



Managing End Of Term Using Mailback 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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Managing End of Term Using Mailback

Properly managing end of term (EOT) is key to realizing the economic benefits of leasing.

The following play a critical role in avoiding unexpected expenses at end of term:

- Understanding your options
- Making informed decisions
- Executing on those decisions in a timely and effective manner

While LeaseAccelerator supports full EOT workflow management, the system also provides a way for users who do not log in to the user interface to still manage their end of term using our mailback functionality. This process includes:

- Requests for asset owners or users to declare their intentions for assets approaching end of term
- Recording the EOT event

EOT Key Steps

The table below describes the three key steps in the EOT Process:

Stage	Name	Description
1	Making a Decision	Decide whether to return, purchase, or renew the assets. In some cases, you may opt to return some assets and purchase or renew others.
2	Execution	Obtain the necessary internal approvals to act upon your decision. When returning equipment, this can also include making arrangements for replacement equipment, decommissioning the equipment to be returned, and coordinating the refresh with the return in a just-in-time manner to minimize overlap and avoidable expenses.
3	Recordation	Once you have successfully followed through on your end-of-term decision, record the EOT event in LeaseAccelerator to ensure that all reporting is properly updated to reflect the EOT event.

Making a Decision

The EOT decision process starts with an EOT notification. Users may configure these from the Notifications tile in the Deal Summary workspace for schedule-specific notifications or users may configure Global Notifications during implementation. Please ask your Implementation Manager for more details on this process.



Deal Summary							
Participants		Details	Terms	Expenses	Notifications	Related Deals	Summary
Automatic Notifications:							
Line #	Timing	Status	Recipients	Next Step	Deadline	Attachment(s)	
1	100 days before notification deadline send once	Sent	Asset Owner			Automatically-generated attachment	
2	30 days before end of term send once	Scheduled	LAS Staff			Automatically-generated attachment	
3	30 days before end of term every 4 Days until 30 days after first notification	Scheduled	Asset Owner, Order Administrator, Treasury Approver	Asset Owner to Record end-of-term intentions for assets approaching end of term	5 days	Automatically-generated attachment	

By setting up Notifications, users can identify the criteria for each schedule and EOT Template to drive the automated email notifications.

Users can:

- Attach documents that exist within LeaseAccelerator to a notification
- Specify whether the attachment is sent to ONLY the first notification or ALL subsequent notifications
- Specify which User Roles will receive the attachment on the notification
- Specify whether any specific action is required by the user role identified

Commencement Date: 01/01/2019

Timing: 100 days before Notification deadline for Renewal @ End of Term at month 37

Send first e-mail on: 09/23/2021 (Based on Notification deadline for date of 01/05/2022, which is 0 days before the first day of month 37)

Send email to:

- ABF Requestor
- Accounting Analyst
- Accounting Approver
- Analyst
- Asset Owner
- Asset User
- Entity
- Treasury Approver
- Lender
- Lessee
- Order Administrator
- BU
- Ship To
- Sourcing Contact
- LAS Staff

Frequency: once every until days after first notification is sent

Expense is to do for

Action required within days

Consequences of Inaction:

Message:

Use Predefined E-mail Template: Notification

Message Header:

[Automatically generated supplemental information]

Message Footer:

Responsibilities:
Asset Owner: Please review your end-of-term options and complete

Required

Cancel

Declaring EOT Intentions via Mailback

The EOT Notification email should be configured to include an EOT Notification Report. This report is an excel-based listing of all the assets on a particular schedule. With this report, a user may indicate their end of term intentions.

A	B	C	D	E	F	G	H	I	J	K	L
Schedule Number	Asset ID	Serial #	Asset description	Effective date month	Effective Date Day	Effective date year	EOT Event	Renewal Term in Months	Ledger Date Month	Ledger Date Day	Ledger Date Year
Acme 1	536210		7385-M43 Xeon Server					0			
Acme 1	536211		7385-M43 Xeon Server					0			

Depending on the configuration of the EOT Notification, the responsible party will receive an email with the EOT Notification report attached in advance of the end of the term for a lease. Following the steps below, a user may mail in their EOT intentions.

Step	Action
1	Populate the EOT Notification Report with your desired EOT intentions. <ul style="list-style-type: none"> ▪ If you are applying a single decision to all listed assets, you may use the Simple Form of the report. ▪ If different decisions apply to different assets, you must select use the Advanced Form of the report.
2	Attach the saved EOT Notification report to an email addressed to eot-[your company token]@leaseaccelerator.com (Example: eot-acme@leaseaccelerator.com)
3	Mail the email with EOT Notification report to the system.
4	The system will automatically record your EOT intentions and send the user another email with the EOT Recordation Report, used to record the actual end-of-terms event(s) that have occurred.

Recording Asset Events

Users may manage their end of term by using our mailback workflow or our bulk import feature.

Exercising Option using Mailback

After you have declared your EOT Intentions by creating a Declaration Manifest using the EOT Notification mailback function, a new email will be sent that includes the EOT Recordation Report. This report is similar to the EOT Notification Report except that it is here you indicate exactly what is happening at end of term, and thus exercising the EOT option and recording the asset event.

Note: It is best practice to leave the Ledger Date fields blank. LeaseAccelerator will record on the first day of the first open period.

