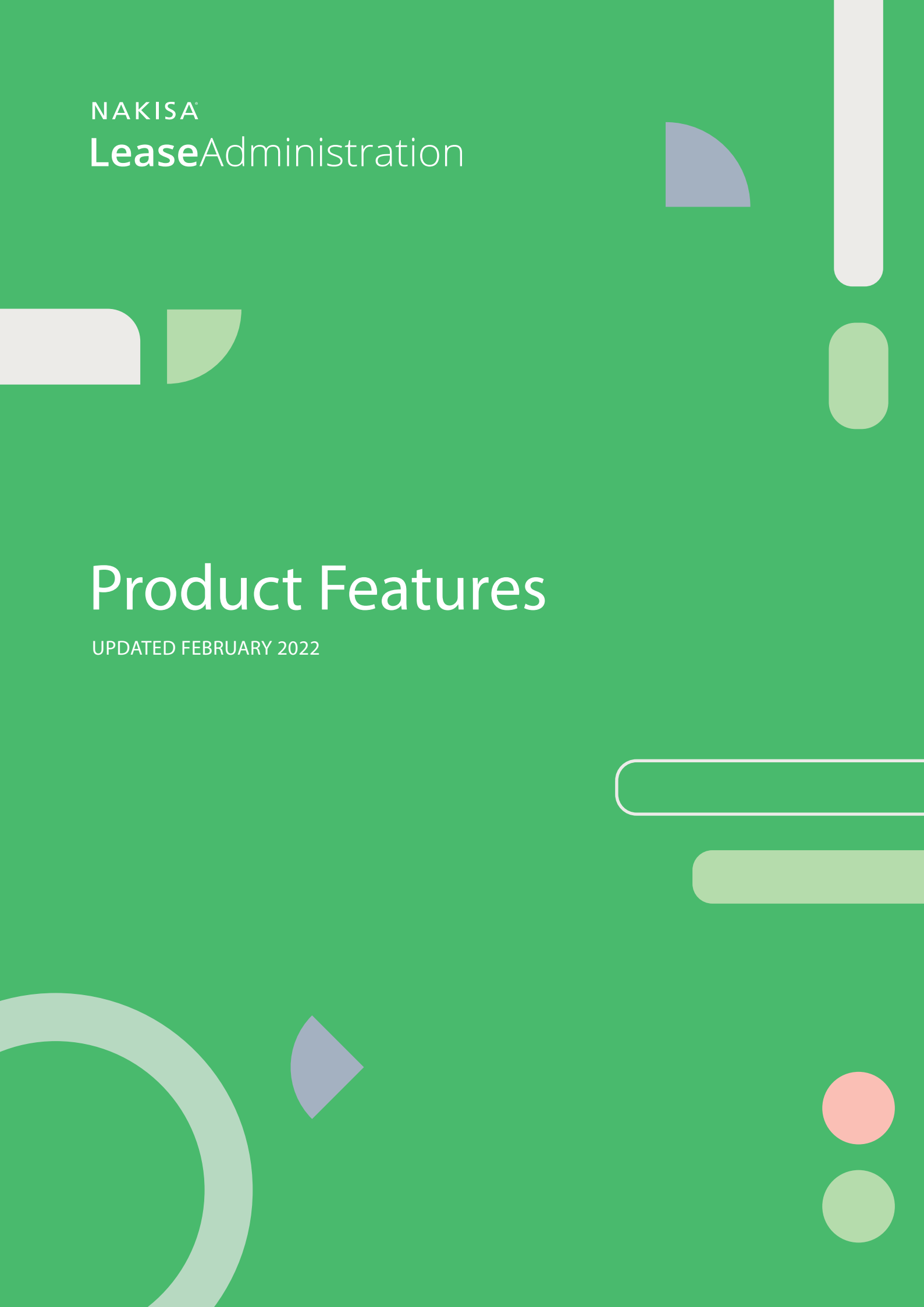


NAKISA<sup>®</sup>  
LeaseAdministration

# Product Features

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☆ ACTIVITY ANALYSIS & CONTROL REPORTS

