

# **Deal Management System Training**

**NetSuite Reports, Analytics Hub Reports**

**AVISON  
YOUNG**

# Agenda

- [NetSuite Reports](#)
- [Reporting Building Blocks](#)
- [Saved Searches](#)
- [AY Outstanding Receivables Report](#)
- [Dashboards](#)
- [Workbooks](#)





# NetSuite Reports



# NetSuite Reporting Tools

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## DMS Report List



# NetSuite: Reporting Tools

Tool	Description	Formatted Report?	Export to excel?
<b>Dashboards</b>	<ul style="list-style-type: none"><li>When you log in, NetSuite opens your home page which is a <b>dashboard</b></li><li>Collection of real-time data</li><li>Customizable</li></ul>	N	Y
<b>Searches</b>	<ul style="list-style-type: none"><li>Retrieve real-time data</li><li>Export results</li><li>Email results to other users</li><li>Returns data in grid</li></ul>	N	Y
<b>Report</b>	<ul style="list-style-type: none"><li>Formatted reporting tool</li><li>Export results</li><li>Email results to other users</li></ul>	Y	Y
<b>Suite Analytics Workbook</b>	<ul style="list-style-type: none"><li>New analytical tool available in NetSuite.</li><li>Create pivot tables, and charts using a single tool that leverages the new analytics data source</li><li>New Tool and there are bugs</li></ul>	Y – Online only	N

# NetSuite: Deal Management Reports

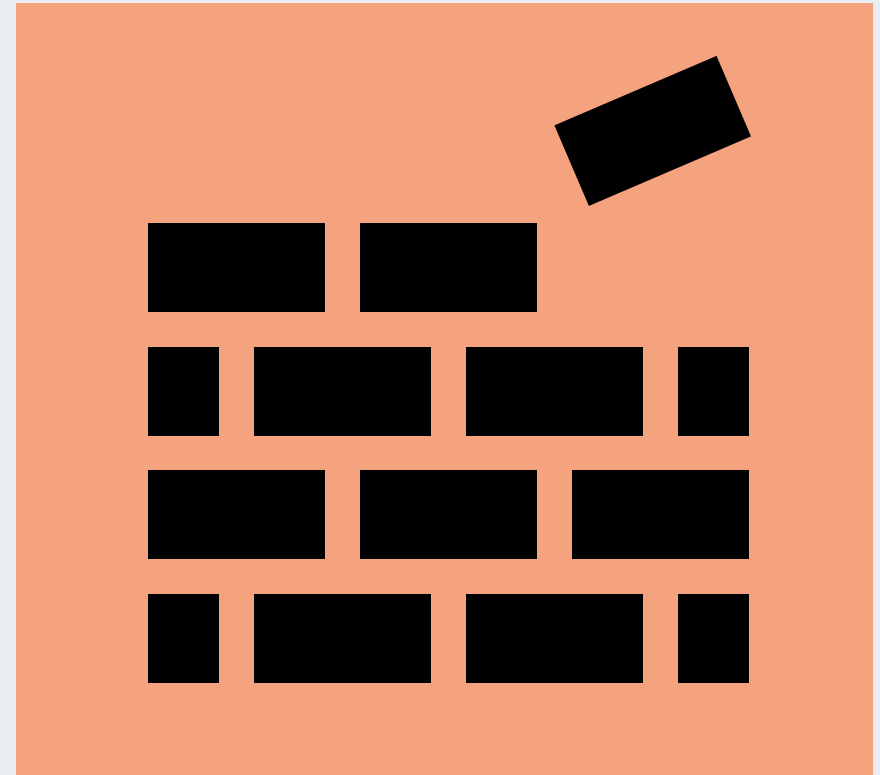
NetSuite Report Name	Report Description	Report	Search	Workbook
AY Cash Receipts	Report of payments received for a certain period, including whether they've been fully applied. Used to validate against Commission Received report in Spiff.		X	X
AY AR Report by Broker	Provides A/R status by AY Internal Party on the transaction including their allocation of that transaction.		X	X
AY AR Report by Broker w/ Notes	Provides the same information as the AY AR Report by Broker report, but also includes the Notes field from the General tab, which many teams use to record any notes regarding collection efforts		X	
Outstanding Receivables Report	Displays A/R report of printed invoices from within Deal Management and their remaining unpaid balances.	X		
AY Payment Allocations	Used when performing adjustments on deals whenever a payment must be unapplied. Displays payments applied and the details of the payment allocations used.		X	X
AY Closed Deals not Submitted for Approval	Lists the Deals not yet submitted for approval that have been last modified by the RRA running the report.		X	X
AY Report of Proforma Invoices	Displays all existing Pro Forma invoices within NetSuite Deal Management system.		X	X
AY Due Date Changes on Pro Forma Printed Inv.	Displays any Due Date changes made to invoices printed as Pro Forma. Used by Canadian Accounting to monitor activity.		X	

# NetSuite: Deal Management Reports

NetSuite Report Name	Report Description	Report	Search	Workbook
CA Invoices to Print Current Month	Lists Canadian Invoices entered through Deal Management with Invoice dates in the current month. Used by Canadian accounting to monitor invoices due for printing.		X	X
Due Date Changes on Accounting Invoices	Displays all Accounting invoices created in Deal Management, where Due dates have been changed.		X	
AY Deals to be approved by Global Finance	Displays deals submitted for approval by RRAs that are assigned to Global Finance for approval.		X	
AY Deals to be approved by controller	Displays deals submitted for approval by RRAs that are assigned to Accounting for approval.		X	
Recently Approved Deals	Provides a list of deals that have been approved within Deal Management.		X	
AY All Invoices	Displays all invoices that are stored within the Deal Management system in NetSuite.		X	
OTBE Expenses by Deal with Broker Name	Displays all DMS transactions that include OTBE expenses, including the broker from which they are being deducted. Typically used by Accounting.		X	
OTBE Expenses by Deal with Payment status	Displays OTBE Staff Bonus expenses for DMS transactions that have had payments applied. Includes bonus recipients and amounts paid.		X	
LRP Invoice Activity	Displays invoice activity for DMS transactions. Used by accounting to monitor the workload of each RRA.		X	
AY Halo Revenue Report Search	Allows RRAs and Accountants to locate the Deal Market, the Originating (Source) Market and the Participating Markets involved in a transaction recorded within DMS.		X	



# Reporting Building Blocks



# NetSuite Training Courses

## [Reports & Searches - Reports and Saved Searches \(oracle.com\)](#)

- Access Reports
- View, Filter and Format Reports
- Export and Email Reports
- Access Saved Searches

## [Dashboard & Portlets - Dashboards and Portlets \(oracle.com\)](#)

- Dashboard Overview
- Add/Remove Portlets
- Rearrange Portlets



Watch  
these short  
courses to  
become an  
Expert!!

# Universal: Navigation

**Navigation:** Deal Management> Reports>

The screenshot shows a navigation menu with the following items: Deal Management Overview, Lists, Deals, Invoices, Payment, Setup, and Reports. The Reports menu is expanded, showing a list of reports. Annotations with arrows point to specific items:

- Launches Workbooks:** Points to SuiteAnalytics Workbooks.
- NetSuite Report:** Points to Outstanding Receivables Report.
- Saved Searches:** Points to the bottom of the Reports list.

Item	Annotation
SuiteAnalytics Workbooks	Launches Workbooks
Outstanding Receivables Report	NetSuite Report
AY Cash Receipts	
AY AR Report by Broker	
AY Payment Allocations	
AY Closed Deals not Submitted for Approval	
AY Report of Proforma Invoices	
AY Due Date Changes on ProForma Printed Inv.	
CA Invoices to Print Current Month	
Due Date Changes on Accounting Invoices	
AY Deals to be approved by controller	
AY Deals to be approved by Global Finance	

## Alternative

- Place your cursor in Global Search Box
- Enter search term:
  - **Search: Search Name**

The screenshot shows the AVISON YOUNG logo and a search box containing the text "search: ay cash rece". Below the search box, a dropdown menu displays the following search results:

- Search: AY Cash Receipts
- Search: AY Cash Receipts
- Search: AY DC Cash Receipts

A "Shared with me" label is visible on the left side of the search results.

# Universal Icons: Export Options

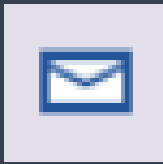


## Exporting Search Results


- Click Export - CSV to export results to a CSV file.
- Click Export - Microsoft® Excel to export results to an XLS file.
- Click Export - PDF to export results to a PDF file.



# Universal Icons: Email



## Email Search

1. On a search results page, click the **Email**  button to open a popup window.
2. Select the email's primary recipient in the **Recipient** box at the top of the window.
  - Click the dropdown arrow to view a list of possible recipients.

The screenshot shows a 'Email' popup window with the following elements and callouts:

- 2**: Points to the 'RECIPIENT \*' dropdown menu at the top.
- 3**: Points to the 'SEND WITHIN MESSAGE' radio button, with other options being 'SEND AS CSV', 'SEND AS MICROSOFT® EXCEL', and 'SEND AS PDF'.
- 4**: Points to the 'COMMENT' text area.
- 5**: Points to the 'RECIPIENT \*' dropdown in the bottom section, which is currently showing '<Type then tab>'. To its right are 'CC' and 'BCC' checkboxes, with 'Yes' checked under 'CC'.
- 6**: Points to the 'Add' button in the bottom section, along with 'Cancel', 'Insert', and 'Remove' buttons.
- 7**: Points to the 'Email' button at the bottom left of the window.

3. By default, search results are sent within the email message. Choose Send as CSV, Send as Microsoft® Excel, or Send as PDF to instead send search results in a file attached to the message. (Note that CSV is the preferred format because it is the most compact.)
4. Enter a comment to include in the body of the email, if needed.
5. The **Recipient** list at the bottom is where you can indicate other recipients to receive copies of the email. You can select these in the same way you selected the primary recipient. By default, the **Cc** box is checked. You can check the **Bcc** box instead.
6. Repeat step 5 for each additional recipient.
7. Click the **Email** button to send search results email.

