

# **Version Update Notice**

## **Lease Accounting and Management System for Windows**

**2015**

**Version 2.6**

### **Summary**

Version 2.6 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 2.5 to version 2.6. Following the highlights section is a detailed description of all of the changes by category.***

## ***NEW MENU ITEMS (4/15)***

***Lease Processing – Terminations – Added Terminate/Inventory by Fleet  
Transactions – Payment Processing – Auto Distribute Fleet Payment  
Reports – Termination – Write Off Report (Moved from Custom Software Menu)  
Collections – Collection System – Collections by Worklist  
Optional Software – ACH Processing (Moved from Custom Software Menu)  
Inquiries – Demographic Inquiries – Lookup by Last 4 SSN***

***\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added the ability to create a collections worklist on screen with direct account access. Various filters/sorts and use of ticklers to work accounts. (4/15)***

***\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added the ability to choose leases to terminate or inventory from an on screen list of leases in a fleet. (4/15)***

***\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added the ability to Auto Distribute a fleet payment to all of the leases in the fleet. (5/15)***

***\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added the ability to enter and apply credits on your fleet accounts. This feature requires you to have a master fleet lease associated with the fleets that you wish to apply credits to. (4/15)***

***\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added the ability to enter step payments on leases with payment timings of weekly and bi-weekly. (3/15)***

***\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added the ability to enter Quarterly, Semi-Annual and Annual leases with their true full lease payment amount and start dates going forward. The support rep that installs your update will turn this feature on if you wish to start using it. (10/15)***

***\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added the ability to restrict users' access to social security numbers, federal ID numbers and bank account information by their user name. Users may be granted display only rights or add/edit only rights for the social security numbers, federal ID numbers and bank account information or a combination of these. (10/15)***

**\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added 5 user defined fields to the automotive information screen in demographics. (10/15)**

**\*\*\*\*\*ADDED FEATURE\*\*\*\*\* Added the ability to enter and lookup by an alternate lease number. (11/15)**

**\*\*\*\*Updated the Credit Bureau reporting software to include all 2015 Credit Reporting Resource Guide changes. (6/15)**

## ***System Wide Enhancements***

Added the ability to enter Quarterly, Semi-Annual and Annual leases with their true full lease payment amount and start dates going forward. The support rep that installs your update will turn this feature on if you wish to start using it. (10/15)

We have made a number of security enhancements with this update. We have added the ability to restrict users' access to social security numbers, federal ID numbers and bank account information by their user name. All users will initially be set to not allow access to these fields. Your system administrator will need to modify the users' login and access information in security to change this setting. Users may be granted display only rights or add/edit only rights for the social security numbers, federal ID numbers and bank account information or a combination of these. (8/15)

Expanded all of the address fields and city fields in the system to accommodate 50 characters. (6/15)

If you report credit information to a credit bureau using our Metro 2 format process you will no longer be allowed to use special characters in name fields. The only character allowed besides alpha/numeric characters is a dash/hyphen. This restriction is required via the new 2015 Credit Reporting Resources Guide. (11/15)

Added all U.S. territories to the state list including military APO/FPO addresses for troops stationed overseas. (11/15)

# **Lease Processing**

## ***Lease Data Entry***

### ***New Lease Input***

Added two new fields in the financial information section. Misc. Financed Costs and Other Misc. Fees. (4/15)

Added the ability to enter step payments on leases with payment timings of weekly and bi-weekly. (3/15)

Added the ability to enter Quarterly, Semi-Annual and Annual leases with their true full lease payment amount and start dates going forward. The support rep that installs your update will turn this feature on if you wish to start using it. (10/15)

## ***Miscellaneous***

### ***Demographic Data***

Changed the automotive information screen to include additional features and remove obsolete features. (7/15)

Added 5 user defined fields to the automotive information screen. (10/15)

If you report credit information to a credit bureau using our Metro 2 format process you will no longer be allowed to use special characters in name fields. The only character allowed besides alpha/numeric characters is a dash/hyphen. (11/15)

Added all U.S. territories to the state list including military APO/FPO addresses for troops stationed overseas. (11/15)

## ***Lease Terminations***

### ***Terminate/Inventory By Fleet – New Menu Item***

New process allows you to choose leases to terminate or inventory from an on screen list of leases in a fleet. (4/15)

### ***Terminate/Inventory***

Added the ability to use credits and create deficiencies due when terminating a fleet lease. You must have a master fleet lease associated with your fleet to use this feature. (11/15)

