Design Studio User Guide

LeaseAccelerator

Version 26.2.1

Document Information

Notices

Copyright

Disclaimer

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

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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.

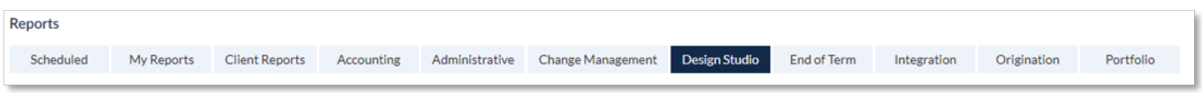
- Account Activity Trend: A 3-page template including the account activity for a selected time period for a specified ledger at schedule level, a summary of account activities by selected reporting period (monthly, quarterly, annually), and a parameters page. Built on the BVAccountActivity Business View.

- 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.

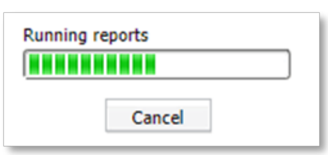
- Deal Snapshot: A 2-page template that includes a few common schedule-level attributes. Built on the BVDealAttributes Business View.

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.

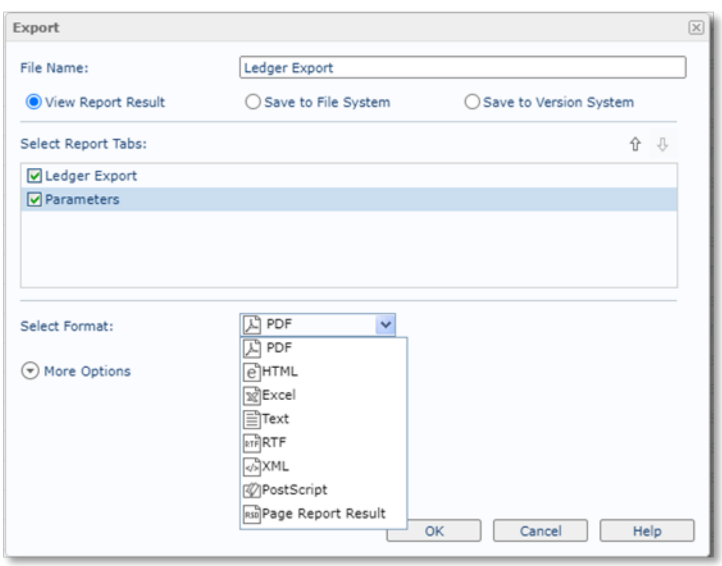
Icons and Menus

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.

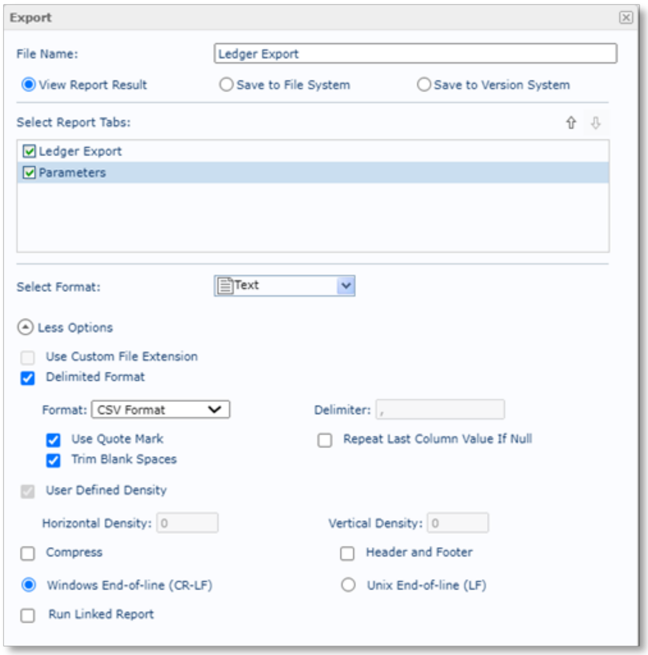
Export - Opens a box allowing for the selection of format types for exporting. LeaseAccelerator currently supports PDF, Excel, Text (csv), HTML and XML. Note that when an export request is executed, there is no indicator (such as the spinning logo in the browser tab for the original BI reports) showing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

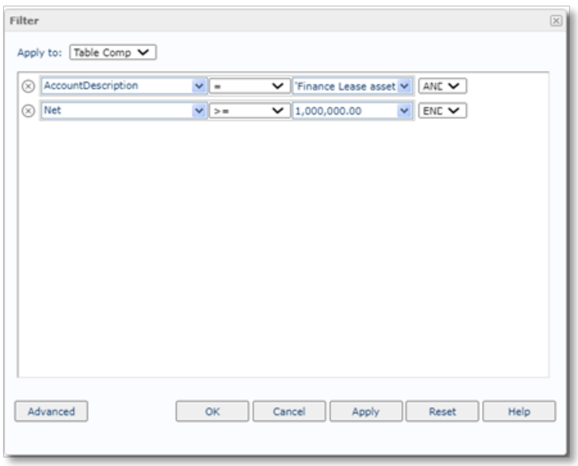
When the export completes, a box appears in the lower left corner of the screen representing the exported output.

Undo – Reverts the most recent action.

Redo – Reapplies the most recent action previously removed.

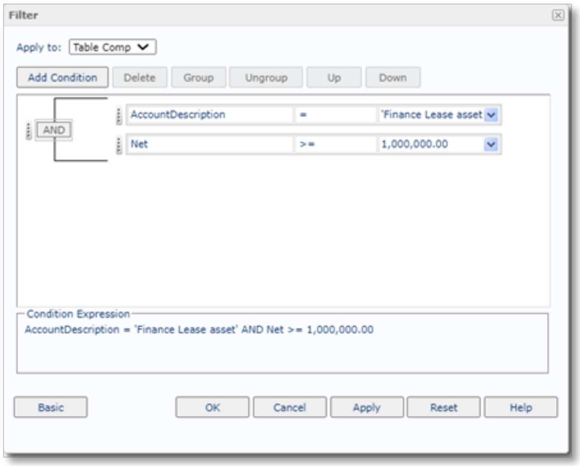
Filter - Allows for advanced filtering options.

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.

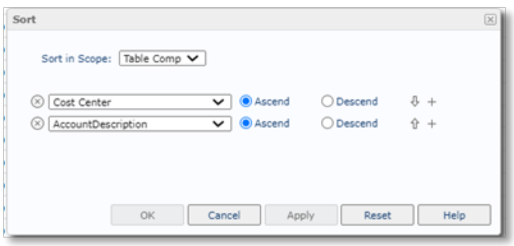


- First drop-down menu includes all data elements (aka column headers).
- Second drop-down menu includes the mode for comparison such as <, >, =, in, and like.
- Third drop-down menu includes the values from the base report for the selected data element. This field can be filled in manually as in the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

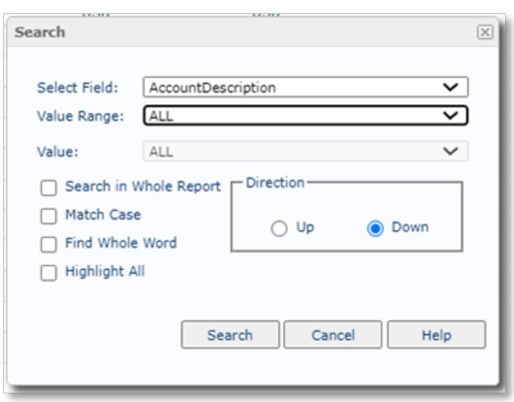
Clicking the ‘X’ to the left of the data point removes the query row.



The Advanced button offers an analytical view of the query.

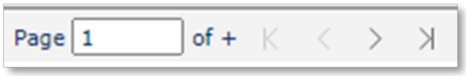


Sort – Opens a box allowing for the selection of the column to be sorted along with radio buttons for Ascend or Descend. Clicking the + sign to the right adds another layer of sorting along with ascending or descending options. After choosing your selection(s), click either OK or Apply.

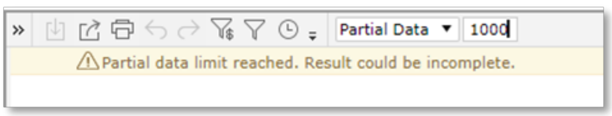


Search – Opens a box allowing the user to search for a specific value in a defined search field.

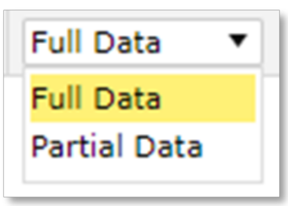
Zoom – Provides a preset list of options (percentages) for zooming in or out. The list also includes a Customize feature in which a box appears for the user to type in a specific percentage for zooming.

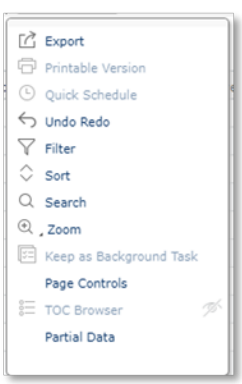


Page Controls – Determines the screen output placement within the entire report. The number in the Page box indicates which page within the overall report output is currently being viewed. The single > arrow advances the report by a single page at a time. The single < arrow moves the viewed report page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

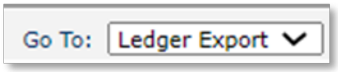


Full Data/Partial Data – Full Data (which is the default) will provide all data that renders for the requested parameters and filter combination. Partial Data will bring up a box in which a value can be typed that would limit the rows of data the report renders. Notice in the example below that a warning 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.

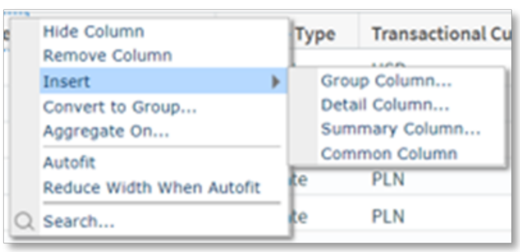


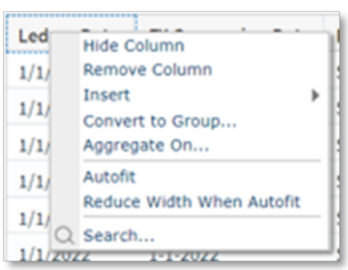
Go To - Allows for toggling between the different tabs associated with the report. Clicking the arrow on the right will show a drop-down listing of available tabs for viewing.

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:



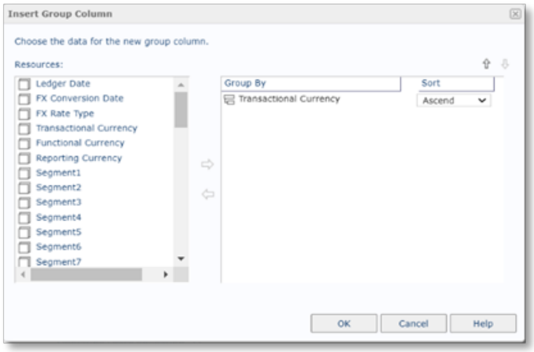


Hide Column – removes the column from the output but keeps it in the table-level menu of available items to add later.

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.

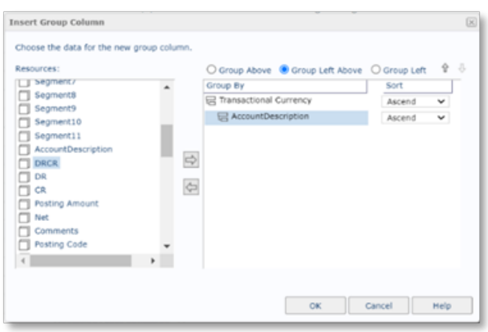
Group Columns allows for aggregating output by a specific data element. This selection will open the box below:



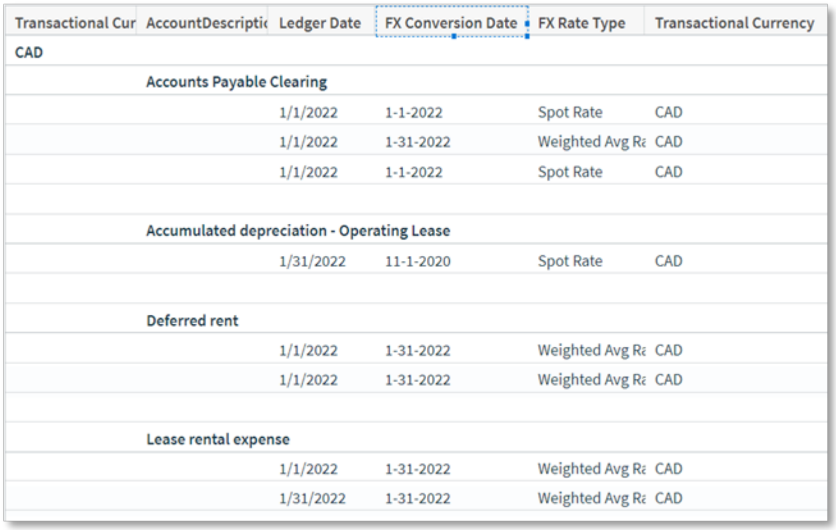
In this example, the aggregation group selected was Transactional Currency. The result (exported file) shows a new column at the beginning of the report with the output aggregated by the different transactional currency types.

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 Rat	COP
ERN				
	1/1/2022	1-31-2022	Weighted Avg Rat	ERN
	1/1/2022	1-31-2022	Weighted Avg Rat	ERN
	1/1/2022	1-31-2022	Weighted Avg Rat	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.

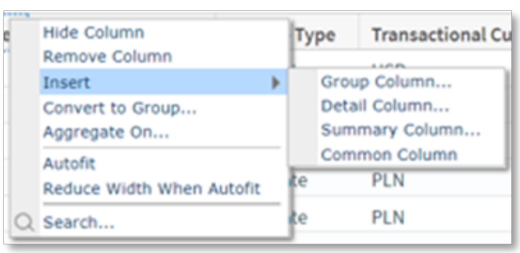


The output below shows the first aggregation at the transactional currency level and the second at Account Description level.