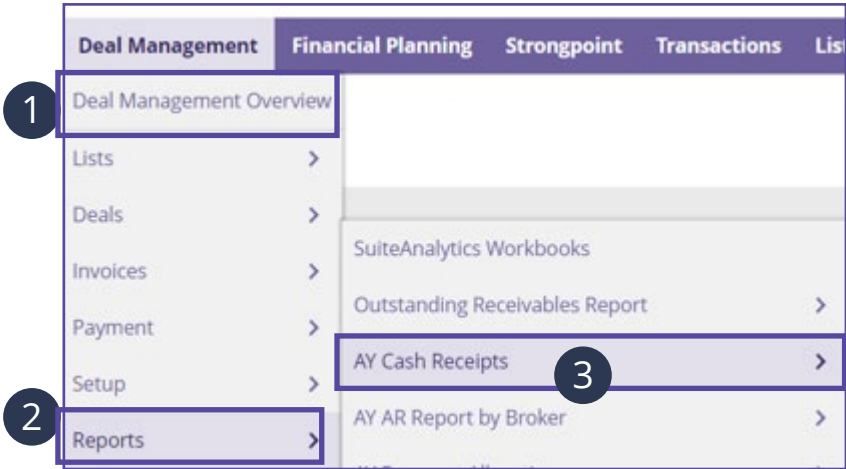
# Saved Search

## **Functionalities to review:**

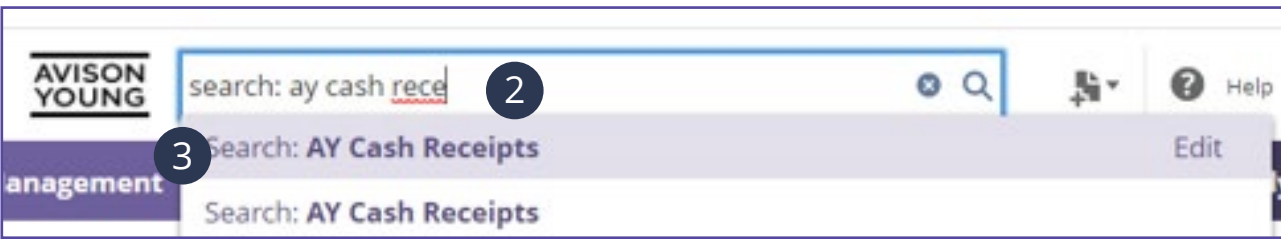
- 1) AY Cash Receipts
- 2) AY AR Report by Broker
- 3) AY Closed Deals not Submitted for Approval
- 4) Common Issues

# Search: AY Cash Receipts - Purpose & Audience

**Navigation:** Deal Management> Reports>AY Cash Receipts



1. Place your cursor in Global Search Box
2. Enter search term: **Search: AY Cash Receipts**
3. Select AY Cash Receipts report from drop down list



**What does this report provide**

- Check to see if payments are recorded as deposited.
- Report of Cash Receipts to be used to validate against Spiff Reports.
- RRAs also use this to ensure payments are applied to invoices.

**Audience**

- Accounting
- RRA

# Search: AY Cash Receipt Filter

### Filter Options

- 1. **Deposit Scanner:** Free Form, don't forget to use the % wildcard
- 2. **Subsidiary:** Select one to many filters. Use CTRL or Shift key for selecting multiple subsidiaries
- 3. **Last Modified:** Date range of when the payment was last updated
- 4. **Payment Owner:** Free Form, don't forget to use the % wildcard
- 5. **Subsidiary Name:** Use to search for deals using a single subsidiary. Use a % wildcard and the partial subsidiary name to obtain payments for a specific subsidiary. Used in lieu of the multi-select Subsidiary filter.
- 6. **Style:**
  - Report – Includes Report Name and total
  - Grid/Normal – Removes report name, includes total

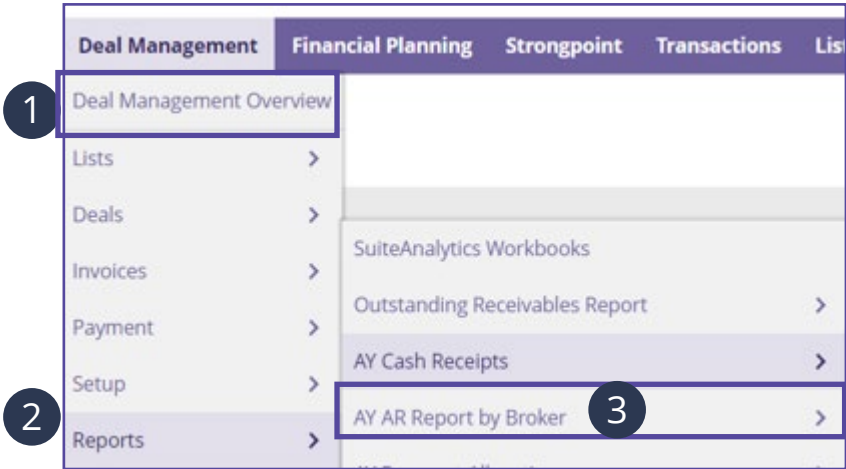
The screenshot shows the 'AY Cash Receipts: Results' page. At the top right are links for 'List', 'Search', and 'Audit Trail'. Below these are buttons for 'Return To Criteria' and 'Edit this Search'. A 'FILTERS' section contains several input fields: 'DEPOSIT SCANNER ID' (1), 'SUBSIDIARY' (2), 'SUBSIDIARY NAME' (5), 'LAST MODIFIED' (3) with 'FROM' and 'TO' sub-fields, and 'PAYMENT OWNER' (4). A 'STYLE' dropdown is set to 'Report' (6). Below the filters are icons for document, print, and email, and a status bar showing '8395 — 52197' and 'TOTAL: 11334'. The main table is titled 'AY Cash Receipts' and has the following data:

SUBSIDIARY	DEPOSIT SCANNER ID	PAYMENT OWNER	PAYMENT ID	VOID	PAYMENT DATE	PAYMENT TYPE	CHECK/EFT NUMBER	MEMO	BILL TO	CURRENCY	PAYMENT AMOUNT
020-11-11 - Avison Young - Atlanta LLC		TGCONV2022_PK@avisonyoung.com	PY-08395	No	6/25/2014	Check	741		00008901 Hughes Development Corp	US Dollar	13,125.00



# Search: AY AR Report by Broker - Purpose & Audience

**Navigation:** Deal Management> Reports>AY AR Report By Broker



**What does this report provide**

- Open Receivables by Broker
- Include Payment bucket

**Audience**

- Accounting
- RRA

# Search: AY AR Report by Broker

## Filter Options

1. **Internal Agent ID:** Free Form, don't forget to use the % wildcard
2. **Internal Agent Email:** Free Form, don't forget to use the % wildcard
3. **Accounting Cost Center:** Select one to many filters. Use shift key for selecting multiple
4. **Internal Agent MCC:** Select one to many filters. Use shift key for selecting multiple
5. **Deal Name:** Free Form, don't forget to use the % wildcard
6. **Deal ID:** Free Form, don't forget to use the % wildcard
7. **Style:**
  1. Report – Includes Report Name and total
  2. Grid/Normal – Removes report name, includes total

## AY AR Report by Broker: Results

List Search Audit Trail

[Return To Criteria](#) [Edit this Search](#)

**FILTERS**

INTERNAL AGENT NAME/ID:

INTERNAL AGENT EMAIL:

ACCOUNTING COST CENTER:

INTERNAL AGENT MCC:

DEAL NAME:

DEAL ID:

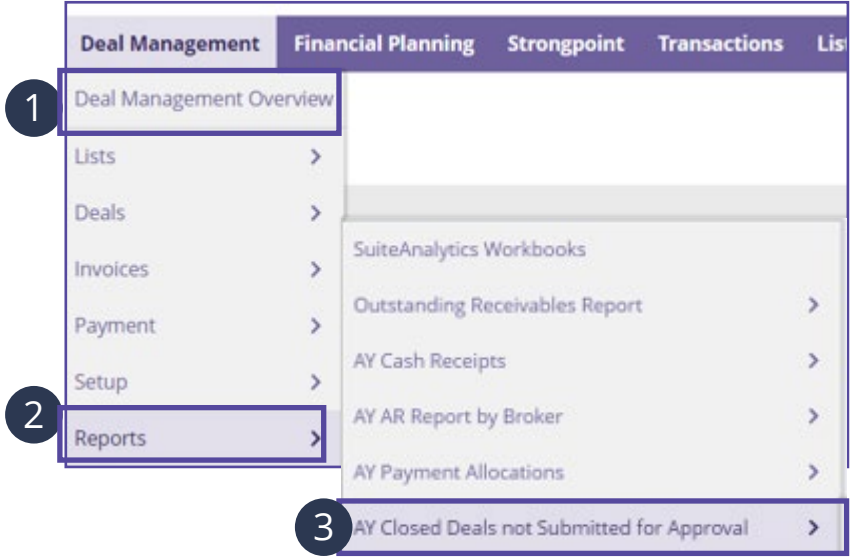
STYLE:

EDIT   VIEW	INTERNAL ID	DEAL ID ▲	DEAL NAME	ACCOUNTING SUBSIDIARY	ACCOUNTING COST CENTER	INTERNAL AGENT MCC	PRIMARY INTERNAL PARTY	ID	INTERNAL AGENT	DUE DATE	CURRENCY	TOTAL DUE	AMOUNT PAID	BALANCE DUE	INTE
<a href="#">Edit</a>   <a href="#">View</a>	312280	0000-2141 : 0029-2172	SC-4500 Leeds Ave- Mandex 6th Amendment_Flexboxes #108F-106F	000 - Avison Young CONSOLIDATED (AYCI) :	SCCHB - South Carolina Brokrage	SCCHB - South Carolina Brokrage	Yes	A20210115571228	Bolduc, Alan A	01/28/2021	US Dollar	34,590.15	34,590.15	ERROR: Invalid Expression	▲

0000-2141 — 0022-4667   TOTAL: 28965

# Search: AY Closed Deals not Submitted for Approval

**Navigation:** Deal Management> Reports>AY Closed Deals Not Submitted for Approval



## What does this report provide

- List the Deals not yet submitted for approval that have been last modified by the RRA running the report.

## Audience

- Accounting
- RRA

# Search: Common Issues

Searches maybe available to you in a menu item, but it doesn't mean you have access to them.

Click on a Search that you don't have access to, and you receive the below message.

