



# Systems Operations Console User Guide

LeaseAccelerator

Version 26.2.1



# Document Information

## Notices

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



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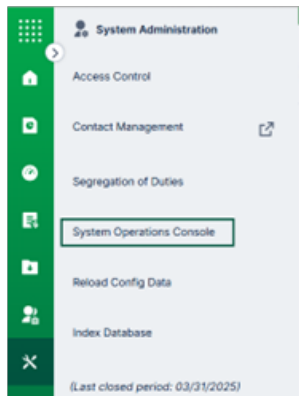
# About the System Operations Console

LeaseAccelerator has created a System Operations Console to enable users to view certain system operations occurring within the LeaseAccelerator applications. In addition to the system engines, users can monitor the performance and output of their specific environments as they relate to:

- Reporting
- Importing
- Booking
- Sweeping
- API Integrations (if applicable)

## Accessing the System Operations Console

Power Users and LeaseAccelerator Staff can navigate to the System Operations Console by looking on the Left NavBar in System Administration and clicking **System Operations Console**. If you require visibility of the Console for additional Access Levels, please contact Support or your Customer Success Manager.



## Using the System Operations Console

Checking the System Operations Console should be considered a first step in determining the cause of concerns related to reporting, importing, booking, sweeping, API integrations, and engine performance before contacting your Client Success Manager or Support.

The Console should not be used to tax or test system resources and functionality.

The Console has the following tiles:

- Report
- Import

- Booking
- Sweeping
- API
- Engines

## System Operations Console

Report Import Booking Sweeping API Engines

To refresh the information on a tile, click the **refresh** icon to the right of the date fields, and data is reloaded based on the parameters set.

**Note:** Data searches cannot be done for more than one month when selecting a date range or more than 30 days when using a relative date.

## Reports

The Console is separate from the Reporting workspace and does **not** replace the activity seen by the user when a report is requested. Report status actions are also presented in the Reporting workspace during the processing.

Under *Report* on the Console, select the date range or relative date (in hours or days) and click **Submit** to view the processing status of reports that meet the parameters selected. If desired, additional filters can be applied to the submission.

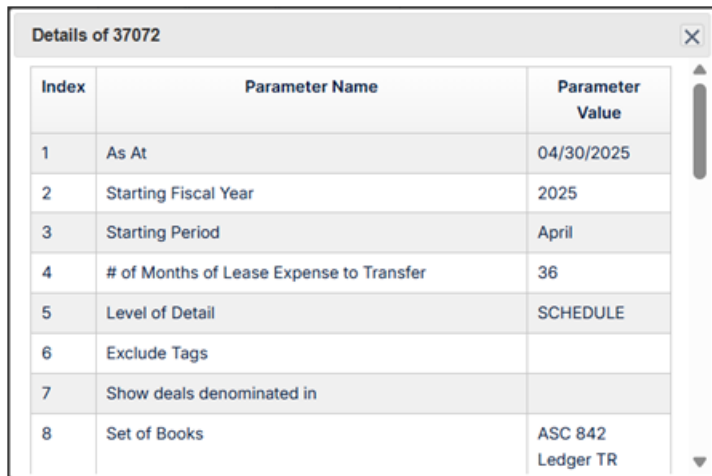
The screenshot shows the 'System Operations Console' interface. At the top, there are tabs for 'Report', 'Import', 'Booking', 'Sweeping', 'API', and 'Engines'. The 'Report' tab is active. Below the tabs, there are several filter sections: 'Date Range' (with date pickers for 'Apr 1 2025' to 'Apr 23 2025'), 'Date Relative' (with a text input and 'Hours' dropdown), 'User Name' (with a dropdown set to 'All'), 'Report Name' (with a dropdown), 'File Name' (with a text input), 'Maximum number of records to retrieve' (with a dropdown set to '25'), and 'Status' (with a dropdown set to 'All'). A green 'Submit' button is located below these filters. On the right side, there is a 'Refresh Results' button and a timestamp: 'Last refreshed time: Wed Apr 23 13:14:51 EDT 2025'. Below the filters is a table with the following data:

Request Id	Report Name	File Name	User Name	Received Time	Start Time	End Time	Status	Email	Format	Action
37072	PayablesExport	PayablesExport-dbhimani-37072.xlsx	dbhimani	04/23/2025 10:20 AM	04/23/2025 10:20 AM	04/23/2025 10:20 AM	Completed		XLSX	Download
37071	PayablesExport	PayablesExport-dbhimani-37071.xlsx	dbhimani	04/23/2025 10:18 AM	04/23/2025 10:18 AM	04/23/2025 10:18 AM	Completed		XLSX	Download
37070	PayablesExport	PayablesExport-dbhimani-37070.xlsx	dbhimani	04/23/2025 09:54 AM	04/23/2025 09:54 AM	04/23/2025 09:54 AM	Completed		XLSX	Download

The results include report information and files for requested reports. The format will match whatever format the user downloaded the report in.

