

Deal Management Training

**Intro to NetSuite, Salesforce
Integrations, Deal Wizard**

**AVISON
YOUNG**

NetSuite 101

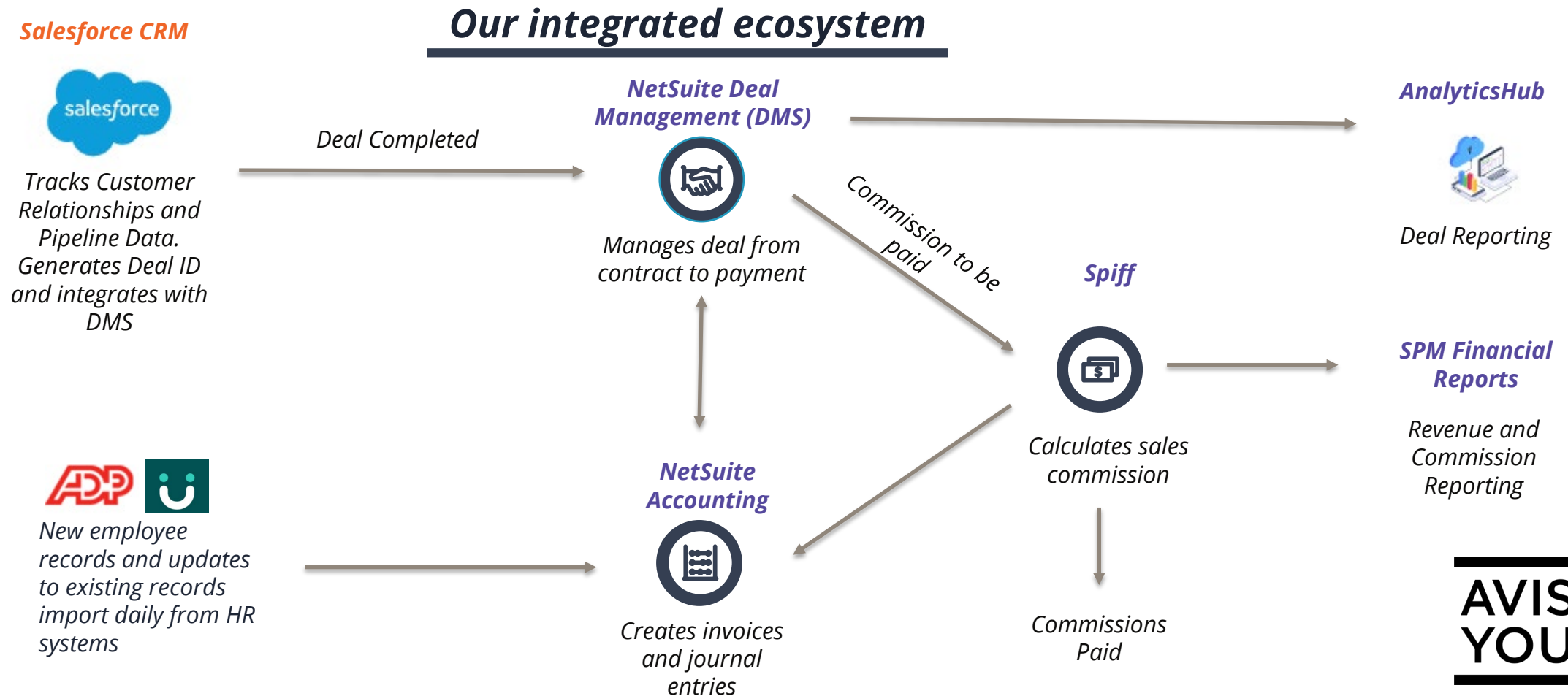


DMS Overview



Deal Management System (DMS) Overview

NetSuite Deal Management System (DMS) is the North American integration of our human resources information systems, accounting, sales commissions and reporting applications. This includes ADP/UKG, NetSuite, Spiff, Analytics Hub and SPM Financial Reports.



NetSuite Segmentation & Terminology

Segmentation:

Every deal and individual associated with Avison Young are assigned “NetSuite Segmentation”. This segmentation consists of four components:

- **Subsidiary** – the legal entity for the market location.
 - The US has many different subsidiaries (i.e. Avison Young – Chicago LLC, Avison Young – Atlanta LLC etc.)
 - Canada has one subsidiary across all provinces for brokerage (Avison Young Commercial Real Estate Services LP) and one subsidiary across all provinces for Valuation & Tax Appeal (Avison Young Valuation & Advisory LP)
- **Market Cost Center (MCC)** - the reporting entity, usually an Avison Young office location (typically locally named) that identifies a business line (Brokerage, Property Management) and/or city or region led by a Managing Director. Most are abbreviated (i.e. TORDT, NGTA, CHI, ATL)
- **Department** – Service line (i.e. SBK for brokerage, VAL for valuation) or corporate department
- **Category** - additional classification for reporting such as EBITDA. If a broker joined AY through a corporate acquisition, his/her Category will indicate such.

Other Terminology:

- **CRM Deal ID** – a deal’s unique numerical identifier, which is assigned by Salesforce. Deal IDs are currently 10-11 characters long. Deals that pre-date Salesforce (mid-2021) will have Deal IDs in XXXX-XXXX format.
- **Gross Production** – the individual broker’s allocation of the commission recognized by Avison Young. For example, if 3 brokers are participating on a \$10,000 deal at 40%, 40% and 20%, their gross production credit will be \$4,000, \$4,000 and \$2,000 respectively and is the amount on which the broker’s split is applied to determine their net pay.
- **Accumulated Gross Production** – each broker’s production accumulates during the calendar year and determines which tier of their split plan is applied to a particular deal’s allocation.
- **HRIS ID** – an individual’s unique identifier, which is assigned by ADP (US) or UKG (Canada). This identifier is associated with the broker in both NetSuite and Spiff.