ORACLE NETSUITE

SANDBOX

## Notice

■ Your search criteria expired. The criteria for a given search generally expire after 15 minutes of inactivity. Please return to the search definition page and re-submit your search.

[Go Back](#)

Need Access – Send a ticket to [Financeappsupport@avisionyoung.com](mailto:Financeappsupport@avisionyoung.com)

Some reports are available to Accounting or Global Finance only due to their purpose.

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# **AY Halo Revenue Report**

## **Functionalities to review:**


- 1) Halo Revenue Definition
- 2) Security and Refresh Schedule
- 3) Accessing/Running Halo Revenue Report



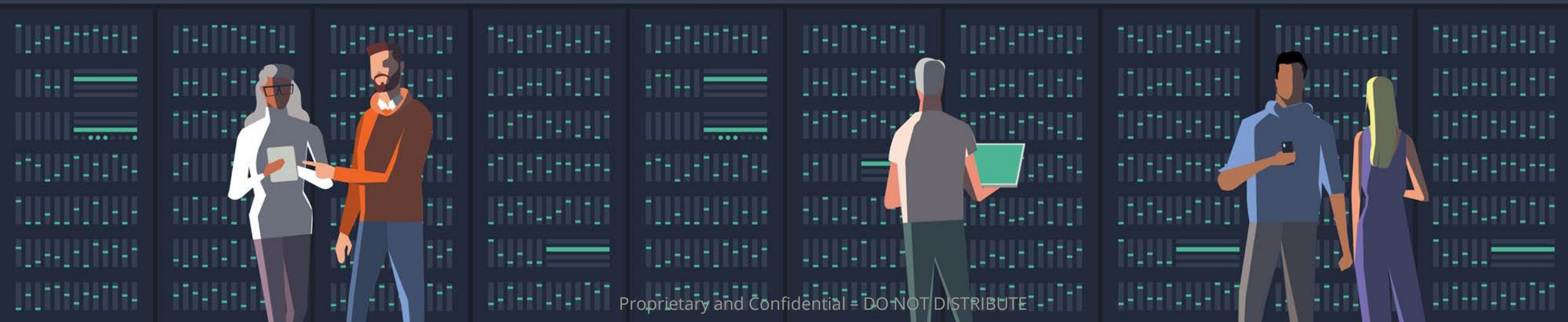
# Halo Revenue Definition

**Halo Revenue** is used to refer to the ability to capture the source market of a transaction in order to better understand inbound and outbound revenue to and from our various markets.

The reporting solution allows the team to define the Deal Market, the Originating (Source) Market and the Participating Markets involved in a transaction recorded within DMS.



# Security and Refresh Schedule



# Halo Revenue Report – Security and Refresh

## Security:

- Report is accessible to RRA, Accountant and Admin roles within NetSuite
  - Party Allocation information will be limited to deals the user has access to
- Requests for additional access should be directed to [financeappsupport@avisonyoung.com](mailto:financeappsupport@avisonyoung.com)

## Refresh:

- Report relies on integrations to the Data Warehouse to function properly. It is not updated in real-time within NetSuite.
- **Report is updated every 2 hours.**
  - Schedule starts at **12 Midnight Eastern Time** from Monday to Friday
  - This integration layer results in a delay between the adjustment/entry in NetSuite and the display of the change on the report

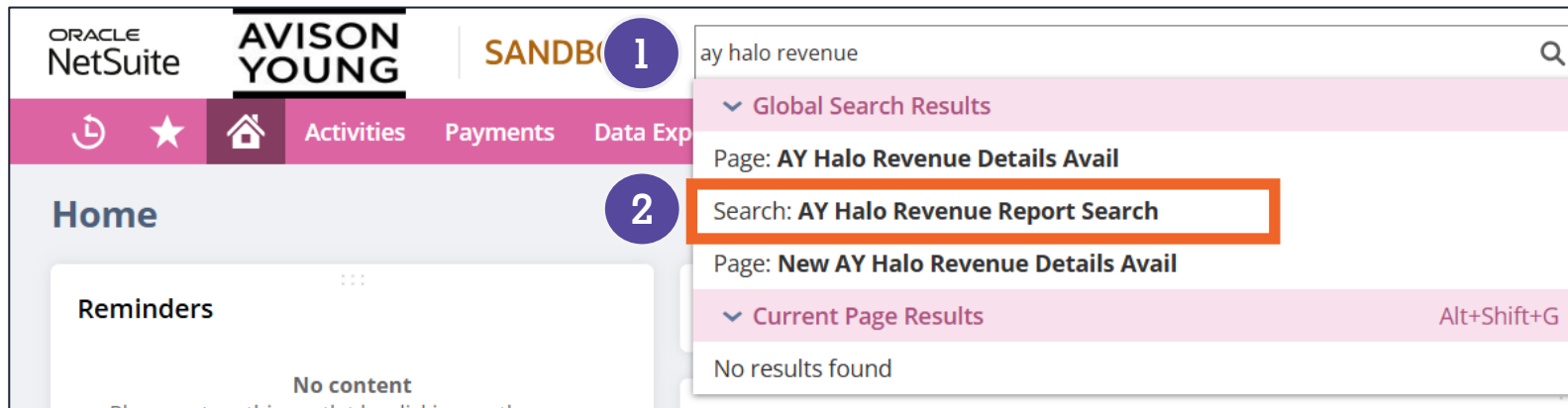


# Accessing/Running Halo Revenue Report

# Halo Revenue Report – Access

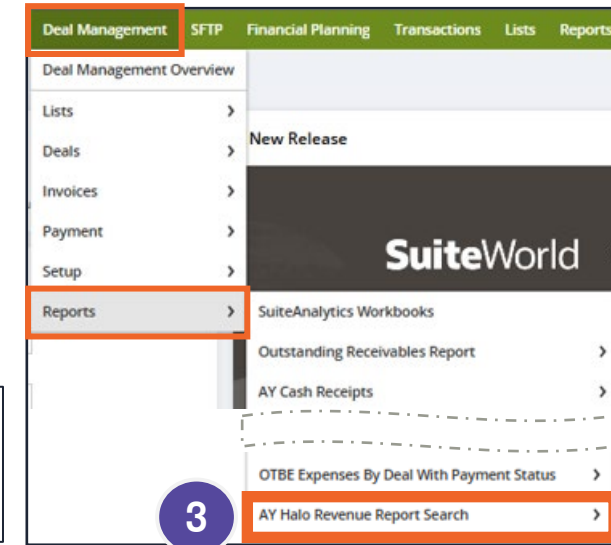
## Global Search

1. Enter “AY Halo Revenue” in Global Search bar
2. Select the AY Halo Revenue Report Search to open



## Deal Management Menu

3. Deal Management → Reports → AY Halo Revenue Report Search



# Halo Revenue Report - Filters Overview

1. **Deal MCC** – Filter by the market that recorded the transaction. *This is a multi-select field.*
2. **Deal Transaction Date, From and To** – Enter a single date or a date range to limit results
3. **Deal Type** – Filter results by Deal Type
4. **Partially Recognized Revenue** – True indicates whether there are unrecognized invoice(s) on the deal. If a deal is fully recognized, result will be False.

**AY Halo Revenue Report Search: Results** List Search Audit Trail

[Return To Criteria](#) [Edit this Search](#)

**FILTERS**

1 **DEAL MCC**  
- All -  
- None -  
Alberta : Calgary : CALB - Calgary Brokerage  
Alberta : Calgary : CALPM - Calgary Prop Mg

2 **DEAL TRANSACTION DATE** FROM TO  
All

3 **DEAL TYPE**  
- All -

4 **PARTIALLY RECOGNIZED REVENUE** STYLE  
- All - Normal

# Search Results (1/2)

**1. Deal Level Columns** – Values Populate on every line (*where applicable*)

- Deal MCC, Transaction Date, Deal ID, Deal Name, NetSuite Client, Partially Revenue Recognized, Property Address, Property City, Square Footage, Seller/Landlord, Buyer/Tenant, Deal Type, Property Type, Deal Currency

**2. Originator not in List/Totals**

- Column will display any Originators whose MCC is not in NetSuite and is entered on the Parties tab as an Originator not in List
- Deal Subtotal line is also identified in this column with *TOTAL*

2

Deal MCC	Transaction Date	Deal ID	Deal Name	NetSuite Client	Originator not on List/Deal Total	Partially Revenue Recognized	Property Address	Property City	Property State	SF	Seller/Landlord	Buyer/Tenant	Deal Type	Property Type	Deal Currency
MICH - Detroit	12/4/2024	16161729505	CONFIDENTIAL-MI - 46943 Enterprise Ct-Atlas	Atlas Copco IAS LLC		F	46943 Enterprise Ct	Wixom	Michigan	21455	Hefco Enterprise LLC	Atlas Copco IAS LLC	Lease	Industrial	US Dollar
MICH - Detroit	12/4/2024	16161729505	CONFIDENTIAL-MI - 46943 Enterprise Ct-Atlas	Atlas Copco IAS LLC		F	46943 Enterprise Ct	Wixom	Michigan	21455	Hefco Enterprise LLC	Atlas Copco IAS LLC	Lease	Industrial	US Dollar
MICH - Detroit	12/4/2024	16161729505	CONFIDENTIAL-MI - 46943 Enterprise Ct-Atlas	Atlas Copco IAS LLC		F	46943 Enterprise Ct	Wixom	Michigan	21455	Hefco Enterprise LLC	Atlas Copco IAS LLC	Lease	Industrial	US Dollar
MICH - Detroit	12/4/2024	16161729505	CONFIDENTIAL-MI - 46943 Enterprise Ct-Atlas	Atlas Copco IAS LLC	Avison Young Detroit	F	46943 Enterprise Ct	Wixom	Michigan	21455	Hefco Enterprise LLC	Atlas Copco IAS LLC	Lease	Industrial	US Dollar
MICH - Detroit	12/4/2024	16161729505	CONFIDENTIAL-MI - 46943 Enterprise Ct-Atlas		TOTAL	F							Lease	Industrial	US Dollar