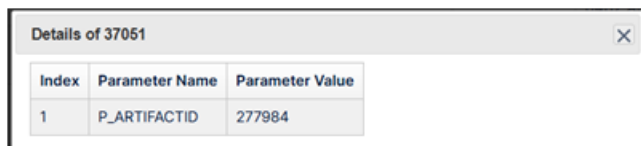
**Note:** BI reports do not appear in the results.

The *Request Id* shown in the first column is a hyperlink. Clicking on this hyperlink will open a pop-up showing the parameters specified by the user to generate the report, where possible.



Index	Parameter Name	Parameter Value
1	As At	04/30/2025
2	Starting Fiscal Year	2025
3	Starting Period	April
4	# of Months of Lease Expense to Transfer	36
5	Level of Detail	SCHEDULE
6	Exclude Tags	
7	Show deals denominated in	
8	Set of Books	ASC 842 Ledger TR

If the report originated from a system process and not through the *Reporting* workspace, the values shown are related to the report's database location and sequence number.



Index	Parameter Name	Parameter Value
1	P_ARTIFACTID	277984

*Examples of system reports are Classification and LVB Analysis*

The following options can appear under Status (additional statuses could occur depending on the nature of the report request):

- **Initial:** A report has been requested but has not begun processing. Report requests may be canceled by selecting the Cancel icon under *Action*.
- **Refreshing data:** A report is being calculated. Report requests may be stopped during this stage by selecting the Cancel icon under *Action*.
- **Fetching Asset Information:** A report has been calculated, and specific data is gathered.
- **Section of [Report Name] is being populated with row [###]:** A report is being built with the gathered data.

- **Completed:** A report has been completed and is available to the user. Users may click the download icon under *Action* to download the report.
- **Claimed:** A report was requested with an email notification or is in the processing queue.
  - The report did not complete the process if no time stamp appears in the End Time column.
- **Canceled:** The requester subsequently stopped a requested report before it was completed.
- **Unavailable:** The report is a single run, non-scheduled v2 or Design Studio report. Due to system limitations the status is not provided

If a report is still being processed (i.e., the Status is either *Initial* or *Refreshing data*), users can cancel it by clicking the **Cancel** icon under *Action*.

To download a completed report (i.e., the Status is *Completed*), click the **Download** icon under *Action* next to that report.

Request Id	Report Name	File Name	User Name	Received Time	Start Time	End Time	Status	Email	Format	Action
37072	PayablesExport	PayablesExport-dbhimani-37072.xlsx	dbhimani	04/23/2025 10:20 AM	04/23/2025 10:20 AM	04/23/2025 10:20 AM	Completed		XLSX	
37071	PayablesExport	PayablesExport-dbhimani-37071.xlsx	dbhimani	04/23/2025 10:18 AM	04/23/2025 10:18 AM	04/23/2025 10:18 AM	Completed		XLSX	
37070	PayablesExport	PayablesExport-dbhimani-37070.xlsx	dbhimani	04/23/2025 09:54 AM	04/23/2025 09:54 AM	04/23/2025 09:54 AM	Completed		XLSX	
37069	PayablesExport	PayablesExport-dbhimani-37069.xlsx	dbhimani	04/23/2025 09:42 AM	04/23/2025 09:42 AM	04/23/2025 09:42 AM	Completed		XLSX	
37068	PayablesExport	PayablesExport-dbhimani-37068.xlsx	dbhimani	04/23/2025 09:40 AM	04/23/2025 09:40 AM	04/23/2025 09:40 AM	Completed		XLSX	

As the system processes the report request, the Status will change; however, these changes are only presented on the user interface (UI) **after** clicking the refresh icon.

## Imports

Under *Import* on the Console, select the date range or relative date (in hours or days) and click **Submit** to view the processing status of reports that meet the parameters selected. If desired, additional filters can be applied to the submission.