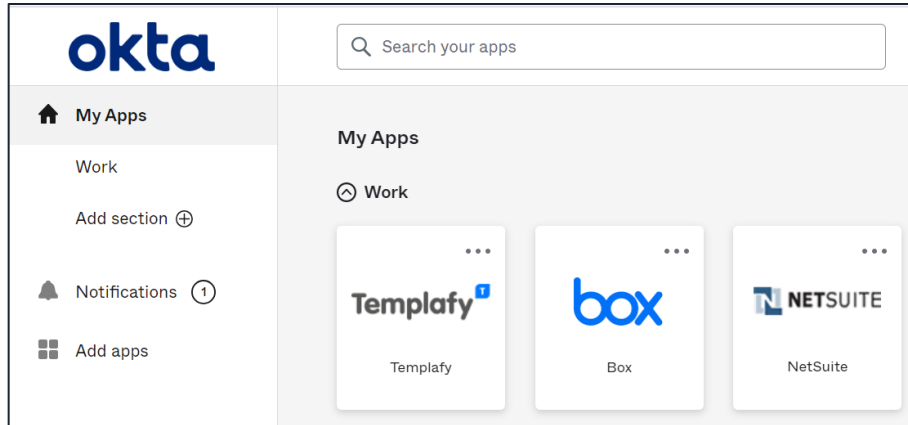
Accessing NetSuite



Accessing NetSuite via Okta

1

Login to Okta: apps.avisonyoung.com
Locate the NetSuite App on your dashboard.



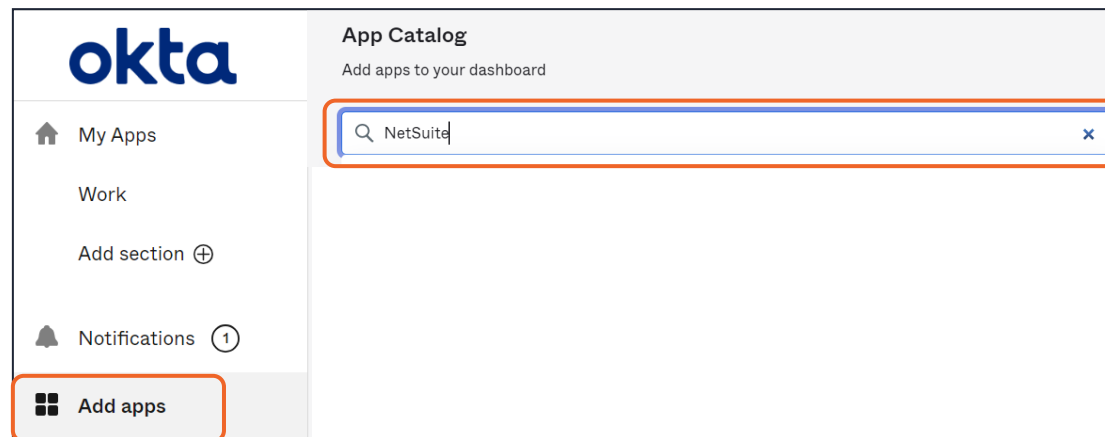
2

Click the NetSuite App to open and login.



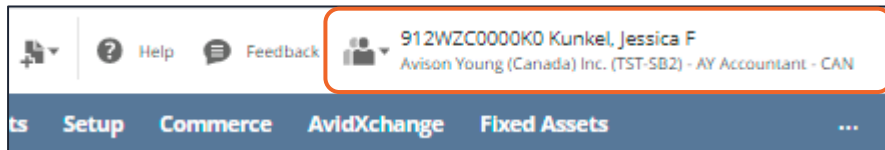
3

If the NetSuite app is not available on your dashboard, click Add Apps and Search for NetSuite, then click *Add* or *Request*.



Selecting your Role

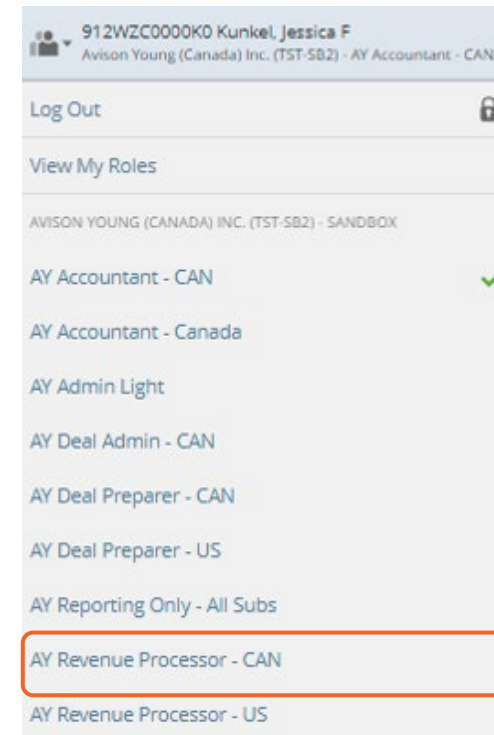
- 1 Some users may have multiple roles within the system. Different roles provide different permission sets for various functions within NetSuite. To access your role list, hover over your name in the top right corner of the window.



- 3 Once you've selected the role, the window will refresh and your name on the top right will be updated to reflect the role you had selected.