FEATURE	DESCRIPTION
Activity Analysis by Amount	<p>This is not a requirement from a compliance perspective. It may be used for reconciliation/control purposes. It may also be used to review the company's operations as it provides users with an overview of what events (new contracts, remeasurements, modifications, etc.) have been conducted in the application during a specific time frame.</p> <p>This summarized report provides a deeper dive into details of additions and changes by contract, for a specific period, making it the tool of choice for roll-forward reconciliation purposes.</p> <p>This report is provided in Excel format and presents the lease events by contract in contract currency, tying the opening ROU asset and lease liability balances to the closing balances.</p>
Activity Analysis by Count	<p>This is not a requirement from a compliance perspective. It may be used for reconciliation/control purposes. It may also be used to review the company's operations as it provides users with an overview of what events (new contracts, remeasurements, modifications, etc.) have been conducted in the application during a specific time frame.</p> <p>This report is provided in Excel format and presents the lease events by count.</p>
Contract Expiration Report	<p>This is not a requirement from a compliance perspective. It may be used as a status report of the company's lease portfolio to pro-actively engage in contract negotiations. Additionally, both operational and finance departments may plan and prepare for future addenda, extension and reassessment of current contracts.</p> <p>This report is provided in Excel format and presents a list of contracts that are to expire during the selected given time frame including all unexercised terms for the period, i.e. extensions, purchase options, termination options, etc.</p>

☆ ADDITIONAL FINANCIAL REPORTS/ SCHEDULES

FEATURE	DESCRIPTION
Financial reports	<p>A set of financial statements to aid in the reconciliation/forecasting process. There are three options available: Balance Sheet Report, Income Statement Report and Cash Flow Statement Report. All three reports are presented as a pro-forma to facilitate the comparison among different periods, evaluate past performance and set the expectations for the future. Filters are in place to facilitate extraction of data by different dimensions, i.e. contract, lease area, company code, accounting standard etc, while the period ranges allow the flexibility of visualizing multiple years and periods.</p> <p>Balance Sheet Report provides detailed breakdown on ROU asset, Lease Liability and Net Asset. A condensed version of the asset and liability sections from the All Columns Report, the Balance Sheet Report offers an instant grasp of the net asset position in selected periods. On the asset section the following columns are available: Deferred Asset, ROU Asset - Gross Book Value, ROU Asset - Accumulated Amortization and Accumulated Impairment Loss. On the liability section users may find: Deferred Liabilities, Short Term Principal Lease Liabilities, Accrued Interest, Total Current Lease Liabilities and Long Term Lease Liabilities. The report is completed by columns for Total Assets, Total Lease Liabilities and Net Assets.</p> <p>Income Statement Report provide a detailed breakdown of expenses at activation group level for the criteria selected. With focus on the income statement impact for each of the selected periods, the report includes Amortization Expense, Interest Expense, Variable Lease Expense, Non-Lease Expense, Impairment Loss, Short-Term Lease Expense and Low Value Asset Expense. User may evaluate and compare different types of expenses pertaining to lease contracts.</p> <p>Cash Flow Statement Report provides cash outflows at activation group level based on the selection criteria for the explored periods. The report distinguishes the cash flow from operating activities and cash flow from financing activities rounding them up in a total for all cash used in a certain period. For the operating activities, details are provided as such: Finance Lease Interest Payments, Operating Lease Payments, Variable Lease Payments, Short Term Lease Payments, Low Value Asset Payments and Non-Lease Payments while for the financing activities users may find the Finance Lease Principal Payments.</p> <p>These reports are provided in Excel and the values are in contract currency.</p>
GL Balance Report	<p>This report is used for reconciliation purposes between NLA and the ERP (SAP, Oracle, etc.) as it provides the movement per GL account during a given time frame.</p> <p>This report is provided in Excel and details the financial movement of posted transactions by the assigned GL account during a selected timeframe</p>
Periodic Postings Status Report	<p>This report serves to support users in ensuring a successful fiscal close. This report retrieves periodic entries scheduled for the selected time frame and their respective posting status.</p> <p>During a fiscal close, a user may generate this report for the closed period to confirm whether periodic entries scheduled for this time frame have been successfully posted and easily reconcile any variance.</p> <p>This report is provided in Excel.</p>