**System Operations Console**

Report **Import** Booking Sweeping API Engines

Date Range : Apr 4 2025 to Apr 23 2025  
 Date Relative : \_\_\_\_\_ Hours

User Name : All

Import Name : \_\_\_\_\_

Maximum number of records to retrieve : 25

Status : All

**Submit**

Refresh Results  
Last refreshed time: Wed Apr 23 13:26:20 EDT 2025

Import Session Id	Step 1 Session Id	Import Step	Import File Name	User Name	Received Time	Start Time	End Time	Status	Action
10367	10366	Disbursement Import Step 2	Disbursements Template12402465.xlsx	dbhimani	04/23/2025 10:22 AM	04/23/2025 10:22 AM	04/23/2025 10:22 AM	Completed	
10366	-	Disbursement Import Step 1	Disbursements Template12402465.xlsx	dbhimani	04/23/2025 10:22 AM	04/23/2025 10:22 AM	04/23/2025 10:22 AM	Completed	
10365	-	Disbursement Import Step 1	Disbursements Template27519788.xlsx	dbhimani	04/23/2025 10:14 AM	04/23/2025 10:14 AM	04/23/2025 10:14 AM	Completed with Error	

Imports are numbered and grouped by each import's Validation and Import steps. Bold lines indicate separate import sessions.

**Note:** The user does not have the option to cancel an import request once it is in process.

The following can appear under Status:

- **Completed:** An import validation and/or final import has been completed and results are available to the user.
  - Imports with a single Session Id have only undergone the Validation step and have not been loaded.
- **Loading:** An import is in the process of being loaded.
- **Import Failed:** An import passed the validation steps but has failed to be loaded.
  - Failure could result from the system attempting to process for more than 48 hours or data not being handled correctly by the code. Upcoming improvements to the LeaseAccelerator applications are expected to decrease the window for processing timeouts. Other examples of possible Import Failure status are attempting to import deals with many assets and extremely long lease terms.
  - For failed imports, please attempt to import again. If the import continues to fail, contact your Client Success Manager or Support for assistance.

To view the validation steps that LeaseAccelerator performed before a specific import, click the related **Import Session ID** with the lowest value for that import group to open the pop-up window.

In the Validation steps pop-up window, the *Severity* column indicates how the information was processed.

To view the import steps LeaseAccelerator performed before import, click the related **Import Session ID** (Step 2) with the higher value for that import group to open the pop-up window.

Row #	Validation Performed	Severity
1	Start Import Process	INFO
2	Start Obtain Data	INFO
3		INFO
4	End Obtain Data	INFO
5	Start Validate Import File	INFO
6	End Validate Import File	INFO
7	Start ETL	INFO
8	End ETL	INFO
9	Start Validate Data	INFO

In both pop-ups, the Severity column indicates how the information was processed.

Severity can be any of the below:

- **DEBUG:** Internal process of checking against the code.
- **CONFIRM:** Process of confirming the data in the file.
- **INFO:** Process of verifying that the data is "good" and whether or not errors or warnings need to be displayed to the user.
- **ERROR:** Red validation error that stops the user from importing.
- **WARNING:** Yellow validation warning that does not stop the user from importing.

To download a copy of the completed import, click the **Download** icon under *Action* next to that import. The initial import file may be downloaded as long as an import was validated and shows a Step 1. When an import succeeds, and both Step 1 and Step 2 are present, the file is accessible on both steps.

Import Session Id	Step 1 Session Id	Import Step	Import File Name	User Name	Received Time	Start Time	End Time	Status	Action
10367	10366	Disbursement Import Step 2	Disbursements Template12402465.xlsx	dbhimani	04/23/2025 10:22 AM	04/23/2025 10:22 AM	04/23/2025 10:22 AM	Completed	
10366	-	Disbursement Import Step 1	Disbursements Template12402465.xlsx	dbhimani	04/23/2025 10:22 AM	04/23/2025 10:22 AM	04/23/2025 10:22 AM	Completed	
10365	-	Disbursement Import Step 1	Disbursements Template27519788.xlsx	dbhimani	04/23/2025 10:14 AM	04/23/2025 10:14 AM	04/23/2025 10:14 AM	Completed with Error	

Please keep in mind that the time it takes for the download to start depends on the file size. Users will see a pop-up letting them know that the process has begun. This informational pop-up will also be present for larger reports downloaded from the Report tile. If the system encounters trouble while downloading a file, a message will appear at the top of the workspace.