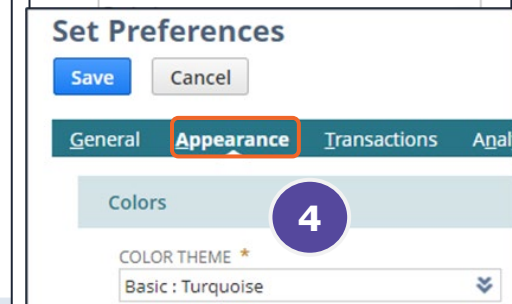
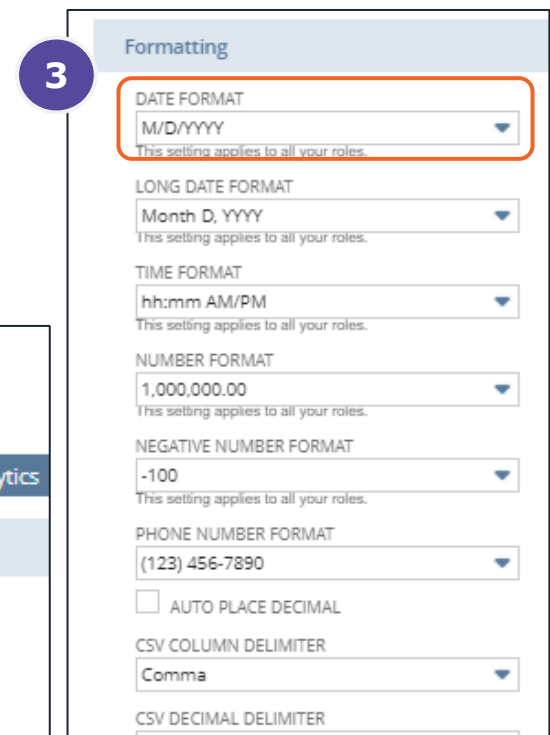
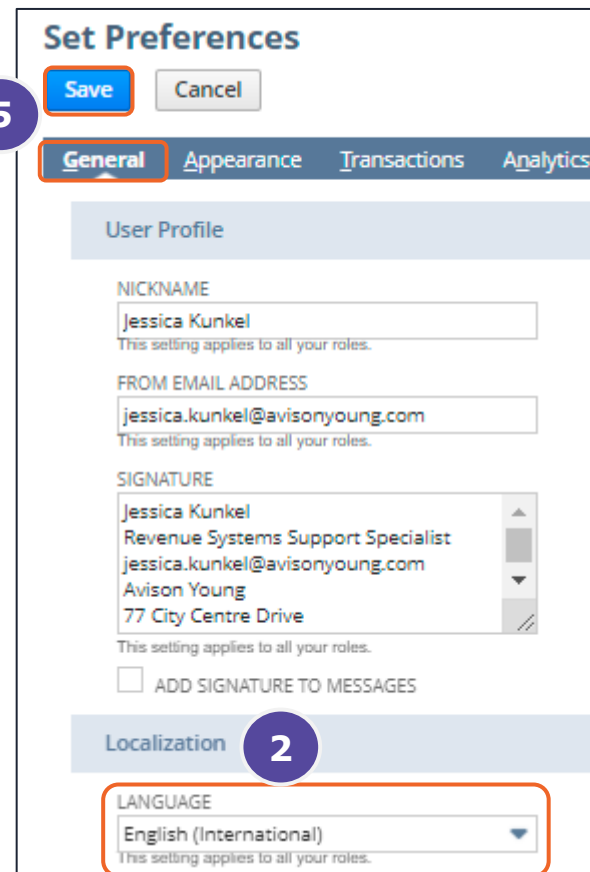
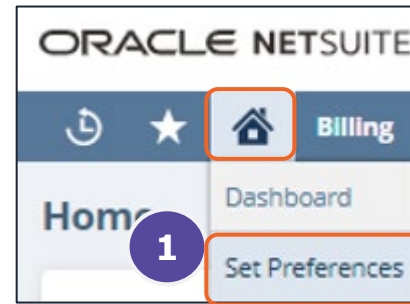
- 2 A list of roles to which you have access will appear. **Click** on the role you wish to use.



The role you are currently logged in with will be indicated with a green checkmark.

Set Preferences: Language, Date Format, Color Theme

- 1. Set Preferences:** At the top left corner of your NetSuite window, hover over the Home Icon and select Set Preferences
- 2. Language:** On the *General* Tab, Under *Localization*, the language chosen must be either **English (International)** or **English (U.S.)**. Please select one of these options from the drop-down menu. *To ensure the Field Labels and Required field indicators are appearing correctly within the Deal Management module, be sure to update your language preferences.*
- 3. Date format:** For those markets that use a different date format than M/D/YYYY, you can change your date settings under *Formatting*, by changing the **Date Format** to your preferred format.
- 4. Color Theme:** On the *Appearance* Tab, under Colors, you can select a color theme for system display. Users who have multiple roles in NetSuite can set a different color scheme for each role to differentiate each.
- 5. Save:** Once your preferences are updated on the General tab as required, please click *Save*.



NetSuite Navigation Overview



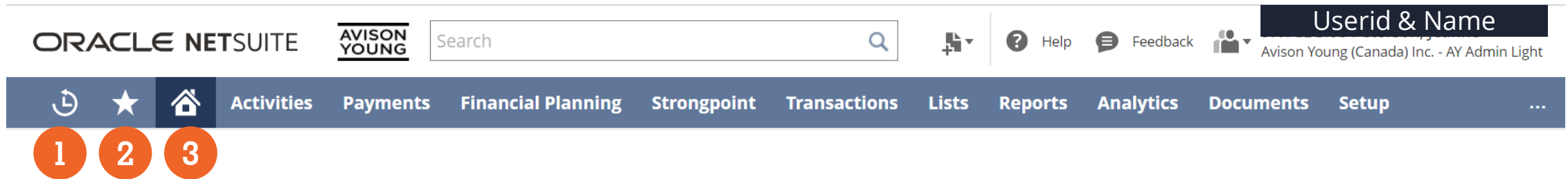
Demonstration: Navigation Overview






Follow along and observe:

- NetSuite Navigation
 - Headers and Menus
- Using the Global Search
- Navigation Tools
- Searching in Deal Management
 - Deal List and available tools

NetSuite Headers and Menu



1.  **Recent Record Icon** - NetSuite remembers the records you have viewed recently. Click this icon to open a dropdown menu of recent records. Click [here](#) for more information.
2.  **Shortcut icon** - Contains links to your most frequently used records, transactions, lists, or reports. These shortcuts also appear in the Shortcuts Portlet. Click [here](#) for more information
3.  **Dashboard Icon** - Click this icon to go to your home dashboard page. When you hover over it, its menu includes a link to the Set Preferences page.

