TAX CREDITS & INCENTIVES MANAGEMENT SYSTEM

Incentify Primer

September 2020

incentify

Ryan

Welcome to Incentify

This primer will help walk you through the Incentify System for the purpose of gaining an overview of the its capabilities.

We trust that this guide will help supplement the comprehensive training and onboarding process to service to a “Production” environment, and to Ryan’s go-live activation.

Configuration & Integration

Future Onboarding Process

Testing to Help Define Future Production Needs

IMPLEMENTATION

Work Plan Integration & Account Configuration Planning

1. Understand your Current Tracking & Management Processes
2. Customize Incentify to Support Work Plan Requirements
3. Determine Ryan Work Plan Process
4. Import your Work Plan Data
5. Understanding Users, Compliance and Reporting Functions

TRAINING

Tutorials & Work Sessions

1. Best Practices: C&I Lifecycle Management
2. How to Navigate Incentify: The Basics
3. Detailed Training: Incentify Tools to Master

Integrating Your Work Plan Process

Mapping, Configuration & Customizations

UNDERSTANDING YOUR WORK PLAN

Review existing work plan at the project and credit level in order to best identify which, if any, customizations or configuration changes that need to be made to your Incentify account.

CUSTOMIZE INCENTIFY CONFIGURATIONS

Help identify data points that you use to manage work plans internally and identify best practices for creating work plans and assigning users within Incentify.

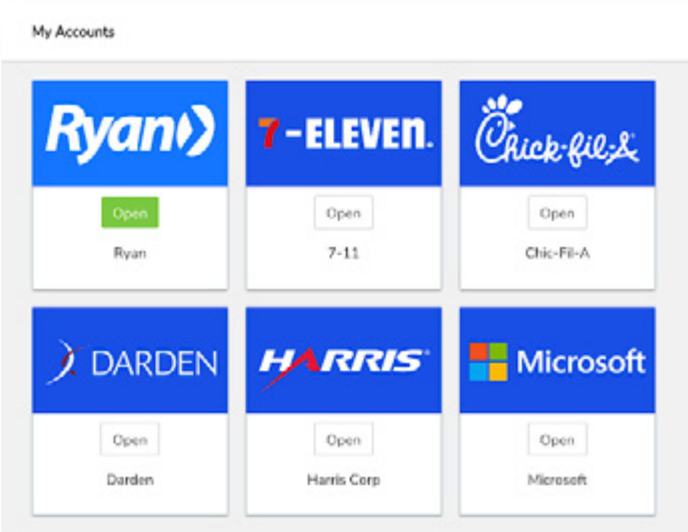
CONSTRUCTING WORK PLANS

Ryan, with assistance from the Incentify team, can transition existing work plans into Incentify to be leveraged across all internal teams.

