



The **Plan** and the **Process**:

Migration to Your Asset-Centric Equipment Finance Solution



White Paper



INTERNATIONAL
DECISION SYSTEMS®



Migration to Your Asset –Centric Equipment Finance Solution: The Plan and the Process

Introduction

At *International Decision Systems*[®], our development of a powerful new solution suite for equipment financing has been driven by the real business needs of our clients and anticipated industry demands. We have been working intensively to develop *ProFinia*-- our new asset-centric lease/loan accounting solution -- while continuously adding functionality to *Rappor*[®], the industry's leading front-end solution for lease origination through booking. We have the extensive experience and custom-developed tools to integrate these new solutions with your other essential business systems. In addition, we have committed substantial resources to developing a practical, robust migration strategy for clients ready to adopt these solutions.

We recognize that advanced technology is only useful if properly applied, and we are fully committed to leading a smooth, dependable migration that truly advances your business capabilities. We are focused on eliminating risk for your business. Our extensive history of over 300 successfully completed migrations and implementations, along with our in-depth knowledge of the industry and the range of software systems in use, enable us to fulfill these goals with great certainty.

Investigating and Determining What Is Right for Your Business

Today, hundreds of our valued clients trust and depend on *InfoLease*, literally running their businesses on this proven, highly functional and stable application. However, the asset-centric design, user-friendly interface, open architecture, and other aspects of *ProFinia* open up new worlds of business flexibility and growth potential.

ProFinia is the best available solution for many equipment financing businesses running on competitive, general enterprise, or "home-grown" systems today. Our research indicates that equipment financing companies will realize major benefits in efficiency, productivity, flexibility, and business growth by migrating to this asset-centric solution, with its powerful capabilities to streamline workflow.

At IDS, we will do everything possible to help each individual client evaluate what migration to *ProFinia* will mean for their businesses, in terms of costs and challenges as well as benefits and growth opportunities. We know *ProFinia* will enable you to make better decisions, more readily introduce new products, and better meet your customers' needs. Still, we see your migration decision for its full magnitude: if you choose business transformation through the capabilities of *ProFinia*, we are prepared to ensure you achieve success.

A brief discussion with an IDS account manager is the best starting point to determine how *ProFinia* will fit your business. A demonstration of *ProFinia* functionality will help you gauge the benefits of migration to the product and its potential value for you. Moving forward from this point, IDS will apply a formal process to investigate and ensure the right fit of *ProFinia* to your specific business. Once a complete plan is in place, IDS can then guide you through a migration process that meets all your business requirements.

Analyzing Your Business Today, while Looking to the Future

Exploring migration to *ProFinia* must include an assessment of your current business practices and inventory of your goals. This step enables you to "take stock" of what you have and do today, leverage the knowledge of IDS staff, apply the deep understanding of best business practices we've gathered from working with over 200 clients in the equipment finance industry, and maximize the value of *ProFinia* to your organization. IDS Professional Services staff members are well equipped to direct this review and make it productive for you.



Full Discovery for the Optimal Migration Plan

Once you have decided that migration to *ProFinia* is right for you, we will present an agreement to proceed with full Discovery. This critical phase will result in a statement of work and cost estimate for completion of your business transformation. The Discovery process itself is critical to making the most of this “golden opportunity” to become far more efficient, productive, and profitable than before.

In the Discovery process, you and your IDS project team will:

- Discuss your business requirements in depth, looking at both your current state and your future direction;
- Review specific requirements for different types of individual transactions, including initial tracking through end-of-lease asset disposition;
- Identify the most beneficial ways for you to take advantage of the expanded capabilities and improved efficiencies of an asset-centric solution; and
- Discuss end-to-end workflow in your business, in order to determine areas where we can increase productivity and efficiency through your migration to *ProFinia* and/or *Rapport* from other systems.

IDS Professional Services experts will help ensure that we gain a mutual understanding of any operational issues with your previous systems, that best industry practices will be implemented, and that our agreed-upon solution and migration plan are ideally suited to your company goals. This is the time for us to envision and define ideal workflow throughout your company in ways that have a true positive impact and account for your future growth plans. The knowledge we gain from a detailed gap analysis and interaction with your core implementation team will enable us to develop the most productive, risk-free approach to your migration to *ProFinia*.