NetSuite: Headers and Menu Continued...




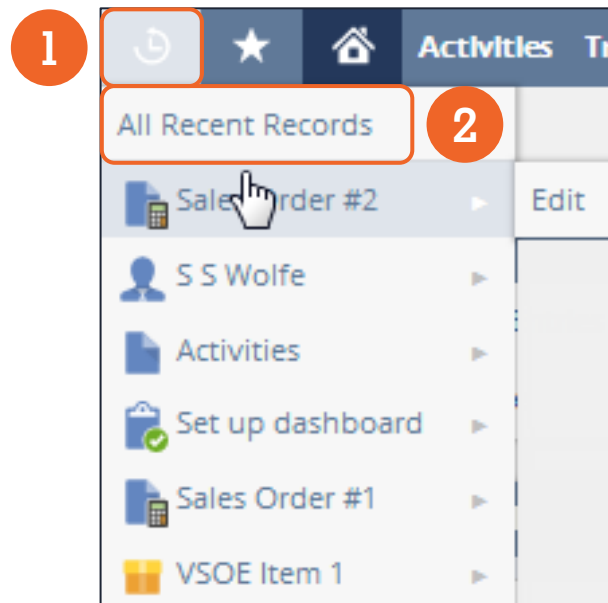
- 1 **Oracle NetSuite logo** – When you double-click the Oracle NetSuite logo, a popup window opens with details that your administrator can use to help identify the source if you have issues with performance in NetSuite.
- 2 **Global search field** – Enter a keyword to search for any type of record. For more information, see [Global Search](#).
- 3 **Create New menu** – Use this dropdown menu to create new records of various types.
- 4 **Help** – Click Help to open the NetSuite Help Center. The help center usually opens to a topic related to the page you are working with.
- 5 **Feedback** – Click Feedback to rate your experience with NetSuite. Choose your satisfaction level, enter any comments (optional), and click **Submit**.
- 6 **User name and role** – Move your pointer over this area to open a dropdown list and change your role or log out of NetSuite.
- 7 **Navigation menu bar** – This bar contains tabs that become navigation menus when you hover over them.

NetSuite: Recent Record Menu

Using the Recent Records Menu


NetSuite offers two ways to view a list of records you recently accessed.

1. Hover over the **Recent Records** icon , to see a list of records you recently viewed or edited. This is the Recent Records menu. Click on the record to open it in view mode; hover over the link and click Edit to open the record in Edit mode.
2. You can also click **All Recent Records** to view a list of the 100 most recent records. This list will include further details such as record type and the date the record was last accessed.

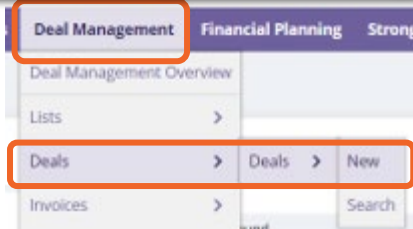


NetSuite: Shortcut

To add a shortcut from the page where you want the shortcut to go

1. Navigate to the page for which you wish to create a shortcut
2. Click **Shortcut** Icon 
3. A popup box will appear
 - Enter the name you wish to use for the Shortcut
 - If you want the linked page to open in a new window, check the **Open in New Window** box.
 - Click **Save**.

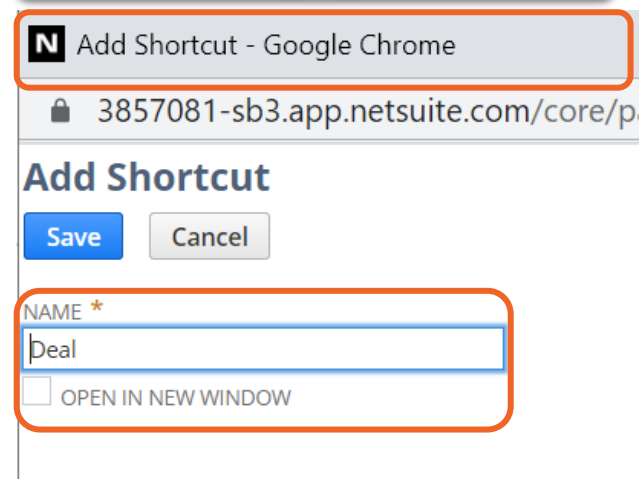
1 -Navigate To Page



2 - Click Shortcut Icon



3 - Popup Box



NetSuite Global Search

ORACLE NETSUITE

Search



Help



Feedback



Wolfe, E
All Access - Administrator

Rules of the Road...

- **Allows** for Letters, numbers, dashes, underscores
- **Use % wildcard when** to match any string of characters and _ to match any single character. For example, if you search for **aa%r fra%i**, your results will include Aaron Frankenstein and Frangelica Aardvark.
- To include inactive records in your search, add + at the end of your search text
- Between **3 & 32 characters long**
 - Global search begins the searching as soon as you type three characters.
 - Characters in excess of 32 are ignored.
- Specify record type by entering a Search Prefix
 - Common Prefixes include: Deal: Bill To: Client: Vendor: AY Staging: and Search:
- By default, global search provides a list of suggested matches as you type.
- **Press Enter** to open a list page with all matching results.