☆ ADDITIONAL FINANCIAL REPORTS/ SCHEDULES

FEATURE	DESCRIPTION
Data Quality Integrity Reports (by contract/by activation group)	<p>This report is intended to facilitate the data integrity validation as well as data consistency by providing a summarized, tabular view on all qualitative and quantitative details pertaining to a contract or activation group.</p> <p>This report is provided in Excel format and presents a list of contracts/activation groups with all their qualitative and quantitative details.</p>
Local GAAP Report	<p>In order to support statutory and local GAAP requirements, leases may be presented as off-balance sheet. The report may be extracted for leases with the main accounting standard set to ASC 842, IFRS 16, or GASB 87 and includes payments, lease expense and accrual rent for each period (month) of the terms' selection.</p> <p>This report is provided in Excel and presents a list of contracts with payment, average lease expense, and accrued rent for lease and non-lease payments in a journal entry format at the activation group level. Only generated in contract currency and for a maximum span of 12 months.</p>
Analytical Controls	<p>A set of variation analysis reports for income statement, balance list and cash flow lines. The comparative view may be displayed horizontally or vertically for a maximum span of 5 years. The Analytical Controls provide a solid base for quantitative review of data, allowing users to evaluate the performance of the lease portfolio, pinpoint major shifts and highlight directions for further investigation.</p> <p>These reports are provided in Excel and the values are in contract currency.</p>
Reports Settings Enhancements	<p>Preferred filter settings may be saved. Previously generated reports may be deleted. Email notification when report is generate may also be enabled.</p>

☆ ADMINISTRATION MENU

FEATURE	DESCRIPTION
Freeze Companies	<p>Company codes may be frozen in order to suspend operations in that company. Once the company is frozen postings or lease events for all contracts in that company will no longer be possible. This feature may be used in case of company codes decommissioning, or for a temporary halt in operations. Action may be reversed by re-activation.</p> <p>Companies with status frozen are available in the filter section (company list) and in the Action Center</p>
Audit Trail for AdminConsole	<p>Nakisa Lease Administration supports IT general controls in form of audit logs that track the changes made in the front-end of the application, Nakisa AdminConsole as well as the Nakisa Service Config Editor. The logs detail the old and new values, the username, and the date of transaction.</p> <p>Master Data Configuration logs are available. User have the options to enable different switches in the Audit Log Setting in order to access and view the logs. Switches are available at different levels (master agreement, contract, lease component, activation group and unit) as well as for terms and conditions and tag, comments and document. Any changes to the application, made either manually or through system config template upload, are tracked by reportable user in the AdminConsole through corresponding logs.</p>

☆ AUDIT LOGS ENHANCEMENTS

FEATURE	DESCRIPTION
Switches for Audit Log Batch Task	<p>With the switch "Enable Audit Log for Batch Task" changes made by batches may be tracked as well. This features enables audit log for batches on the front end.</p> <p>Additionally, the switch "Enable Audit Log Master Data Config using Excel Upload" allows tracking master data mass changes on the back end.</p> <p>Both switches apply to all types of mass upload for batches completing the batch management with suitable tracking tools.</p>
Audit Log Viewer	<p>With the Audit Log Viewer, users may view and download all available front-end audit logs from a single location.</p> <p>The front-end audit logs track all changes that have been made to the MLA, Contract, Activation Group and Unit, the user who made the change, and when it was done.</p>

### ☆ AUTOMATED REPORTING SCHEDULING

Automatization option with the aim of reducing the time and manual work involved to generate a report every month or quarter. For all reports generated in excel format, users may schedule the reports in advance and set specific parameters such as the frequency and applicable filters. With this functionality, reports are automatically ready to download.

The report scheduler is available for all reports.

### ☆ ASSET IMPAIRMENT

This feature provides the ability to report an asset impairment for both IFRS16 and ASC842 (by decreasing only the ROU asset value). Additionally accelerated depreciation in the case of abandoned assets may be accomplished through the impairment feature by updating the useful life of the impaired assets. For Operating ROU Asset under ASC842, post impairment, system will calculate and update the schedule with straight-line depreciation. Following an impairment loss under IFRS16, impairment gain may also be recognized.

Impairment has been added to different reports: Balance Sheet Report, Income Statement Report, IFRS 16 Activity Analysis and IFRS 16 Roll Forward

### ☆ CASH INCENTIVE TERMS

Incentive Amounts received in cash may be added during the term of the contract. Mirroring the business realities related to tenant allowances or other type of incentives, Nakisa Lease Administration offers the flexibility to recognize them through the life of the contract.