With over 30 years of leadership in the leasing industry, and hundreds of loyal clients, IDS is clearly the most qualified solution provider for your migration project. An unmatched combination of industry knowledge and technology expertise makes the IDS team uniquely qualified to create optimum solutions for your business. We will continue to listen closely and offer ideas as we determine all deliverables for your project, finalize a migration project plan, and establish a project budget.

In summary, all the following considerations are accounted for in our full Discovery phase:

- future growth plans and options;
- examination and consideration of best practices;
- improvement plans for database structure and new flexibility;
- establishment of the appropriate budget;
- high-level user training;
- gap analysis;
- inventory and analysis of all interfaces to the system; and
- agreement on projected deliverables and timelines.

The more we know about your business processes and systems, the simpler we can make your migration and overall business transformation. With completion of Discovery and your agreement on our road map for success, we will proceed into the remaining phases of our proven Professional Services methodology: Solution Creation, Delivery & Acceptance, and Transition. With the migration complete, we will





Solution Creation: Designing an Implementation

Driven By Your Precise Needs

In the Solution Creation phase, your plans for implementation begin to take shape. We configure the *ProFinia* solution to your specifications and make reliable connections to integrate this solution into your systems and environment. Our carefully designed migration tool suite is designed to handle your data transition reliably and efficiently.

Applying Tools and Techniques for Successful, Seamless Data Migration

IDS has created specific, unique data migration tools in parallel with our development of *ProFinia*, including built-in filtering that ensures valid data and relationships are maintained. We apply automated processes to simplify data migration, including basic data cleansing. Industry-standard data handling programs provide user control over data merging, ensuring data migration code is structured, modular and maintainable.

In your carefully planned data migration:

- ◆ Cross-reference tables direct and control the merging of data.
- ◆ Multiple databases can be migrated to *ProFinia*, in accordance with cross-reference tables that can be user-maintained as new needs arise.
- ◆ All data files are maintained in a standard format that allows full system flexibility.
- ◆ Users of systems other than *InfoLease* can map data to the same text file in a defined standard format, enabling migration through the same migration process and tools.

Whether we are migrating your data from *InfoLease* or from other software systems, our migration tools and expertise will handle a full range of data combinations. This tool set is separable by functional areas that can be easily included in, or excluded from the process, according to your business needs and goals. For over 25 functional areas, formal migration functionality is already in place, enabling automatic consolidation and mapping to the new system. Our entire approach is backed by the unmatched experience of IDS Professional Services in migrating data from many systems and platforms; this broad experience, applied to your migration project, ultimately mitigates risk and reduces time requirements.

Let's look more closely at the set of tools and processes we have established – and thoroughly tested -- to help you achieve accurate, efficient, and cost-effective data migration with minimal risk.

Tools for Data Extraction, Transformation, and Loading

Whether you are migrating from *InfoLease* (which has basic data validation protocols built in) or another system, we will apply industry-standard Extraction, Transformation, and Loading (ETL) tools to properly condition and transfer your data. Our experience and expertise in applying such tools help guarantee that migrated data is properly conditioned for activation within *ProFinia*. However, we also allow for the possibility that you will wish to perform your own data extraction, in which case we can provide specific direction for formatting of the text files that result.

The first step in the data migration process is the automated extraction of data from your existing database(s) to a series of standardized text files. We have predefined these file structures for consistency across all our migration projects, and documented all procedures to ensure common understanding and communication between our project teams and yours.





IT professionals have used similar processes for years to exchange data between applications, and IDS Professional Services has a strong, deep history of performing these steps successfully for a wide range of companies. Major strengths include extensive knowledge of several standard database platforms, as well as server technologies and *InfoLease*. Using transitional temporary files provides a common starting point for the rest of the migration process, regardless of where the source data previously resided. These files provide a common structure for data coming from a standard *InfoLease* database, an *InfoLease* database with unique enhancements, user-defined fields from *InfoLease*, 3rd party leasing systems, or external files and spreadsheets. Many IDS clients have required the collapsing of multiple systems and data sets into new systems, and all our processes are designed to accommodate this requirement whenever necessary.