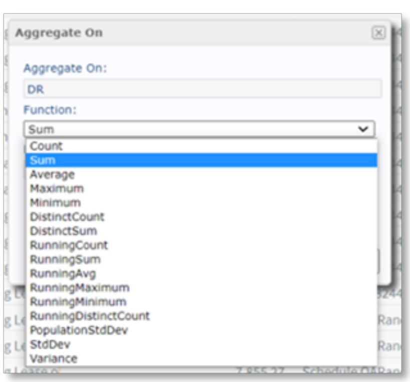


Transactional Cur	AccountDescriptic	Ledger Date	FX Conversion Date	FX Rate Type	Transactional Currency
CAD					
	Accounts Payable Clearing				
		1/1/2022	1-1-2022	Spot Rate	CAD
		1/1/2022	1-31-2022	Weighted Avg Ra	CAD
		1/1/2022	1-1-2022	Spot Rate	CAD
	Accumulated depreciation - Operating Lease				
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

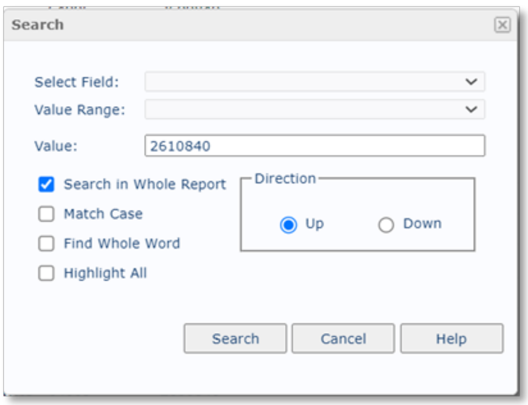


Aggregate On – opens a box listing the highlighted column header and allowing a selection for aggregation type. If one of the 'distinct' functions is selected, the 'Distinct On' field (hidden below by the drop-down menu) should be filled in with the requested distinct value. A 'Sum' can be added as a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

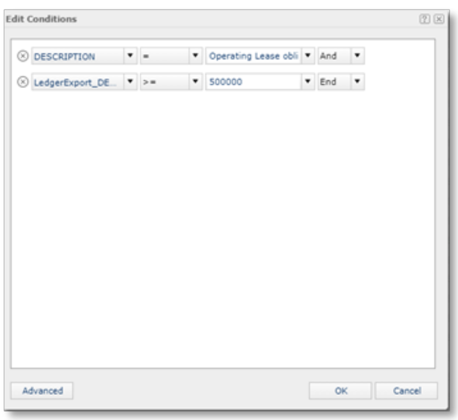
- **Remove Filter** – removes any existing filter on the column in which the selected field resides.
- **Top N/Bottom N** – opens a box in which you type the 'N' value which represents either the highest 'N' number of items in the column or the lowest 'N' number of items in the column. This option works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

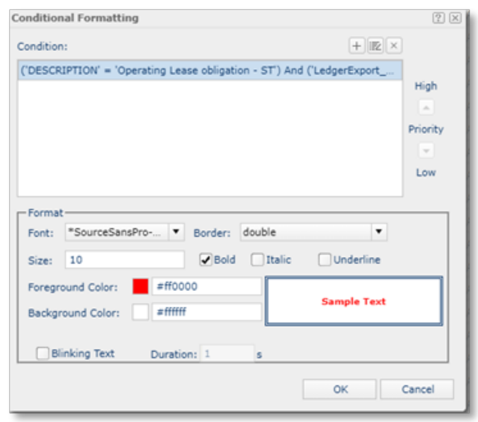
Sort – opens another menu including No Sort, Ascend, Descend.

- **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**.



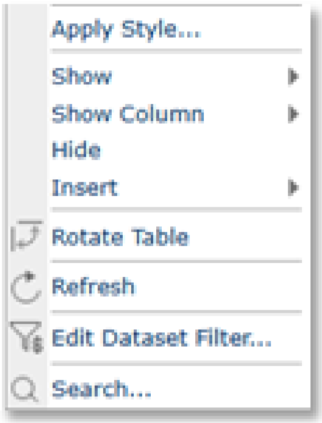


The results of the Conditional Formatting above appear in this Excel export:

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.

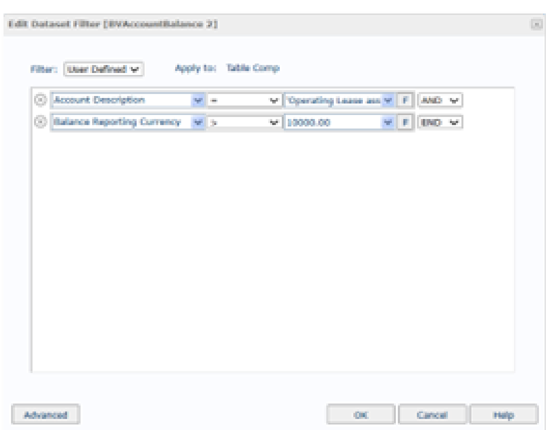
Show – opens a secondary menu of the following items: Table Header, Table Footer, Table Detail. When these items have an associated check mark, they will appear in the report output. Unchecking the items will remove them from the report.

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.

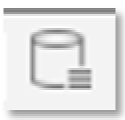
Edit Data Set Filter –operates in the same manner as the Filter icon described above except for the third drop-down menu which includes an “F” or “V” to toggle between field values vs. numerical values that can be typed in.

Search – operates in the same manner as the Search function described above when right-clicking on a highlighted column header.

Interactive View

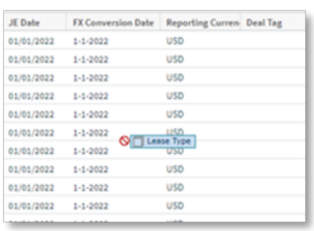
Clicking the Interactive View hyperlink at the top right of the main toolbar enters the Interactive View in which advanced editing can take place. This is where a user can change column headers, add new data elements, remove unwanted data elements, rearrange columns, change formats and save the newly created report for themselves and/or other users within their company to generate.

After initiating the Interactive View, click on the new Resource View icon to open the Business View list.



Changing column header labels – can be accomplished in two ways:

- Double click the column header to highlight the existing text and type the new preferred label. Hit enter or click outside of the field for the change to register.

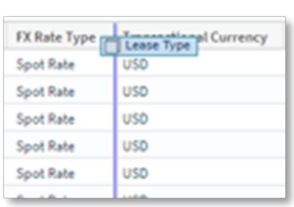


- Right click the column header and select **Properties**. Under the General tab, in the Text field, type the preferred title of the column. Click **OK.**

Adding new column – locate the selected item from the Resource View panel under the BV{name}. Drag the item to the column header row and drop in between existing columns for preferred placement. The data element name will be accompanied by a red slashed circle until it is moved into place in the header row.

Once moved into position, the red slashed circle changes to a solid vertical line.

This is when you should ‘drop’.

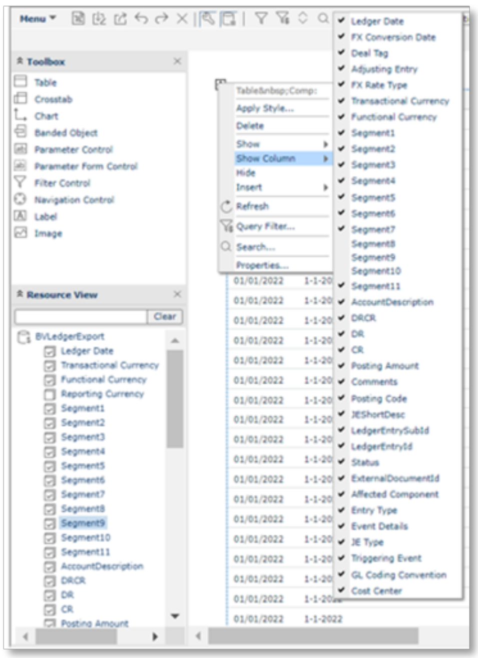


You will then receive the following message to which you will click OK.

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**.

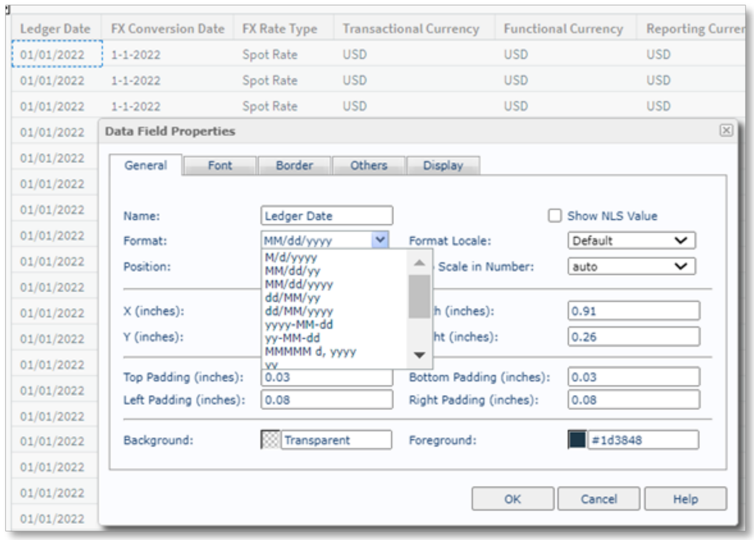


Note: If a column had previously been Removed using the Remove Column selection, it will not be visible as an option in the Show Column menu. If the column had previously been Hidden using the Hide Column selection, it will be visible as an option in the Show Column menu (but without the check mark).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

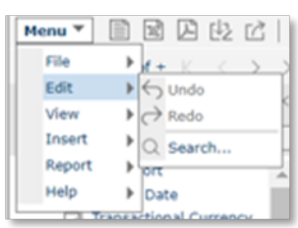
File Menu

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.

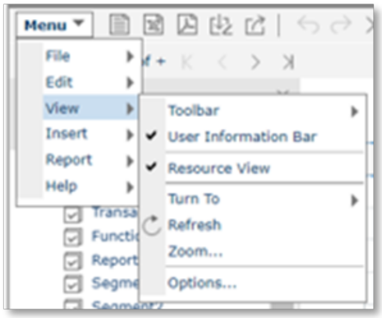
Save As, Export and Exit all function as their icons are described above.

Edit Menu



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

View Menu



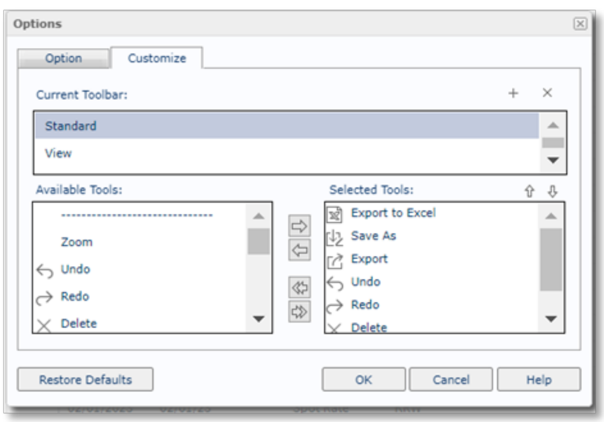
Toolbar – expands to list three segments of the toolbar including Standard, View and Analysis. Checking or unchecking these sections determines which icons will be available in the user's toolbar.

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.

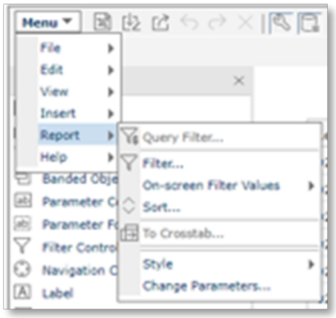
Refresh – regenerates the report with the current design and selections.



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.

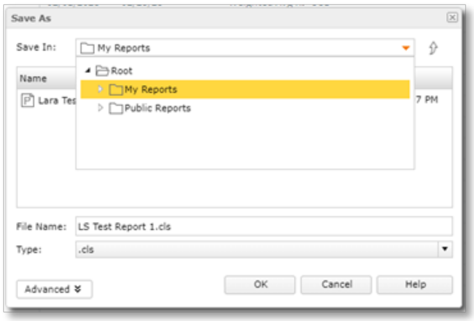
Properties – opens a box for formatting options depending on what was selected prior to choosing this menu item. Formatting options may refer to the column header labels (right click column header), data fields (right click data field), or the entire table (right click on cross icon).

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.

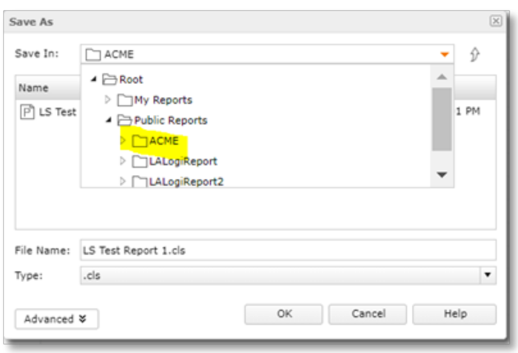
Save As – allows for saving the updated/enhanced version of the report as a new report name usable by either the creator only or others in the company. After clicking the icon, the following box will appear:

After clicking the icon, the following box will appear:



- Select the **My Reports** folder if the report should only be available to the creator. Type in the File Name you wish to title the report and leave the file type as '.cls'.

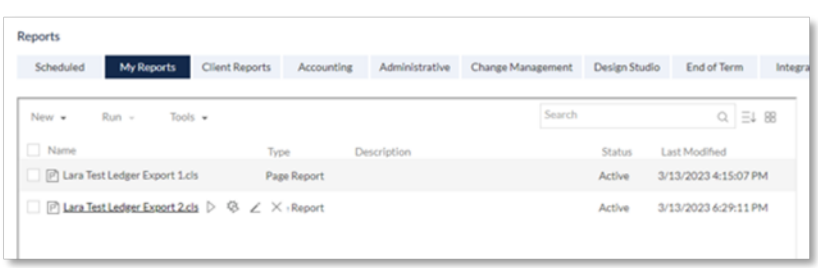
- Select **Public Reports** and then the company folder if the report should be made available to all users. Type in the File Name you wish to title the report and leave the file type as '.cls'. We recommend using a standardized and recognizable naming convention for reports in this folder.