### ☆ COST ALLOCATION

This is the ability to split and allocate the Profit and Loss impact to several cost centers. With the Cost Center Allocation functionality, users may set specific percentage breakdown for each cost center at the contract, activation group and/or unit level.

This functionality is available for standalone and hybrid systems . Users may enter the allocation rules manually or using the import/export template.

### ☆ CONSOLIDATED TRANSACTIONS REPORT ENHANCEMENTS

FEATURE	DESCRIPTION
Non-Parallel Currency Environments	The Consolidated Transactions Report is available for systems that have parallel currency disabled, in Module Management. This report provides all generated entries in a journal entry format.

### ☆ DISCLOSURE REPORTS ENHANCEMENTS

FEATURE	DESCRIPTION
Dashboard Filters	Several filter are available in dashboard for the disclosure reports. Users may generate the disclosure reports for a given or multiple AG (s) and/or contracts. Additionally, users may generate the disclosure reports by selected cost centers. In order to support customers with non-calendar fiscal year (i.e. April to March, October to September etc), Nakisa Lease Administration allows year range selection by specifying the year start and year end when generating a report.

Maturity Analysis Report by Calendar Year	An Alternate Maturity Analysis report (Maturity Analysis by Cal Year) whereby the remaining undiscounted cash payments are presented by calendar year.
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Non-Lease Charge Expense Reports	This report outlines all expenses added to contracts via the Add Charges functionality, and that are due within the selected date range.
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Non-Parallel Currency	Disclosure reports may now be generated in group currency for systems configured with non-parallel currency disabled.
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Number of Record Count	The number of records is now included in the compilation of each disclosure report. This is to meet internal and external audit requirements, ensuring data consistency and completeness.
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★ FINANCIAL ANALYSIS AND REPORTING MODULE (FARM - ADD-ON)

FEATURE	DESCRIPTION
Add-on	The FARM module is available as an add-on to Nakisa Lease Administration and provides an assist management solution that enhances the decision making process. With this tool, users on the cloud may create charts and reports based on the financial schedules data, conveying relationship, patterns, trends and other concentrate information to decision making factors in the company. This module provides the ability to slice and dice the reports in real-time and facilitates the exploration of large quantity of data as it the case with lease schedules. Managers will find visually appealing charts, graph and tables tailored to their specific explanatory requests. Some examples include: Lease payments by vendor, interest and depreciation expenses by company code, lease liability by asset class, and lease payment by posting status by company code.
	Charts/reports by month, quarter, and year are available.

★ GLOBAL ASSET TRACKER

FEATURE	DESCRIPTION
Global Asset Tracker – map visualization	Units that have a location assigned withing the activation group may be tracked on the map. This feature extends further than the accounting functions, allowing users from other departments (such as procurement, logistics, and planning) to gain more visibility on the right of use assets, to make informed decision on equipment time sharing, cost allocation, new investments, etc.
Global Asset Tracker report	Aimed at increasing business accountability the report may be used for control, inventory and planning purposes.  This report is provided in Excel and presents a list of assets with details related to contract, activation group, company, asset class, and complete location.

★ INTERCOMPANY TRANSFERS

For standalone and hybrid systems, users may transfer all units in an activation group from one company to another (using the GL accounts and cost objects of the new company for postings). If only part of the units or only on unit from the activation group is required for the transfer between companies, the "Split Activation Group" functionality will be used prior to the "Intercompany Transfer."

★ POSTINGS CONTROL

FEATURE	DESCRIPTION
Posting Sequence	A general control has been added to the application whereby entries are to be posted in sequence. In other words, the application will disallow a user to post an entry for period 4 if the entries from period 1-3 have not been posted.
Open/Close Periods	Fiscal period (months) may now be set to open or closed directly from the application. When set to close, the application will disallow any payment, accrual and depreciation entries with a Posting Dates in closed periods.

★ POSTING PERIOD

When "Read Period from SAP after Posting" switch is enabled, the new BAPI will read the fiscal period from SAP and display it in the Period Count field.