Search Results:

- When multiple records match, a page opens with a list of results.
- When only a single record matches, the record opens in view mode.

**AVISON
YOUNG**

NetSuite: Shortcuts

Searching All Data in Your Account

You can press **Alt+G** to move the cursor directly to the Global Search field.

Entering Data and Completing Forms

- Press and hold Alt and type a letter to move to a subtab. See [Navigating Subtabs](#).
- Press Tab to move the cursor between fields and buttons.
- Use the Spacebar to check or clear a check box.
- Press and hold Ctrl and click with your mouse to select multiple choices in a list.

Date Fields

- Press **T** (upper case t) to enter tomorrow's date.
- Press **p** to enter the end of the current period (if you use accounting periods).
- Press **l** (lower case L) to enter the end of the previous period (if you use accounting periods).
- **Press t to enter today's date.**
- Press **y** to enter yesterday's date.
- Press **m** to enter the last day of the month.
- Press the Plus Sign (+) to increase one day.
- Press the Minus Sign (-) to decrease one day.

NetSuite: Search Filters Cheat Sheet



Print this
out and post
it at your
desk

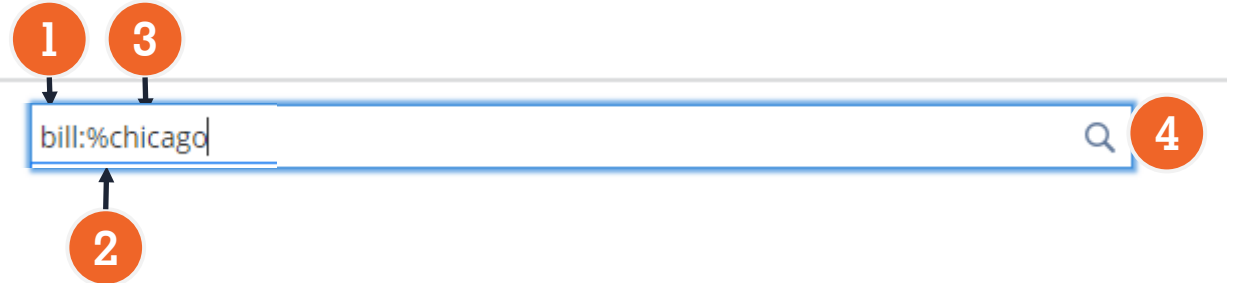
Tips for Defining Simple Search Filters

- **any of:** Includes all of the field values you select and
- **none of:** Exclude all of the field values you select.
- **Multi-select boxes:** Press and hold the Ctrl key to select multiple field values.
- **starts with** or **contains:** Use if you know only part of the name or title.
- Keyword searches: Use **OR** as a separator to search for multiple text strings at the same time. You must enter **OR** in uppercase for it to be recognized as a separator.
- **% Wildcard:** When you enter text, you can use **%** to match any string of characters and **_** to match any single character. For example, if you search for **aa%r fra%i**, your results will include Aaron Frankenstein and Frangelica Aardvark.
 - When you enter purely numeric keywords, remember that only advanced matches are returned, unless you include the % wildcard.
- In some fields, you can select **-Unassigned-** to find transactions that are not tied to an employee **-Mine-** to find only transactions associated with you, or **- My Team-** to find transactions associated with you or your subordinates.
- When the **ANY** operator is selected for a field, this filter will not be used in the search.
- When you add some value and the **ANY** operator is selected, the operator changes to 'has keywords' in case of the text field (to 'equal to' in case of number field) by default.

Demo: NetSuite Global Search

ORACLE NETSUITE

SANDBOX AVISON YOUNG



1. Record Type: bill:
2. % Wildcard
3. Search term: Chicago
4. Click **Magnify Glass**

5. Global Search Results Appear
6. Icons available for output
7. **Edit:** Make change to record
8. **View:** View mode

A screenshot of the NetSuite Global Search Results page. The search bar at the top contains "bill:%chicago%". The page title is "Global Search: Results". Below the title is a "FILTERS" section with icons for edit, view, print, and email. Below that is a table of search results. There are four orange circles with numbers 5, 6, 7, and 8. Circle 5 points to the "Global Search: Results" title, circle 6 points to the filter icons, circle 7 points to the "Edit" link in the first row, and circle 8 points to the "View" link in the first row.

EDIT VIEW	TYPE	NAME/ID	ADDITIONAL INFO 1	ADDITIONAL INFO 2	CUSTOM FIELDS
Edit View	Bill To	00000597 Self Storage Chicago Roosevelt			Source System ID: MRI-L-000730
Edit View	Bill To	00000598 Self Storage Chicago Clero			Source System ID: MRI-L-000731
Edit View	Bill To	00000599 Chicago Project Management			Source System ID: MRI-L-000853
Edit View	Bill To	00006332 PearsonVue Chicago			Source System ID: MRI-L-000981