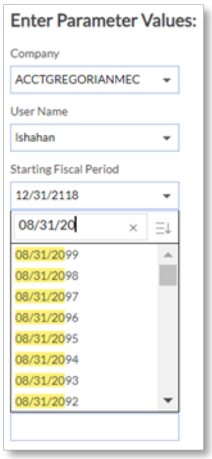
While all users within the company may be able to generate the report, output will be based on the individual users access regarding specific business units, ledgers, entities, etc. as defined in Access Control.

Click on the Reporting workspace again for the saved reports to appear in the **My Reports** and/or **Client Reports** tile.

Saved reports are listed under either the My Reports or Client Reports tile depending on where they were saved.



- 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 31st 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.

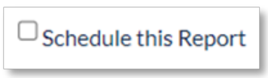
Scheduling Custom Reports

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.

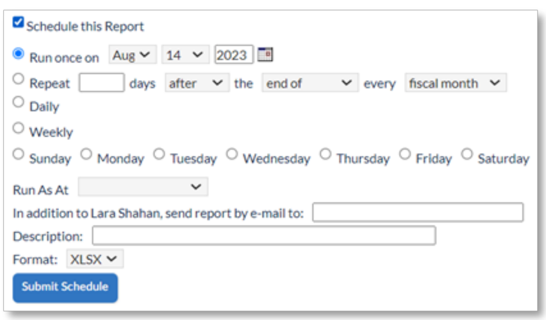
2. Click **Return to Client Reports** button or **Return to My Reports** button (depending on which tile you are currently on). This is required to sync the parameters.

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

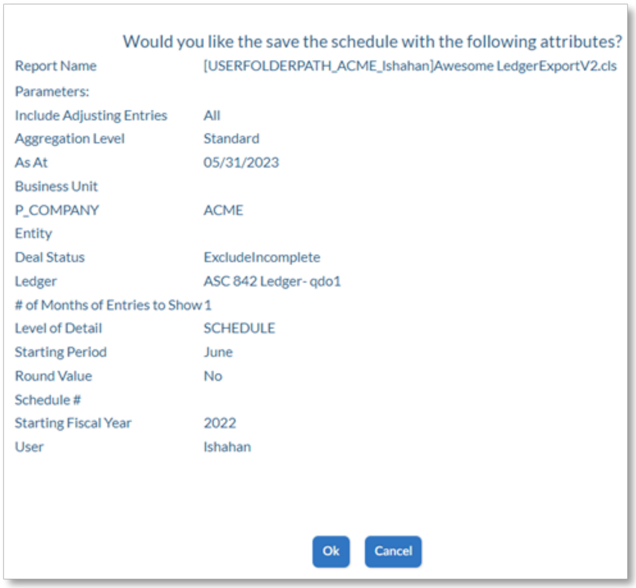
4. Next, click the box marked Schedule This Report at the bottom of the workspace.

   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.



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.

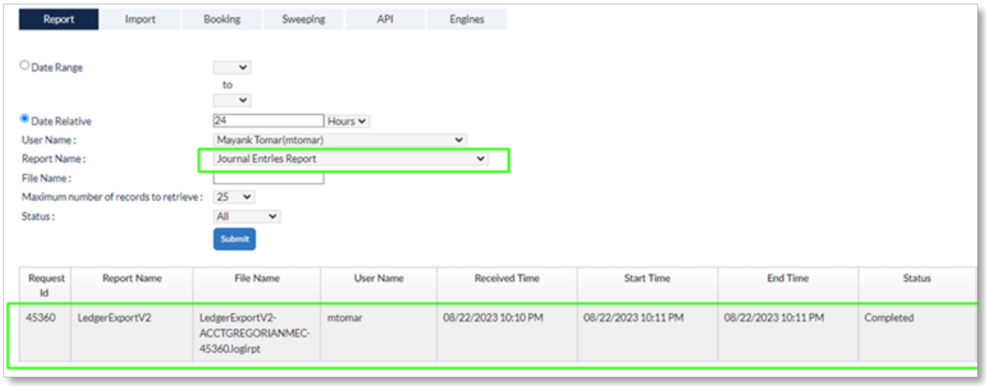
   Scheduled reports will be listed under the Scheduled tile within the Reporting workspace with all other scheduled reports. Only the person who created the schedule can view the list of scheduled reports or delete the scheduled report.

> **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:

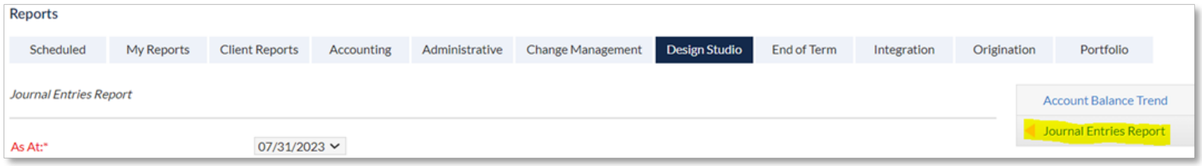


Caution: Reports associated with the Design Studio are NOT currently enabled with the blocker preventing reports from running while a Refresh (aka Sweep) is in progress. Please check for the Refresh banner and/or broom icon before generating your report.

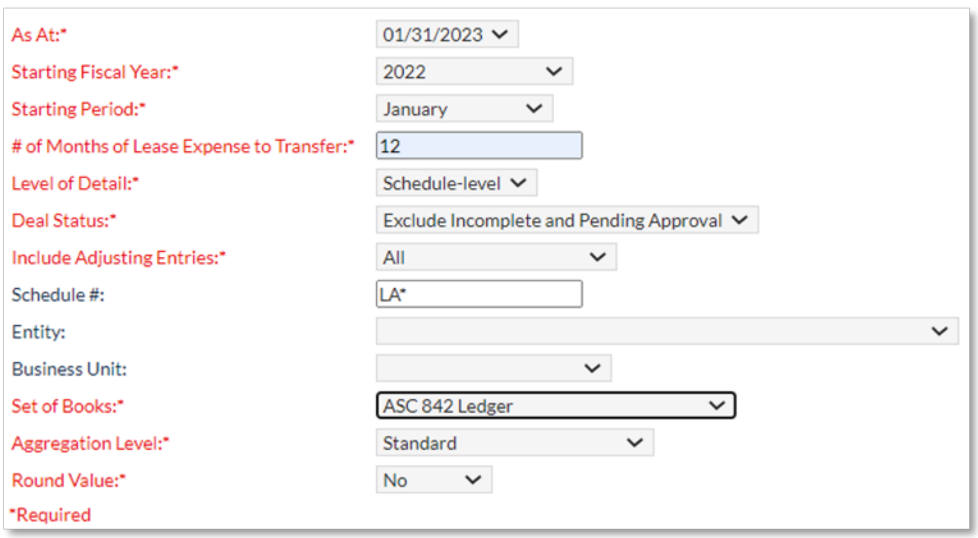
Journal Entries Report Template

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.



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/Staring 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
Accounts Payable Clearing	**CR**	**500.0000**	**500.0000**	**499.99**
Finance Lease Obligation	**DR**	**401.2737**	**401.2700**	**401.27**
Interest Accrued	**CR**	**98.7243**	**98.7200**	**98.72**

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

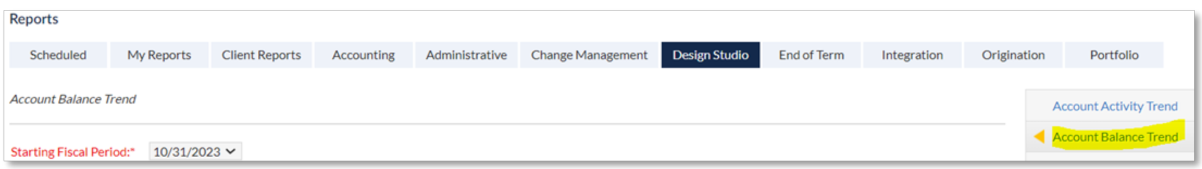
This template is supported by the BVAccountBalance Business View. It is a 3-page template including the account balances for a selected time period for a specified ledger at schedule level, a summary of account balances by selected reporting period (monthly, quarterly, annually), and a parameters page. 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.

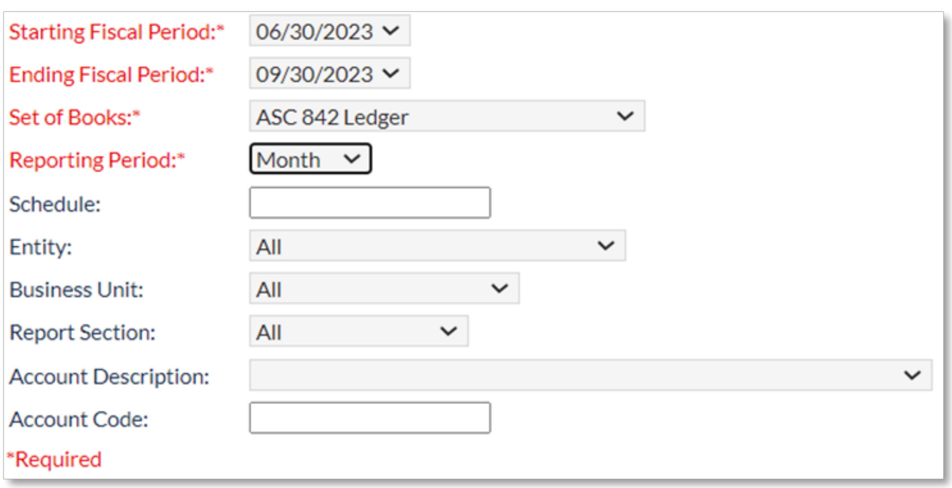
- Monthly values operate in the same manner as other existing account balance reports in that they represent the account balance at the end of the fiscal month equivalent to a life-of-lease Journal Entries Report (aka Ledger Export) with the month-end date as the report's AsAt date.

- 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.



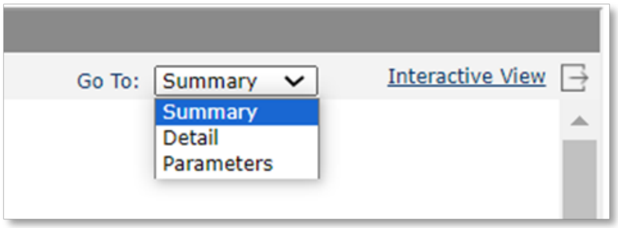
Below is an example of the parameters included in the Account Balance Template.



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	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. ▪ Month will provide activity output for all fiscal months between and including the starting and ending dates. ▪ Quarter will provide balances for only the fiscal months that end fiscal quarters between and including the starting and ending dates. ▪ Annual will provide balances for only the fiscal month that end fiscal years between and including the starting and ending dates.
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.

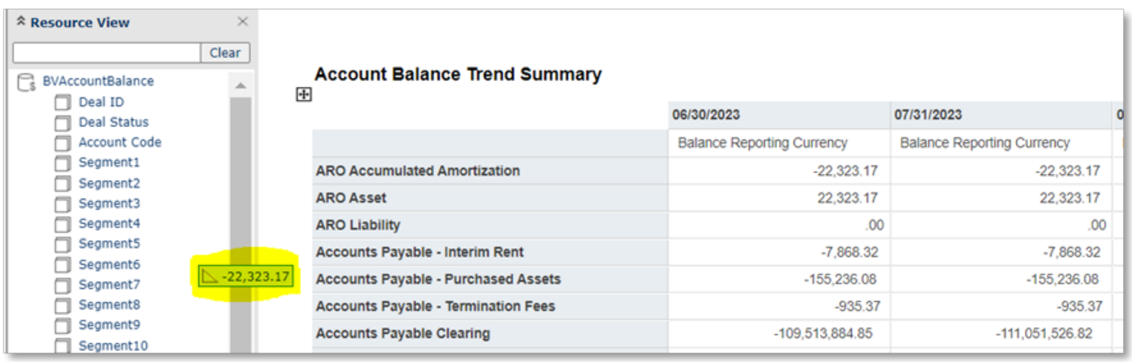
Results contain three separate pages: Summary, Detail and Parameters. You can switch between the pages by using the Go To option in the menu bar.



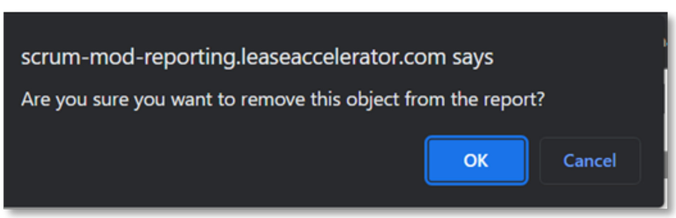
Note: Changes such as filters, sorting, and groupings made on one page do NOT flow to the other pages. For example, if the Detail page was filtered on Account Description = AP Clearing, the Summary page will not reflect only AP Clearing entries.

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.

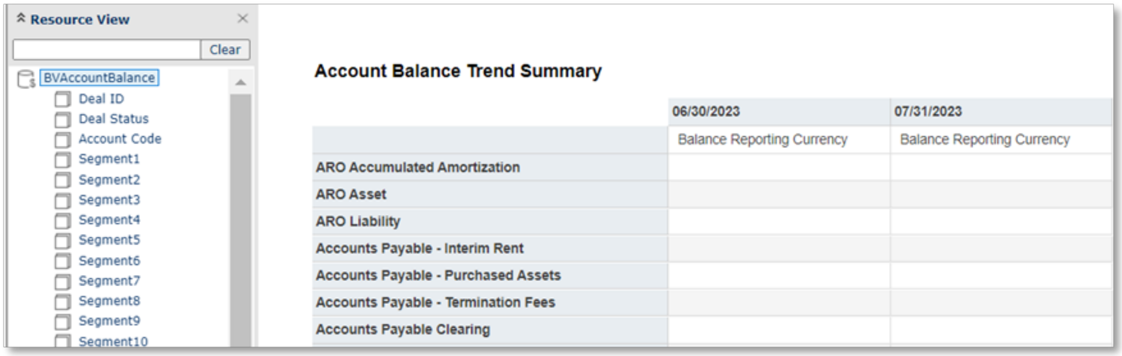
Drag the Balance Reporting Currency value out of summary crosstab from top value (represented by the ARO Accumulated Amortization 6/30/2023 amount).