# Search Results (2/2)

1. **Deal Consideration** – Displays on one line per deal and on the Deal Total line. Amount ties to the Deal Consideration on the Commission Items tab.
2. **Outside Party Revenue** – Displays the allocation to the External Party on the line. If multiple external parties are on the transaction, each party allocation will display on its own line. These amounts will tie to allocations on the Parties tab. Total External Party revenue will be calculated on the Deal Total line.
3. **Participating Party** – Displays the Party to which the amount on the line is attributed, including Internal and External Parties (co-brokers and client fee shares).
4. **Originating Market** and **Originating Market Revenue** – Internal Parties that are in the MCC assigned as the Originating Market, their MCC will display in the Originating Market column. Their allocation from the Parties tab will display in the Originating Market Revenue column. The total of the allocations in this column will be calculated on the Deal Total line.
5. **AY Intercompany Market** and **AY Intercompany Market Revenue** – Internal Parties that are not in the MCC assigned as the Originating Market, their MCC will display in the AY Intercompany Market column. Their allocation from the Parties tab will display in the AY Intercompany Market Revenue column. The total of the allocations in this column will be calculated on the Deal Total line.
6. **Total North American AY Revenue** – Displays on one line per deal and on the Deal Total Line. Displays the total revenue allocations attributed to Internal Parties on the Parties tab. *Excludes recovery amounts on non-brokerage transactions.*

NetSuite Client	Originator not on List/Deal Total	Deal Consideration	Outside Party Revenue	Participating Party	Originating Market	Originating Market Revenue	AY Intercompany Market	AY Intercompany Market Revenue	Total North American AY Revenue
RSC Insurance Brokerage Inc		161,232.81	10,758.96	Jones Lang LaSalle Americas Inc.		0.00		0.00	5,379.48
RSC Insurance Brokerage Inc		0.00	0.00	12ABCD06C Gellar, Monica		0.00	CHIB - Chicago Brokerage	2,689.74	0.00
RSC Insurance Brokerage Inc		0.00	0.00	DCBAEQ9Z Greene, Rachel	NEB - New England Brokerage	1,129.69		0.00	0.00
RSC Insurance Brokerage Inc		0.00	0.00	ZNY3LWPH Bing, Chandler	NEB - New England Brokerage	968.31		0.00	0.00
RSC Insurance Brokerage Inc		0.00	0.00	ABC1DEFG3 Tribianni, Joey	NEB - New England Brokerage	591.74		0.00	0.00
	TOTAL	161,232.81	10,758.96			2,689.74		2,689.74	5,379.48

1

2

3

4

5

6

**Originating Market Not in List** – If selected, this value displays on its own line without a commission value attributed. If the Originating Market not in List is also an external party on the deal, there will be two lines on the report: one for the external party (with outside party revenue) and one for the Originating market. These fields are not linked within the system.

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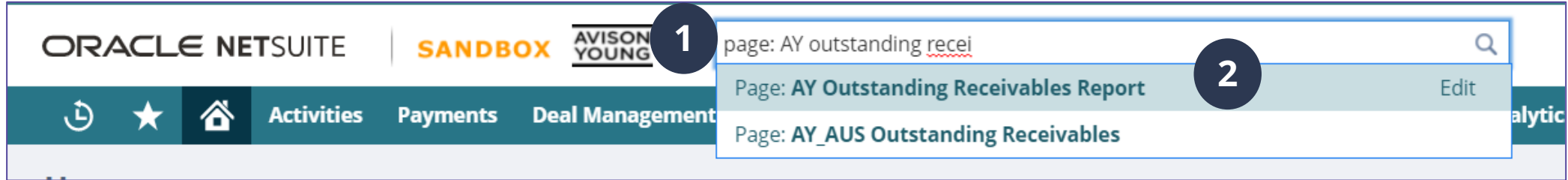
# **AY Outstanding Receivables Report**

## **Functionalities to review:**

- 1) Searching for the report
- 2) Report Sections
- 3) Filtering data on report

# Search: AY Outstanding Receivables Report

1. Start typing “page: AY Outstanding Receivables Report” in Global Search Box
  - Search results appear in the dropdown.
2. Click on “AY Outstanding Receivables Report” to open the report



OR

**Navigation:** Deal Management>Reports> AY Outstanding Receivable Report



# AY Outstanding Receivables Report: Sections

1. [Report](#)
2. [Filters](#)
3. [Report Footer](#)

**AY Outstanding Receivables Report** [View Detail](#)

DEAL ID	DEAL NAME	ARMS TRANSACTION DATE	INVOICE DATE	DUE DATE	BILL TO	INVOICE NUMBER	CURRENT		02/11/2022 - 03/12/2022 (30)		01/12/2022 - 02/10/2022 (60)		12/13/2021 - 01/11/2022 (90)		BEFORE 12/13/2021 (>90)		TOTAL	
							Amount (Gross)	Open Balance	Amount (Gross)	Open Balance	Amount (Gross)	Open Balance	Amount (Gross)	Open Balance	Amount (Gross)	Open Balance	Amount (Gross)	Open Balance
1237788999999	TESTING Stress JP	03/02/2022	03/07/2022	03/02/2022	0000598 Self Storage Chicago Ciero		US\$0.00	US\$0.00	US\$5,000.00	US\$5,000.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$5,000.00	US\$5,000.00
0031-3030	CHI - Ritz Consulting Sept 2021	09/01/2021	09/01/2021	09/03/2021	00000607 Ritz Development		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$6,000.00	US\$6,000.00	US\$6,000.00	US\$6,000.00	US\$6,000.00
0031-5003	CHI - Ritz Consulting October 2021	10/04/2021	10/04/2021	11/03/2021	00000607 Ritz Development		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$6,000.00	US\$6,000.00	US\$6,000.00	US\$6,000.00	US\$6,000.00
4092187630	KS - 11501 Outlook Street, Suite 450 - UnitedLex	01/27/2022	01/27/2022	01/27/2022	00008257 CBRE		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$57,006.78	US\$57,006.78	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$57,006.78	US\$57,006.78
0024-3824	Alta Incentives	09/23/2019	09/23/2019	09/18/2020	00008862 Hickey & Associates		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$6,675.00	US\$6,675.00	US\$6,675.00	US\$6,675.00	US\$6,675.00
6336803939	OH - 440 Polaris Parkway, Suite 150 - Liberty Mutual	01/26/2022	01/26/2022	01/26/2022	00009073 Liberty Mutual Insurance Company		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$14,190.05	US\$14,190.05	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$14,190.05	US\$14,190.05
0031-7940	IL - 650 Dundee Road, Suite 170 - RSC Insurance Brokerage, Inc.	11/04/2021	12/20/2021	01/19/2022	00013835 RSC Insurance Brokerage, Inc.		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$5,379.48	US\$5,379.48	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$5,379.48	US\$5,379.48
3945537243	IL - 2411 United Lane, Unit B - Nation Air Cargo Holdings, Inc.	12/01/2021	12/01/2021	12/01/2021	00014060 Venture One Real Estate		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$18,474.37	US\$18,474.37	US\$18,474.37	US\$18,474.37	US\$18,474.37
3900716521	AL - 890 Dean Road, Suite 500 - Vital Care of Auburn	12/31/2021	12/31/2021	12/31/2021	00016842 Coldwell Banker Commerical		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$3,700.00	US\$3,700.00	US\$0.00	US\$0.00	US\$3,700.00	US\$3,700.00
3900716521	AL - 890 Dean Road, Suite 500 - Vital Care of Auburn	12/31/2021	12/31/2021	04/01/2022	00016842 Coldwell Banker Commerical		US\$3,700.00	US\$3,700.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$3,700.00	US\$3,700.00
0031-1728	IL - 790 Royal St. George Drive, Suite 139C - X Golf - Naperville, LLC	08/31/2021	10/14/2021	08/13/2021	00017223 Mid America Asset Mgmt		US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$12,489.60	US\$0.01	US\$12,489.60	US\$0.01	US\$0.01

DATE: today AS OF: 03/13/2022 SUBSIDIARY CONTEXT: 020-11-12 - Avison Young - Chicago LLC **Aging Options** MORE Find...

Refresh Customize

# Report Section: AY Outstanding Receivables Report

1. Modify Column width like Excel, click on column header and change size
2. Click on the totals amount to drill down to the detail report

DEAL ID	DEAL NAME	ARMS TRANSACTION DATE	INVOICE DATE	DUE DATE	BILL TO	INVOICE NUMBER	CURRENT	02/12/2022 - 03/13/2022 (30)	01/13/2022 - 02/11/2022 (60)	12/14/2021 - 01/12/2022 (90)	BEFORE 12/14/2021 (>90)	TOTAL						
							Amount (Gross)	Open Balance	Amount (Gross)	Open Balance	Amount (Gross)	Open Balance	Amount (Gross)	Open Balance	Amount (Gross)	Open Balance		
1237788999999	TESTING Stress JP	03/02/2022	03/07/2022	03/02/2022	00000598 Self Storage Chicago Ciero		U\$0.00	U\$0.00	U\$5,000.00	U\$5,000.00	U\$0.00	U\$0.00	U\$0.00	U\$0.00	U\$0.00	U\$0.00	U\$5,000.00	U\$5,000.00
0031-3030	CHI - Ritz Consulting Sept 2021	09/01/2021	09/01/2021	09/03/2021	00000607 Ritz Development		U\$0.00	U\$0.00	U\$0.00	U\$0.00	U\$0.00	U\$0.00	U\$0.00	U\$0.00	U\$6,000.00	U\$6,000.00	U\$6,000.00	U\$6,000.00

3. A/R Aging Details report Appears
4. Click on the Document to drill down to the transaction
5. Click on Back To Summary to return to Summary report

BILL TO	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	P.O. NO.	DUE DATE	AGE	OPEN BALANCE
00000598 Self Storage Chicago Ciero	Invoice	03/02/2022	A20220325028302.0		09/02/2022	12	C\$25,297.20
	Invoice	03/07/2022	A20220325027702.1		03/02/2022	7	C\$6,324.30
<b>Total - 00000598 Self Storage Chicago Ciero</b>							<b>C\$31,621.50</b>
<b>Total</b>							<b>C\$31,621.50</b>

# Filters: AY Outstanding Receivables Report

Display all Filter Options

DATE today AS OF 03/13/2022 SUBSIDIARY CONTEXT 020-11-12 - Avison Young - Chicago LLC Aging Options MORE Click More Find... < >