**Note:** The .zip file attached to a Manifest File Import will not be available for download.

## Booking

Under *Booking* on the Console, select the date range or relative date (in hours or days) and click **Submit** to view the processing status of booking jobs during that time.

System Operations Console

Report Import **Booking** Sweeping API Engines

Date Range: Apr 23 2025 to Apr 23 2025

Date Relative: Hours

Maximum number of records to retrieve: 25

Status: All

Refresh Results  
Last refreshed time: Wed Apr 23 13:54:52 EDT 2025

Booking Job Group Id	Number Of Jobs In Group	User Name	Context	Received Time	Start Time	End Time	Status
17961	1	dbhimani	Disbursement Import: 10367	04/23/2025 10:22 AM	04/23/2025 10:22 AM	04/23/2025 10:22 AM	Completed (1 deals)
17960	1	Abhishek	Repop Deal	04/23/2025 06:44 AM	04/23/2025 06:44 AM	04/23/2025 06:44 AM	Failed (1 deals)
17959	1	dbhimani	Disbursement Import: 10363	04/23/2025 06:18 AM	04/23/2025 06:19 AM	04/23/2025 06:19 AM	Completed (1 deals)
17957	1	dbhimani	Portfolio Import deal id: 245784	04/23/2025 04:12 AM	04/23/2025 04:12 AM	04/23/2025 04:13 AM	Completed (1 deals)
17955	1	dbhimani	Portfolio Import deal id: 245785	04/23/2025 04:12 AM	04/23/2025 04:12 AM	04/23/2025 04:12 AM	Completed (1 deals)

The following can appear under *Status*:

- **Completed:** A booking job has been completed, and results are available to the user.
- **In queue:** A booking job has been requested and is waiting to be processed.
- **Working:** A booking job is in process.
- **Failed:** A booking job has failed and could result from the system attempting to process for more than 48 hours or data not being handled correctly by the code. Upcoming improvements to the LeaseAccelerator applications are expected to decrease the window for processing timeouts.
  - For any deals that fail to book, please attempt to rebook. If the booking continues to fail, contact your Client Success Manager or Support for assistance.

To view the deal ID and number of assets related to a booking job, click the number under Import Session ID for a specific job. The relevant deal information is shown in a pop-up window.

Row #	Deal Id	Schedule #	Start Time	End Time	Number Of Assets	Status
1	245784	LA-62723_1	04/23/2025 10:22 AM	04/23/2025 10:22 AM	2	Completed

## Sweeping

Under *Sweeping* on the Console, select the date range or relative date (in hours or days) and click **Submit** to view the processing status of sweeps during that time.

Sweeping Job Group Id	Number Of Jobs In Group	User Name	Context	Received Time	Start Time	End Time	Status
13720	1	ACME	Sweep Deals	04/23/2025 12:37 PM	04/23/2025 12:37 PM	04/23/2025 12:38 PM	Completed (1 deals)
13714	4	ACME	Sweep Deals	04/23/2025 04:29 AM	04/23/2025 04:29 AM	04/23/2025 04:29 AM	Completed (4 deals)
13713	4	ACME	Sweep Deals	04/23/2025 04:13 AM	04/23/2025 04:13 AM	04/23/2025 04:13 AM	Completed (4 deals)
13711	1	ACME	sweepingJobSafetyNet	04/23/2025 04:08 AM	04/23/2025 04:08 AM	04/23/2025 04:08 AM	Completed (1 deals)

**Job Safety Net** may appear under *Context* and indicate a sweep during nightly maintenance, including deals staged for sweeping earlier in the day.

The following can appear under *Status*:

- **Completed:** A sweeping job has been completed, and results are available to the user.
- **In queue:** A sweeping job has been requested and is waiting to be processed.
- **Working:** A sweeping job is in process.
- **Failed:** A sweeping job has failed and could result from the system attempting to process for more than 48 hours or data not being handled correctly by the code. Upcoming improvements to the LeaseAccelerator applications are expected to decrease the window for processing timeouts.
  - For any deals that fail to book, please attempt to rebook. If the booking continues to fail, contact your Customer Success Manager or Support for assistance.

## API Integrations

**Note:** API integrations are optional functionality in LeaseAccelerator and, therefore, not applicable to all customers.