★ ROU ASSET CARRY-FORWARD BALANCES ENHANCEMENT

FEATURE	DESCRIPTION
Balance by Accounting	Users may specify the carrying net book value balance by accounting standard. This is to support instances whereby the opening values are not the same between ledgers.
Mid-Year Transition	When connected to SAP, the application must separate the accumulated depreciation balance between closing balance from previous years and current year value. Additional fields are now included for users to enter these values separately.
Asset Impairment Carry-Over Balances (IFRS 16 only)	Placeholders for asset impairment related opening balances. Additional fields are available at lease component and activation group level allowing users to include accumulated impairment opening balance as well as maximum impairment reversal amount at cut-off date. This features further centralizes assets related events into NLA, permitting subsequent impairment adjustments including impairment gains. Note: Only relevant for IFRS 16 and standalone or hybrid systems.

## ★ ADD CHARGE

New options to export/import one-time charges via Excel. The Add-Charge functionality allows user to track, classify and report on additional expenses incurred. With the Excel export/import template, users may update and existing open charge entry or add multiple charges to various units in a single upload.

Mass Reversals Ability to reverse entries in mass.

## ★ BATCH MANAGEMENT ENHANCEMENT

FEATURE	DESCRIPTION
Mass Workflow Transition Feature: Mass Lease End and Lease Close	Facilitating the end to end lease process, this features completes the task automation for the last contract phase. When there are numerous expiring and/or terminating contracts, users may perform lease end and lease close efficiently and in a timely manner benefiting from this time-saving tool. Users need only gather the targeted contracts and prepare mass upload file for multiple contracts at a time.
Batch Results	Excel report for each completed job is available detailing the tasks completed (e.g. list of entries posted with the assigned document ID). Important support during time sensitive periods (i.e. month end) this feature may be used for troubleshooting in case of failed batches. The Batch Result Report will emphasize the issue by pinpointing it to the specific input allowing users to take corrective measures quickly.
Mass Cost Center Change	New batch type added to change Cost Centers at unit level. This functionality allows cost center change in an automated, traceable fashion. Great enhancement from previous option through excel exports/imports, the Mass Cost Center Change follows a more intuitive and easier workflow.
Batch Postings	Additional actions are available: "Post All Postings" and "Reverse All Postings". These actions have been added at the contract and activation group levels to allow posting or reversing all type of transactions, payment, accrual, depreciation and charge, at the same time.
Mass CPI Change	Includes two possible actions "CPI Local indexation" and "CPI Global Indexation" covering the two type of indexes available: Local and Global. Users may perform indexation events by batch, for all their index related leases created in NLA.  "Reference Date" field has been added to the Inputs page of CPI Global Indexation to allow more flexibility in selecting the indexation value. The field is linked to the indexation master data and provides the choice for users to reference any CPI Global rate available when performing batches. Improved functionality aimed at precise and fully automated indexation events.  "Floating Indexation" checkbox has been added in order to give user the option to capitalize or not index payments for ASC 842 and GASB 87 leases after a subsequent event is performed that changes the ROU asset value.  "Apply Event in First Period" has been added to the batch Inputs pages. When this checkbox is selected, the indexation effective date is set to the first available payment day of the month based on the Payment Date From field (the batch item will fail if that period is posted). If this checkbox is unselected, the behavior remains unchanged and the event is applied to the first unposted payment date within the selected range.

## ★ CONTRACT ONBOARDING - VALIDATION FRAMEWORK

A staging area to validate MLA and Contract uploaded data. The Mass Import Tool contains a validation framework that is designed to identify any errors at the time of upload and ensure that all data written to your production database is accurate. This feature is designed as a troubleshooting tool for automated contract onboarding with very specific error details allowing immediate correction. The validation framework will precisely identify the incorrect input providing at the same time the error description. Type of error identified: Duplicates, invalid data, missing data, incorrect configuration, conflicting data, etc. Through the validation framework all bad data will be addressed and all your contracts will be successfully added to the system.

## ★ MANAGEMENT DASHBOARD REPORTING

FEATURE	DESCRIPTION
Dashboard Enhancement	The Dashboard sections includes out-of-the-box charts with live drilldowns and real-time analytics on MLAs, Contracts, Activation Groups, Lease Components and Units.
Dashboard Filters	Additions to several dashboards. For MLA Dashboards MLA by Business Unit and MLA by Lessor. In the Contract Dashboard you may also find Contract by Lessor, Contracts by Currency, Contracts by Cost Center. Lease Component Dashboard includes Lease Component by Lessor, Lease Components by Status, Lease Component by Unit of Measure while Activation Group Dashboard also has Activation Group by Lessor.  Additional filtering capabilities are included in the Contract and Activation Group Dashboards. In the Contract Dashboard you may also make selection by Contract Currency, Cost Center, Profit Center, Accounting Standard, while at Activation Group level you have now the choice to select by Accounting Standard.