Quick Start Guide

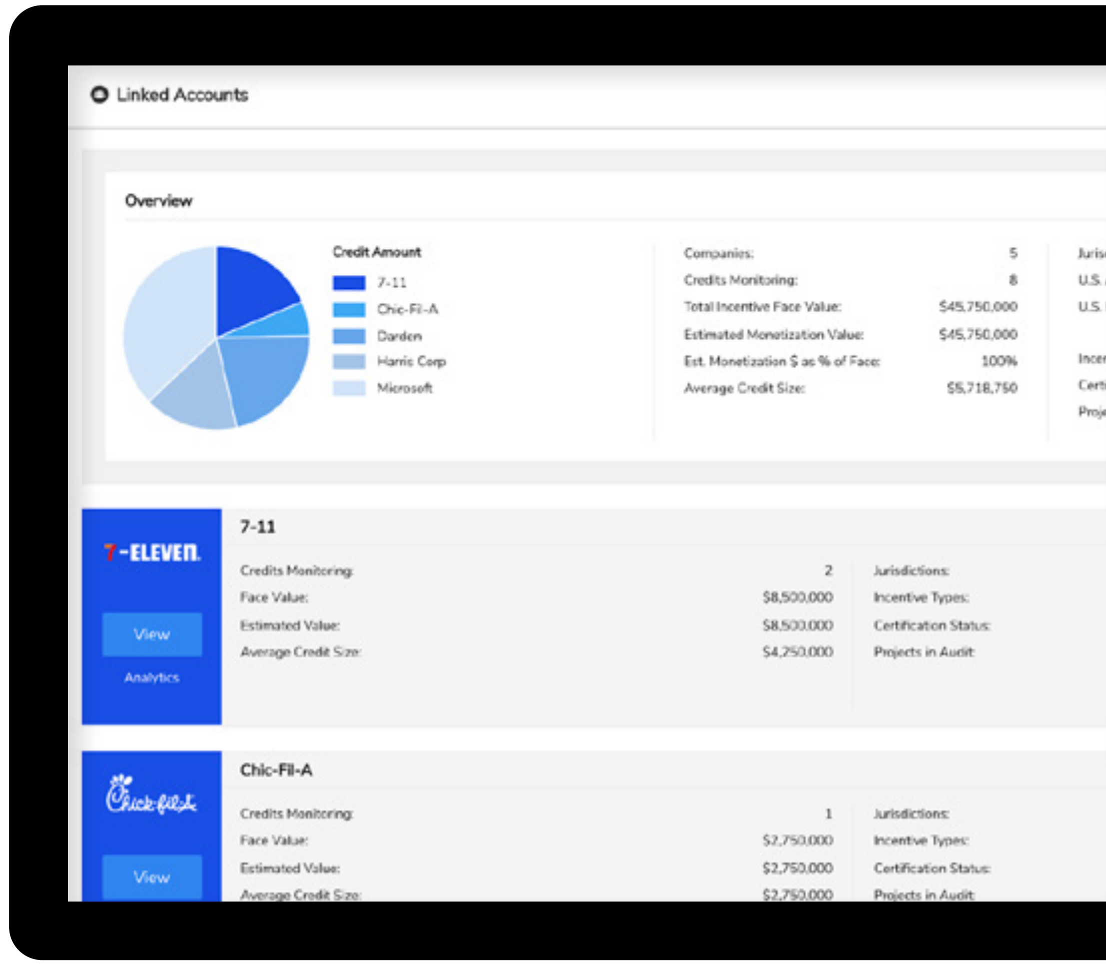
Ryan Parent/Child Architecture Process

Practice/Client Dynamics



- When you first login to Incentify you have access to the Ryan “Parent” account and all of the Ryan “Client” (child) accounts. Select from the thumbnail which account/instance you need to access.

From the Portfolio menu you can access “Linked Accounts” to access a dashboard of all client activity.

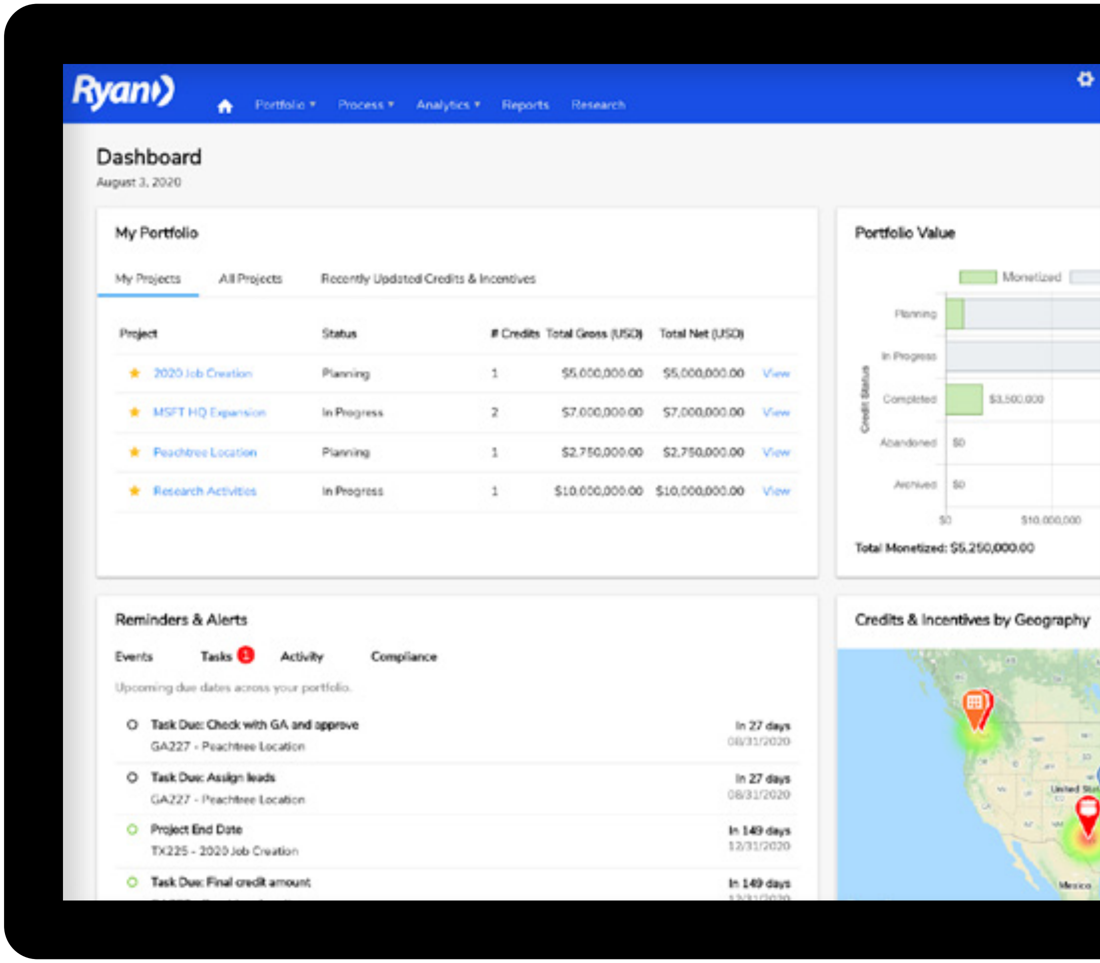


Main Dashboard

Home

Getting around Incentify is simple! From the main Dashboard (Home) you can view a snapshot of current account activity and navigate to key areas of your system.

Information provided in the Dashboard will simplify your daily routine by providing critical information at your finger tips.