The label “Credit Bureau Balance” was changed to “Current Balance” and the label “Current Delinquency Date” was changed to “Date of 1<sup>st</sup> Delinquency” to better reflect the data being reported. (7/15)

“Date Closed” and “Original Charge Off” fields were added so they can be set at termination/inventory. The original charge off amount can only be entered if a Credit Bureau (CB) status code of 97 or 64 is entered. (7/15)

The “Date Closed” field defaults to the effective date of the termination/inventory if a CB “Status Code” of 13 or 61 – 65 is entered. Likewise the date will be cleared if the status code is not a 13 or 61-65. (7/15)

### ***Change Lease Information***

#### ***Payment Due Date***

Payment due dates can no longer be changed on past term leases. (7/15)

## **Transactions**

### ***Payment Processing***

#### ***Regular Payment Entry***

Added additional information to the payment entry screen memo items. Last payment received date, number of full payments received, term, number of remaining periods, number of expired periods, number of extended periods, start date, and maturity date. The period payment is displayed on the screen with the breakdown available by pressing the detail button. (7/15)

#### ***Fleet Payment Entry***

Added the same additional information on the individual lease screen in fleet payment entry as regular payment entry. (7/15)

Added the ability to apply credits to fleet leases during fleet payment entry. Also, if the fleet payment entered exceeds the amount due for the fleet, users will have the option to set up a credit on the fleet if there is a master fleet lease associated with the fleet. (4/15)

#### ***Auto Distribute Fleet Payment – New Menu Item***

Added the ability to Auto Distribute a fleet payment to all of the leases in the fleet. The screen allows the operator to enter a cutoff date for line item charges so that only line items previously billed are included in the payment. The operator also has the ability to set the amount to be distributed to late charges, the amount of cash and/or credits being applied. A final overall distribution is

displayed and a button is available to review the distribution detail before posting. (5/15)

## ***Adjustments***

### ***Return/Reverse Check***

Line items paid with the check being reversed will automatically be reinstated. (11/15)

### ***Assess Line Item Charges***

Added the ability to assess a credit to a master fleet lease. The credit can be applied to lease payments using Fleet Payment Entry or Auto Distribute Fleet Payments. (4/15)

Added three new reserved line item codes for fleet credits. (4/15)

Code 238 – Payment Credit

Code 236 – Termination Bal. Due

Code 237 – Termination Credit

Increased the number of line items allowed per lease from 12 to 255. (4/15)

Expanded the files so there is no limit to the number of line items stored. (4/15)

Added the ability to enter line items greater than \$168,000. (11/15)

## **Inquiries**

### ***Financial Inquiries***

#### ***Quote Payoff***

Added the ability to save the payoff quote without printing (8/15)

#### ***Lookup by Last 4 SSN***

Added this option for additional security (8/15)

# Reports

## **Transaction Reports**

### **Posting Journal**

Daily accruals can now post by lease instead of as a summary item. To use this function a system parameter must be selected under **Edit Security/Cycle Parameters** (6/15)

### **Line Item Edit List**

Added the line item reference to the report. (12/15)

The line item edit list will now run and clear in the month end cycle process. The .CSV output file will be created and saved in the month end report directory. (12/15)

## **Financial Reports**

### **Delinquency Report**

Changed the label for the summary categories to read “late day – 30” for the first category. (5/15)

### **Delinquency Report by Funder**

Changed the label for the summary categories to read “late day – 30” for the first category. (5/15)

Added the option to choose the number of days delinquent and to override the late day for this report. (5/15)

### **FASB Trial Balance**

This report is no longer available – if you feel that you need it, please discuss with a support representative.

## **Tax Reports**

### **Property Tax Report**

Made a change to the report to print the lessee address information on the report if the driver information is blank. (7/15)

## **Termination Reports**

### **Write Off Report**

Moved the write off report from the custom software menu to the reports menu. (4/15)



## ***Special Forms***

### ***Labels***

All labels now include an option to choose a font size to fit more characters per line on the label. (4/15)

## **Tracking**

### ***Insurance Tracking***

#### ***Insurance Ticklers***

Added the tickler time field for all ticklers which prints on the tickler report for more precise follow up. (2/15)

#### ***Create ASCII Insurance Data File***

Modified to output a CSV file instead of a fixed width file per VanWagenen's new file format specifications. (8/15)

**Note:** If you are a current client of VanWagenen and are already submitting a file monthly from ALS you will continue to use the old format per VanWagenen's request.