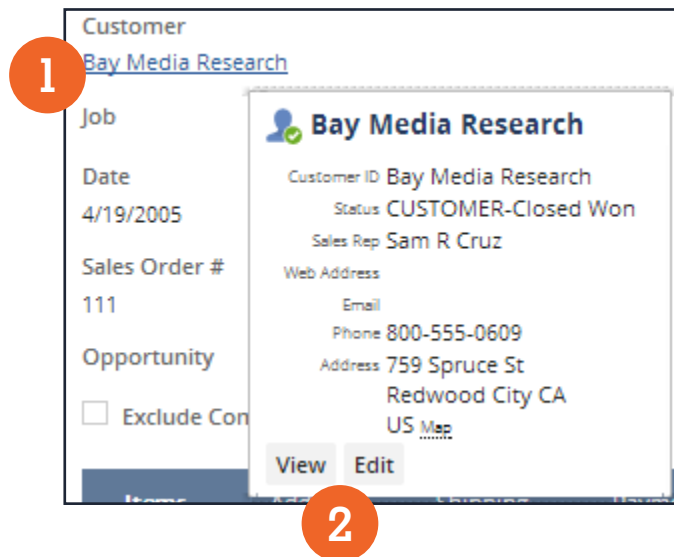
AVISON
YOUNG

NetSuite: QuickViews

QuickViews - Gain quick access to the most relevant details of a record through record QuickViews. Depending on the record type, the QuickView can also allow you to make changes to a record without having to navigate to it.

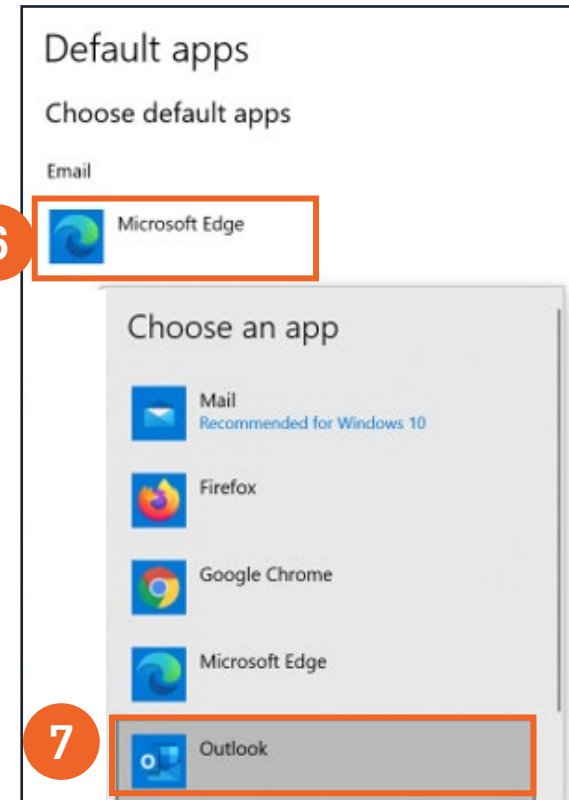
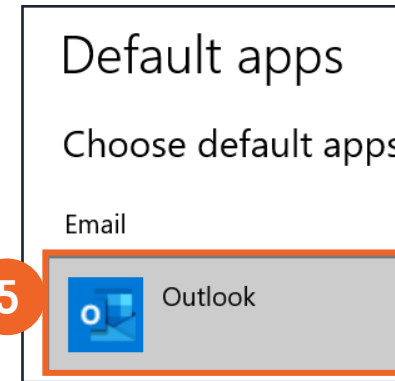
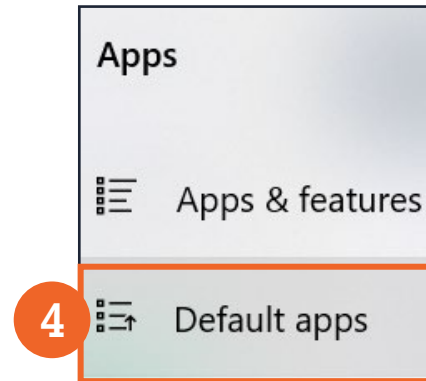
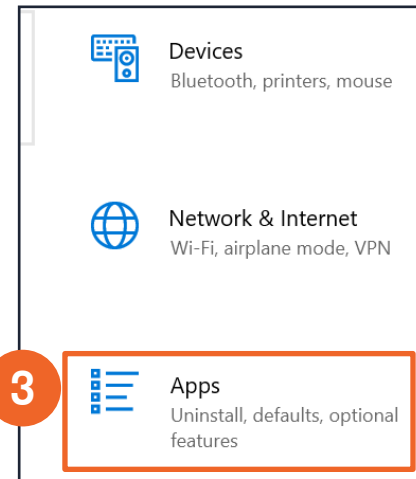
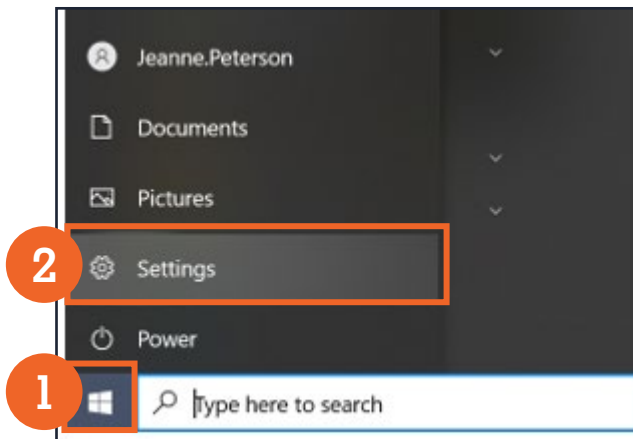
Viewing Record Details: Wherever a record is listed in a list, sublist, or on the main body of another record.

1. Hover your pointer over the link to get a QuickView of the record's key data. In the following figure, for example, hovering the pointer over a customer name in a sales order record opens a QuickView of the customer.
2. Taking Action on Records – Click **View** or **Edit** to access the record



NetSuite: Email Default

1. Click on **Windows** icon in lower left-hand corner
2. Click on **Settings**
3. Click **Apps**
4. Select **Default Apps**
5. If Email icon is **Outlook** then no additional action
6. If it is not Outlook, Click on **Email** icon
7. Select **Outlook**



Questions?