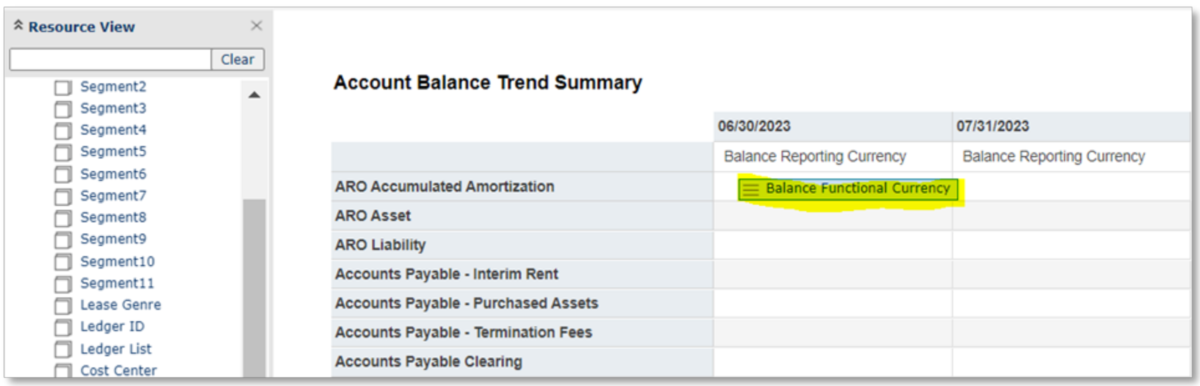
Upon releasing the mouse button, this warning will appear to which you will click OK.



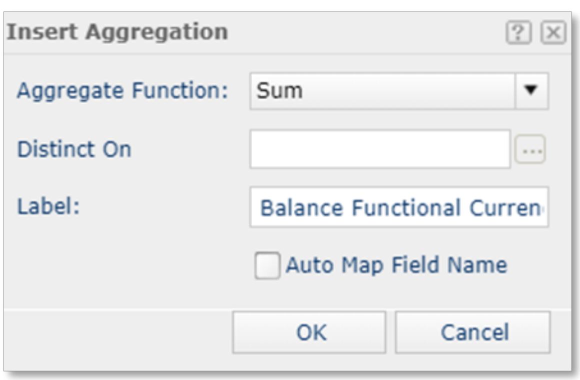
The resulting summary will then be blank as shown below.



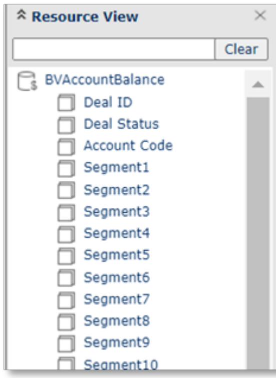
Next, drag the selected values into the uppermost cell (represented by the ARO Accumulated Amortization 6/30/2023 cell).



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 balances by month in functional currency.



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

			03/31/2023	06/30/2023	09/30/2023
Account Code	Account Description	Business Unit	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
	Total		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
		Information Technology	-2,781,243.41	-2,781,243.41	-2,781,243.41
		Shine Inc.	-417,784.78	-417,784.78	-417,784.78
		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

Account Code	Account Descripti	06/30/2023 Balance Transactional Currency	07/31/2023 Balance Transactional Currency
1000840	Purchased asset	168,239.83	168,239.83
	Total	73,713.46	73,713.46
1050840	Accumulated depr	-28,200,221.85	-28,307,514.16
	Accumulated depr	-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

Account Code	Account Descripti	06/30/2023 Balance Transactional Currency	07/31/2023 Balance Transactional Currency
1000840	Purchased asset	168,239.83	168,239.83
	Total	Balance Transactional Currency	
1050840	Accumulated depr	-28,200,221.85	-28,307,514.16
	Accumulated depr	-27,606,068.77	-27,515,942.60
	Total		
1060840	Accumulated depr	1,291,281.05	1,125,598.02
	Total		

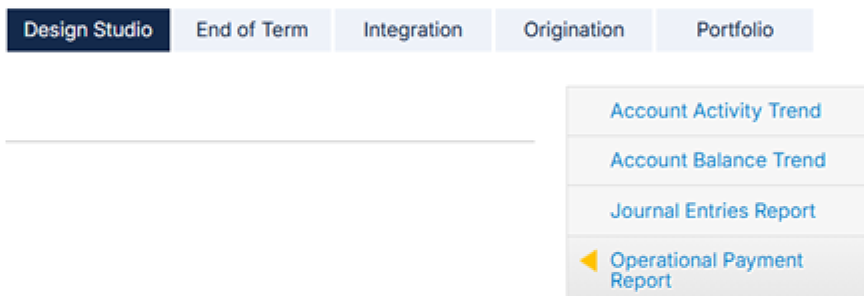
The (sub)Totals cannot be removed as rows, but the values and the label can be ‘hidden’ which will result in blanks for those fields.

Operational Payment Report

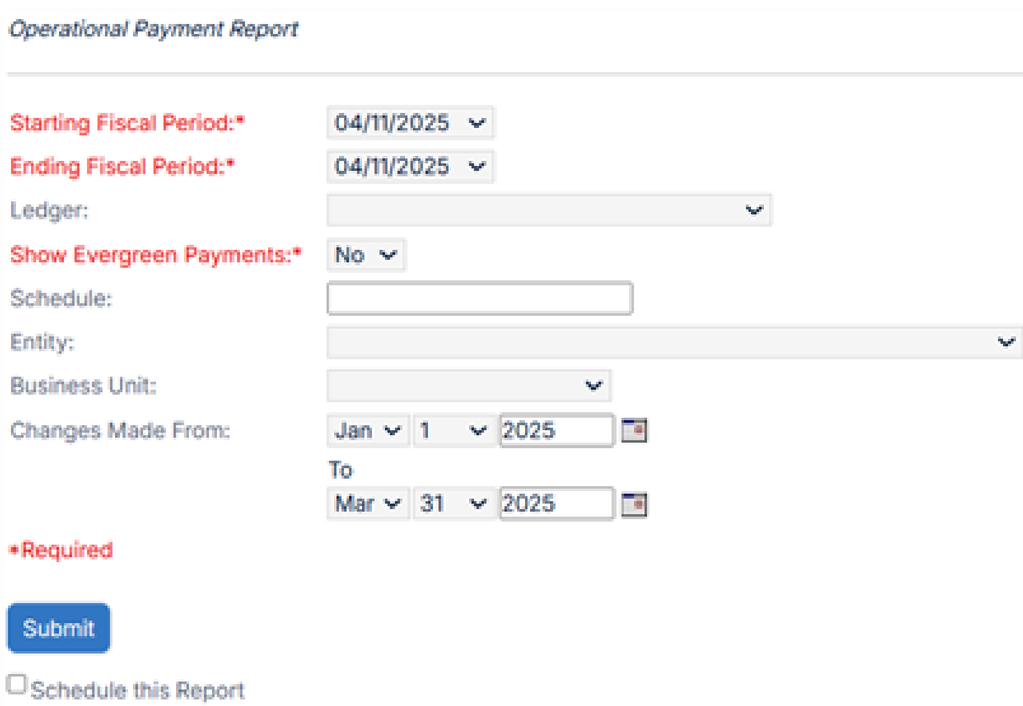
This template is supported by the **BVOperationalPayment** Business View. It is a 2-page report that includes contractual payments in transactional and reporting currency along with other pertinent payment types (EX: CAMS, Asset Purchase, etc.). Data items associated with a lease's operational payments 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.



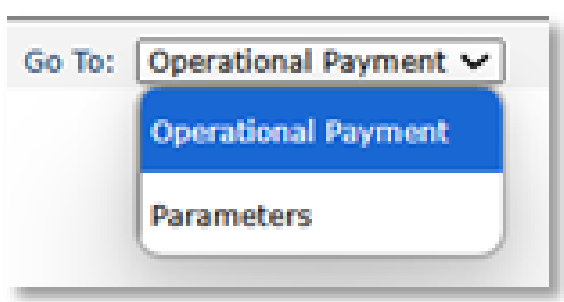
Below is an example of the parameters included in the Operational Payment Report.



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. **Note:** If no ledger is selected, the report employs the same logic used to display the Deal Summary payment schedule.
Show Evergreen Payments	Yes/No option with No as the default. No: Evergreen payments will not be included in the report output. 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

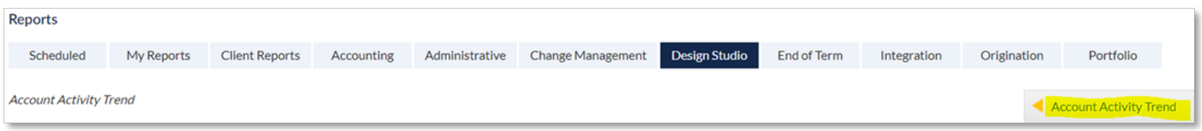
This template is supported by the BVAccountActivity Business View. It is a 3-page template including the account activities for a selected time period for a specified ledger at schedule level, a summary of account activities by selected reporting period (monthly, quarterly, annually), and a parameters 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.

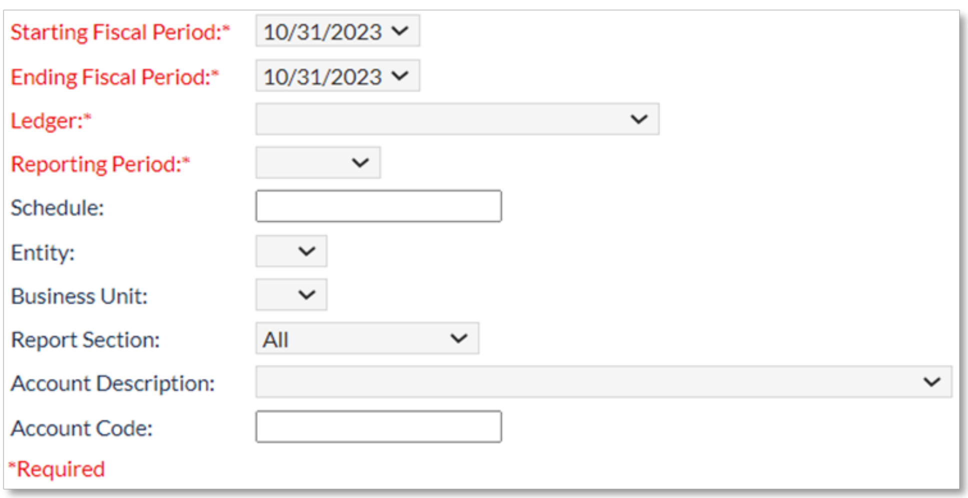
- Monthly values operate in the same manner as other existing account activity reports in that they represent the account activities occurring within the fiscal month based on the Journal Entries Report (aka Ledger Export) with the month-end date as the report's AsAt date.

- 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.



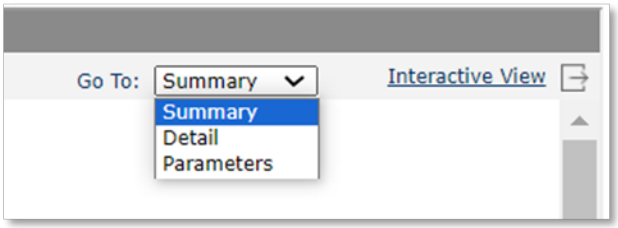
Below is an example of the parameters included in the Account Activity Template.



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	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.) ▪ Month will provide activity output for all fiscal months between and including the starting and ending dates. ▪ Quarter will provide activity totals for fiscal months between and including the starting and ending dates. Labeled as ‘Q#20##’. ▪ Annual will provide activity totals for fiscal years between and including the starting and ending dates. Labeled as ‘20##’.
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.

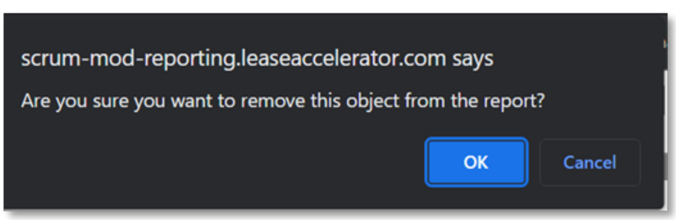


Note: Changes such as filters, sorting, and groupings made on one page do NOT flow to the other pages. For example, if the Detail page was filtered on Account Description = AP Clearing, the Summary page will not reflect only AP Clearing entries.

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.

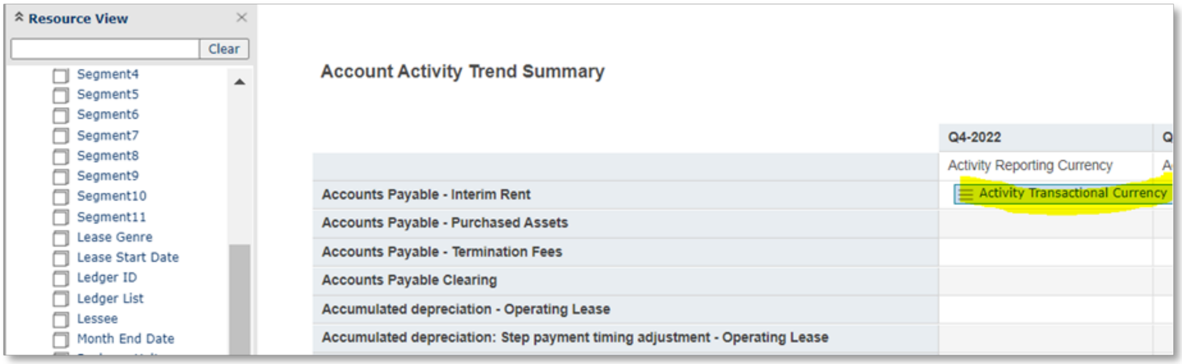
Drag the Activity Reporting Currency value out of summary crosstab from top value (represented by the Accounts Payable – Interim Rent Q4-2022 amount).