### ***Title Tracking***

#### ***Title Ticklers***

Added the tickler time field for all ticklers which prints on the tickler report for more precise follow up. (2/15)

### ***Lease Tracking***

#### ***Enter Lease Remarks***

Make a Payment – Only available if you have purchased the ACH Payment Processing Module and have sufficient rights to edit bank account information. (8/15)

## **Collections**

### ***Collection System***

#### ***Enter Collection Remarks***

Computing days late based on the system date rather than the last cycle date. (6/15)

Make a Payment – Only available if you have purchased the ACH Payment Processing Module and have sufficient rights to edit bank account information. (8/15)

### ***Collection Ticklers***

Added the tickler time field for all ticklers for use with the collections by worklist for more precise follow up times. There is an option on the worklist to sort by date/time/days delinquent. The time also prints on the tickler report if you are not using the collections by worklist feature. (2/15)

### ***Collections by Worklist – New Menu Item***

New process that allows you to filter your accounts and set up an on screen worklist and account access based on your selection criteria. (4/15)

## **Cycle Processing**

### ***Month End and Year End Cycle Process***

Added the line item edit list to the month end and year end cycle processes to clear the edit list at month end. The .CSV output file will be created and saved in the month end report directory.

## **Master File Maintenance**

### ***Fleet File Maintenance***

Added 10 additional e-mail address fields (10/15)

### ***Line Item File Maintenance***

Added three new reserved line item codes for fleet credits. (4/15)

Code 238 – Payment Credit

Code 236 – Termination Bal. Due

Code 237 – Termination Credit

## **Security System**

### ***Security Menu***

#### ***Set Up/Edit User Profile***

Added the ability to restrict users' access to add/edit or view social security numbers, Federal ID numbers and bank information. (8/15)

### ***Edit Security/Cycle Parameters***

Added the ability to choose to show detailed accruals on the posting journal (6/15)

### ***Display/Print User List***

Added the settings for each user for the ability to add/edit or view social security numbers, federal ID numbers and bank information. (8/15)

## **Optional Software**

### ***Data Extract***

#### ***Create/Modify Template***

Users with restricted access to add/edit or view social security numbers, federal ID numbers and bank account information will not be allowed to add elements containing that information to a new data extract. (8/15)

#### ***Execute Single Template***

Social security numbers, federal ID numbers and bank account information is masked in the output of these field if the user running the extract does not have sufficient rights to view the information. If extracts are run during the cycle process the fields will not be masked. (8/15)

### **Elements Changed:**

Changes to the automotive optional equipment elements to add new items and remove obsolete items. See below for changes and additions. (7/15)

### **Elements added:**

8015	Maturity Date – Current (10/15)
8016	Maturity Date – Original (10/15)
10081	Dual Climate Controls (7/15)
10082	Navigation (7/15)
10083	Satellite Radio (7/15)
10084	Rear Camera (7/15)
10085	Stereo (C)D/MP3, (M)ultidisk, (P)rem, (A)M/FM, (O)ther, (N)one (7/15)
10086	Rear Entertainment System (7/15)
10087	3 <sup>rd</sup> Row Seating (7/15)
10088	Internet Access (7/15)
10089	Park Assist (7/15)
10091	Memory Seating (7/15)
10092	Heated Seats – (S) Driver (D) Both (N) None (7/15)

