entries are also included here. Amounts (activities) are converted into the reporting currency. [See Functional Currency]. Refer to “LA User Guide FX Reporting” for information regarding remeasurement. | BVAccountingPayments                     |
| Variable Portion (Transactional) | Portion of the AP Clearing entries associated with non-remeasured payment adjustments; Related expenses represented by AP Clearing entries are also included here. Transactional currency.   | BVAccountingPayments                     |
| Vendor                           | Company providing a service related to the leased asset. Same as Supplier on other operational reports.  | BVOperationalPayment<br>BVDealAttributes |

## 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. Redesigned 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 |