Simple form for all assets on a schedule

A	B	C	D	E	F	G	H	I	J	K	L	M
<u>Schedule Number</u>	<u>EOT Event</u>	<u>Effective Date Month</u>	<u>Effective Date Day</u>	<u>Effective Date Year</u>	<u>Renewal Term in Months</u>	<u>Renewal Term Payment Frequency</u>	<u>Renewal Payment</u>	<u>Buyout Cost</u>	<u>RMA Number</u>	<u>Ledger Date Month</u>	<u>Ledger Date Day</u>	<u>Ledger Date Year</u>
Acme 1	Return	7	31	2021								

Advanced form for individual assets

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Schedule Number	Asset ID	Serial Number	Description	Effective Date Month	Effective Date Day	Effective Date Year	EOT Event	Renewal Term in Months	Renewal Term Payment Frequency	Renewal Payment	Buyout Cost	RMA Number	Ledger Date Month	Ledger Date Day	Ledger Date Year
Acme 1	536210		7385-M43 Xeon Server	7	31	2021	Return	0		0	0	0			
Acme 1	536211		7385-M43 Xeon Server	7	31	2021	Return	0		0	0	0			

Follow these steps to exercise an option and record the asset event:

Step	Action: Exercising an Option
1	Populate the EOT Recordation Report with your desired EOT events. If you are applying a single event type to all listed assets, you may use the Simple Form of the report. If different event types apply to different assets, you must select use the Advanced Form of the report.
2	Attach the saved EOT Recordation report to an email addressed to eot-[your company token]@leaseaccelerator.com (Example: eot-acme@leaseaccelerator.com)
3	Mail the email with EOT Recordation report to the system.
4	The system will automatically record your EOT event and send an email with an EOTResponseReport attachment. Review the report for any validation errors or warnings.

Exercising Options using the Bulk Import Function

LeaseAccelerator also offers users the ability to record asset events for multiple assets and schedules at once using the bulk import function within the user interface. The Bulk Import Record Asset Event uses either the EOT Recordation report, which is generated from the End of Term tile within the Reporting workspace, or a standalone template – Bulk Import Record Asset Event Template or RAE.

Note: It is best practice to leave the Ledger Date fields blank. LeaseAccelerator will record on the first day of the first open period.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Schedule Number	Asset ID	Serial Number	Description	EOT Event	Ledger Date Month	Ledger Date Day	Ledger Date Year	Effective Date Month	Effective Date Day	Effective Date Year	Renewal Term in Months	Renewal Term Payment Frequency	Renewal Payment	Buyout Cost	RMA Number
Acme 1	536210		7385-M43 Xeon Server Return					7	31	2021					
Acme 1	536211		7385-M43 Xeon Server Renewal					8	1	2021	12	Monthly	1500.00		
Acme 2	546998		7385-M43 Xeon Server Return					7	31	2021					
Acme 2	546999		7385-M43 Xeon Server Return					7	31	2021					
Acme 2	547000		7385-M43 Xeon Server Return					7	31	2021					
Acme 3	555489		7385-M43 Xeon Server Renewal					8	1	2021	24	Quarterly	3000.00		
Acme 4	578412		7385-M43 Xeon Server Buyout					7	31	2021				2500.00	
Acme 4	578413		7385-M43 Xeon Server Return					7	31	2021					

You may download the Bulk Import Record Asset Event Template from Ask Alex or the Success Center.


Once you have a populated template, follow the steps below:

Step	Action: Bulk Importing an RAE or EOT Recordation Template
1	Select Bulk Import from the Left NavBar.
2	Select the Record Asset Event tile.
3	Click Choose File .
4	Select the appropriate populated template.

Step	Action: Bulk Importing an RAE or EOT Recordation Template
5	Click Validate .
6	Review the validation results. Address all red errors and acknowledge yellow warnings. Note: Errors will prevent import while warnings will not. An email with an EOTResponseReport attachment will be sent after processing.
7	Make any updates needed to your import file to resolve errors. Once saved, click Choose File again and then click Validate .
8	Click Import .
9	The import status will display with a green dot indicating the import was successful and your asset events have been recorded.

Editing an Asset Event

There may be times when you've recorded an asset event with an error, like an incorrect renewal payment amount or renewal term. In these situations, editing the asset event is an easy way to correct the error.

Step	Action: Edit EOT Event and save
1	Search for deal using the Top Search Bar and Deal #.
2	In Deal Summary, go to the Summary tile.
3	Find the EOT Asset event and click the kebab (three dots) to the right and select Edit .
4	Once in the Record Asset Event workspace, edit the data that was entered incorrectly.
5	Click Save .
6	From Left NavBar go back to Deal Summary and verify that details changed by looking at the Summary tile. In the Payment Schedule, Renewals are indicated in blue font on the first day of the Renewal period, Terminations are indicated in Red.  Note: This will not affect journal entries in closed periods, even if the renewal started or was posted in a closed period. Any adjustments to accounting in closed periods will be netted into a "catch-up" adjusting entry posting in the first open period.

Rolling Back an Asset Event

When editing an asset event isn't appropriate, users have the ability to rollback the event and put the deal in a state just before the asset event was originally recorded. This may be appropriate if an event was recorded completely in error.

Step	Action: Rollback EOT Event
1	Search for deal using the Top Search Bar and Deal #.
2	In Deal Summary, go to the Summary tile.
3	Find the EOT Asset event and click the kebab (three dots) to the right and select Rollback .

Step	Action: Rollback EOT Event
4	<p>Once you've selected the rollback option, LeaseAccelerator will rollback any entries in the open period and return the deal to its pre-event status.</p> <p>Note: This will not affect journal entries in closed periods, even if the EOT Event was posted in a closed period. Any adjustments to accounting in closed periods will be netted into a "catch-up" adjusting entry posting in the first open period.</p>



Version Summary

Version	Changes/Updates	Date
21R1	Template created Updated guide and broke out mailback and bulk import capabilities only	2/10/21
21R3	Updated for As At Simplification and new bulk RAE file.	8/11/2021

