



Asset Data Quality Report User Guide

LeaseAccelerator

Version 26.2.1



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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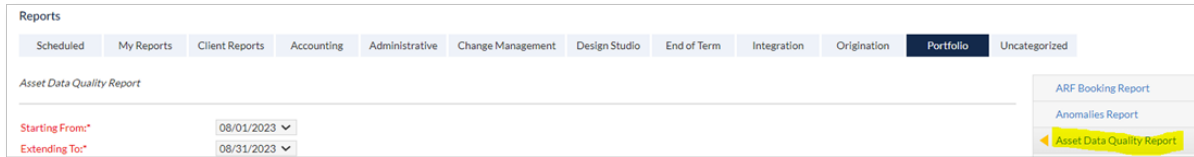
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Asset Data Quality Report

In preparation for future disclosure reporting regarding emissions, we have created a report that allows companies to assess the current quality of the asset data stored within LeaseAccelerator. This report will provide insights into areas where data collection or updating might have been less stringent in the past. Still, it may require attention and updating, given future emissions reporting requirements.

This new report is located under the Portfolio tile within the Reporting workspace. It is available for Power Users and LAStaff access roles by default. Additional access may be provided via the Report Access tile within the Access Control workspace.



Below is an example of the parameters included in the Asset Data Quality Report, along with the parameter definitions:

| | |
|--|------------|
| Starting From:* | 10/01/2023 |
| Extending To:* | 10/31/2023 |
| Lease Genre:* | |
| Asset Type: | |
| Entity: | |
| Business Unit: | |
| Country: | |
| Schedule Number: | |
| Cost Center: | |
| Asset Owner: | |
| Asset User: | |
| Ledger: | |
| Include Child Assets with No Cost Basis: | Yes |

*Required

Report Parameter Definitions

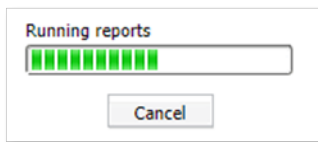
| Parameter | Definition |
|---------------|---|
| Starting From | First day of the fiscal month in which data should be included for the report. Assets active at any point between the Starting From and Extending To date will be included in the output. REQUIRED FIELD. |
| Extending To | Last day of the fiscal month in which data should be included for the report. Assets active at any point between the Starting From and Extending To date will be included in the output. REQUIRED FIELD. |
| Lease Genre | Selection of Equipment or Real Estate assigned within LeaseAccelerator based on the asset's Product Category/Asset Type. Output columns will cover only asset attributes associated with the selected Lease Genre. REQUIRED FIELD |

| Parameter | Definition |
|--|---|
| Ledger | Available filter of client-configured ledgers via a drop-down menu. Only one ledger can be selected at a time. |
| Asset Type (Product Category) | Available filter of pre-defined groups of assets. Only one Asset Type can be selected at a time. The report is aggregated at Asset Type level. |
| Entity | Available filter of client-defined Entities via a drop-down menu. Only one Entity can be selected at a time. |
| Business Unit | Available filter of client-defined Business Units via a drop-down menu. Only one Business Unit can be selected at a time. |
| Country | Available filter of countries (Geo's) via a drop-down menu. Only one Country can be selected at a time. |
| Schedule Number | Free-form text field in which a single or multiple schedule(s) can be specified. The wildcard character (*) must be used to select multiple schedules. |
| Cost Center | Free-form text field to filter on a specific client-defined cost center. Only one Cost Center can be selected. |
| Asset Owner | Available filter of client-defined people assigned the role of Asset Owner at the asset level. (Asset Owner as it appears in the Asset Management view - not with the Deal Summary Participants view). Only one Asset Owner can be selected at a time. |
| Asset User | Free-form text field in which a person's name assigned the role of Asset User can be entered. Note: The person's full name as it appears in Contact Management must be entered. The wildcard character does not work for this field. |
| Include Child Assets with No Cost Basis? | Yes/No option allows the ability to exclude child assets with no cost basis. Default is set to Yes to ensure all assets are included within the report output. Recommendation is only to use the No option when all emission-related asset attributes are stored at the parent level. |

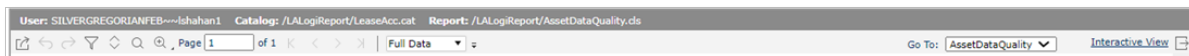
Note: Assets assigned to schedules that have been rolled back (Defunct status) as of the system date on which the report is generated will not be included in results regardless of when the schedule was rolled back.