Deal Integrations – Salesforce and NetSuite



Salesforce and NetSuite Integration Objectives

Understand the Salesforce to NetSuite integrations

- When the integration occurs
- Conditions for no integration
- What is integrated

Where to obtain assistance regarding the integrations

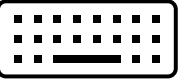




When are deals integrated?

There is **one deal integration** from Salesforce to NetSuite, which occurs when a deal is created in Salesforce.

The connection between Salesforce and NetSuite isn't direct. Updates from Salesforce are first sent to the data warehouse. When the data warehouse is updated, that triggers the update in NetSuite.

How does that impact the timing between when an entry is made in Salesforce and when it arrives in NetSuite?

	Data entry is done in Salesforce
	Data Warehouse is updated Update runs every 20 minutes from Salesforce
	NetSuite is updated every two minutes The full cycle completes in under 30 minutes



What if you need the deal in NetSuite before the integration completes?

- 1. Add the deal to Salesforce (to get the deal id)*
- 2. Manually create the deal in NetSuite using the Salesforce deal id*

What is not integrated?

What deals are not integrated / updated from Salesforce to NetSuite?

1. Deals marked as Lost (Deal Stage)
2. Deals that have a work type of:
 - AY Referral/Referral
 - Occupier Services
 - Property Management
3. Deals that have been added or directly updated in NetSuite
 - If a deal is added to NetSuite using a Salesforce deal id before the integration is run, the integration from Salesforce will not update NetSuite



If you have added or modified a deal in NetSuite directly before it is integrated from Salesforce, the system will ignore the Salesforce integration.

Deal Type Integration

The combination of Work Type and Work Subtype in Salesforce drives the deal type in NetSuite.

Always check the deal type in NetSuite before starting deal entry to ensure correct values.

Salesforce Work Type	Salesforce Work Subtype	NetSuite Deal Type
Consulting		Consulting
Development	Consulting	Development
Development		Development
Project Management		Project Management
Valuation/Appraisal	Property Tax Services	Tax Appeal
Valuation/Appraisal		Valuation
All Lease Work Types	All	Lease
Advisory		Consulting
Debt	All	CM Debt Equity
Equity	All	CM Debt Equity
Sales	All	Sale

Requests for assistance

For assistance on integrations from Salesforce to NetSuite, for example, if a deal has not integrated or values are incorrect in NetSuite:

Open a Zendesk ticket or email

financeappsupport@avisonyoung.com

For assistance within Salesforce, contact the Salesforce team's helpdesk.



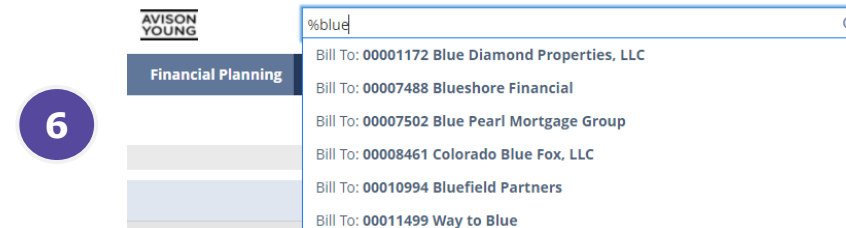
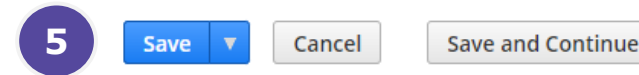
Questions?

NetSuite DMS Navigation Overview



Deal Management: Navigation Tools

- 1. Records Lists:** The double-down arrows allow you to access a list of existing records for quick search (name or ID only).
- 2. Create New Records:** After performing a search, the '+' allows you to create a new record, if required
- 3. Open Records:** Once a record is selected, click on this icon to open the record in a separate tab. RRAs are permitted to edit certain fields on Client and Bill To records.
- 4. Search:** Use the SEARCH feature to filter on one or more criteria (street address and/or city and/or state/province etc.)
- 5. Navigation Buttons:**
SAVE will save your data and exit the Deal Wizard.
CANCEL will exit the Deal Wizard without saving data.
SAVE and CONTINUE will save your data and advance you to the next tab (RECOMMENDED for initial deal entry)
- 6. Wildcard:** The percent sign (%) can be used as wildcard to enhance a search. Add before the search criteria to find records that contain this information.

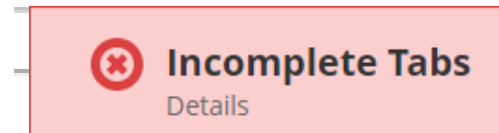


Deal Management: Navigation Tools (cont'd)

1. **Error/Information Messages:** messages will detail the corrections required before a deal can be approved:

You have allocated 4,500.00 on a deal worth 5,000.00. Please update Commission amounts. There is a difference of 500.00.

2. **Deal Wizard Banner:** Within the Deal Wizard, a red banner will display at the top of the page to indicate tabs that are missing required information. The deal cannot be approved if tabs are missing required information.



3. **Required Fields:** Labels followed by an asterisk (*) indicate that the field is required

Deal

DEAL TYPE *

DEAL NAME *

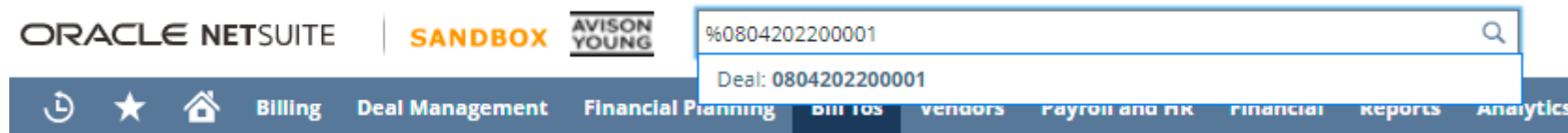
CRM DEAL ID

Deal Management: Searching for A Deal (page 1 of 4)

There are multiple ways to search for an existing deal in NetSuite. One way is to use the **Global Search Bar** at the top of the page.



