# Version Update Notice

## Lease Accounting and Management System for Windows

## 2012/2013

## Version 2.5

## <u>Summary</u>

Version 2.5 of the Lease Accounting System for Windows contains enhancements to a number of processes. Most of these enhancements have been requested by one or more of our current customers to increase the functionality of our current version.

Data files will need to be converted prior to user access. A.L.S. will perform the conversion process. The conversion can be done remotely or in conjunction with a training session to familiarize the users with the new features and changes.

The following release information covers the majority of software enhancements and revisions. Other minor changes may be included in the update.

# *Added Features and Highlights*

*The following highlights the most significant changes from our A.L.S. Lease Accounting and Management for Windows version 2.0 to version 2.5. Following the highlights section is a detailed description of all of the changes by category.*

*\*\*\*\*\*New Module Available\*\*\*\*\* We have a new module available that gives you the ability to e-mail invoices and late notices to your customers. Please contact a customer support rep. if you are interested in purchasing this module.*

*\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Ability to access ALS Imaging and Retrieval system, Document Viewer and AutoFile from the lease system. These new products allow you to scan images and file them in a document directory easily accessed through your lease system. Please contact a customer support rep. or checkout our website for more information on these ALS products.*

**\*\*\*\*\*ADDED FEATURE\*\*\*\*\*** **Access lease history while in the payment entry screen.**

**\*\*\*\*\*ADDED FEATURE\*\*\*\*\*** **Posting Journal Detail Report**

**\*\*\*\*\*ADDED FEATURE\*\*\*\*\*** **Update Title Information Screen**

**\*\*\*\*\*ADDED FEATURE\*\*\*\*\*** **Print receipts on payment entry**

**\*\*\*\*\*ADDED FEATURE\*\*\*\*\*** **Choose payment type and add user notes to payments**

- ➢ **Comma Delimited File created with delinquency report.**
- ➢ **Comma Delimited File created with the credit A/R report.**
- ➢ **Comma Delimited File created with the trial balance report.**
- ➢ **Comma Delimited File created with the corporate tax report.**
- ➢ **Added copy/paste feature to all tracking and remarks screens.**
- ➢ **Ability to duplicate leases and contracts – available ONLY through contract functions. You must have the basic contract module for this feature.**
- ➢ **Automated lease redemption.**
- ➢ **Increased size of history description.**
- ➢ **Added weekly and bi-weekly payment options by request only for ALS Complete systems. ALS Lite systems must purchase the complex payments module.**
- ➢ **Plain paper delinquency notices.**

- ➢ **Added a title information update screen, accessible from the title remarks screen and the title tracking menu.**
- ➢ **Added a "next" button on account lookup screens to increase the speed of lookups.**
- ➢ **Ability to enter the cycle date for daily, monthly and year end cycles.**

# *System Wide Enhancements*

Added a message if a parsed name is incomplete.  Message will appear if either the first or last name field is left blank.

Customer's names now print in first, middle, last name order on invoices, labels, late notices, insurance letters and odometer disclosure statements.

Added a "next" button on account lookup screens to increase the speed of lookups.

Added a Copy/Paste button to all remarks screens (Collections, Title, Insurance and General Remarks) which allows you to highlight and copy lessee and guarantor information from the screen.

Added options for memo writer to print memo or letter addressed to the customer.

# Lease Processing

### All Programs

Re-leases – We have added the ability to assign any lease number you wish for your re-leased asset. The re-lease will still contain a re-lease digit to indicate the number of times the asset has been released and will also retain the necessary information for your corporate tax report. This change was made to accommodate our users that have a need to change the lease number with each re-lease. The ability to keep the same lease number with the re-lease digit is still in place.

### Lease Data Entry

#### New Lease Input

Added ability to enter a check number even if you choose A/P for disbursement to dealer.

Added weekly and bi-weekly payment options for ALS Complete systems by request only. ALS Lite systems must purchase the complex payments module.

Number of up-front payments no longer limited.

### Miscellaneous

#### Demographic Data

Added lessee social security number under lessee information and driver information. If social security number for driver is the same as lessee it will automatically fill in when you enter through the field.