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

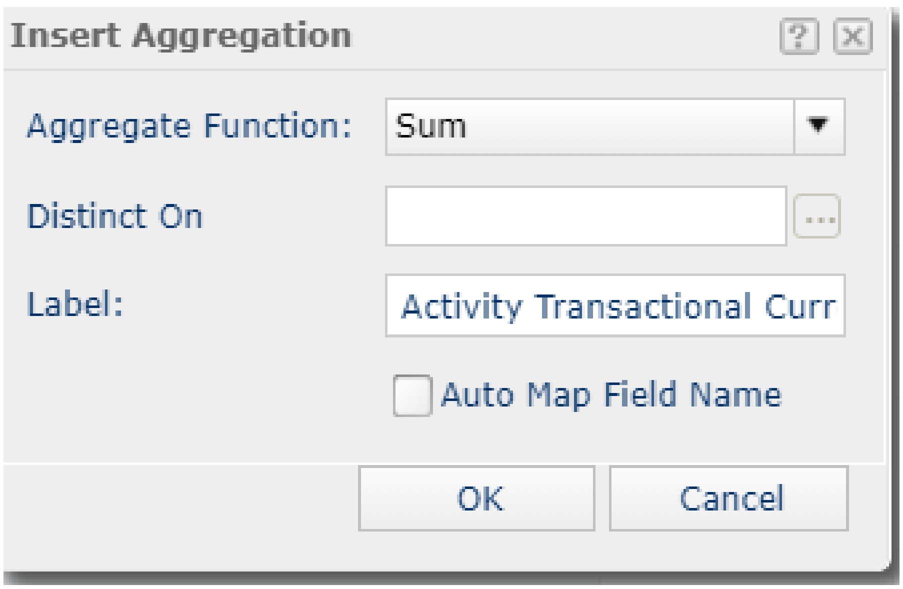


The resulting summary will then be blank as shown below.

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.

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
	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
	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		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.

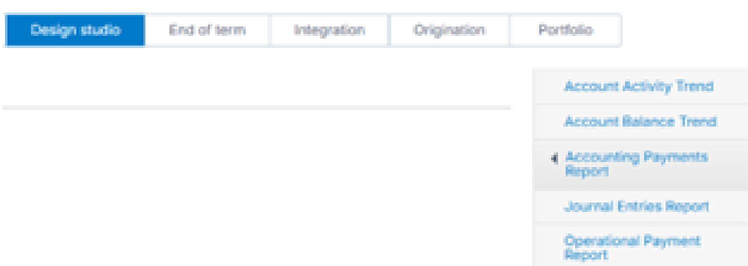
As this report reconciles to other accounting reports, it includes an AsAt date. Where possible, non-accounting values are based on the AsAt date; however, some non-accounting data is only available as of the system date of report generation.

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

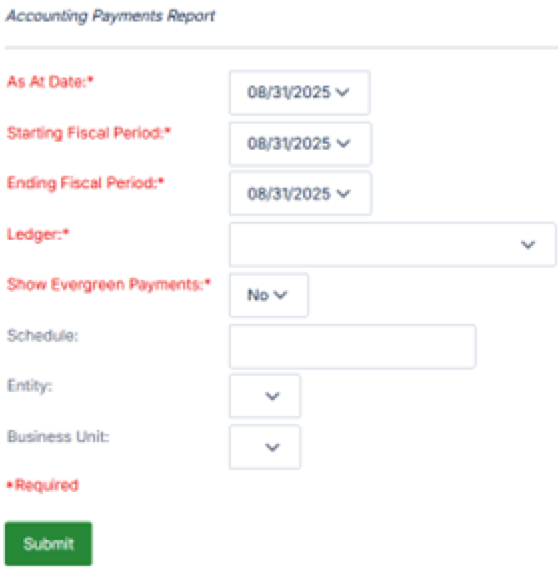
For more information regarding the individual data elements included in the business view, refer to the Data Dictionary.

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:



Report Parameter Definitions – Accounting Payments Report

Parameter	Definition
As At Date	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) ▪ Forward-looking date range: Set AsAt to either previous month-end or current month-end date. ▪ Backward-looking date range, Set AsAt equal to the Ending Fiscal Period date .
Starting Fiscal Period	First fiscal month-end date of which the report will provide payment values.(REQUIRED FIELD) **Note:** 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.
Ending Fiscal Period	Final fiscal month-end date of which the report will provide payment values.(REQUIRED FIELD) **Note:** 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.
Ledger	Filter of client configured ledgers via a drop-down menu. Only one ledger can be selected at a time. (REQUIRED FIELD)

Parameter	Definition
Show Evergreen Payments	Yes/No option with No as the default. ▪ No: Evergreen payments will not be included in the report output. ▪ 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.

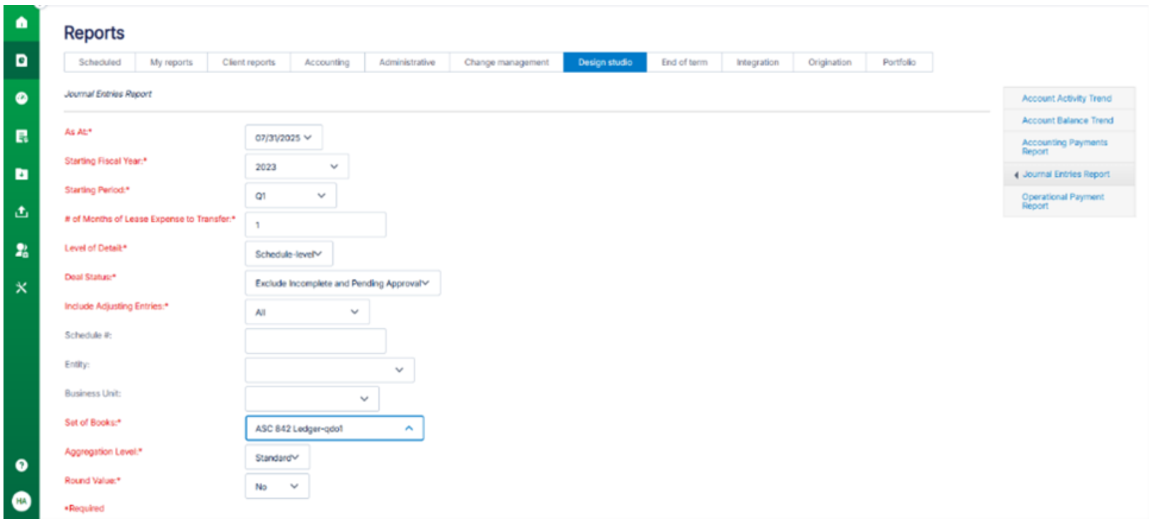
Results contain three separate pages: Summary, Detail and Parameters. You can switch between the pages by using the Go To option in the menu bar.

- 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.

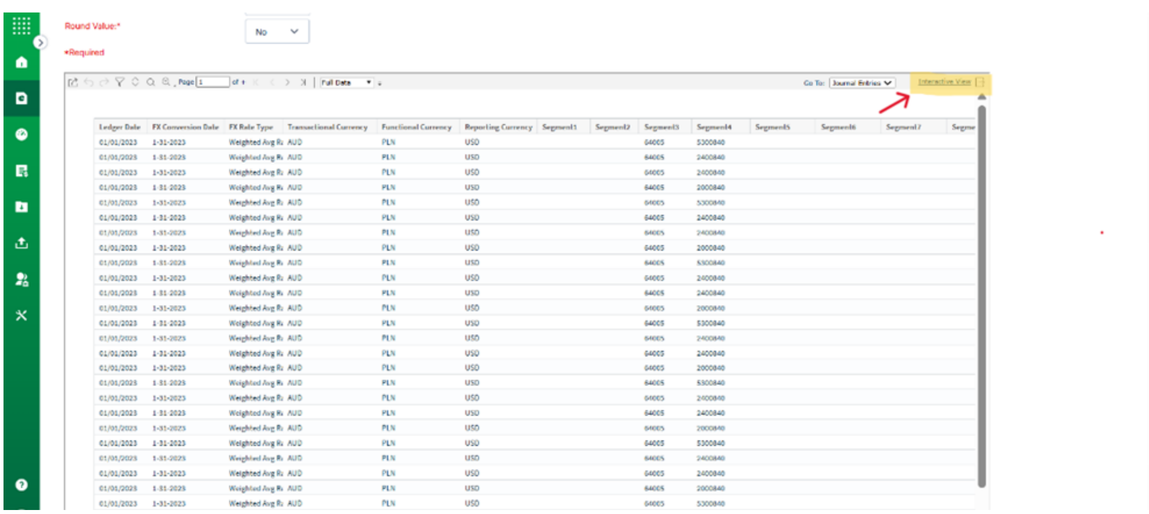
Design Studio Formulas and Functions

Formatting GL Segment Fields from Blank to '0000' in Journal Entries Report

1. Run the Journal Entries Report with valid parameters.

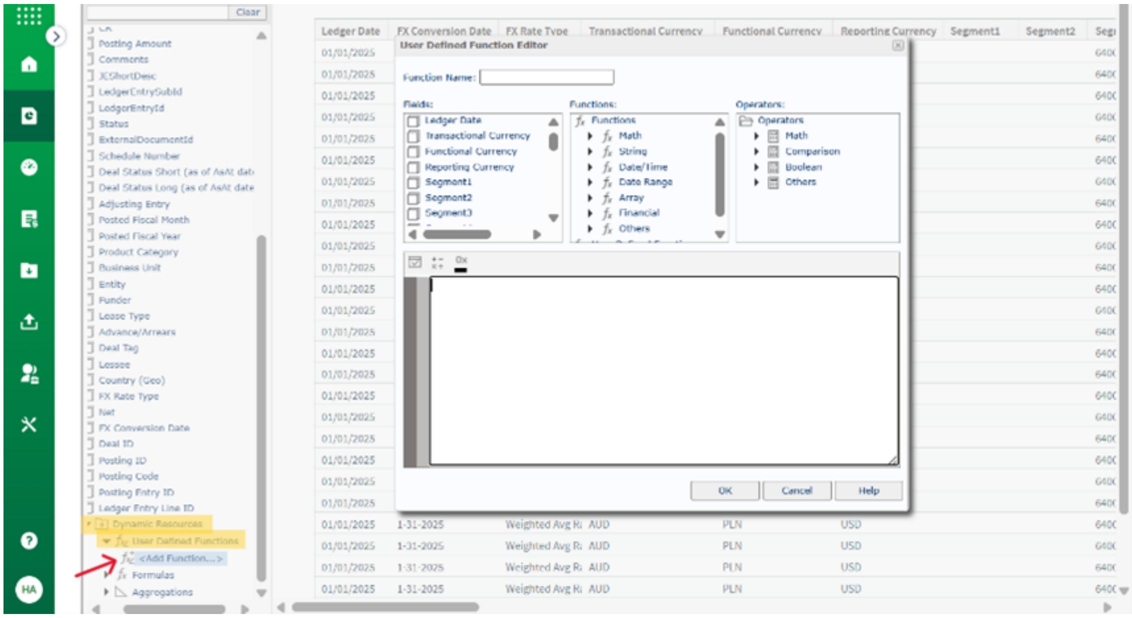


2. Click **Interactive View** in the top right corner of the Design Studio report preview after the report loads.



3. Navigate to **Resource View** on the left side of the report. Scroll to the bottom of the section, expand Dynamic Resources, then expand User Defined Functions, and click Add Function.

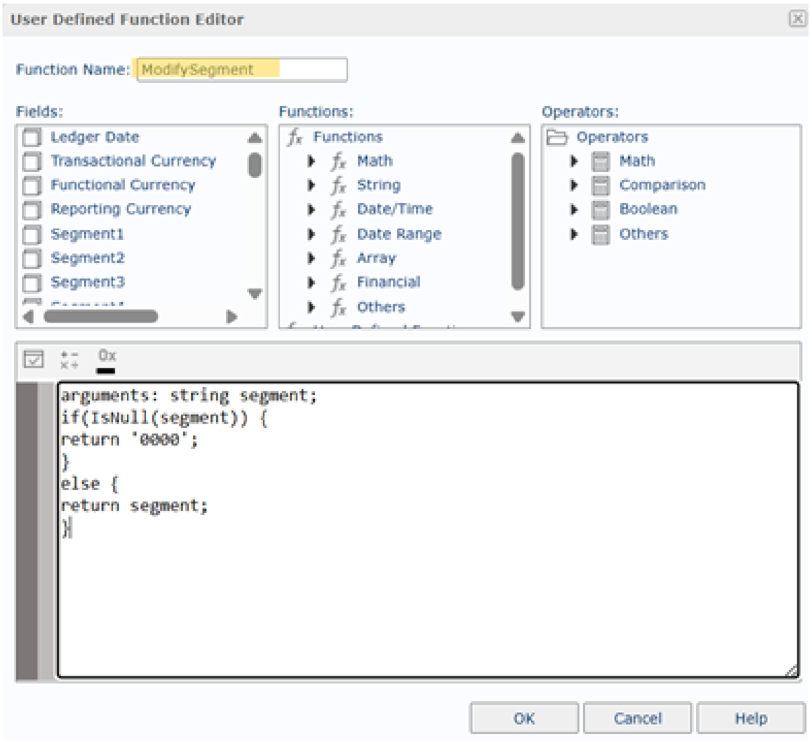
   A User Defined Function editor window opens.