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. The screenshot below represents the default toolbar visible upon report generation.



Report Output Definitions

Report output is dependent upon the Lease Genre parameter selection.

- When Lease Genre = Equipment, columns representing asset attributes associated with equipment leases are included in the report output as well as the drill-thru data output.
- When Lease Genre = Real Estate, columns representing asset attributes associated with real estate leases are included in the report output as well as the drill-thru data output.

All asset attributes listed below contain columns for the following:

- # w/out – This is the number of assets assigned to the specific Asset Category that are missing the stated asset attribute.
- % w/out – This is the percentage of assets missing the stated asset attribute out of the total population of assets in the specific Asset Category.
- Distinct – This is the number of unique values of the stated asset attribute based on the total number of assets (not distinct count as to the # of assets missing the value).

Equipment Asset Attributes

The following asset attributes are included when the Lease Genre parameter is set to Equipment (listed alphabetically below):

| | | |
|--------------|----------------|-------------------|
| Asset Owner | Model | Ship To |
| Asset User | Product Number | SKU |
| Description | Serial Number | UPC |
| Manufacturer | Service State | Year Manufactured |

Real Estate Asset Attributes

The following asset attributes are included when the Lease Genre parameter is set to Real Estate (listed alphabetically below):

| | |
|---------------|------------------|
| Asset Owner | FTE |
| Asset User | Service State |
| Description | Ship To |
| Facility Type | Year Constructed |

Both report versions allow drill-thru functionality on the '# of Asset w/Missing Info' column. After clicking on one of the numbers in this column, a secondary report that includes all recorded information for the assets associated with the initial '# of Asset w/Missing Info' value appears. This drill-thru report can be exported separately from the main report.

Like the main report, the drill-thru report's output columns depend on the Lease Genre parameter.

Equipment Drill-Thru Columns (listed alphabetically)



| | | | | | |
|----------------|-------------------|--------------------|-------------------|---------------|-------------------|
| Address | Asset Tag | Country | Last Renewal Term | Postal Code | Status |
| Adv/Arr | Asset Type | Description | Lease Type | Product # | Term |
| Allocated Cost | Asset User | Effective End Date | LRF | Reference # | UPC |
| Allocated Rent | Business Unit | Entity | MAC Address | Schedule # | Year Manufactured |
| Asset Cost | Cost Center (CC) | FQN | Manufacturer | Serial # | |
| Asset ID | City | Host Name | Model | Service State | |
| Asset Owner | Commencement Date | IP Address | Mos. Remaining | SKU | |
| Asset Rent | Comments | Last Renewal | Original End Date | State | |

Real Estate Drill-Thru Columns (listed alphabetically)

| | | | | | |
|----------------|---------------|-------------------|--------------------|-------------------|------------------|
| Address | Asset Owner | Cost Center (CC) | Effective End Date | Lease Type | Schedule # |
| Adv/Arr | Asset Rent | City | Entity | LRF | Service State |
| Allocated Cost | Asset Tag | Commencement Date | Facility Type | Mos. Remaining | State |
| Allocated Rent | Asset Type | Comments | FQN | Original End Date | Status |
| Asset Cost | Asset User | Country | Last Renewal | Postal Code | Term |
| Asset ID | Business Unit | Description | Last Renewal Term | Reference # | Year Constructed |