Under *API* on the Console, select the date range or relative date (in hours or days) and click Submit to view the processing status of API calls that meet the parameters selected.

The screenshot shows the 'System Operations Console' with the 'API' tab selected. The interface includes filters for Date Range (Apr 1 to Apr 23, 2025), Date Relative, User Name, and Maximum number of records to retrieve (25). A 'Submit' button is visible. Below the filters is a table with the following data:

Request Id	API Name	Metadata	User Name	File Name	Received Time
12345	FederateUser	FederateUser	dbhimaniapi	FederateUserMinDetail.xml	04/09/2025 07:11 AM
12345	GetSweepingStatus	GetSweepingStatus	API	BUAsset.xml	04/15/2025 04:52 PM
12345	AttachFile	EMPTY.pdf	API	AttachFileXML1.xml	04/15/2025 04:53 PM
12345	ImportAndClassifyDeals	BulkImport	API	REMImportDeal1.xml	04/16/2025 11:26 AM
12345	RollbackEvent	rollbackEvent	API	RollbackEvent.xml	04/16/2025 02:46 PM
12345	RollbackEvent	rollbackEvent	API	RollbackEvent.xml	04/16/2025 02:46 PM
12345	ImportAndClassifyDeals	BulkImport	API	REMImportDeal1.xml	04/16/2025 11:28 AM
12345	RollbackEvent	rollbackEvent	API	RollbackEvent.xml	04/16/2025 02:52 PM

Contact your Customer Success Manager or Support for any questions about API failures.

# Engines

The workspace displays information in two tables.

1. **Default Table:** This table is visible when the user first lands on the page. It shows the current status of the LeaseAccelerator system engines, indicated by a heartbeat. The heartbeat column displays the timestamp of the last monitored activity for each engine.
2. **Additional Table:** This table provides details on processed requests, total requests, and total customers within the specific processing group and environment the user is accessing in the Console.

To view activity for a specific time, select the date range or relative date (in hours or days) and click Load Request Status.

The screenshot shows the 'System Operations Console' with the 'Engines' tab selected. It features a date range selector (Apr 23, 2025) and a 'Load Request Status' button. Below are two tables:

Service Name	Scale Unit ID	Processed Requests	Total Requests	Total Clients
Task Engine		17848	17871	19
Reporting Engine		2563	2614	19
Importing Engine		860	860	19

Service Name	Scale Unit ID	Status	Heartbeat
Importing Engine		Up	04/23/2025 02:08 PM
LogiReportRMIServer		Up	
LogiReportServer		Up	
LogiServer		Up	11/14/2015 12:09 PM
Mail Engine IN		Up	04/23/2025 02:06 PM
Mail Engine OUT		Up	04/23/2025 02:06 PM
Reporting Engine		Up	04/23/2025 10:59 AM
Reporting Engine		Up	04/23/2025 02:07 PM
Task Engine		Up	04/23/2025 02:07 PM
Task Engine	1	Down	03/10/2025 07:13 AM

The default table remains, and another table displays the processed requests, total requests, and total clients in the specific processing group and environment the user is in while accessing the Console.

The engines are:

- **Mail:** Handles incoming and outgoing mail requests related to the mailback and notification features of LeaseAccelerator.
- **Reporting:** Handles database requests and converts the data into meaningful information for analysis.
- **Importing:** Handles import validation and import requests and converts the data into meaningful information to be loaded into the database.

- **LogiServer:** Handles data retrieval, temporary caching of that data as XML, and manipulation of the data, such as filtering and grouping, and makes it available for the BI reports.
- **Task:** Handles the creation, updating, searching, completing, and deleting of tasks. Examples of tasks: The process separates user requests, reporting, importing, and booking and schedules periodic pickup of these actions in a set time window. Once the window has elapsed, the task(s) are "kicked off" for processing.

For any questions about engines, contact your Customer Success Manager or Support.



# Version Summary

Version	Changes/Updates	Date
21R1	Version Summary created Updated guide to current release version	02/16/2021
21R1.1	Updated screenshots	03/02/2021
21R4	Updated screenshots	10/19/2021
22R1	Updated screenshots	01/05/2022
23R3	Updated verbiage to change customer to client	09/06/2023
24R1	Minor corrections Added "Action" to the Import section	10/30/2023
24R2.2	Removed Metrics from the Engines section Changed screenshot on page 3 Added Request Id explanation to the Reports section with new screenshots	06/25/2024