Once your data has been extracted and organized in standardized text files, it is ready for transformation and loading, the second step in the data migration process. This automated process converts data to the format *ProFinia* requires for full functionality. Note that this basic transformation, performed with an industry-standard ETL tool, does not include any recalculations or reconciliation. These steps are performed within *ProFinia* after loading to ensure the absolute integrity of your new system.

The transformation process restructures your data to enable the advanced functionality provided by *ProFinia*, including asset-centricity. It groups appropriate data fields for the *ProFinia* relational table structures, maintains and establishes required table and field relationships, and defines other fields as appropriate. These steps not only help simplify reconciliation, they enable you to begin gaining productivity immediately upon going live with *ProFinia*.

The transformation step also provides the opportunity to re-interpret your data for greater ease of use, or to update it for a better fit to your changing business. For example, if you have consolidated branches of your operations but not yet adapted your existing database to this change, this realignment will be readily performed in this data transformation phase of your migration. It is accomplished through the use of cross-reference tables, or "look-up" tables. These cross reference tables map the changes to be made and can be created in Microsoft Excel. Depending on your in-house resources and capabilities, these tables may be developed by you or by your IDS Professional Services team. In either case, the key is to apply mapping that accurately reflects your current desired business structure and processes.

Once data has been "transformed," we load it into an industry-standard relational database and format it to suit *ProFinia* requirements. The data now resides within *ProFinia* – just as if it had been entered manually – but it has not yet been activated. At the heart of this loading protocol is the principle that data is "conditioned but not converted"; if the current system maintains data primarily at the contract level, it remains in that state until activation within *ProFinia*.

Data Activation and Synchronization within *ProFinia*

For activation and synchronization of your data, we deploy a proprietary Java program – our *ProFinia* Activation Manager -- to apply additional unique, IDS-authored Java scripts and business rules. These programs and scripts leverage the power of advanced *ProFinia* routines to perform all steps in the activation of your data, including depreciation of assets and other key calculations.

We have carefully designed this process to exclude external calculations or modifications to the contract data outside of *ProFinia*. In the transformation and loading phase, the data was restructured for the new *ProFinia* database, and then was loaded to the *ProFinia* database, just as it would have been had you entered it manually. Rather than attempting to externally prepare, calculate and populate *ProFinia*'s database, *ProFinia* Java routines activate your agreement data, taking the lease or loan booking and performing all required calculations.



There is no risk of miscalculation where the migration calculations might not quite match *ProFinia's* asset-centric functionality, because those calculations are performed by *ProFinia* after the data was loaded to its database. The data will be represented as if you were to sit down and use *ProFinia* to bring the contract up to date by performing every button and click required to activate your entire portfolio of leases and loans, except that we have automated the process.

Our goal in devoting so much time and energy to the authoring and testing of these migration tools has been to get the same result you would achieve by entering all data manually and perfectly into *ProFinia*. Since all calculations from the entry of an asset or agreement throughout its life cycle –including all payment postings -- are performed within *ProFinia*, it is as if it had always been tracked through *ProFinia*. Reconciliation of your data is thus a one-time event – it cannot “slip out of synch” due to data inconsistencies, and you can perform every necessary *ProFinia* function (even un-booking and rebooking agreements) without risk of error.

IDS has also developed a process to reconcile your migrated data between the source system and your new *ProFinia* database. There is no need to wonder if all of the right items have been checked, but only to follow the mapped process carefully. Another major advantage of our migration toolset is that it applies proven, tested processes, limiting reconciliation issues to those relating to custom or unique components of your migration.

Adding Key Functionality to What You Have Today

In essence, you can retain the functionality you have and use today, and enhance it with new functionality, by choosing to migrate your current contracts to *ProFinia*-based agreements enabling access to asset-level functionality such as cash/payment application and payoffs. This approach can leave much of your user-viewed, agreement-level data intact, yet still enable the dramatic efficiency improvements that come with the solution's user-friendly interface and other advances. We have designed it to help you maximize your return on asset (ROA) through greater data control, better decisions, improved efficiency, and increased productivity.