General Navigation

How to Get Around

Administrative Management

- User Access
- Legal Entity Management
- Site Management
- Customize Default Settings
- Custom Data Points
- Security Settings
- API Manager

Quick Nav

- Calendar
- Activity Alerts
- My Tasks
- Compliance Alerts

Personal Settings

- My Settings
- My Accounts (ACCESS CLIENT ACCOUNTS)
- Support
- Logout

Portfolio

- Linked Accounts
- Projects
- Credits
- Utilizations
- Heat Map
- Credits You Recently Viewed

Process

- Workflow
- Compliance
- All Tasks

Analytics

- Portfolio Summary
- Utilization History
- Utilization Forecast
- Utilization Summary
- Variance Tracker
- Performance

Reports

- Create Reports
- Report Library

Research

- CCH Intelliconnect Suite
- Incentify Dynamic Discovery Tools

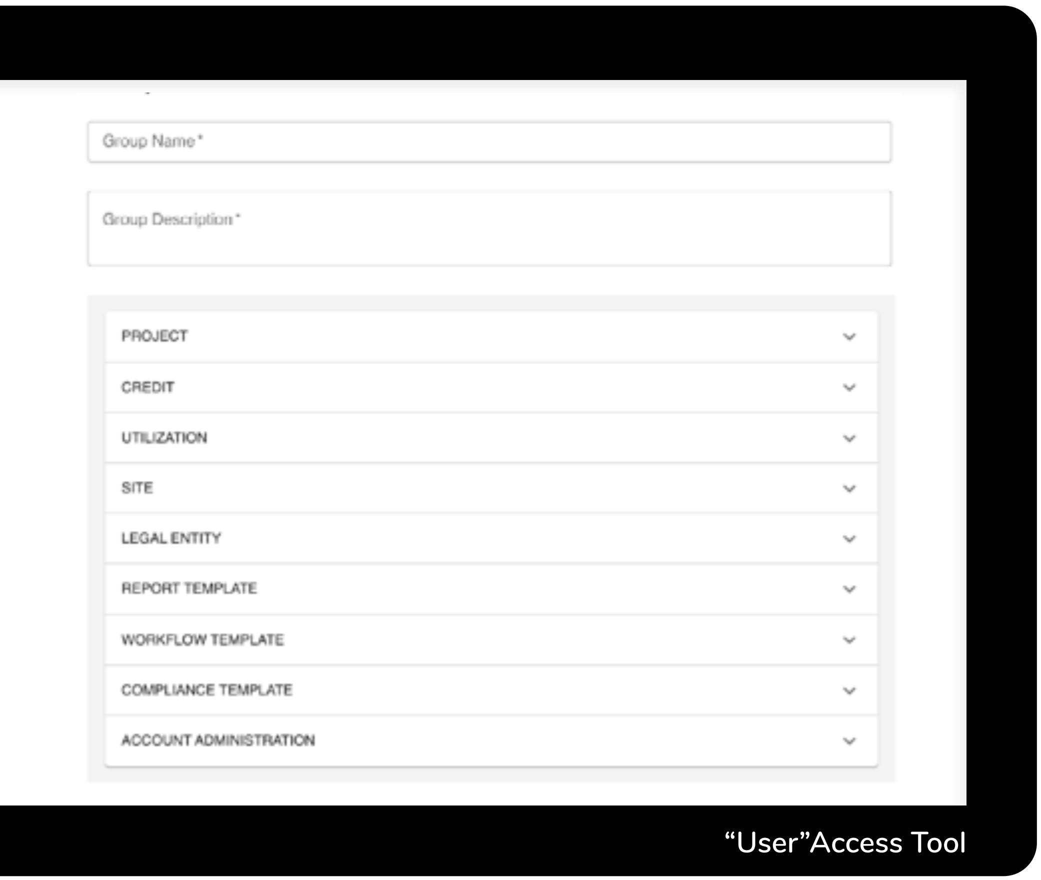
Best C&I Lifecycle Management

10-Step Incentify Process

1. Configure “Access” - internal and external (client) collaboration
2. Establish a “Project”
3. Load a “Credit”
4. Create/Assign “Workflow” Templates - to a “Project” and/or to a “Credit”
5. Create/Assign “Compliance” Templates - to a “Credit”
6. Uploading“Documentation” - centralized repository and multiple entry points
7. Forecast “Utilization” - create monetization schedule
8. View “Analytics”
9. Run “Reports”
10. “Research & Discover” Incentives

Collaboration: Users

Internal & External Access



“User”Access Tool

STEP 1

Create “User Groups” and “Permissions”

Determine how you would like to collaborate internally vis a vis which team members have access and permissions to accomplish tasks.

STEP 2

Invite Internal or External Users

Invite colleagues as “Internal Users” to gain access to your account and segregate access and permissions by way of assigning “User Groups”. Invite clients as “External Users” and configure their level of access and permissions.

STEP 3

Control and Monitor Access

Determine best use of Incentify’s “User Groups” and custom permission setting capabilities to control who can access data and information and perform certain functions.

Establishing Projects & Engagements

Creating a “Project”

STEP 1

Create a Project

Use “Load a Project” to get started, and assign a “name” to the project that is generating the incentive to make it easy to track multiple incentives associated with the same project and assists in filtering, reporting and analyzing. Populate important data points and details.