Icons and Menus

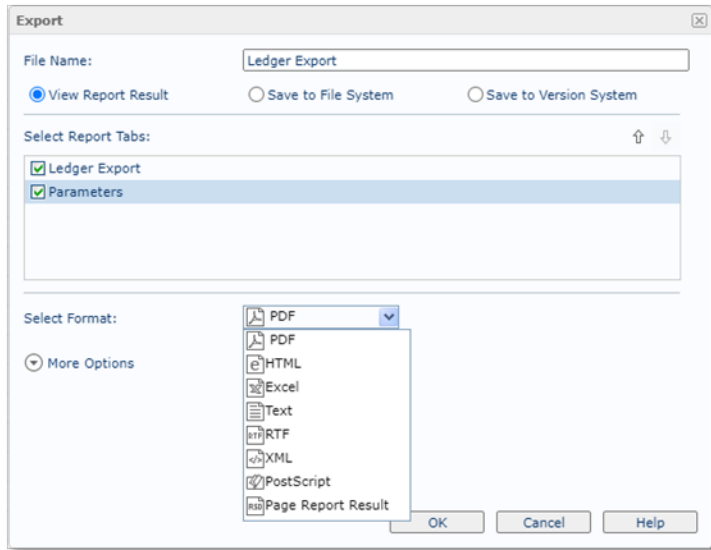
i Note: Many pop-up windows contain a Help icon (?) in the top right corner, which links directly to the third-party vendor's published documentation. This instruction may be useful for further explanation; however, please note the level of information included is written at a developer level.

Grayed-out menu items are not available for selection.



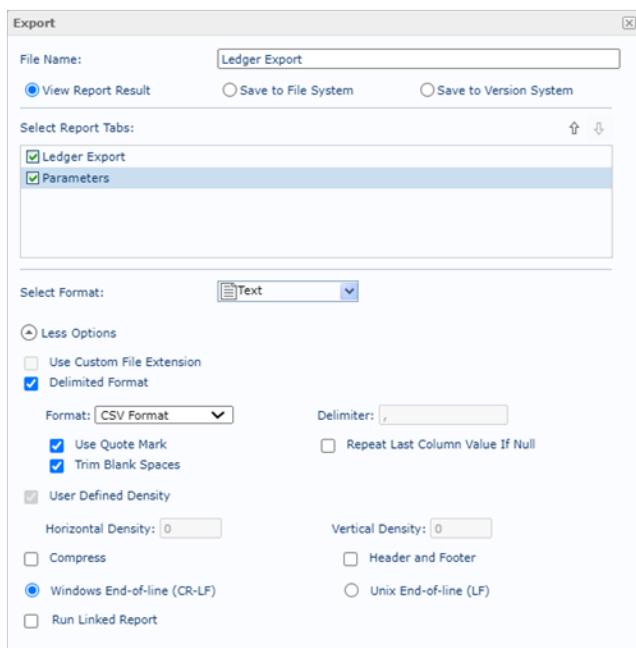
Export - Opens a box allowing for the selection of format types for exporting. LeaseAccelerator currently supports PDF, Excel, Text (CSV), HTML, and XML. Note that when an export request is executed, no indicator shows that the export is working in the background. Depending on the amount of data being 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 a plug-in for the web browser supports the format; 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 include the parameter tab 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.

When the export is complete, a box in the screen's lower left corner represents 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 filter on '# of Assets w/Missing Info' where the number of assets missing information is greater than 100.