## Filter Options

1. **Market/Const Center** Any Of – Add one to Many MCC and click OK
2. **Subsidiary Any Of:** Select one or multiple Subsidiaries
3. **Date:** Aging date as of, leave as today's date
4. **Subsidiary Context:** Drives Currency – Select: 020 - Avison Young CONSOLIDATED (AY USA INC) (Consolidated)
5. for USD or 000 - Avison Young CONSOLIDATED (AYCI) (Consolidated) for CAD
6. Click **Aging Options** to change Aging Buckets
7. Click **Refresh** to Refresh Report Results

1 MARKET/COST CENTER ANY OF - All - 2 SUBSIDIARY ANY OF 000 - Avison Young ACCOUNTING CONTEXT Leave Null

DATE today 3 AS OF 03/16/2022 4 SUBSIDIARY CONTEXT 000 - Avison Young CON...(AYCI) (Consolidate 5 Aging Options LESS

Refresh 6

AGING BASED ON  TRANSACTION DATE  DUE DATE

AGE AS OF end of this month 3/31/2022

INTERVAL  REGULAR  IRREGULAR

6 BANDS 30 Days EACH

Please Read: ***Subsidiary Context - DRIVES CURRENCY***

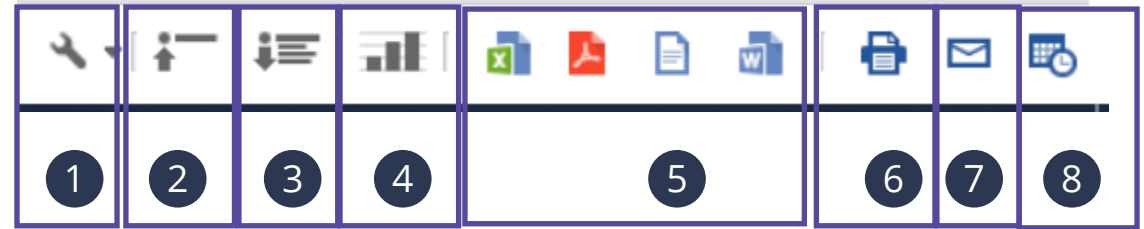
**USD:** Select: 020 - Avison Young CONSOLIDATED (AY USA INC) (Consolidated) 020 - Avison Young CONSOLIDATED (AY USA Inc) (Consolidated)

**CAD:** Select: 000 - Avison Young CONSOLIDATED (AYCI) (Consolidated) 000 - Avison Young CONSOLIDATED (AYCI) (Consolidated)



# AY Outstanding Receivables Report: Report Footer

1. Options
2. Collapse -N/A for this report
3. Expand – N/A for this report
4. Graph – N/A for this report
5. Output Option – See Slide [Universal Icons: Export Options](#)
6. Print - See Slide [Universal Icon: Print](#)
7. Email – See Slide [Universal Icon: Email](#)
8. Schedule Report – See [Section Scheduling Reports](#)



1

VIEW Report - Plain

EXPAND LEVEL Expand All

DISPLAY TITLE

SHOW DRILL-DOWN BALLOONS

Close

- **View** - Choose to view your report in Report-Plain or Report-Grid format.
- **Expand Level** - Select the level of hierarchy you want to view on the report:
  - **Collapse All.** View only the top levels of the report.
  - **Expand All.** View all the top and sublevels of the report.
- **Display Title** - Check this box to add a header to your report that includes the company name, report title and the date or period range selected. Note – The header still appears on the printed report even though it is hidden on your screen.
- **Show drill-down balloons** - Check this box if you want to view balloons containing text describing the record or transaction you can view should you click on the reporting data. For example, if you hover over the name of a customer, a balloon appears that says **View**.

# Scheduling Reports

---

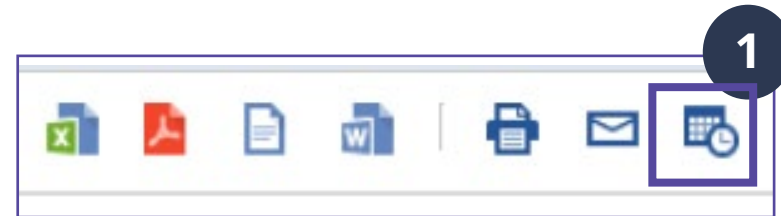


# Report Scheduling

**See:** [NetSuite Documentation for Scheduling Report](#) for complete scheduling instructions

## To schedule a report:

1. Click the Schedule button in report footer
2. On the Schedule Report page, enter a name for the schedule.
3. Enter the **date** for the report to run. If the report is to be run more than one time, then this date will be the date that the schedule becomes active.
4. Enter the **start time** for the report.
5. Check the **Run Report More Than Once** box if you would like the report to run multiple times. If you select this box the page will expand to reveal further scheduling options



**Schedule Report**

Save Cancel

Schedule Report

SCHEDULE NAME \*  
AY Outstanding Receivables Report

DATE \*  
03/13/2022

START TIME \*  
11:29 pm 11:00 pm ▼

RUN REPORT MORE THAN ONCE

The screenshot shows the 'Schedule Report' form with five numbered callouts: '2' points to the 'SCHEDULE NAME' field, '3' points to the 'DATE' field, '4' points to the 'START TIME' dropdown menu, and '5' points to the 'RUN REPORT MORE THAN ONCE' checkbox. A blue border surrounds the entire form area.

# Report Scheduling continued

## Recipients' subtab:

1. The **Recipient** field is pre-filled with your email address. You can change the primary recipient by selecting from the **Recipient** dropdown list.
  - Note that if email notifications for the report schedule fail, timed-out reports and other notifications are sent to the primary recipient. The recipients in the Cc and Bcc lists do not receive these failure notification emails.
2. In the **Copy Others** dropdown list, select an additional recipient and choose whether to include in the Cc or Bcc list, and click **Add**.
  - Repeat step b for each additional recipient to be copied.
  - Note that a primary and copied to recipient(s) can be either an individual user or a group. Dropdown lists include each group that has a group email address.

1

2

Recipients Message Attachments

RECIPIENT \*

9NVCEGI08 Peterson, Jeanne

Select people to copy in this email or add email addresses directly from the list below.

COPY OTHERS

EMAIL \*

CC

BCC

<Type then tab>

Yes

Add Cancel Insert Remove

# Report Scheduling continued

1. On the **Message** subtab
2. Enter custom **Subject**
3. Add body text for email **messages**.
4. Choose the **Sending Format** from the list.
5. Click **Save**

The screenshot displays the 'Message' subtab of a report scheduling interface. It features three tabs: 'Recipients', 'Message', and 'Attachments'. The 'Message' tab is active. Below the tabs, there is a 'SUBJECT \*' field containing the text 'AY Outstanding Receivables Report'. Below the subject field is a 'MESSAGE' section with a rich text editor toolbar (Source, Undo, Redo, Bold, Italic, Underline, Format, Link, Unlink) and a text area containing the placeholder text 'Type text and format it using the toolbar.'. Below the message section is a 'SENDING FORMAT' dropdown menu set to 'Inline HTML'. At the bottom, there are 'Save' and 'Cancel' buttons. Numbered callouts (1-5) are overlaid on the interface to indicate the steps: 1 points to the 'Message' tab, 2 points to the subject field, 3 points to the message text area, 4 points to the sending format dropdown, and 5 points to the 'Save' button.

# Report Scheduling continued

1. On the **Attachments** subtab:
2. In the **Attach File** field, select a file from your computer or File Cabinet to attach to the email, and click Add.
  - Repeat to attach additional files.
  - Check the **Zip attachments** box if you want to attach a zip file of all selected attachments.
3. Click **Save**.

The screenshot shows the 'Attachments' subtab of an email client. At the top, there are tabs for 'Recipients', 'Message', and 'Attachments', with 'Attachments' being the active tab. Below the tabs, there is a checkbox labeled 'ZIP ATTACHMENTS' which is currently unchecked. A 'Remove all' button is located below the checkbox. The main area is titled 'ATTACH FILE' and contains a search input field with the placeholder text '<Type then tab>'. Below the input field is a table with columns for 'FOLDER', 'SIZE (KB)', 'LAST MODIFIED', and 'FILE TYPE'. At the bottom of the 'ATTACH FILE' section, there are four buttons: 'Add' (with a checkmark icon), 'Cancel' (with an 'x' icon), 'Insert' (with a plus icon), and 'Remove' (with a trash can icon). Below the 'ATTACH FILE' section, there are two buttons: 'Save' and 'Cancel'. Three numbered callouts (1, 2, and 3) are overlaid on the image to indicate the steps: 1 points to the 'Attachments' tab, 2 points to the 'ATTACH FILE' section, and 3 points to the 'Save' button.

# Dashboard

## Functionalities to review:

- 1) Adding Search to Dashboard

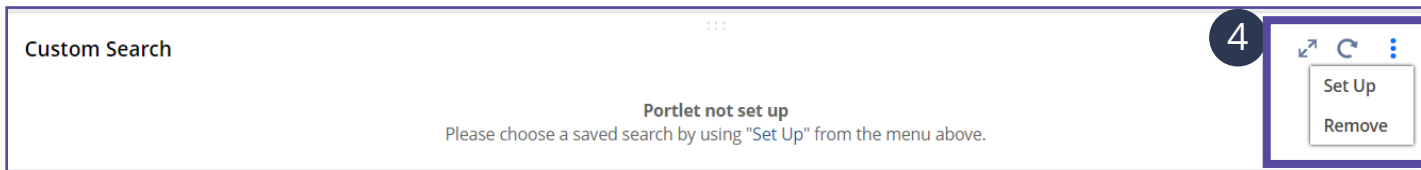
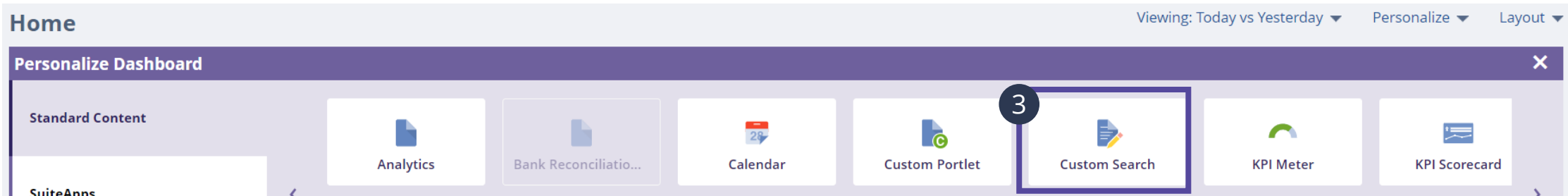
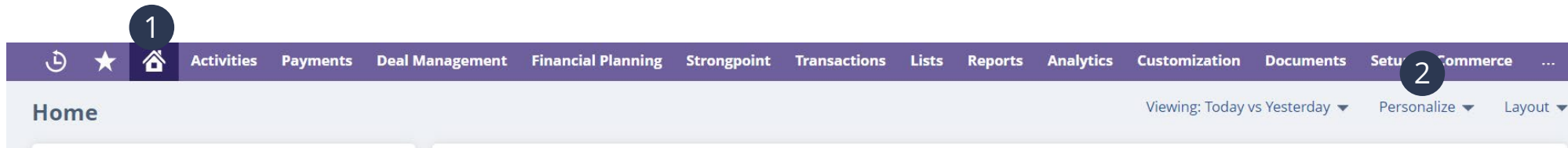
# Personalize Your Dashboard