STEP 2

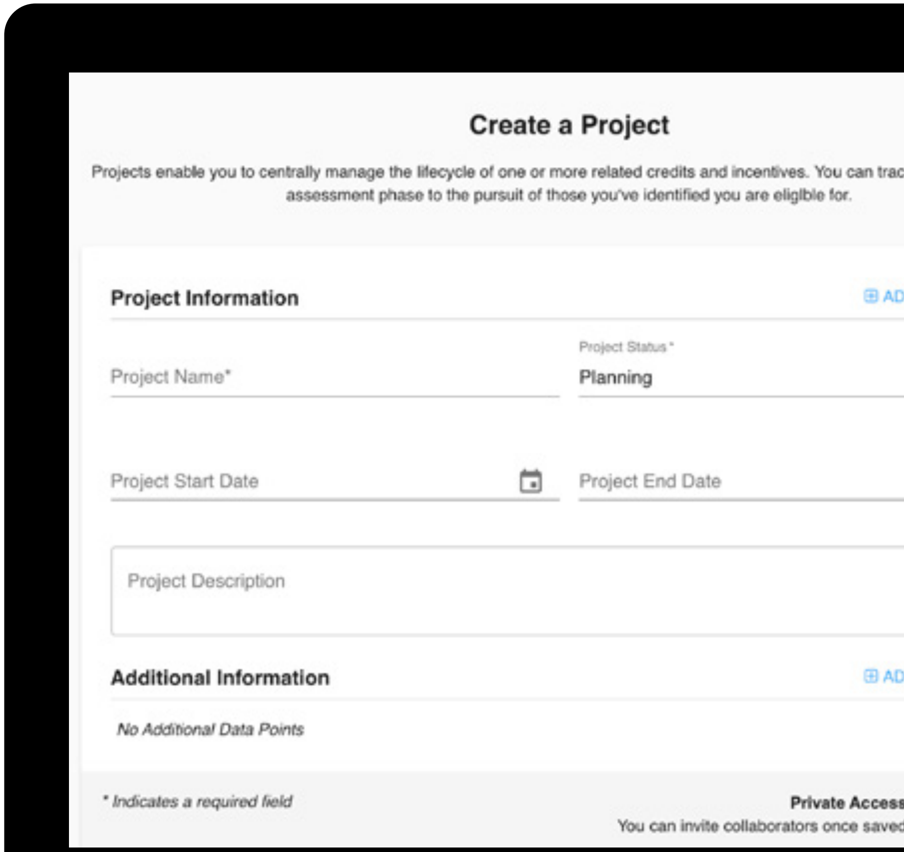
Assign project leads and determine access

Once you load a new Project you can assign a user or multiple users in order to designate “ownership” of the Project. Additional users can be provided access to the project based on their designated permissions.

STEP 3

Designate “status” and provide additional details

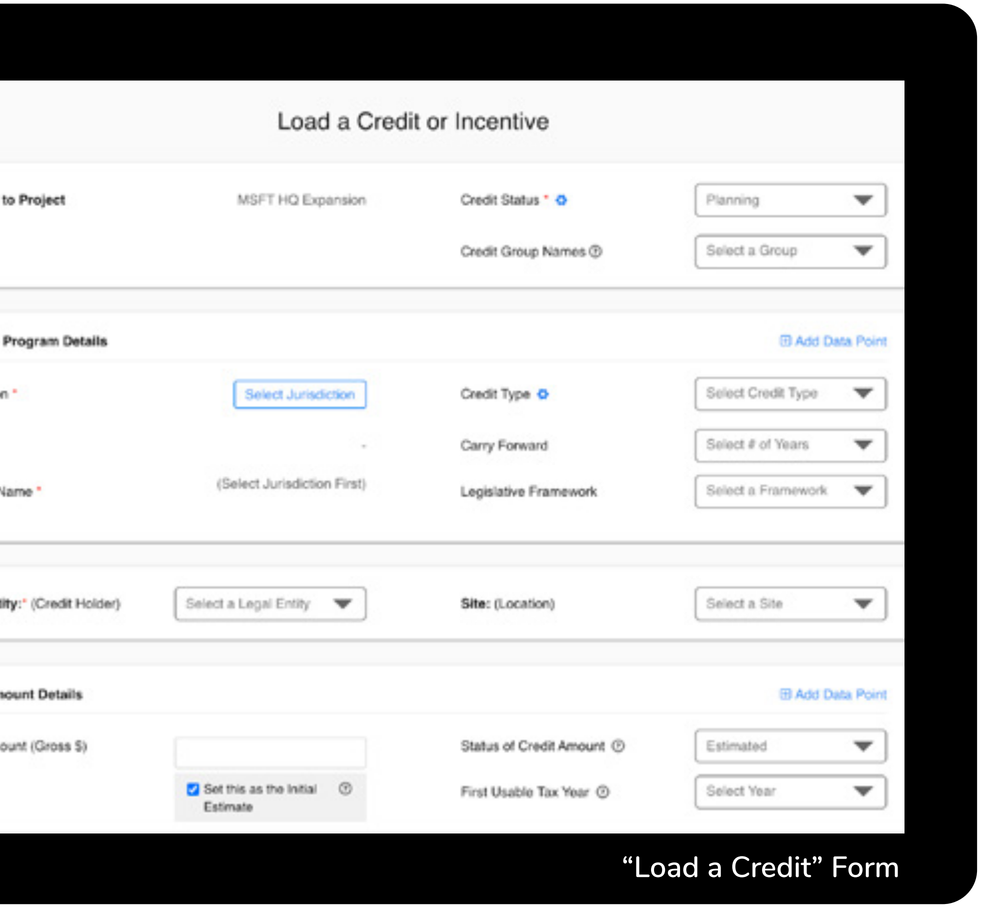
The “Project Status” setting - which is customizable - will determine how data is treated (in views and analytics) and toggling between statuses once a project is underway can help you track progress.



“Load a Project” Form

Managing Specific C&I Assets

Loading "Credits & Incentives"



"Load a Credit" Form

STEP 1

Load a Credit

Use "Load a Credit" to start adding C&I to a Project. Begin with determining the "Credit Status". Depending on the jurisdiction you can choose the incentive program from our database or you can create a "custom program".

STEP 2

Assign to a Legal Entities

Assign to a Legal Entities

First create a "Legal Entity" (recipient of the incentive) so that you can "tag" an incentive to an entity. You can also tag an incentive to a specific "Site" (physical location).