Filter

Apply to: Table Comp

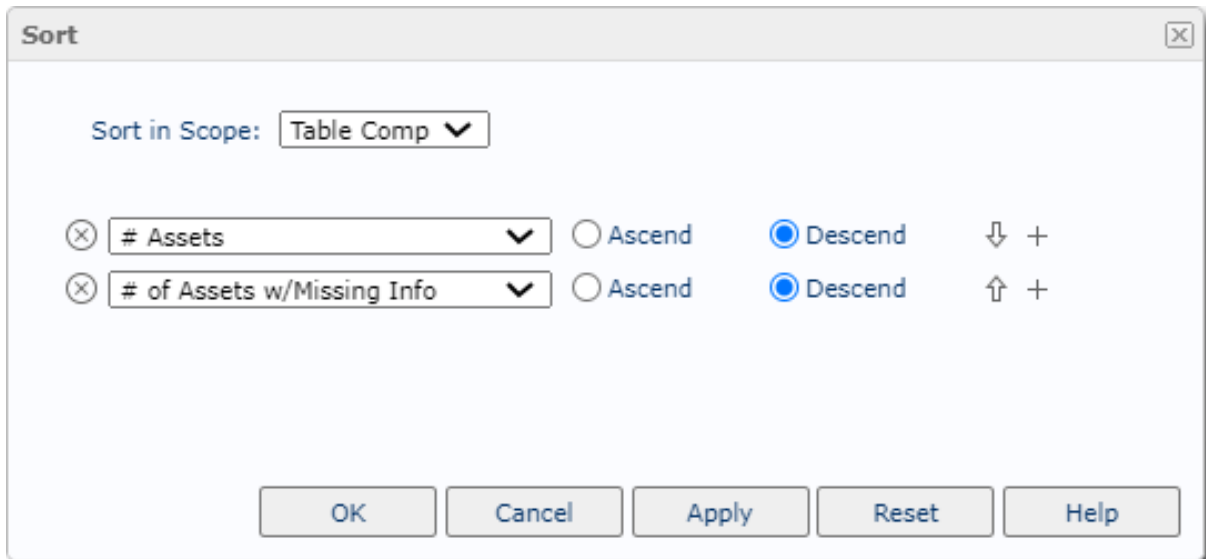
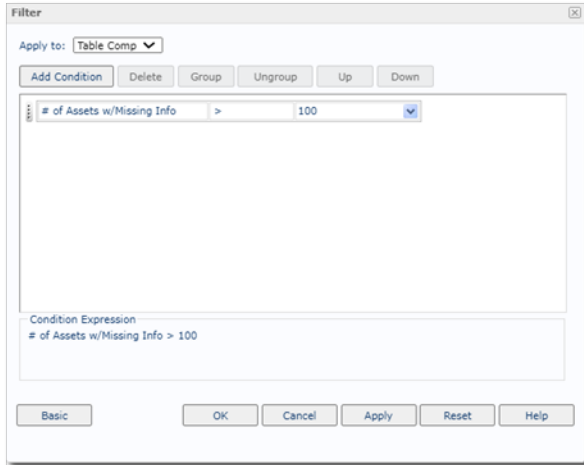
X # of Assets w/Missing Info > 100 ENC

Advanced OK Cancel Apply Reset Help

The first drop-down menu includes all data elements (aka column headers).

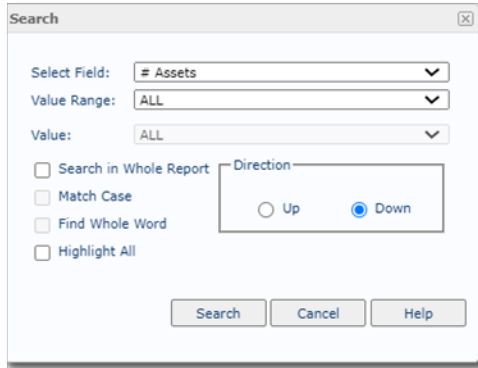
- The second drop-down menu includes the mode for comparison, such as <, >, =, in, and like.
- The third drop-down menu includes the values from the base report for the selected data element. This field can be filled in manually, as in the example for AMOUNT below.
- The last drop-down menu includes "And", "Or", and "End", where "And" will include conditions for that query plus conditions for the next query. "Or" 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.



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.

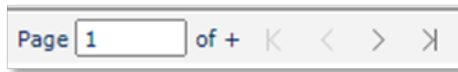




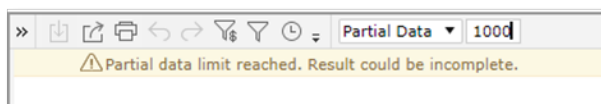
Search – Opens a box allowing the user to search for a specific value in a defined search field.



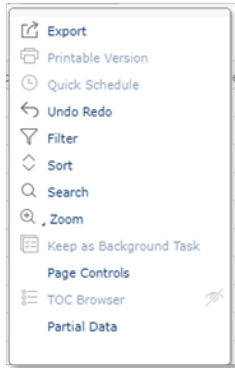
Zoom – Provides a preset list of options (percentages) for zooming in or out. The list also includes a Customize feature in which a box appears for the user to type in a specific percentage for zooming.