VIN – all lowercase letters automatically change to uppercase when entered.

Increased size in mileage cap to accommodate in excess of 999,999.

#### Guarantor Information Input

If a lease is marked that there is no guarantor/co-maker, the guarantor/co-maker input screen will not automatically come up during initial lease input.

#### Insurance Information Input

Added lease status to the insurance input screen.

Added the ability to exclude specific leases from being updated with the master fleet lease insurance information during the cycle process.

### Lease Terminations

#### Terminate/Inventory
Added the maturity date to the screen.

#### Lease Redemption
Process has been modified to perform redemption automatically going forward. Any leases currently in an off-lease status will need to be redeemed manually.

### Change Lease Information

#### Change Sales Tax by State
Added a warning to remind the user that all other users must be logged off of ALS when using this function.

# Transaction Processing

### Payment Entry (Regular and Fleet Payments)
Added the ability to access the lease history while in the payment entry screen.

Removed double messages for non-standard payments.

Added the ability to print receipts on payment entry.

Added the ability to choose payment type and add user notes to payments.

# Inquiries

### Financial Inquiries

#### Lease Status Inquiry
Minor changes to appearance of screen.

#### Lease History
Added lease status to title bar.

Increased description field size.

### Fleet Receivables Inquiry
Added DBA line to screen and printout

### Fleet Status Inquiry
Added DBA line to screen and printout

# Reports

## Transaction Reports
**New Feature**

### Posting Journal Detail Report

Pull posting journal information by lease number, by G/L account, by transaction type and specified date range. This will only work for posting journals that have been created after the software update was installed.

### Line Item Edit List
If included in the month end cycle process this report will clear all items in the list. You must submit a request to add this report to your month end cycle process.

## Financial Reports

### Trial Balance
Added last rent paid amount to report.

Comma delimited file is created with report.

### Delinquency Report
A comma-delimited file is created each time you run the delinquency report.

Added the ability to override the late days for the report.

### Credit A/R Report
Added options to change the number of days delinquent categories.

Added option to include terminated accounts with deficiencies due.

Comma delimited file is created with report.

## Tax Reports

### Corporate Tax Report
Comma delimited file is created with report.

### Marketing Rep. Reports

#### New Leases by Rep.
Changed credit score on report to allow all digits of credit bureau score.

### Tracking Reports

#### Missing Title Status Report
Now includes equipment leases

### Special Forms

#### Delinquency Notice
Plain paper option only (if you require a form please contact customer support). *Note: The delinquency notices now produce an .xps document for each notice that is created and they are stored on your server. These files are used for e-mailing and reprinting delinquency notices. They remain on your server until you delete them. Your ALS system will not automatically purge these files.*

#### Odometer Disclosure Statement
Added ability to print a blank statement to be filled in later.

#### Labels
Changed the font to better fit generic labels.

#### Regular and Fleet Invoices
*Note: Regular and Fleet invoices produce an .xps document for each invoice that is created and they are stored on your server. These documents are used for e-mailing and reprinting invoices. They will remain on your server until you delete them. Your ALS system will not automatically purge these files.*


# Tracking

### Title Tracking
Added a received title information update screen, accessible from the title remarks screen and the title tracking menu.


# Master File Maintenance

### Dealer File Maintenance
Added ability to print the list of dealers by state.

***Fleet File Maintenance***
Ability to expand the fleet unit file from the fleet file maintenance screen.

# <u>System Security</u>

***User ID's and Passwords***
User ID's and passwords can no longer contain special characters or spaces.

***Edit Security/Cycle Parameters***
Added option – send cycle reports to printer yes/no.

# <u>Pre-Sale Functions</u>

***Contract Functions***
Contract Functions have been moved to the optional software section.

# <u>Optional Software</u>

***Brokered Lease Tracking***
Revised report to print acquisition cost instead of residual.

***Data Extract***
Added the ability to extract insurance and title remarks.

Added the ability to print a list of elements included in a specific template.

## Elements added:
1196        Year End Book Value

***Contract Functions***
Added the ability to duplicate existing leases and existing contracts.

### *Credit Bureau Reporting*

Increased the size of the Consumer Code field to allow for 2 character codes.