## Open Dashboard



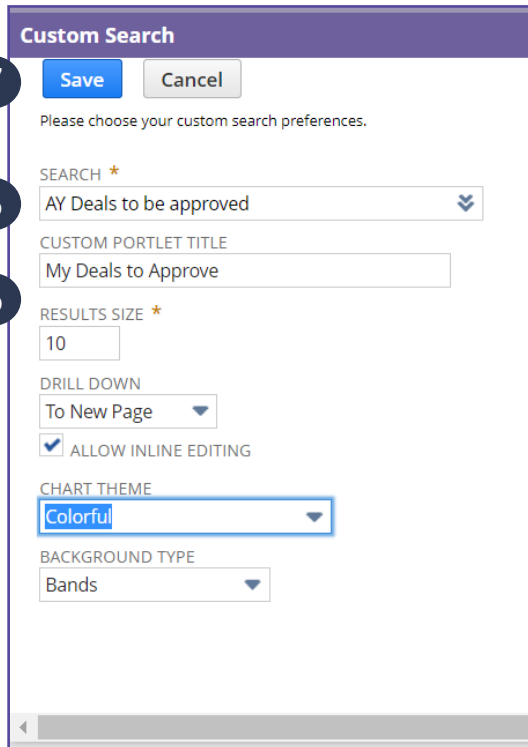
1. Click Dashboard Icon
2. Click Personalize Drop Down
3. Select Custom Search
4. Custom Search box appears, place cursor in upper right-hand corner and click Setup



# Personalize Your Dashboard continued

## Adding Search to Custom Search Portlet

5. Enter Search Name – AY Deals to be approved
6. Enter Title
7. Click Save



**7** Save Cancel

Please choose your custom search preferences.

**5** SEARCH \*  
AY Deals to be approved

CUSTOM PORTLET TITLE  
My Deals to Approve

**6** RESULTS SIZE \*  
10

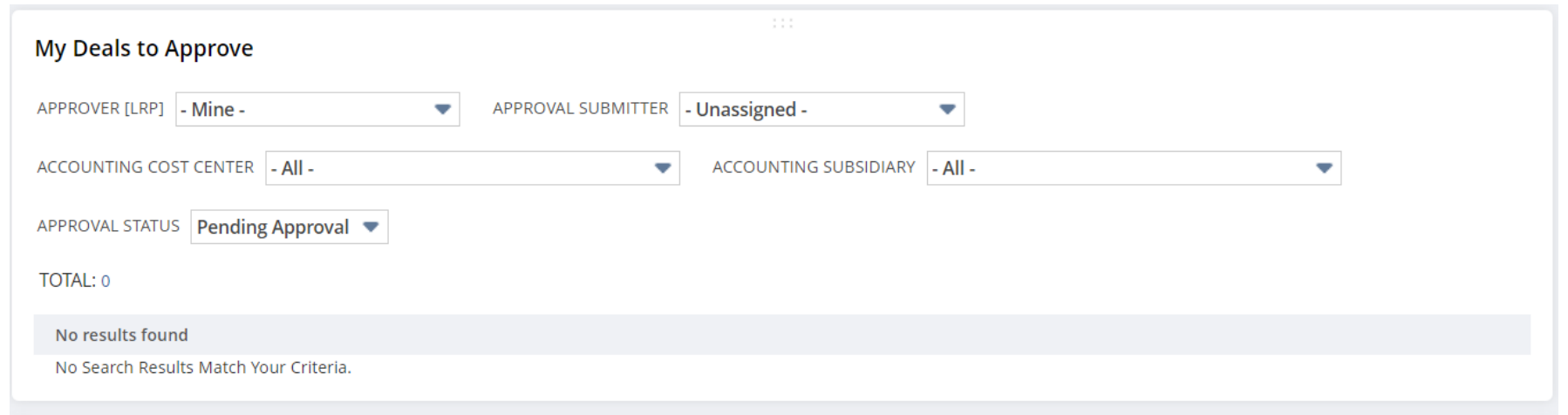
DRILL DOWN  
To New Page

ALLOW INLINE EDITING

CHART THEME  
Colorful

BACKGROUND TYPE  
Bands

## New Portlet – Add your Criteria



**My Deals to Approve**

APPROVER [LRP] - Mine - APPROVAL SUBMITTER - Unassigned -

ACCOUNTING COST CENTER - All - ACCOUNTING SUBSIDIARY - All -

APPROVAL STATUS Pending Approval

TOTAL: 0

No results found  
No Search Results Match Your Criteria.

# Analytics Hub Reports

# Table of Contents

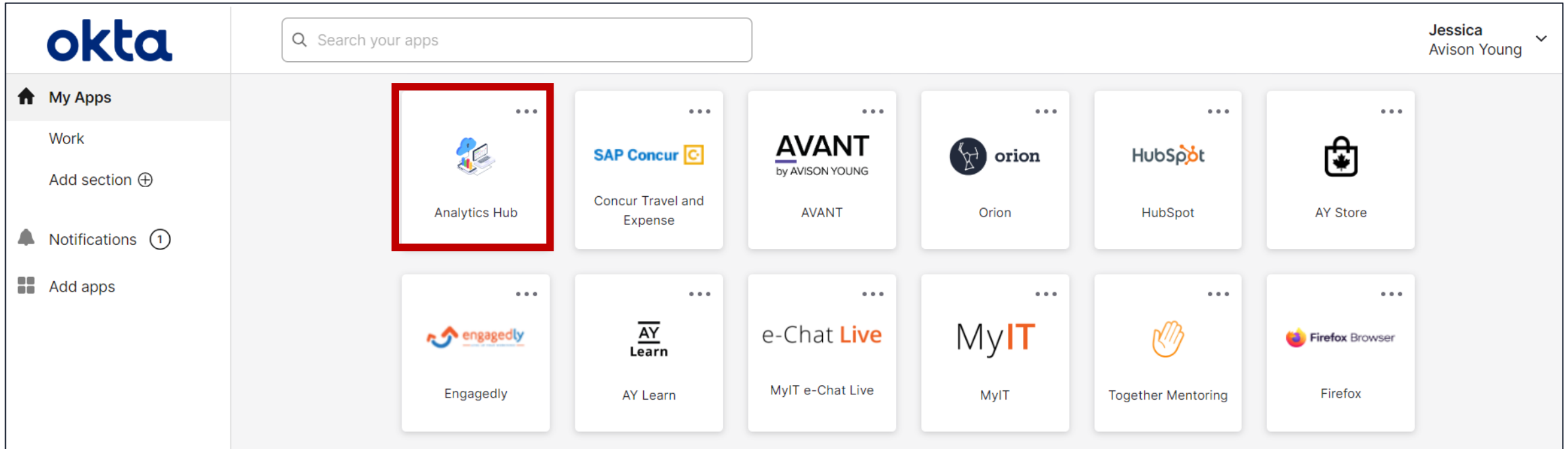
1. Launching Analytics Hub
2. Accessing NetSuite Reports
3. Filter Reports
4. Report Output
5. Data Refresh
6. Security





# 01. Launching Analytics Hub

- Log into Okta\*
- Launch *Analytics Hub* Application (All AY Employees have this app available to them)



**Missing the Analytics Hub Tile?** Contact MyIT to request it.

\* [apps.avisonyoung.com](https://apps.avisonyoung.com)