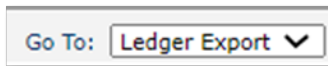
Page Controls – Determines the screen output placement within the entire report. The number in the Page box indicates which page within the overall report output is currently being viewed. The single > arrow advances the report by a single page at a time. The single < arrow moves the viewed report page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



Full Data/Partial Data – Full Data (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 to limit the data rows 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.



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.



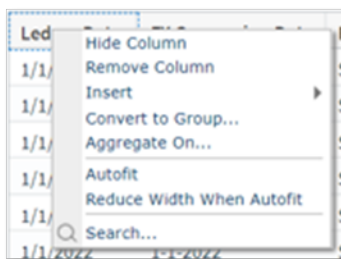
Go To - Allows for toggling between the different tabs associated with the report. Clicking the arrow on the right will show a drop-down listing of available tabs for viewing.



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

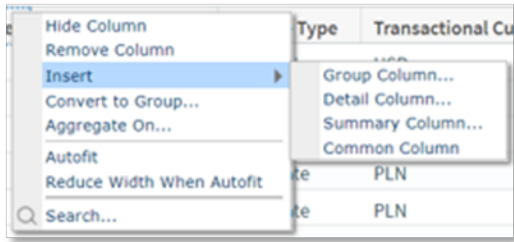
In addition to the toolbar icons, users can edit the report structure from within the report by right-clicking either column header fields or data fields.

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

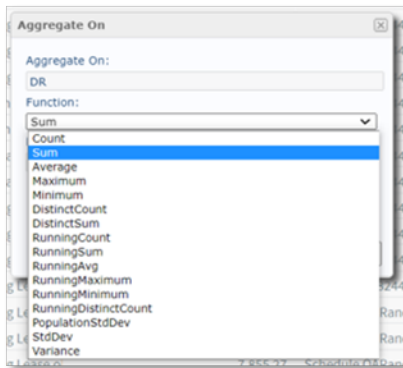


- **Hide Column** – removes the column from the output but keeps it in the table-level menu of available items to add later.

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



Insert – opens an additional menu defining which column type you want to insert.

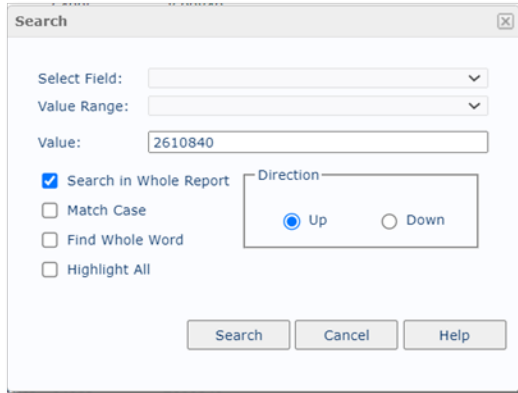


Convert to Group – removes the highlighted column from the report as an output column and changes it to an aggregation point. You will be asked where to place the aggregation label upon selecting this option.

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.

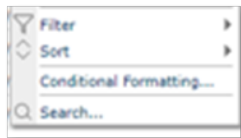
Autofit – intended to automatically adjust column widths on a page based on the number of columns selected and the preset page size. This option is not recommended since it focuses on UI visibility instead of the exported file. Additionally, testing has discovered that activating this option could impair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

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



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

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

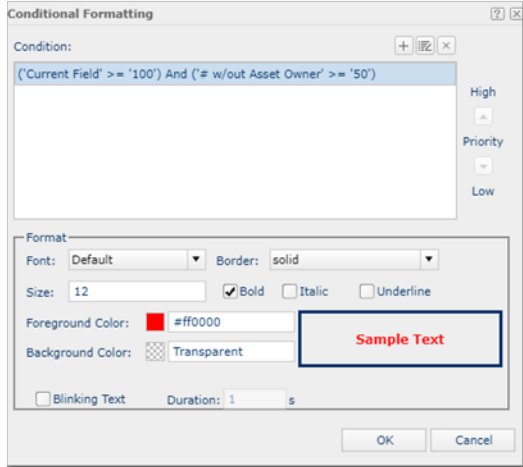


Filter – brings up another menu, including Remove Filter, Top N, Bottom N, and a list of unique values in the column.