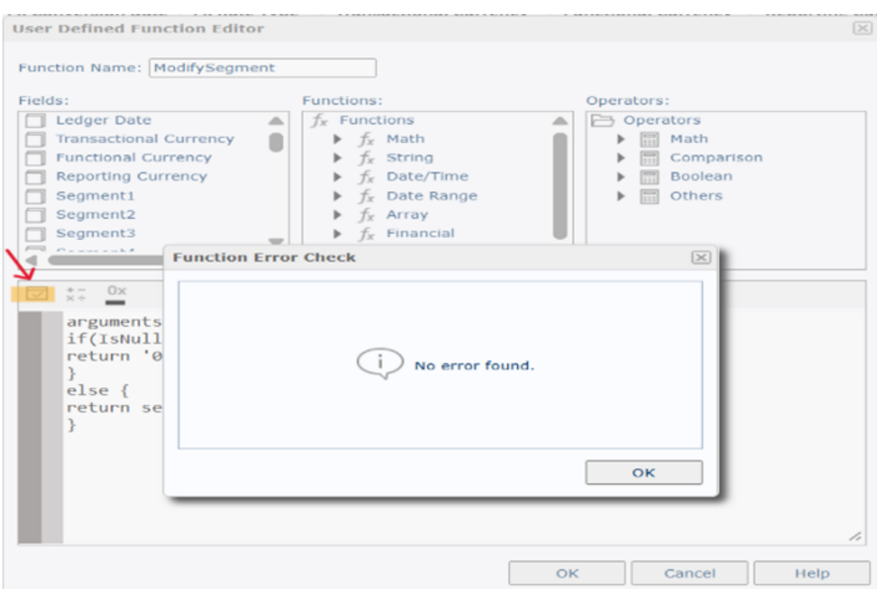
4. In the Function Editor window, enter an appropriate name for the function and paste the following code in the text editor:

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

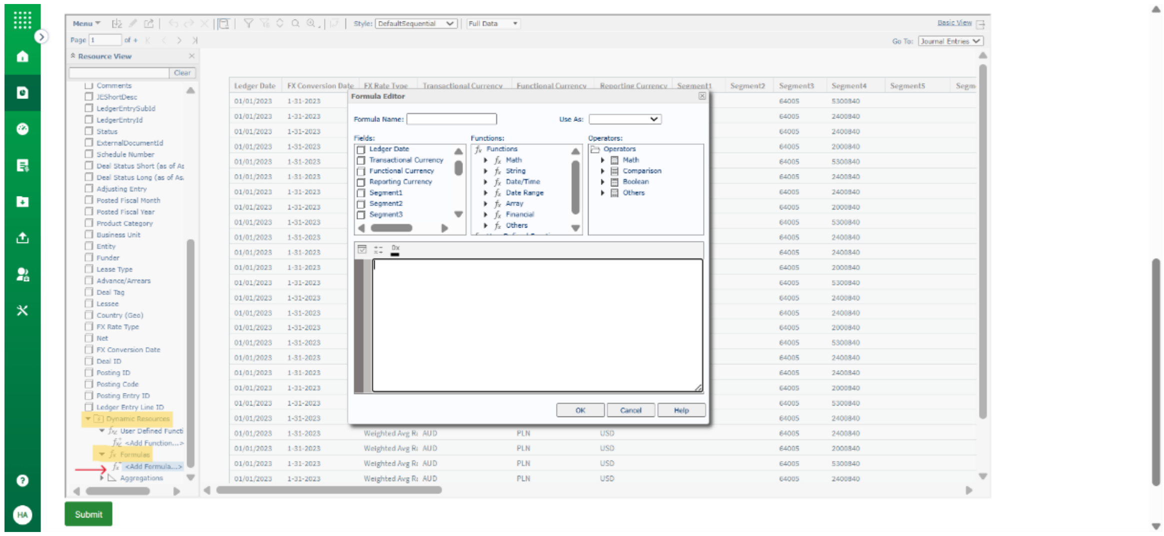
This function returns a specified string (in this case, '0000') when the input string is NULL or blank; otherwise, it returns the string as is. You can replace '0000' with any value enclosed in single quotes. This function allows you to pass any database field (such as GL segments) and apply the logic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