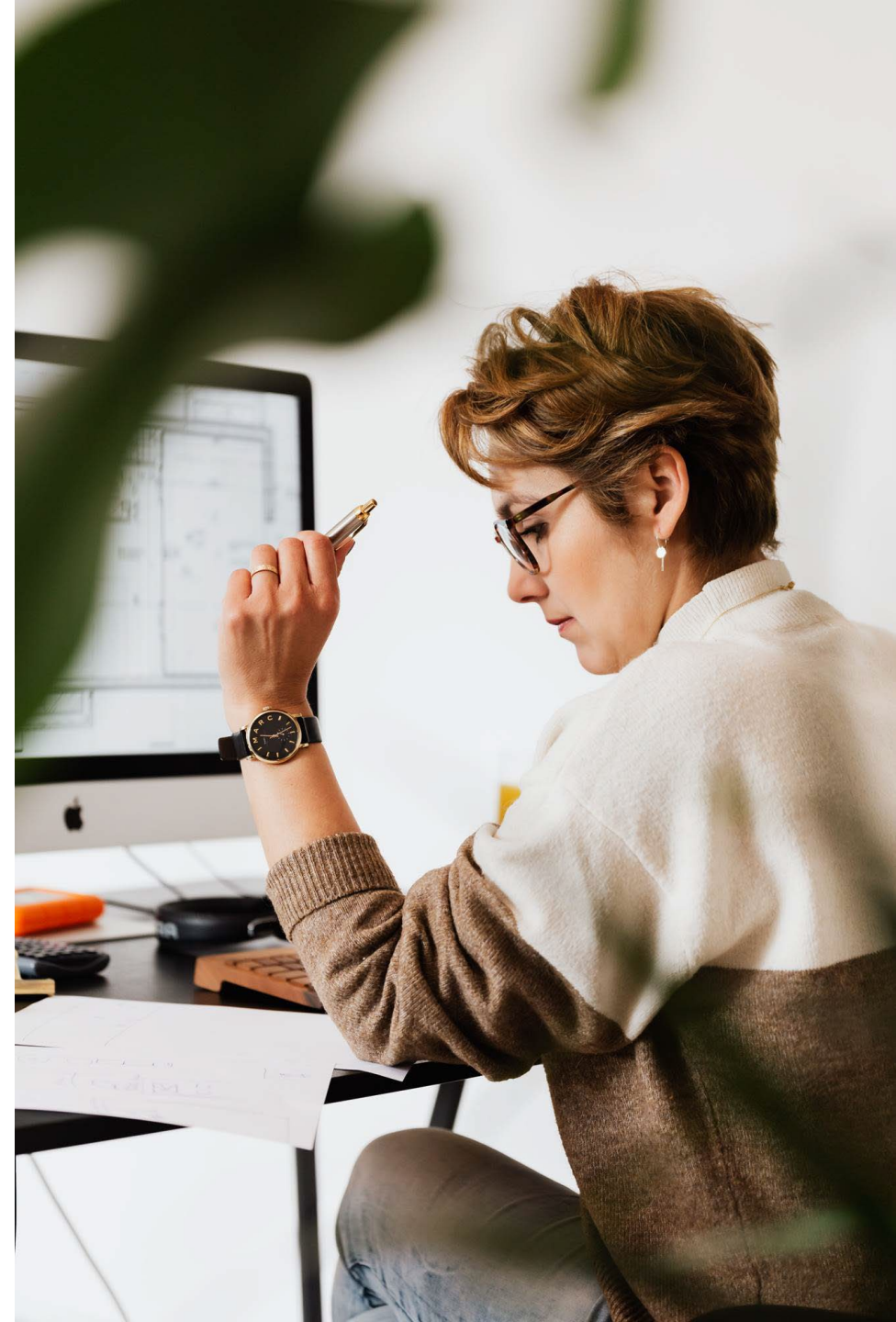
## 02. Accessing NetSuite Reports

# First Time Users

**A dialog box may appear requesting you to login.**

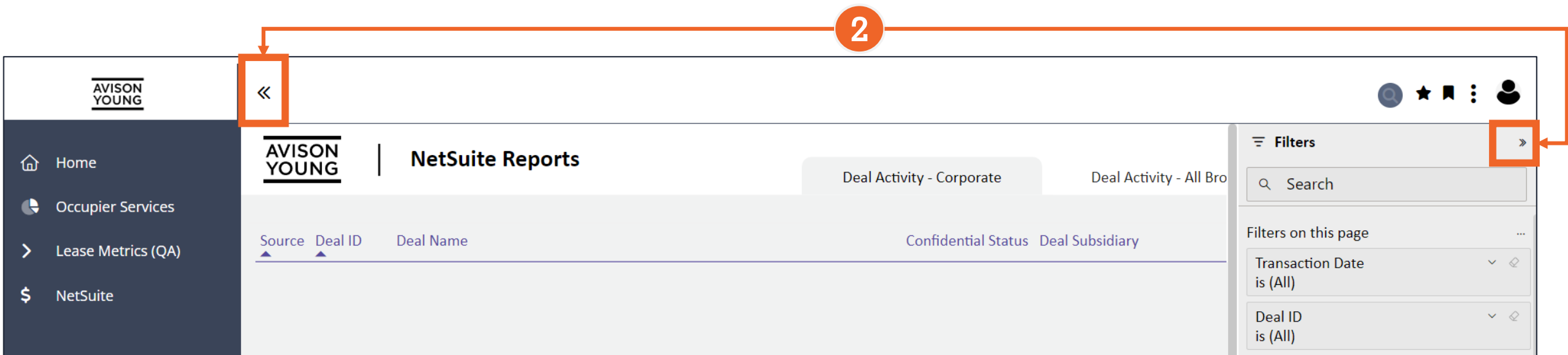
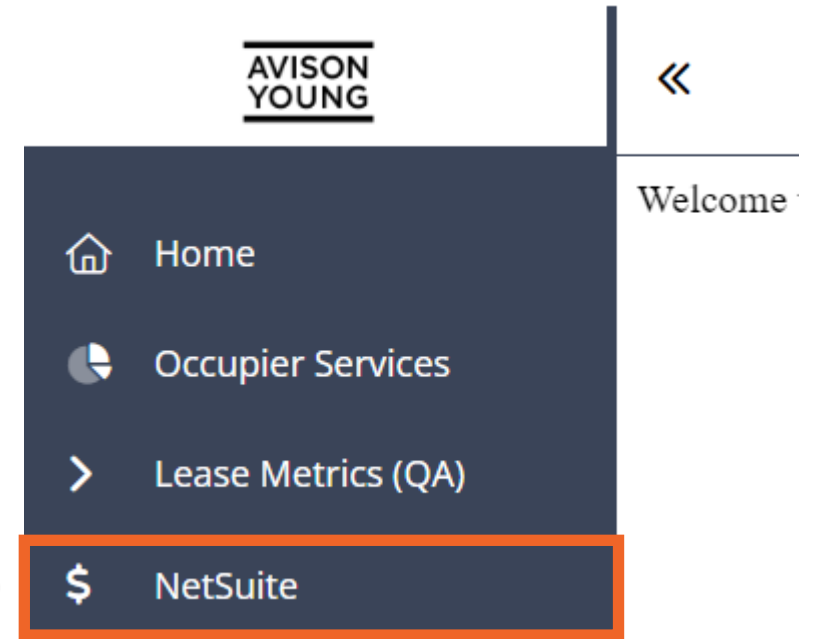
Enter your AY computer login password to access.

This information will be saved for future logins.



# All Users

1. Click NetSuite on the left menu
2. Use the arrows to collapse the side menus to increase report visibility



# Report Options

*Click on the report tab to open the desired report:*

## 1. Deal Activity – Corporate

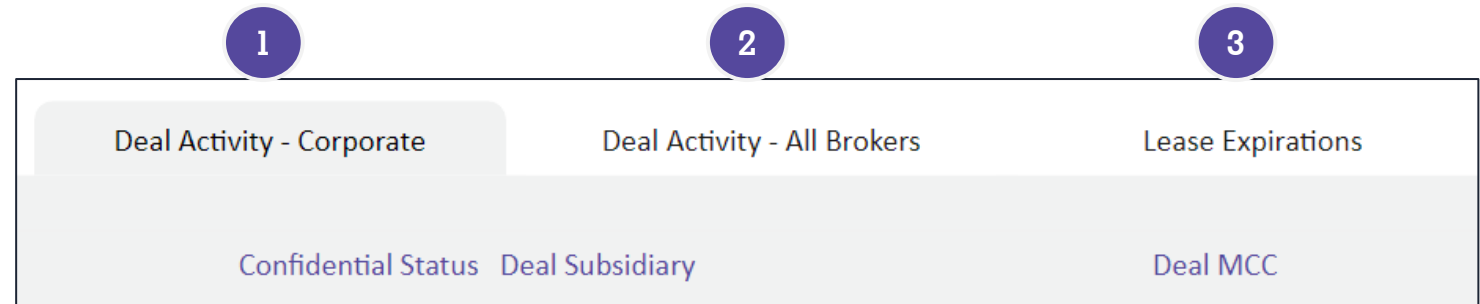
- A list of deal details
- Deal values summarized into a single line per deal
- Used for corporate or statistical reporting

## 2. Deal Activity – All Brokers

- Listing of deal details
- Multiple lines per deal, broken out by individual broker allocations

## 3. Lease Expirations

- Listing of all deals with lease expiration dates up to two years in the past
- Used to monitor and manage lease expirations



**Reports display deals that have been recorded in NetSuite DMS and our prior deal system, Apto.**

- Contain full deal information dating back to January 2019.
- Contain partial deal details for years prior to 2019.

A woman with glasses is shown in profile, focused on her work at a computer. She is wearing a dark blue long-sleeved top. The computer monitor displays a webpage with a header and several paragraphs of text. The office environment is bright, with natural light coming from a window with blinds in the background. A desk with a keyboard, mouse, and some papers is visible in the foreground.

## 03. Filter Reports

# Filters Overview

1. **Click the double arrows** to expand the Filter Banner
2. **Use Search** to locate a specific filter
3. **Use scroll bar** on the far right to scroll through filter list
4. **Click dropdown arrow** to open desired filter
5. **Basic Filtering**
  - a) Select one or more items from the list
  - b) Use *search* where available to reduce the list contents. Data results refresh upon search entry
6. **Click erase icon** to clear any filter
7. **Click the arrow** to collapse the filter details

The image illustrates the steps to use filters in a software application. It consists of four screenshots showing the filter interface.

**Step 1:** Shows the 'Show/hide filter pane' button with a double arrow icon.

**Step 2:** Shows the 'Filters' pane with a search bar containing 'trans' and a dropdown menu showing 'Transaction Date is (All)'.

**Step 3:** Shows the 'Filters' pane with a search bar and a list of filters on the page, including 'Transaction Date is (All)', 'Deal ID is (All)', 'Deal Name is (All)', 'Confidential Status is (All)', 'Deal Type is (All)', 'Property Type is (All)', 'Deal Subsidiary is (All)', 'Deal MCC is (All)', 'Client is (All)', 'Int Parties is (All)', 'Ext Parties is (All)', and 'Party Subsidiary'.

**Step 4:** Shows the 'Deal ID' filter expanded, with a search bar containing '0031' and a list of deal IDs: '0000031798-7', '0023-0031', '0024-0031', '0030-0031', '0031-0641', and '0001-0001'. A dropdown arrow is highlighted.

**Step 5:** Shows the 'Deal ID' filter expanded, with a search bar containing '0031' and a list of deal IDs: '0000031798-7', '0023-0031', '0024-0031', '0030-0031', '0031-0641', and '0001-0001'. A search icon and the text '0031' are highlighted.

**Step 6:** Shows the 'Deal ID' filter expanded, with a search bar containing '0031' and a list of deal IDs: '0000031798-7', '0023-0031', '0024-0031', '0030-0031', '0031-0641', and '0001-0001'. A search icon and the text '0031' are highlighted.