STEP 3

Set Credit Amount Details

You can track the value of the incentive by first designating the "initial estimate" (and "Discount Rate", if any, and/or "FX Rate" for non-US incentives). You can also designate the vintage - or "First Usable Tax Year" - that the incentive is anticipated to be certified.

Workflow

Workflow Tools to Manage Work Plan Tasks

STEP 1

Create Workflow Templates

Customize Workflow templates based on your internal work plan processes which will support project and credit-level practices. Modifying templates is simple so if/when regulations and/or internal processes change the system will automatically apply changes to all projects/credits associated with a template.

STEP 2

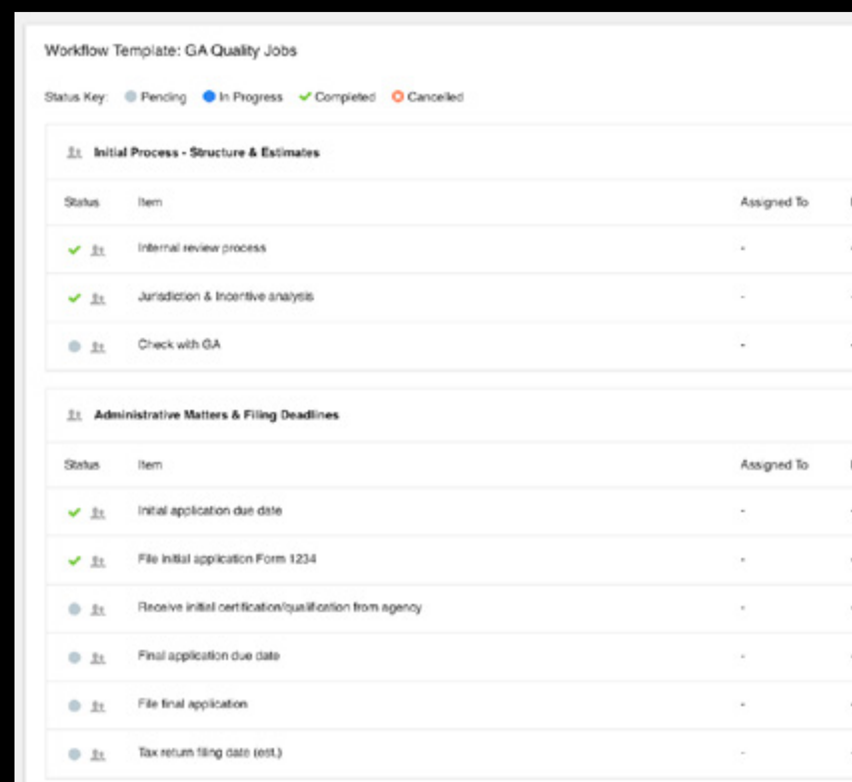
Assign a Template to a Project and to C&I

“Tag” a Workflow template to a project to manage project-level processes, and to a credit to manage program-specific processes.

STEP 3

Manage your work plan and tasks

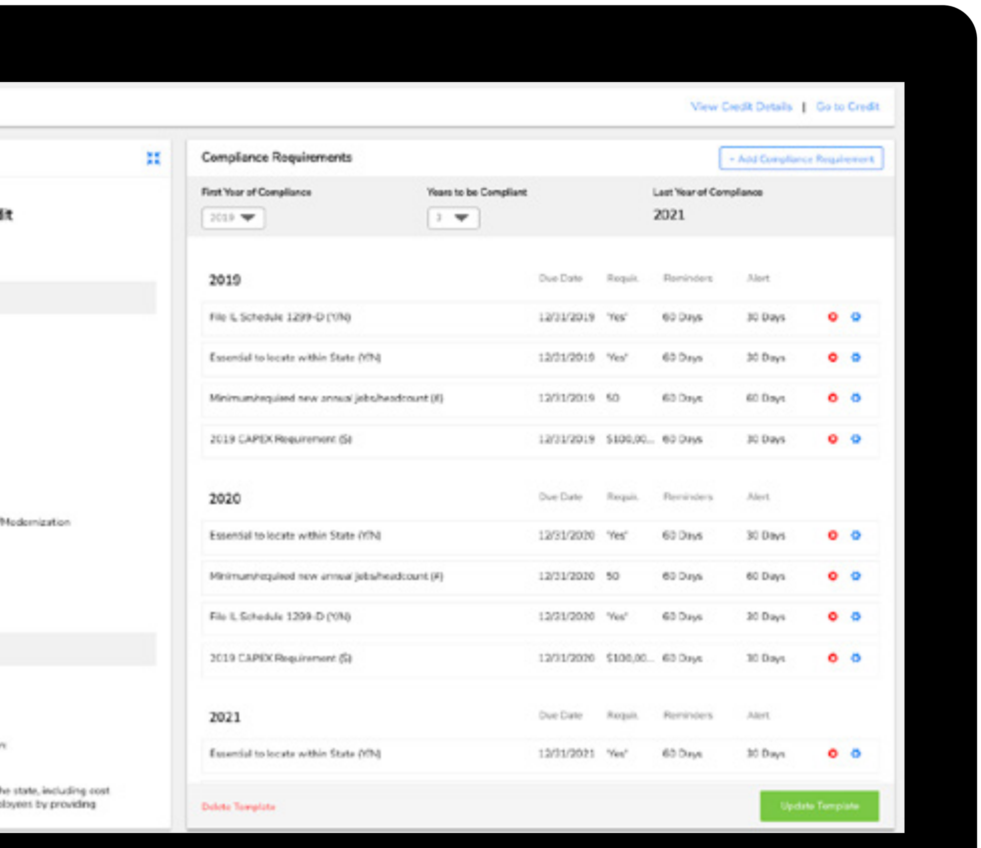
The Workflow tool provides the ability to assign tasks to collaborators (internal and/or external). All date fields associated with your tasks, including assigned “due dates”, will automatically hit your calendar and trigger reminders and alerts.