Equally essential to the addition of powerful new functionality is seamless integration with your other business systems. IDS Professional Services will establish and quality-assure functional, reliable interfaces with your front-end lease/loan solution, General Ledger, collections, and other systems before you move into full production mode with *ProFinia*.

Delivery and Acceptance

Delivery and Acceptance of your *ProFinia*-based solution involves several steps critical to the daily success of your business. We conduct final User Acceptance Testing (UAT) and provide training and standard training materials. The IDS Professional Service team, along with your key business users, will put your new business processes, best practices, and workflows to the test, verifying that the new system's performance aligns with your needs in all respects. Also within this phase, the final refinements to your data migration process are made and tested. When you are satisfied your data migration process is complete and fully tested, plans are made for the final migration of your live data.

Once migration is completed, you move into Transition -- after which you will possess an extremely powerful, asset-centric lease/loan solution. But this is really the beginning of our partnership, as we continue to care for and support our clients on an ongoing basis. You can depend on IDS to respond to your needs and requests whenever you





Transition

As the name suggests, the Transition phase includes finalizing and executing the transition plan developed during Discovery, moving you into a “live” production environment. We must move your system onto production hardware and complete user training.

Throughout the entire migration process, we test and reconcile your data numerous times to guarantee its integrity. We have designed our tools and processes to handle multiple data iterations, with the ability to refine your individualized processes with a minimum of new coding.

As your business operations on *ProFinia* begin, your project team may identify more areas of focus where improvements to your operations can be made. Such improvements might include refining processes not addressed within the migration, supporting new business functions, or addressing integration and Executive Information System needs. IDS can help you with all these initiatives, and you will continue to benefit from the work of a project team with the ideal set of analytical, programming, training, and other skills for your project. Many of our most talented, deeply experienced professionals specialize in working with our clients to plan, implement, and optimize their *ProFinia* solutions, and the business operations those solutions support.

ProFinia offers substantial functionality today, and it will continue to evolve in the coming months and years. Our implementation team can provide you with information on future product plans. Our team can identify planned additional functionality that fits your unique business needs and vision, so that *ProFinia* will continue to evolve in ways that benefit you as your business grows and changes. IDS can work with you to develop a plan and timeline for these software upgrades.

Throughout all the defined phases of implementation, IDS Professional Services staff apply extensive technology and leasing industry experience to your issues. This unique combination of expertise ensures that we take a fully informed view of your business needs, always aiming to apply the best available technology in the most efficient way. Our goals will match those defined by your project leader and team: on-time, on-budget completion of a transformative project that will deliver a real competitive edge and increase your market success. We want *ProFinia*, together with our services and other solutions you choose, to be a major facilitating factor in your growth.

Experience, Execution, and Mutual Planning Bring Ease to Your Migration

Our intent throughout your migration is to open expansive new possibilities for your organization while minimizing disruption. We can do this by gaining a thorough understanding of all system functionality you have today and wish to retain, in addition to accessing and adding to your vision for future growth.

We believe that a key to this growth will be *ProFinia's* asset-centric design and resulting, tremendous flexibility to deliver extensive real-time information about each asset, agreement, and customer in your portfolio. Customizable workflows, with informative and intuitive screens throughout, will further enhance staff productivity and business flexibility. We begin with a thorough migration framework that includes a jointly developed plan for adding functionality according to your business needs.

With your business better positioned to thrive than ever, we anticipate an ongoing partnership resulting in constant progress toward a state of optimum efficiency and productivity throughout your operations. A central result of your improvements – maximum ROA – can be approached and promoted in many ways: the best tools, improved workflow, and optimized reporting being just a few.

We want your migration to *ProFinia* to be a satisfying and profitable transformative event for your business. Every step of the way, *International Decision Systems* staff will be available to help you achieve your goals and overall vision for your company.





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