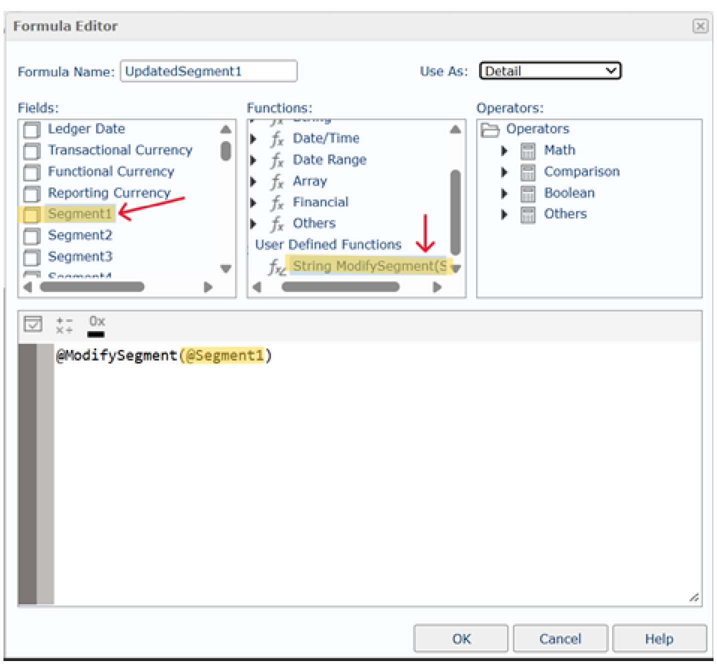


7. In the Formula Editor window, enter an appropriate name for the formula and specify how you want to use it (for example, Detail or Aggregation). Paste the following formula in the text editor:

```
@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:

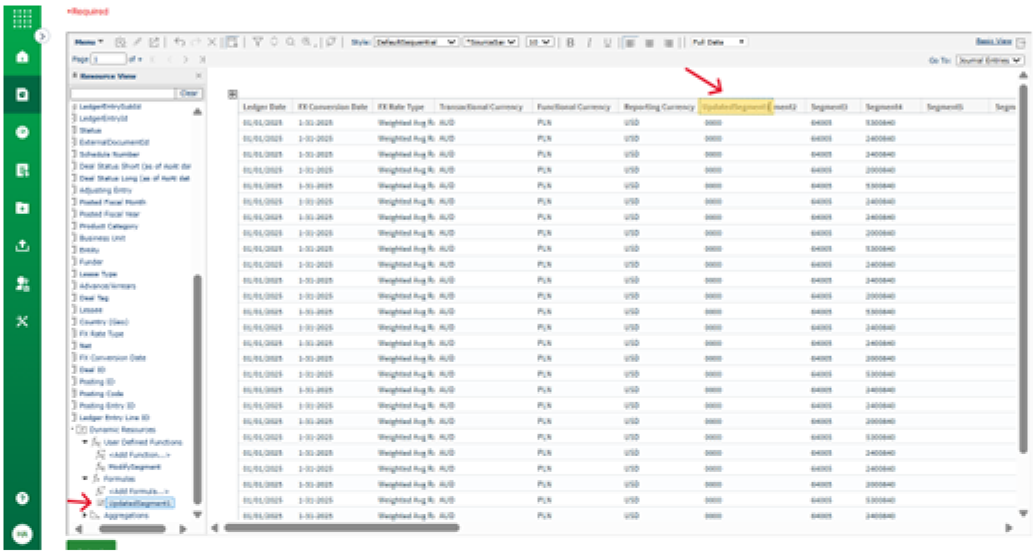
```
@ModifySegment(@Segment1)
```



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

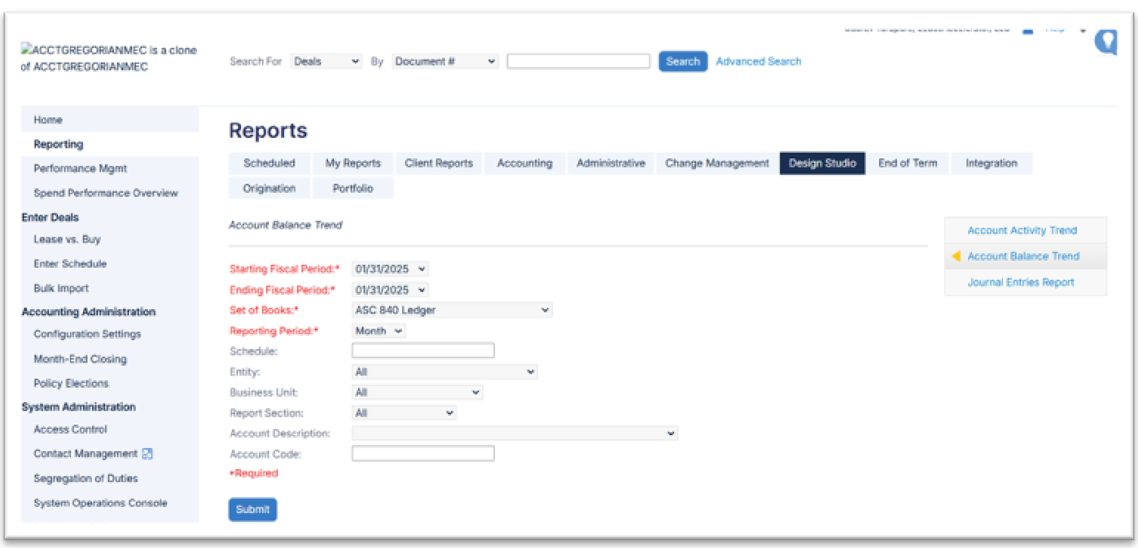
```
@ModifySegment(@Segment2)
@ModifySegment(@Segment3)
```

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.



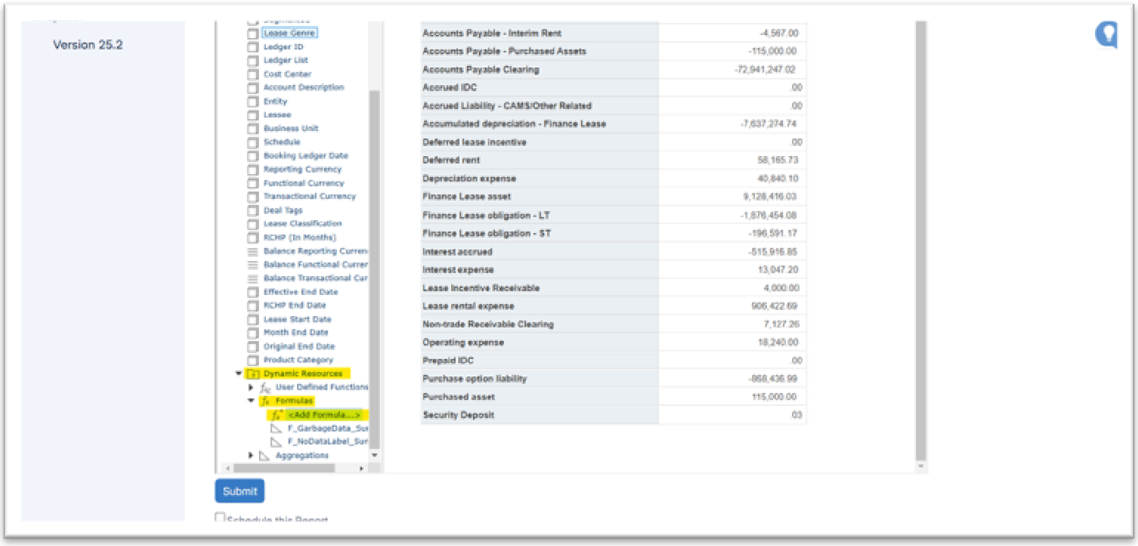
Adding Concat Formula

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

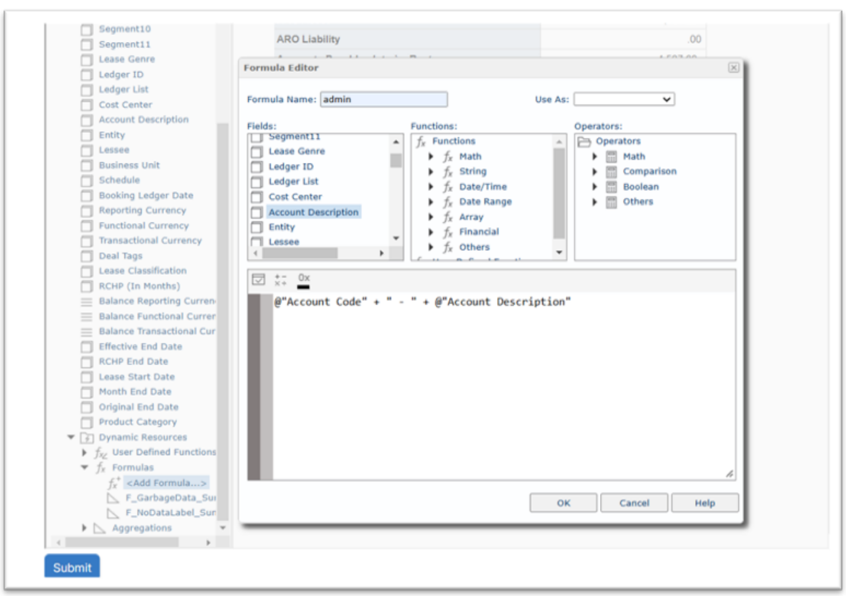
Add Formula.



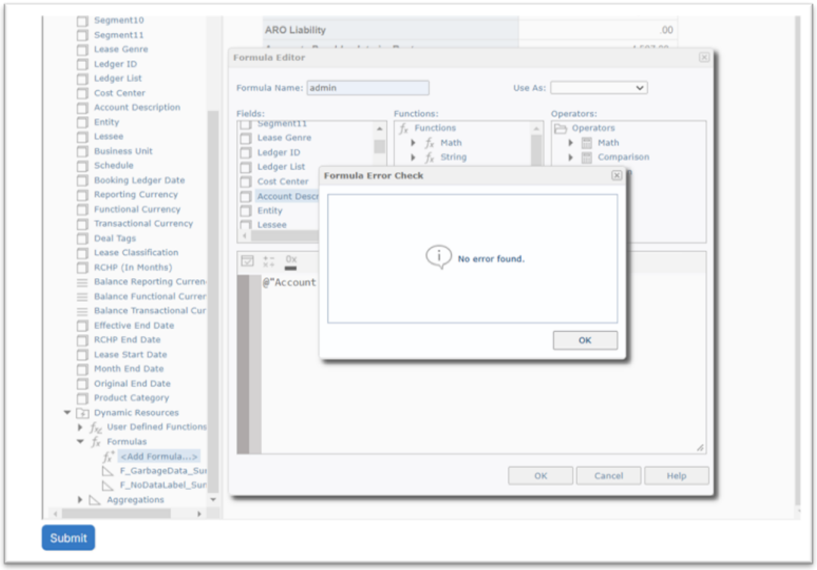
3. The Formula Editor window opens. Write a formula based on your requirements.

   For example, to concatenate Account Code and Account Description:

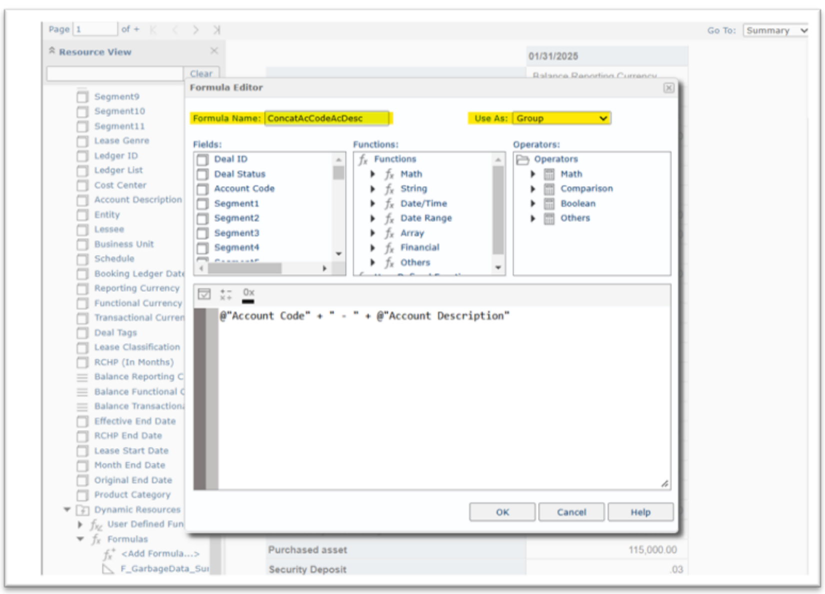
   - Under the Fields section, double-click **Account Code** and **Account Description**.
   - Insert a '+' sign between the two data points for concatenation and add ' - ' in double quotes.



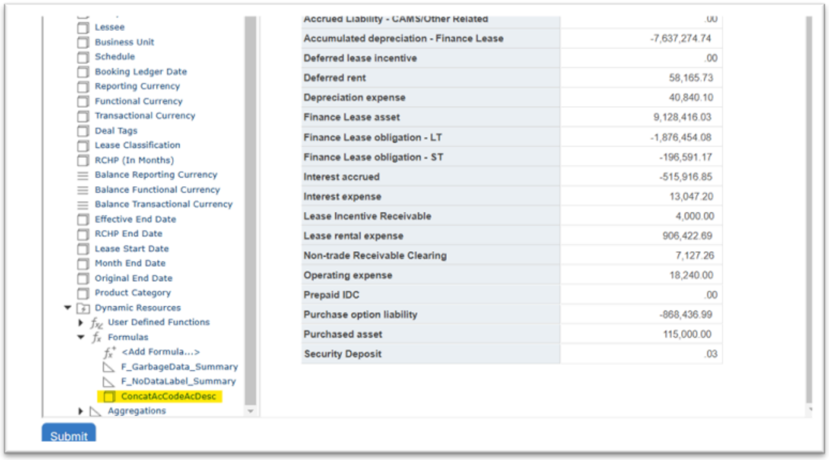
4. Click the checkmark symbol to verify the formula for errors. If **No error found** appears, the formula is syntactically correct. Click **OK** to close the Formula Error Check window.



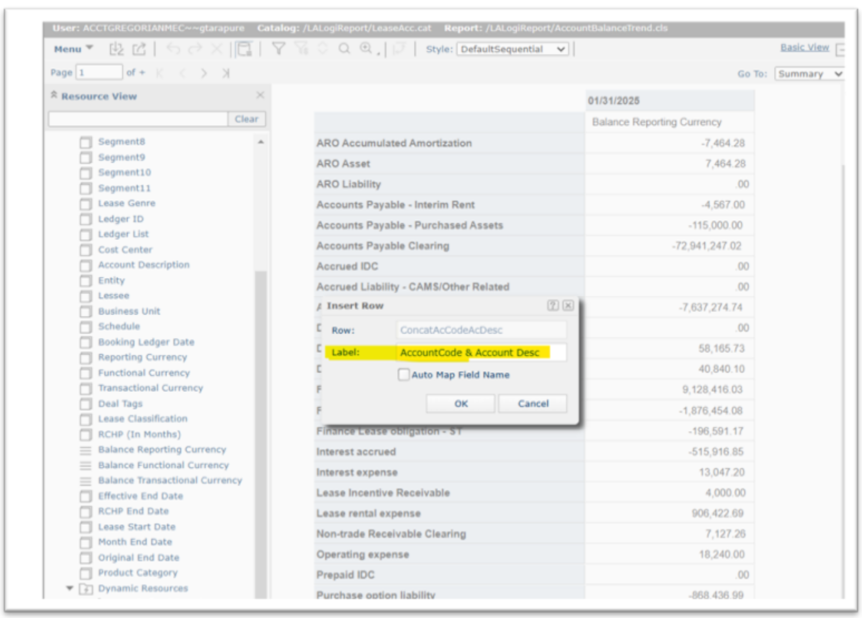
5. Change the formula name as needed. The **Use As** field is blank by default. Click the dropdown and select **Group**.
   Click **OK** to close the Formula Editor window.



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

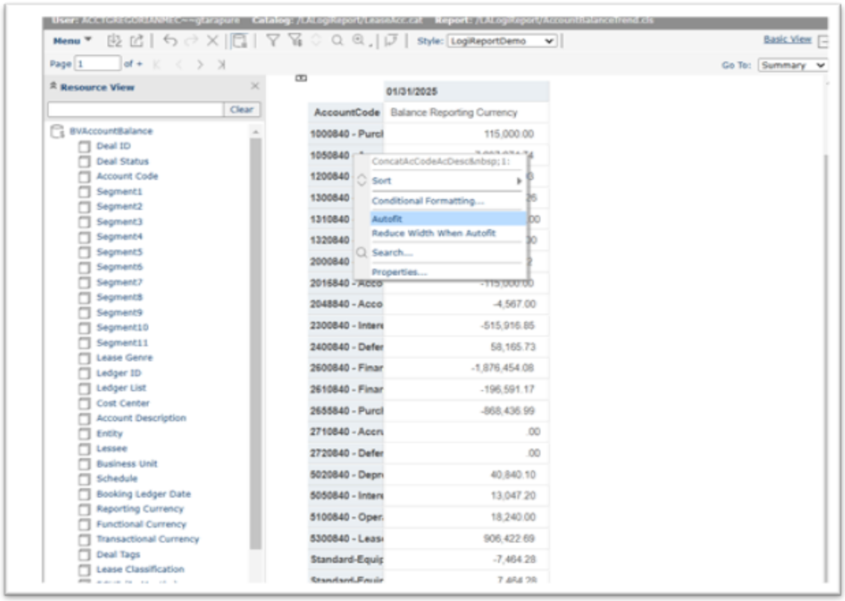


7. Drag and drop the newly created formula to the crosstab. You can change the row name in the Label section or select the **Auto Map Field Name** option.



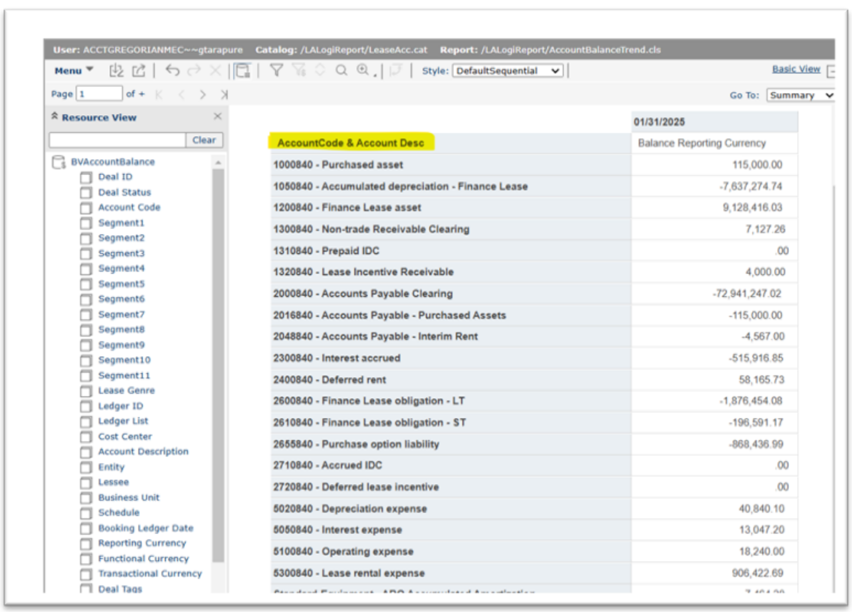
8. Drag and drop the existing Account Description row out of the crosstab.

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



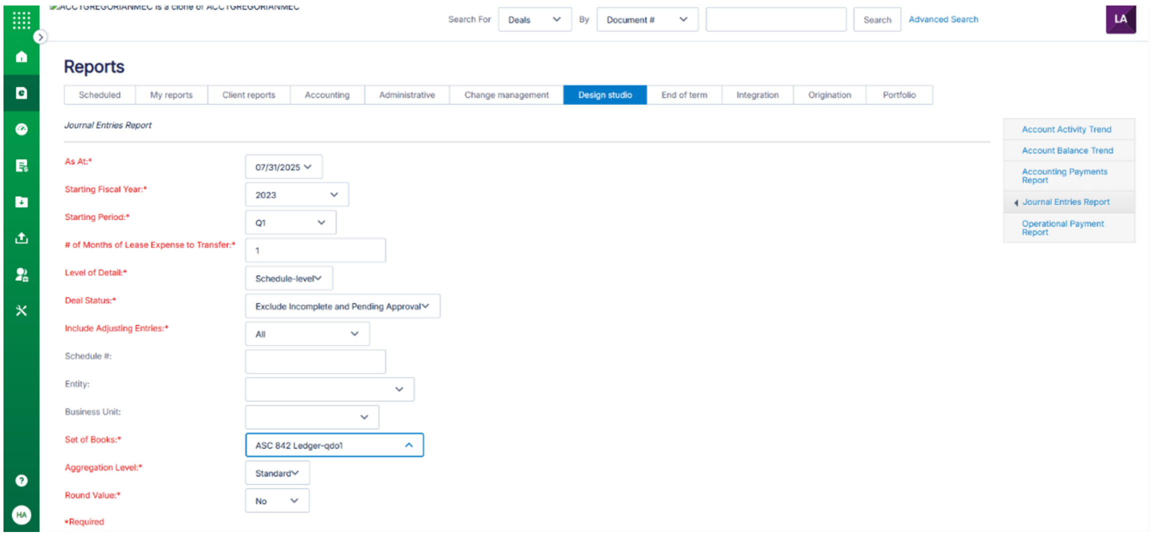
.

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

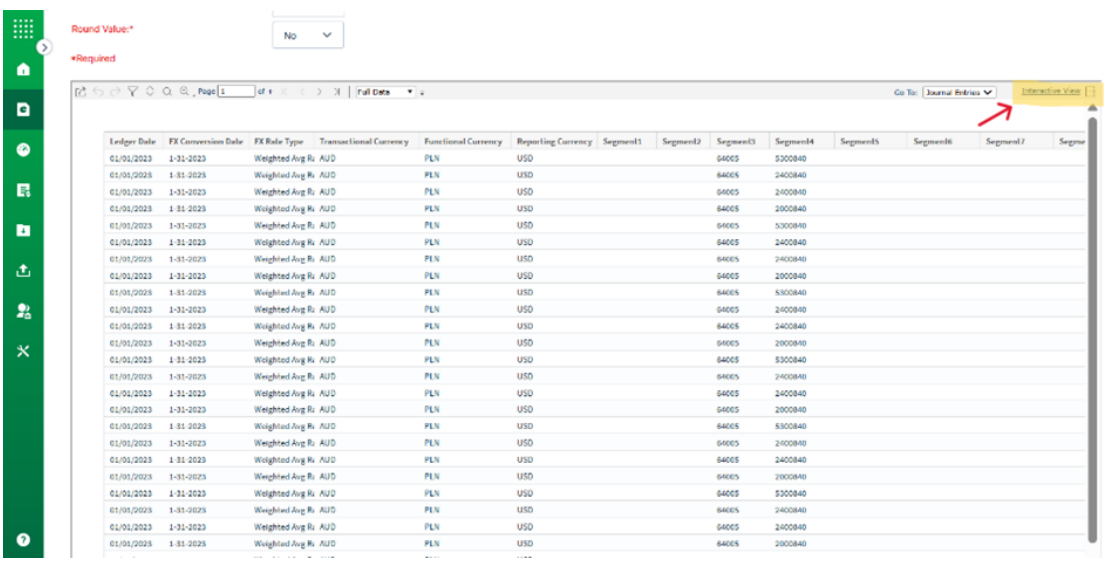


Adding a New End of Month Date Formula

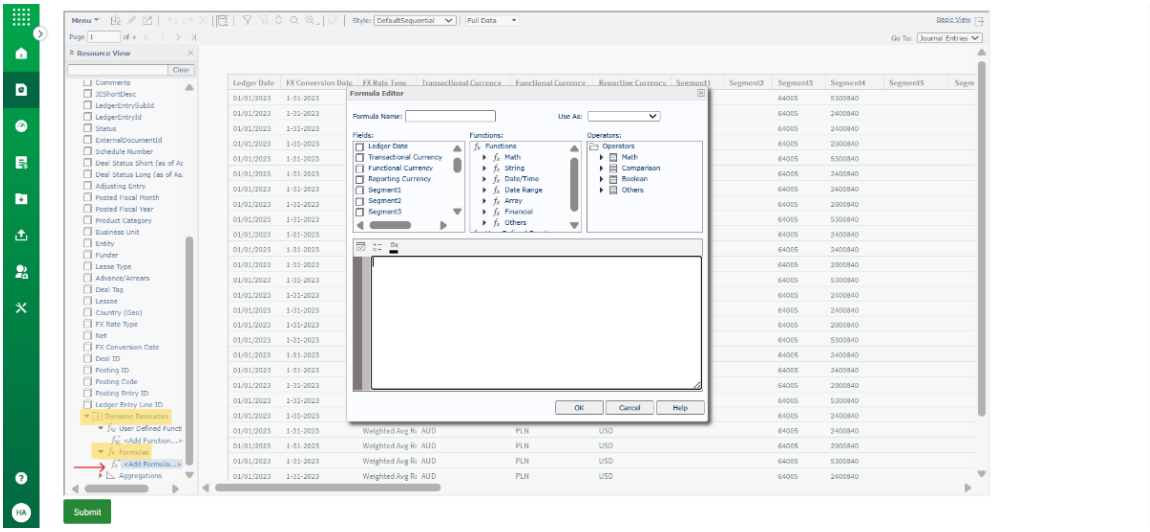
1. Run the report with valid parameters in the UI.



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.



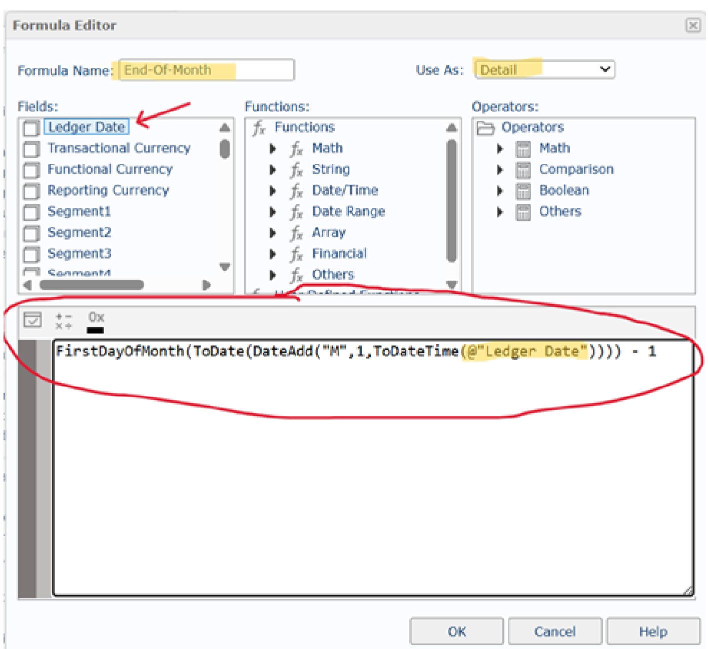
3. In Resource View, navigate to the bottom of the section, expand **Dynamic Resources**, expand **Formulas**, and click **Add Formula**.



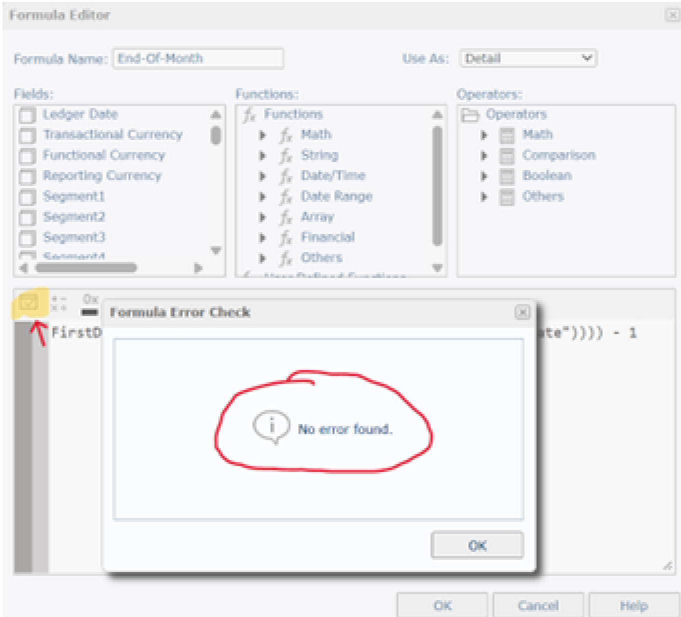
4. In the Formula Editor window, enter an appropriate name for the formula (for example, "End-Of-Month") and specify how you want to use it (for example, Detail or Aggregation). Paste the following formula in the text editor:

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

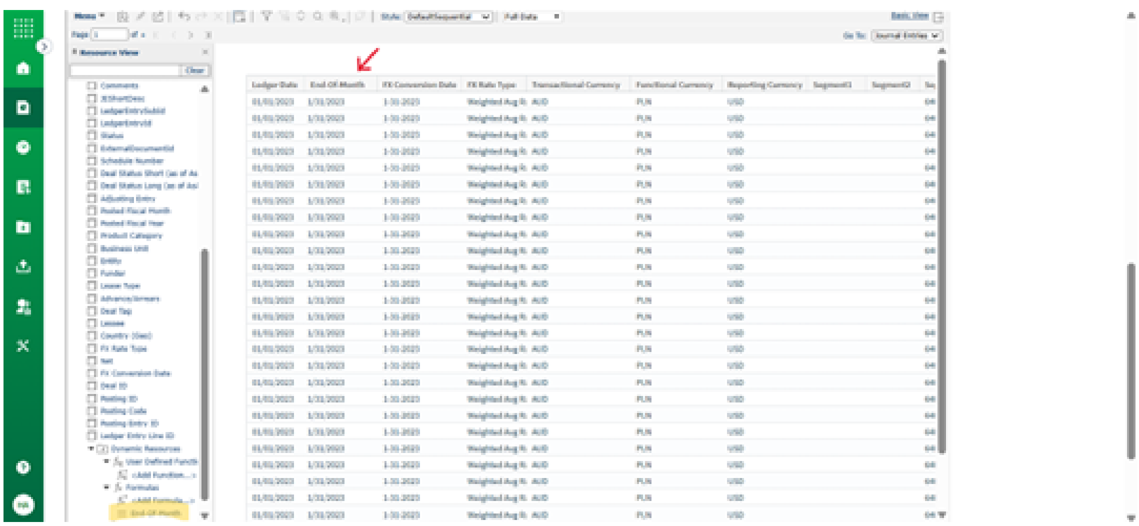
This formula calculates the end of month date for any reference date. In this example, "Ledger Date" is used to round to the associated month end date based on the Gregorian calendar.



5. 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.



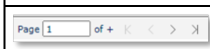
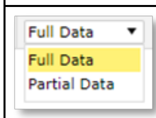
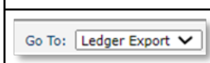
6. Drag and drop the newly created formula from the Formula section to the desired position in the report.

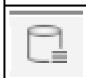


Note: To format the date, right-click a data cell in the new formula column and select **Properties**. Make the changes as needed.

Design Studio Glossary

Glossary – Icons

Icon	Name	Description	Views Used
	Export	Opens a box allowing for the selection of format types for exporting.	Basic Interactive
	Undo	Reverts the most recent action.	Basic Interactive
	Redo	Reapplies the most recent action previously removed.	Basic Interactive
	Filter	Allows for advanced filtering options.	Basic Interactive
	Sort	Opens a box allowing for the selection of the column to be sorted along with radio buttons for Ascend or Descend.	Basic Interactive
	Search	Opens a box allowing the user to search for a specific value in a defined search field.	Basic 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 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 Interactive
	Customize Toolbar Items	Expands the menu of possible items to include in the standard toolbar.	Basic Interactive
	Go To	Allows for toggling between the different tabs associated with the report.	Basic Interactive
	Exit	Exits the main reporting section so that only the UI parameters remain.	Basic 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 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 Interactive
Autofit	Right-click column header	NOT RECOMMENDED	Basic 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 Interactive
Conditional Formatting	Right-click data field	Opens boxes where edit conditions and formatting choices are defined.	Basic 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 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 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 Report Menu	Brings up another menu including Remove Filter, Top N, Bottom N, list of unique values in the column.	Basic Interactive
Group Columns	Insert	Allows for aggregating output by a specific data point.	Basic 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 Interactive
Insert	Right-click column header or cross icon	Opens an additional menu defining which type of column you are wanting to insert.	Basic 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 Interactive
Refresh	Right-click cross icon View Menu	Regenerates the report based on the last selected parameters and filters.	Basic Interactive
Remove Column	Right-click column header	Removes the column from the output as well as the table-level menu of available items.	Basic 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 Edit Menu	Opens a box in which to enter search criteria.	Basic 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 Report Menu	Opens another menu including No Sort, Ascend, Descend.	Basic 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 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 BVAccountActivity
AccountDescription	Account Description based on LeaseAccelerator definitions.	BVLedgerExport BVAccountBalance 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 BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes

Data Point (Column Name)	Business Description	Business View Included In
Business Unit	Client -defined operational group within the client organization.	BVLedgerExport BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments 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. ▪ **BVOperationalPayment:** 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. ▪ **BVDealAttributes:** 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]	BVOperationalPayment BVDealAttributes

Data Point (Column Name)	Business Description	Business View Included In
Contractual Payment (Transactional)	Base contractual payment in transactional currency. Includes payment adjustments. ▪ **BVOperationalPayment:** 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. ▪ **BVDealAttributes:** 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]	BVOperationalPayment BVDealAttributes
Cost Center	Cost center associated with the reported balances based on client-defined cost center values.	BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes
Country	Client-assigned country name that governs the accounting and tax rules for a leasing transaction.	BVLedgerExport BVOperationalPayment BVAccountingPayments 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 BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments 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 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 BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes