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

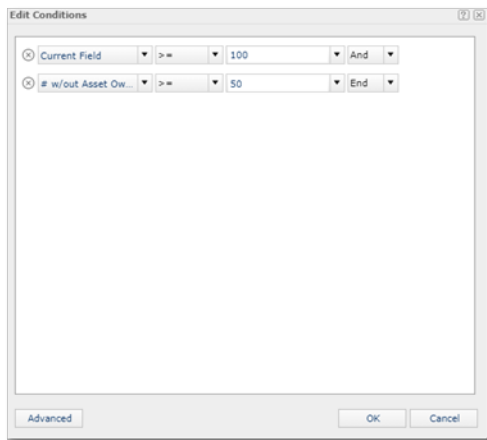
Sort – opens another menu, including No Sort, Ascend, and Descend.

- **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 "# of Assets Missing" column of the output. In the first section, Current Field was selected along with the ">=" selection, and "100" was typed in the third field. "AND" was selected at the end of the first condition to include a secondary condition. On the second row, '# w/out Asset Ower' and the ">=" selection were selected. The number "50" was typed in the next section, and "END" finished 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**.

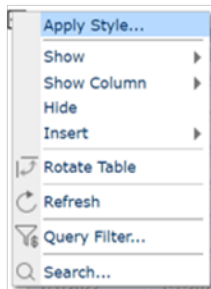


The results of the Conditional Formatting above appear in this Excel export:

| Asset Type | # Assets | # of Assets w/Missing Info | # w/out Asset Owner |
|-------------------------|----------|----------------------------|---------------------|
| Other | 1 | 1 | |
| Software | 2 | 2 | 2 |
| Automobiles | 78 | 78 | 3 |
| Electronics | 8 | 8 | 3 |
| Building/HVAC | 1 | 1 | |
| Semiconductor | 4 | 4 | 4 |
| Energy Systems | 16 | 16 | 14 |
| Office Equipment | 66 | 66 | 9 |
| Material Handling | 456 | 456 | 428 |
| Computers/Peripherals | 3,165 | 3,165 | 9 |
| Furniture and Fixtures | 10 | 10 | |
| Agriculture and Forestr | 2 | 2 | 1 |
| Building Improvement/E | 121 | 121 | |
| Computers/Peripherals | 1 | 1 | |

+ **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 that allows the user to choose from different color combinations to apply to the report output. The applied style affects both the UI representation and exported report versions.

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

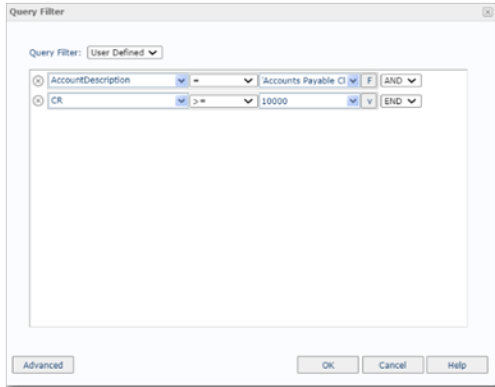
Show Column – opens a list of all data items currently assigned to the report. Unchecking an item will remove it from the output but will keep it in this listing for possible use in the future. If a column was 'Removed' using the right-click option on a highlighted column, it will no longer appear as 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 the Interactive View section below.)

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

Insert – operates like the Insert function described above when right-clicking on a highlighted column header.

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

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



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

Search – operates like the Search function described above when right-clicking on a highlighted column header.

Version Summary

| Version | Changes/Updates | Date |
|---------|-----------------|------------|
| 23R4 | Created guide. | 11/06/2023 |