10093 Cooled Seats – (S) Driver (D) Both (N) None (7/15)  
 10094 Ventilated Seats (7/15)  
 10095 Trim Package – no longer valid (7/15)  
 10096 Rain Sensing Wipers (7/15)  
 10097 Bluetooth Enabled (7/15)  
 10098 Garage Door Opener (7/15)  
 10099 Keyless Entry (7/15)  
 10101 Keyless Entry Code/Misc. (7/15)  
 10102 GPS Tracker Number (7/15)  
 10115 Cellular Phone (Y/N) – no longer valid (7/15)  
 10125 Fuel Type (G)as, (D)iesel, (F)lex, (H)ybrid, (E)lec, (C)NG, (L)P,  
 (H)ydr (7/15)  
 10135 Power Access (Y/N) (7/15)  
 10140 Power Seats (S=Single, D=Dual, N=None) (7/15)  
 10145 Power Steering (Y/N) – no longer valid (7/15)  
 10150 Power Windows (Y/N) – no longer valid (7/15)  
 10170 Convertible (Y/N) – no longer valid (7/15)  
 10180 Transmission A=Auto, M=Manual, B=Auto/Manual, V=Cont.  
 Vari. (7/15)  
 10195 Bags (F)ront, (S)F/Side, (O)F/S/Ovrhead, (K)F/S/O/Knee,  
 (D)rv, (N)one (7/15)  
 11071 Lessee – OK to contact (7/15)  
 12086 Driver – OK to contact (7/15)  
 13062 Guarantor 1 – OK to contact (7/15)  
 13187 Guarantor 2 – OK to contact (7/15)  
 13312 Guarantor 3 – OK to contact (7/15)  
 13437 Guarantor 4 – OK to contact (7/15)  
 13562 Guarantor 5 – OK to contact (7/15)  
 14037 Credit Bureau – Date Closed (7/15)  
 6260 Custom Field #1 – Description is in System Parameters  
 (11/15)  
 6261 Custom Field #2 – Description is in System Parameters  
 (11/15)  
 6262 Custom Field #3 – Description is in System Parameters  
 (11/15)  
 6263 Custom Field #4 – Description is in System Parameters  
 (11/15)  
 6264 Custom Field #5 – Description is in System Parameters  
 (11/15)  
 23093 Master File – Fleet Extra Email Address #1 (10/15)  
 23094 Master File – Fleet Extra Email Address Type #1 (10/15)  
 23095 Master File – Fleet Extra Email Address #2 (10/15)  
 23096 Master File – Fleet Extra Email Address Type #2 (10/15)  
 23097 Master File – Fleet Extra Email Address #3 (10/15)  
 23098 Master File – Fleet Extra Email Address Type #3 (10/15)  
 23099 Master File – Fleet Extra Email Address #4 (10/15)  
 23100 Master File – Fleet Extra Email Address Type #4 (10/15)  
 23101 Master File – Fleet Extra Email Address #5 (10/15)  
 23102 Master File – Fleet Extra Email Address Type #5 (10/15)

23103	Master File – Fleet Extra Email Address #6 (10/15)
23104	Master File – Fleet Extra Email Address Type #6 (10/15)
23105	Master File – Fleet Extra Email Address #7 (10/15)
23106	Master File – Fleet Extra Email Address Type #7 (10/15)
23107	Master File – Fleet Extra Email Address #8 (10/15)
23108	Master File – Fleet Extra Email Address Type #8 (10/15)
23109	Master File – Fleet Extra Email Address #9 (10/15)
23110	Master File – Fleet Extra Email Address Type #9 (10/15)
23111	Master File – Fleet Extra Email Address #10 (10/15)
23112	Master File – Fleet Extra Email Address Type #10 (10/15)
7094	Collection Tickler Time #1 (2/15)
7095	Collection Tickler Time #2 (2/15)
7096	Collection Tickler Time #3 (2/15)
6250	Title Tickler Time #1 (2/15)
6251	Title Tickler Time #2 (2/15)
6252	Title Tickler Time #3 (2/15)
16545	Insurance Tickler Time #1 (2/15)
16546	Insurance Tickler Time #2 (2/15)
16547	Insurance Tickler Time #3 (2/15)
1566	Misc. Other Financed Costs (4/15)
1254	Misc. Other Financed Fees (4/15)

## ***Contract Functions***

### ***Print Contract***

For security reasons social security numbers, federal ID numbers and bank account information has been removed from the export file creation. (8/15)

## ***Credit Bureau Reporting***

### ***Metro 2 Format Reporting***

Updated the Credit Bureau Reporting software to include all 2015 Credit Reporting Resource Guide Changes. (6/15)

Field #15 – Scheduled Monthly Payment Amount. Accounts that are set to weekly, bi-weekly, or twice a month collections will now report a calculated “monthly” payment amount. Previously this field held a single payment amount. (6/15)

Field #23 - Original Charge-Off Amount. This amount is now a user supplied field. Previously this field would have been set to the “Credit Bureau Balance” shown on the Credit Bureau Update screen for CB Status codes of 64 or 97. For CB status code 64 this would most likely be the charge off amount but not necessarily so for CB status code 97. CB status code 64 is a final reporting status and the account is marked to be excluded from future reporting. CB status code 97 is not a final reporting status and the “Current Balance” can

continue to change until the status is changed to a final reporting status. The label on the screen for “Credit Bureau Balance” has been changed to “Current Balance” to better reflect how this field is to be reported. (7/15)

Field #24 - Date of Account Information. Previously this field always contained the date the data was prepared. For accounts that are being closed and will be excluded from reporting in the future this date will now contain the date reported in Field #16 - Date Closed. (7/15)

Field #21 – Current Balance, Field #22 – Amount Past Due, and Field #15 – Scheduled Monthly Payment Amount will all be filled with zeros if the CB Status Code is a 13 or 61 – 65. (7/15)

Field #17A – Account Status.