Deal Tag	Client-assigned labels used to isolate specific schedules for reporting purposes.	BVLedgerExport BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments 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 BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes
Entity	Client-defined primary business entity.	BVLedgerExport BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments 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 BVAccountBalance BVAccountActivity 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 BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes
Funder Ledger Code	Client-assigned code associated with a specific Funder generally reflected in one of the configured ledger segments.	BVOperationalPayment 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

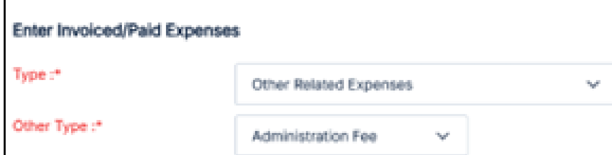
Data Point (Column Name)	Business Description	Business View Included In
FX Rate Type	Type of rate used to convert transactional currency to functional currency; Options include Spot Rate or WeightedEndDate where the latter is based on the customer configuration option for P&L accounts.	BVLedgerExport
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 BVAccountActivity 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 BVAccountActivity BVOperationalPayment BVAccountingPayments 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 BVAccountingPayments 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. 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 BVAccountActivity BVOperationalPayment BVAccountingPayments 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 BVAccountActivity BVOperationalPayment BVAccountingPayments 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 BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes
Lease Type	Type of contractual lease.	BVLedgerExport BVOperationalPayment BVAccountingPayments BVDealAttributes
Ledger Date	Date of record for the associated journal entry.	BVLedgerExport
Ledger ID	System assigned ledger number.	BVAccountBalance 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 BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes
LedgerEntryId	LeaseAccelerator nomenclature related to the specific journal entry leg. While this data point will remain active, **Important:** THIS HAS BEEN PHASED OUT AS A MEANS OF RECONCILATION. Please refer to additional documentation regarding new reconciliation methods.	BVLedgerExport
LedgerEntryLineID	LeaseAccelerator nomenclature that allows clients to reconcile or suppress individual lines in the Journal Entry Report. **Important:** THIS CAN REPLACE LedgerEntrySubID AS A MEANS OF RECONCILATION.	BVLedgerExport
LedgerEntrySubId	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, **Important:** THIS HAS BEEN PHASED OUT AS A MEANS OF RECONCILATION. Please refer to additional documentation regarding new reconciliation methods.	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 BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes
Lessor Reference Number	Typically a unique tracking identifier within the lessor's system.	BVOperationalPayment 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	**BVAccountBalance & BVAccountActivity:** Fiscal month-end date for which the account balances or account activites 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. **BVOperationalPayment:** Fiscal month-end date for which payment activity is reported	BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments
Mos Left	Schedule-level remaining months based on the difference between the system date and the Effective End Date in whole numbers.	BVOperationalPayment 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. Transactional currency.	BVOperationalPayment BVDealAttributes
Next Payment Date	Date associated with the Next Payment Amount. Value does not change for each month included in the report output.	BVOperationalPayment 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 Relate 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. 	BVOperationalPayment
Original End Date	Date in which the schedule contractually would have ended not including renewals, early terminations/buyouts and/or evergreen activities.	BVAccountBalance BVAccountActivity BVOperationalPayment 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 BVAccountingPayments 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 BVOperationalPayment BVAccountingPayments
PO Number	Internal Reference number that matches the client's ERP Procurement Purchase Order Number to the Supplier's.	BVAccountActivity BVOperationalPayment BVAccountingPayments 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	LeaseAccelerator nomenclature that groups accounting entries based on Deal Id, Ledger Date, Amount Type, and Currency. While this data point will remain active, **Important:** THIS HAS BEEN PHASED OUT AS A MEANS OF RECONCILATION. Please refer to additional documentation regarding new reconciliation methods.	BVLedgerExport
PostingEntryID	LeaseAccelerator nomenclature that groups accounting entries based on Deal Id, Ledger Date, Amount Type, Currency, and Adjustment Date. **Important:** THIS CAN REPLACE POSTING ID AS A MEANS OF RECONCILATION.	BVLedgerExport
Principal Portion (Functional)	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.	BVAccountingPayments
Principal Portion (Reporting)	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.	BVAccountingPayments
Principal Portion (Transactional)	Principal portion of the base payment that is offset by the Obligations account. Transactional currency.	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 BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments 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 BVAccountActivity BVOperationalPayment BVAccountingPayments 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 BVAccountingPayments 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 BVAccountingPayments 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 BVAccountActivity BVOperationalPayment BVAccountingPayments 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 BVAccountBalance BVAccountActivity BVOperationalPayment 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: ▪ ‘Month’ = Fiscal month name associated with the entry. ▪ ‘Quarter’ = “Q#20YY” is displayed based on which fiscal quarter the entry is associated. ▪ ‘Annual’ = “20YY” is displayed based on which fiscal year the entry is associated.	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. Transactional Currency only.	BVOperationalPayment
Schedule Number	Client provided identifier for a specific lease. Some BV's may shorten the name to Schedule.	BVLedgerExport BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments BVDealAttributes
Security Deposit	Security Deposit entered as Paid Expenses. Total amount appears in fiscal month of recorded payment only. Transactional Currency only. **Note:** Reimbursable is currently appearing in final month of lease in addition to original payment month.	BVOperationalPayment
Segment1 thru Segment11	Client-defined segment based on ledger configuration.	BVLedgerExport BVAccountBalance BVAccountActivity 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. **Note:** Reimbursable is currently appearing in final month of lease in addition to original payment month.	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 BVAccountingPayments 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 BVAccountBalance BVAccountActivity BVOperationalPayment BVAccountingPayments 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 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