**Step 7:** Shows the 'Deal ID' filter expanded, with a search bar containing '0031' and a list of deal IDs: '0000031798-7', '0023-0031', '0024-0031', '0030-0031', '0031-0641', and '0001-0001'. A search icon and the text '0031' are highlighted.

# Filters – Advanced Filters

1. **Select Advanced Filtering** in the *Filter Type*
2. **Choose desired option** from dropdown for search parameter
3. **Enter desired search term**
  - search is Case-Sensitive
    - (e.g. *For a last name search, use Smith, not smith*)
4. **Add additional search options** using *And* or *Or* buttons
  - *And* may be kept selected if no additional terms are needed
  - *Search is limited to two parameters*
5. **Click Apply filter** to refresh results

The screenshot shows the 'Advanced filtering' interface for 'Int Parties'. It includes a dropdown menu for 'Filter type' (set to 'Advanced filtering'), a text input for 'Show items when the value' (containing 'contains'), a search term input (containing 'Flemington'), and radio buttons for 'And' (selected) and 'Or'. An 'Apply filter' button is at the bottom right. A callout box on the right lists filter options: 'contains', 'does not contain', 'starts with', 'does not start with', 'is', 'is not', 'is blank', and 'is not blank'. Numbered callouts 1 through 5 highlight the 'Advanced filtering' dropdown, the 'contains' dropdown, the 'Flemington' input, the 'And' radio button, and the 'Apply filter' button respectively.

# Filters – Advanced Filters - Dates

1. **Select Advanced Filtering** in the *Filter Type*
2. **Choose search option** from list
3. **Enter date** in the date field
  - Leave timestamp field as generated
4. **Option to add additional terms**
  - **To search for a date range**
    - First parameter:
      - *is on or after* <Date>
    - *And*
    - Second parameter:
      - *is on or before* <Date>
5. **Click Apply filter** to refresh results

**Transaction Date** is on or after 1/1/2023 and is on or bef...

Filter type

1 Advanced filtering

Show items when the value

2 is on or after

3 1/1/2023

12 00 AM

4  And  Or

is on or before

12/31/2023

12 00 AM

5 Apply filter

Show items when the value

is

is

is not

is after

is on or after

is before

is on or before

is blank

is not blank

# Filters - Deal Activity – Additional Filter Details

Additional Filter Details:

## 1. Confidential Status

- Allows the user to filter out Confidential Deals

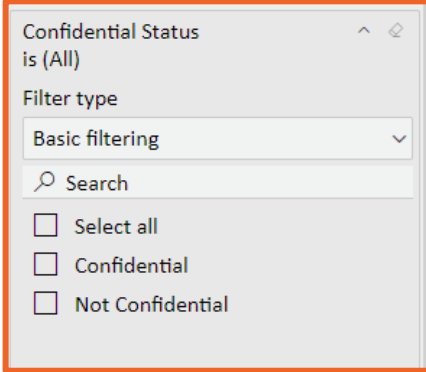
## 2. Deal Subsidiary/Deal MCC

- Displays deals booked within the selected Subsidiary/Market

## 3. Party Subsidiary/Party MCC

- Filters the report and displays deals in which the selected Subsidiary/Market is participating.

1



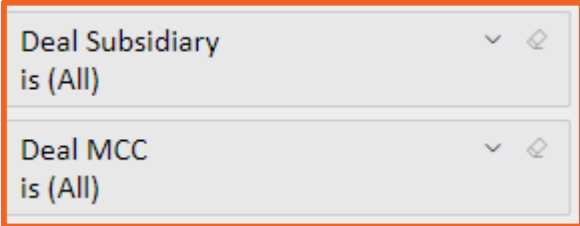
Confidential Status  
is (All)

Filter type  
Basic filtering

Search

Select all  
 Confidential  
 Not Confidential

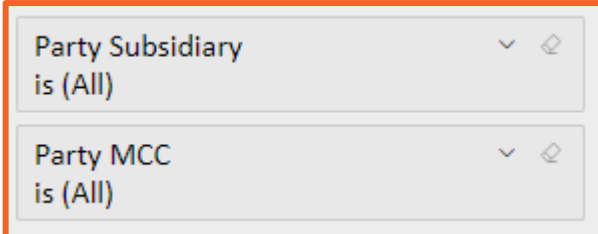
2



Deal Subsidiary  
is (All)

Deal MCC  
is (All)

3



Party Subsidiary  
is (All)

Party MCC  
is (All)

# Search Results

1. **Sort** – Reports are sorted by default on Source, then on Deal ID
  - Click on a column header to sort results by the column value

## Scroll Bars

2. **Right Scroll** – scroll through results
3. **Small Bottom Scroll** – scroll through all columns

The screenshot displays the NetSuite Reports interface. At the top left is the AVISON YOUNG logo. The main heading is "NetSuite Reports". Below this are three tabs: "Deal Activity - Corporate", "Deal Activity - All Brokers", and "Lease Expirations". The "Deal Activity - Corporate" tab is active, showing a table with columns: "Source", "Deal ID", "Deal Name", "Confidential Status", "Deal Subsidiary", and "Deal MCC".

Annotations on the screenshot:

- 1**: A blue circle with the number 1 points to the "Source" and "Deal ID" column headers, which are highlighted with an orange box.
- 2**: A blue circle with the number 2 points to a vertical scrollbar on the right side of the table, which is highlighted with an orange box.
- 3**: A blue circle with the number 3 points to a horizontal scrollbar at the bottom of the table, which is highlighted with an orange box.

A group of four business professionals are seated around a conference table in a modern office. A woman in the center is holding a tablet displaying an 'Annual Report' with a bar chart titled 'By Region'. The other participants are looking at the tablet and discussing the data. The scene is brightly lit with large windows in the background.

## 04. Report Output

# Analytics Export to Excel

1. **Ensure side panes** are collapsed
2. **Hover mouse over top right corner**, click three dots that appear
3. **Click *Export Data***
4. **Popup Box appears** for data format – select *data with current layout*
  - Format defaults to .xlsx
  - Output is limited to 150,000 rows
5. **Click *Export***
6. **Excel output displays** in browser top right corner.

1. Ensure side panes are collapsed

2. Hover mouse over top right corner, click three dots that appear

3. Click *Export Data*

4. Popup Box appears for data format – select *data with current layout*

- Format defaults to .xlsx
- Output is limited to 150,000 rows

5. Click *Export*

6. Excel output displays in browser top right corner.

Exporting data  
You can still browse reports and dashboards while we export your data.

Recent download history

data (16).xlsx  
9.3 MB • 2 minutes ago

AVISON YOUNG

## 05. Refresh Cycle & Data

Refresh

# Analytics Hub Reporting – Refresh Cycle

Report Data is Refreshed Daily at 2AM EST

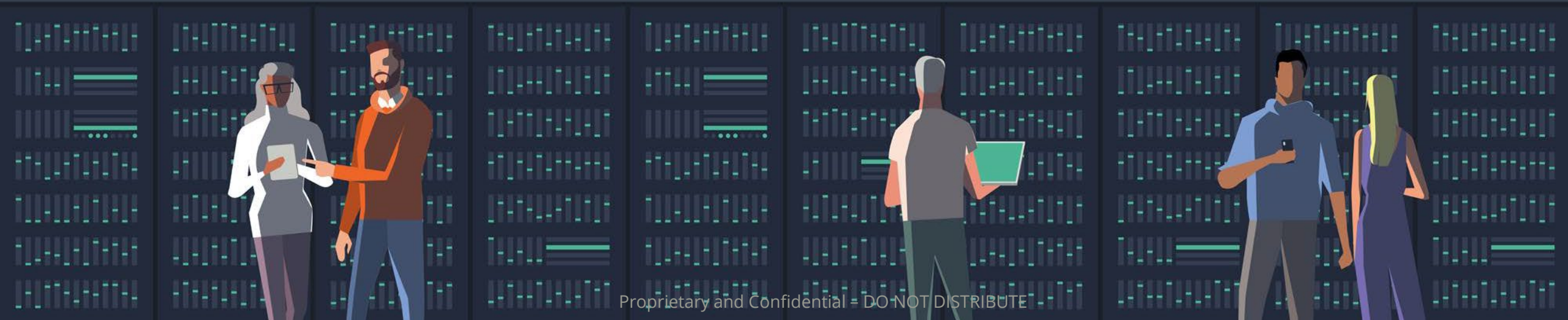
## Impacts:

- Security changes will not take place until the next refresh.
  - Example: A new user is given permissions to access Analytics Hub reports at 8AM CST.
    - *The user will not be able to access the report until the next day when refresh is complete.*
- Any new deal activity processed in the deal system today will not appear on the report until the next day when refresh is complete.

## Analytics Hub reports contain:

- Historical data from Apto
- Apto converted deals in NetSuite Deal Management
- New activity created in NetSuite Deal Management

# 06. Security



# Who has Security?

## RRA Deal Approvers

- **How do I get access?** No Setup required.
- **What can I see?** Deals that contain an MCC I am assigned to as a RRA Deal Approver

## Country Finance & Controllers Deal Approvers

- **How do I get access?** No Setup required.
- **What can I see?** All Deals in my country

## Global Finance Deal Approvers

- **How do I get access?** No Setup required.
- **What can I see?** All Deals

## Managing Directors

- **How do they get access?** No Setup required.
- **What can they see?** If a broker in their market is on a deal, they will be able to see the deal. This hierarchy is sourced from the employee record from HR.

## Brokers

- **How do they get Access?** No Setup required.
- **What can they see?** If they are on a deal, they will be able to see the deal details. Security is limited to deals they are assigned to as either primary or secondary.

## Broker Assistants

- **How do they get access?** Broker sends request to [FinanceAppSupport@avisonyoung.com](mailto:FinanceAppSupport@avisonyoung.com) to assign a Broker Assistant as a delegate.
- **What can they see?** What the broker can see

# All Others who require Access..



If you are not a Broker, MD, Broker Assistant or a Deal Approver and require access to Tableau reports, you can request access by emailing: [FinanceAppSupport@avisonyoung.com](mailto:FinanceAppSupport@avisonyoung.com)

Request should include:

- 1) Name of person requesting access
- 2) MCC(S) or Country(s) to which access is being requested

These requests will be forwarded to Country Finance for final approval.



# Questions?

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