“Workflow” Tool

Compliance

Compliance Tools to Manage Regulatory Requirements



“Compliance” Form

STEP 1

Create Compliance Templates

Customize Compliance templates based on your internal work plan processes relating to satisfying regulatory compliance thresholds and contractual agreements. You can create templates based on specific incentive programs and leverage our database to determine requirements and assign due dates and reminders to those benchmarks.

STEP 2

Assign a Template to a specific C&I

“Tag” a Compliance template to a specific C&I to manage credit-level compliance processes and regulatory requirements.

STEP 3

Manage your compliance work plan and tasks

The Compliance tool provides the ability to assign tasks to collaborators (internal and/or external). All date fields associated with your tasks, including assigned “due dates”, will automatically hit your calendar and trigger reminders and alerts.

Document Management

Centralize & Consolidate Important Historical Records

STEP 1

Centralized Document Repository

Index and store documents relating to a specific project and/or C&I and store them in a central repository. Privacy controls can assist when sharing access outside of your internal team.

STEP 2

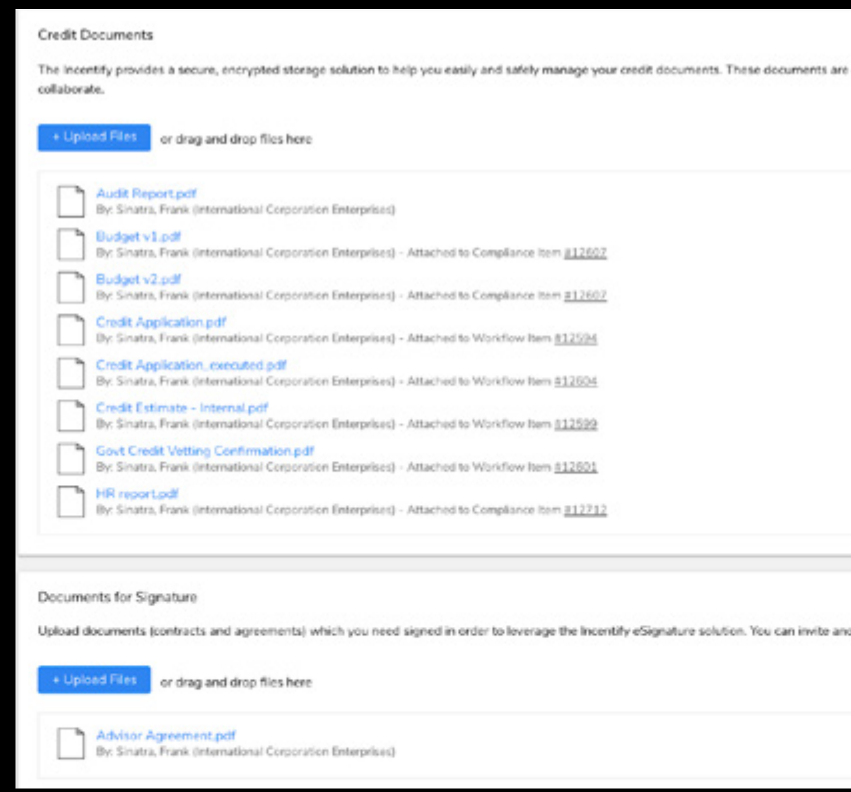
Multiple Entry Points to Upload Documents

There are many places throughout the system to support the uploading of documents - in the main repository or through the Workflow and Compliance tools - and all documents will live in the centralized repository.

STEP 3

Automated Feature for Execution & Signatures

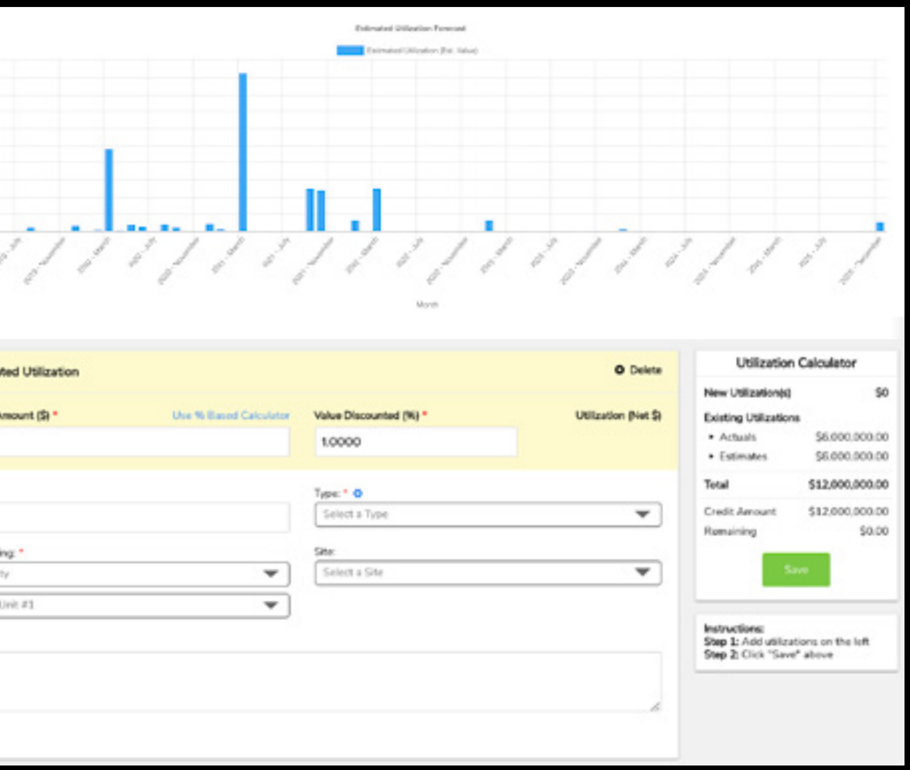
Leverage our automated tool at the credit-level to send documents out for signature and manage the execution process throughout the lifecycle of a C&I.