## ★ MASS MODIFICATION

Users may add a supplemental, reduction, termination option and/or extensions as a lease modification to multiple contracts via an excel upload. When dealing with modifications on a large portfolio of contracts (such as renegotiations of office space rentals for all subsidiaries, increase in scope on all fleet lease contracts, etc.) planning and automation is key. Nakisa Lease Administrations offers an-easy to use, traceable, centralizing tool to support such events. A great time-saving working aid, the mass lease modification allows users to perform different types of modification on several contracts at the same time.

## ★ MASS MODIFICATION

FEATURE	DESCRIPTION
Validation Framework	The mass lease modification includes a staging area to validate uploaded data. This framework identifies any errors at the time of upload and ensures that all data written to your production database is accurate. Similar to the validation framework for contract onboarding this features allows troubleshooting in case of failed uploads by precisely indicating the error and describing it.

## ★ POSTING JOB SCHEDULER

The Posting Job Scheduler page is available in the AdminConsole and provides the ability to create new schedule jobs or alter existing jobs with specific parameters similar to the filter capabilities in Batch management. Moreover, users may schedule posting jobs based on +/- number of days from the last day of the month. Scheduled Posting Jobs facilitates the automate execution of periodic posting based on specific selection of transaction and contract criteria as well as and date-and-time scheduling. The aim of this feature is to remove repetitive manual entries from the users workload and allow them to focus on more value added activities like analysis and planning.

## ★ SCHEDULE JOBS ENHANCEMENT

FEATURE	DESCRIPTION
Lessor Notification	The job "Lease Term End Approaching Notification" is available in the Schedule Jobs page found in the AdminConsole. NLA administrators may resend lessor notifications to the appropriate Lease Administrator in the Notification center (and email if configured) when the lessor notification date has passed.

## ★ SETTINGS

FEATURE	DESCRIPTION
End of Month Payment	A new setting is available for the application to automatically select the "end month payment" checkbox when the first payment date is on the last day of the selected month.  With this checkbox selected by default, it will prevent user error and incorrect payment date postings as this checkbox is used to indicate the payment date (e.g. Feb 28th payment as the last day of the month versus monthly payments on the 28th of each month).

## ★ SAP COMPATIBILITY

FEATURE	DESCRIPTION
Hybrid connection type	Besides the standalone mode, Nakisa Lease Administration supports connection to SAP through a hybrid connection type. For the hybrid connection, master data is synced and integration is performed through general ledger. Nakisa Lease Administration will function as a sub-ledger to the SAP ERP system, becoming the single source of truth for lease accounting.  The SAP posting bot is a feature that automates postings to SAP GL. It may be used to pick up internally generated documents and post them to an SAP system. The posting bot may be configured to run set of postings by using multiple lanes in parallel. The SAP posting bot also considers the SAP Posting Start Date (per classification, accounting standard, or company) to determine whether it should post documents to SAP or not.

## CATEGORY: CLOUD & TECHNOLOGY

## ★ MASS MODIFICATION

FEATURE	DESCRIPTION
Schedule Report	The ability to schedule Excel reports with set parameters so they are generated automatically and ready to download. Similar to other schedule features, the "Schedule Report" is an excellent time-saving and planning tool during busy periods allowing users to concentrate on complex tasks while report are run and readily available.

ZIP files	Additional settings have been added to the Report Settings page to configure whether reports are com-pressed (as ZIP files) and if they are extracted before being downloaded or not.
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## LeaseAdministration

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### About Nakisa

Nakisa empowers companies to thrive in a fast-changing world with a flexible, scalable, cloud-based platform for organizational design and lease accounting that makes managing global business operations simple. Our easy-to-use, enterprise-grade software solutions, Nakisa Hanelly and Nakisa Lease Administration, provide visibility and analytics for global enterprises allowing users to unlock real-time insights and make faster, more informed business decisions.

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