If the CB status code is reported as a “13” and the “Status Code” field on the credit bureau update screen was blank the data will be updated to now contain a 13. An account status of 13 has always been automatically reported on any terminated account that did not have a “Status Code” entered. It will also be reported on inventoried/sold accounts that had a blank status code unless an inventory code that indicates a repossession was used. If there is a status code entered by the user it has never been or will be changed when data is prepared. If an account is in inventory, there was no status code entered for the account, and an inventory code indicating an insurance write off was used the Account Status field will be filled with a 13 and the account will be marked to exclude from any future reporting. (7/15)

Field #26 – Date Closed. If an account has been marked to exclude from any future reporting and there wasn't a Date Closed entered the Date Closed will be set to the account maturity date. If the system date at the time of the termination, inventory, or sale was before the maturity date the system date at the time of the off-lease function will be used as the Date Closed. (7/15)

### **Credit Bureau Update**

New Input Fields Available:

Field #23 - Original charge Off Amount. Valid for Credit Bureau (CB) Status codes 64 and 97. (7/15)

Field #26 - Date Closed. This field was automatically set in the past but now can be edited. Valid for CB Status Codes 13, 61 – 65. (7/15)

The label “Credit Bureau Balance” was changed to “Current Balance” to better reflect the use of the data entered into this field. (7/15)

**Note:** Once an account has been reported to the bureau as closed users will receive a warning that states: *“This account has already been reported as paid off. If you modify information and set the account to report again you will most likely receive a rejection for the account. To correct closing information we*

*recommend you contact the credit bureau you work with to report the needed correction.”* If changes are made to a paid off account the user will be asked upon request to save the changes if they are sure they wish save their changes.

If a user enters attempts to change an already entered original charge off amount they will be asked the following: *“There was a previous original charge off entered and it may have already been reported to the CB. Are you sure you want to change it?”*. The Credit Reporting Resource Guide states the following regarding the use of this field: *“The Original Charge-Off Amount should equal the original amount charged to loss, regardless of the declining balance. This field should not be changed.”* (Page 6-33) (7/15)

If the CB status code is set to a 97 or a 64 and the Original Charge Off amount is zero the user will be required to enter an amount in the Original Charge-Off field. (7/15)

The date closed field cannot be changed once the account has been reported and/or marked to be excluded from future reporting. A date closed cannot be entered unless the CB status code is set to a 13 or 61 – 65. Likewise, the user will be required to enter a date closed if the CB status code is set to a 13 or 61 -65. (7/15)

Users will no longer be allowed to enter a CB status code if the account is active. (7/15)

Users will no longer be allowed to enter a CB status code of 05 (transfer) as this status code requires an additional segment called an L1. The new account number is also required for the L1 segment. If a user wishes to use this status they are going to be given a message to contact A.L.S. Special programming will be required. We will support transfer special comment codes of AT, O, or AH for loans only. These special comments can only be entered on off-lease/loan accounts and will require a date closed to be entered. The accounts will be marked to exclude from reporting in the future. See FAQ 46 in the resources guide. (11/15)

**Note:** The CREDIT directory under your data area contains the files you submit to your credit bureau. These files contain customer social security numbers that are not encrypted. We recommend that you restrict access to this directory to only users that have access to Credit Bureau Reporting. (8/15)

### ***ACH Processing***

Moved ACH Processing from the custom software menu to the optional software menu. (4/15)

**Note:** For security reasons we are removing the ACHLOG directories and all files in those directories. We have found that these directories contain sensitive data and are not currently used by any of the processes in the system. (8/15)

**Note:** The ACHDEBS directory under your data area contains the files you submit to your bank for ACH Processing. These files contain customer bank account information that is not encrypted. We recommend that you restrict access to this directory to only users that have access to ACH Processing. (8/15)