“Document” Management Tool

Utilization

Valuation & Monetization Tools for Credits & Incentives



“Utilization” and “Forecasting” Tool

STEP 1

Estimating C&I Value and Benefits

Forecast (or record actuals) of when and how you plan to monetize C&I. Forecasts can be converted to Actuals, and all monetization data at the credit-level feeds into your Analytics module and all of its features.

STEP 2

Determine Exactly How Incentives Are Monetized

With great precision you can determine exactly how an incentive will be monetized (i.e. applied against liabilities, rebates/refunds/grants/sales-transfers, etc.) and when (date) and whom (legal entity, business unit, etc.) will be the benefactor.

STEP 3

International Currency Management

Managing the monetization of international incentives can be performed in either the local currency or in USD through the Utilization tool. Further, you can record a monetization(s) at either the budgeted exchange rate or the current spot rate.

Analytics

Understanding & Interpreting Your Data

STEP 1

Review Portfolio Summary & Detail

Top level and deep-dive features to analyze Project and C&I data at a glance, and access Incentify's vast tools to learn from your data. Analyze historic and current economic factors, and filter and sort to gain precise and desired data.

STEP 2

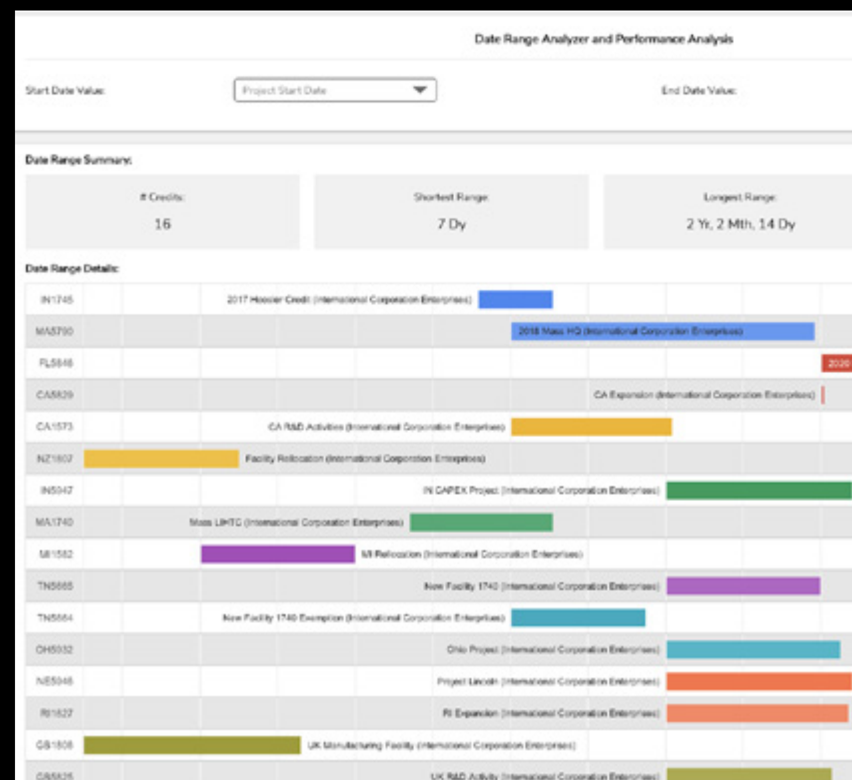
Analyze Financial Impact: Forecasts/Actuals/Variance

Analyze Financial Impact: Forecasts/Actuals/Variance
Monetization of C&I assets are managed through the "Utilization" tool where you can track forecasts or actual usage of C&I and its financial impact, and through our suite of analytics tools you can isolate specific trends and learn from your history, including identifying the delta.

STEP 3

Measure Performance

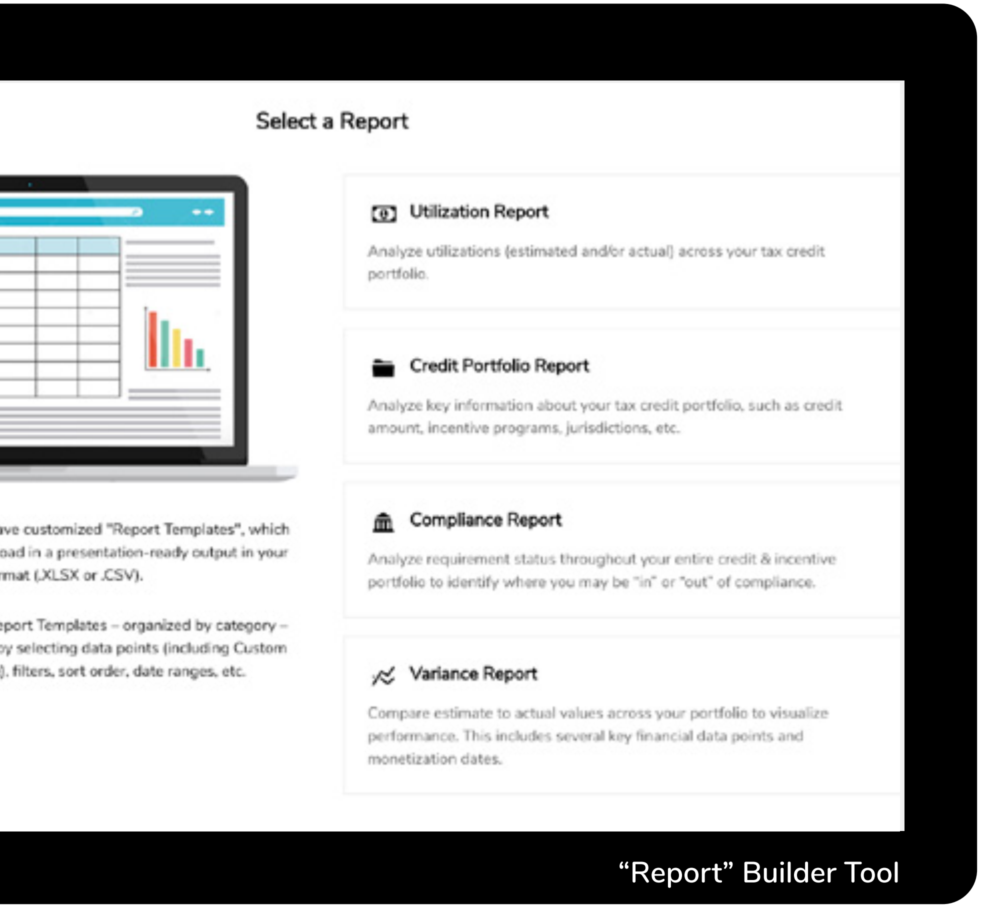
Incentify's Performance tool enables you to analyze "date-related" events against one another in order to support future planning, forecasting a decision-making.



"Analytics Portfolio" Summary

Reporting

Extracting Your Data



“Report” Builder Tool

STEP 1

Determine a Desired Report Type Category

To begin building a report template choose from four key categories, and within a category you can select a quick-start template from which to then customize.

STEP 2

Customize your Report Template

Once you’ve selected the desired Incentify form template you can modify the data points - and/or date range values - to be included in your report. Choose from the myriad of default data values and/or include any Custom Data Points that you may have created.

STEP 3

Run, Review and Schedule Recurring Reports

Run a report on an ad-hoc basis, or use our tool to schedule an automated report to be generated at a specific time frame and distributed to a group which you can determine. Automated reports will be sent to your distribution list, and a PDF of that report will be automatically stored in the report “Library” for future reference.

Research & Discovery

The Incentify “Incentive Program Database” (IPDB)

STEP 1

Detailed Search

Select search criteria and filter to hone in on available Credit and Incentive programs that may be available to your company. Our database (“IPDB”) includes statutory and discretionary programs to evaluate, survey and research.

STEP 2

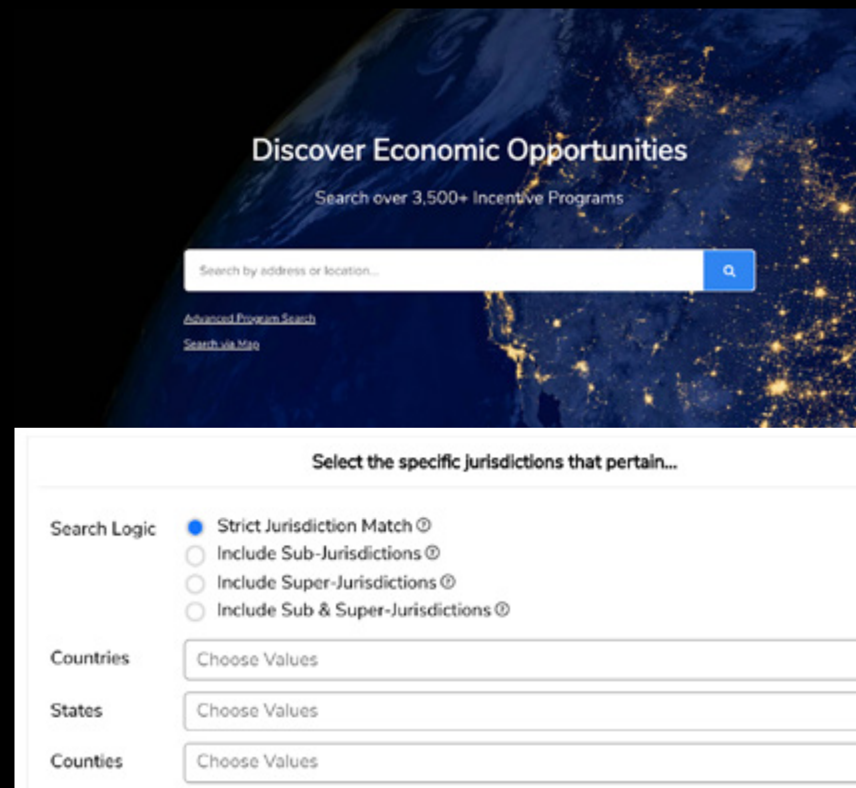
Review Results

Analyze results to read statues, regulations & rules, amendments and legislative updates to understand available programs, and use our “comparison” tools to evaluate side-by-side C&I opportunities.

STEP 3

Save Searches and Create Program Lists

Compile a history of your research by archiving “search queries” for future research.



“IPDB” Discovery Tool