This is a recommended method for searching by Deal ID (*include the wildcard to find all iterations of that Deal ID*):



or Deal Name:

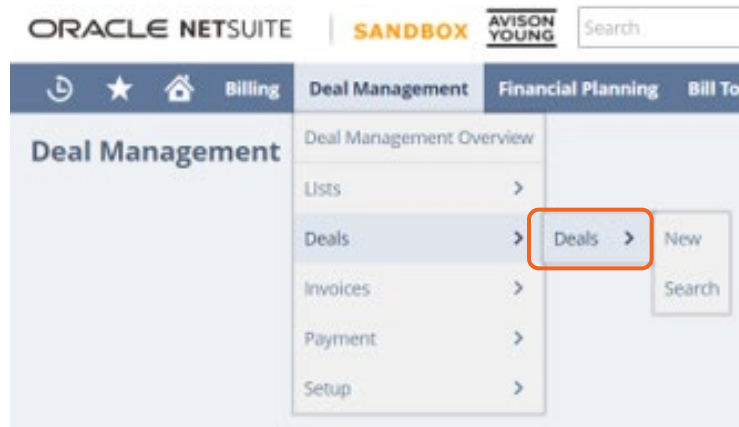


As always, to ensure you are viewing full results, avoid searching on criteria that are often abbreviated, such as:

Street, Avenue, North, South, etc.

Deal Management: Searching for A Deal (page 2 of 4)

Searches can also be performed from the Deal Management Tab by navigating to Deal Management → Deals → Deals:



Your "View" should default to "ARMS". This will exclude deals booked directly in NetSuite (Property/Project Management, for example) and only return deals booked through DMS.

Deal List

VIEW ARMS

Edit View

New Deal

FILTERS

PAID IN FULL - All -	VOID - All -	DEAL TYPE - All -	HISTORICAL DEALS No	NAME <input type="text"/>	CRM DEAL ID <input type="text"/>	DEAL NAME <input type="text"/>
PROPERTY - All -	TENANT/BUYER - All -	LANDLORD/SELLER - All -	STYLE Normal			

Click on the "+" on the Filters pane to expand and use the available filters to locate transactions. Keep in mind that your search criteria are "AND", not "OR". Additionally, these filters are "sticky", meaning that they will be saved for future use until changed.

Deal Management: Searching for A Deal (page 3 of 4)

From this page, you can:

- 1. Quick Sort:** Select *Quick Sort* to view Recently Created, Recently Modified or Recently Viewed deals
- 2. Sort on any column** by clicking on that column heading. An up or down arrow will identify the column on which you are sorting and whether you are sorting in ascending or descending order.
- 3. Select Page:** To the right of Quick Sort, click on the down arrow and use the scroll bar to select the page of deals that you'd like to view.
- 4. Edit or View:** You can edit or view the selected deal by clicking on the appropriate link.

Note: If you wish to open an item in NetSuite without closing the search page, right-click on the link and click on "open link in new tab". This will open the record in another browser tab, leaving your search intact.

The screenshot shows the Oracle NetSuite interface for Deal Management. At the top, there's a navigation bar with various modules like Billing, Deal Management, Financial Planning, etc. Below that, the 'Deal List' section is visible, showing a table of deals. The interface includes a search bar, a 'VIEW' dropdown set to 'ARMS', and a 'New Deal' button. A 'QUICK SORT' dropdown is set to 'Recently Modified'. A callout box (1) highlights the 'QUICK SORT' dropdown menu, which lists 'Recently Created', 'Recently Modified', and 'Recently Viewed'. Another callout box (2) highlights the 'MCC' dropdown menu, which lists various regional offices like 'Alberta : Calgary : Calb - Calgary Brokerage(1)', 'Chib - Chicago Brokerage(2)', etc. A third callout box (3) highlights the 'Albera : Calgary : Calb - Calgary Brokerage(1)' dropdown menu. A fourth callout box (4) highlights the 'Edit | View' link for the second deal in the table.

EDIT VIEW	NAME	DATE CREATED	DEAL NAME	DEAL TYPE	APPROVAL STATUS	TOTAL COMMISSION	CRM DEAL ID	SAPC LMD	PAID IN FULL	BILL TO	PRIMA APPROVAL SUB	TC
Edit View	3720223720223	3/7/2022 9:25 am	Smoke Test 3 PK 372022 CAN	Consulting	Approved	50,000.00	3720223720223	3/7/2022 9:43:41 am	No	00000010 Industrial Alliance Insurance and Financial Service Inc.	8SYB\91919353 Tha Faber Rahul	TC
Edit View	3720223720222	3/7/2022 8:44 am	Smoke Test 2 PK 372022 US	Consulting	Approved	20,000.00	3720223720222	3/7/2022 8:55:45 am	No	00000022 Avison Young Property	0A6Y4FA25 Aucoin, William	91919357 Khanagavi, Pranay





Deal Management: Searching for A Deal (page 4 of 4)

Additional information on search results:



Searches can be exported as follows:

1. Export to .csv file
2. Export to Excel (recommended)
3. Export to PDF
4. Print (not recommended)

	Edit View	0028-4301
	Edit View	9898989876
	Edit View	958678558585858
	Edit View	4448015083

Deal List Flags:

Blue Flag indicates that this deal was migrated from Apto

Red Flag indicates that the deal has been voided

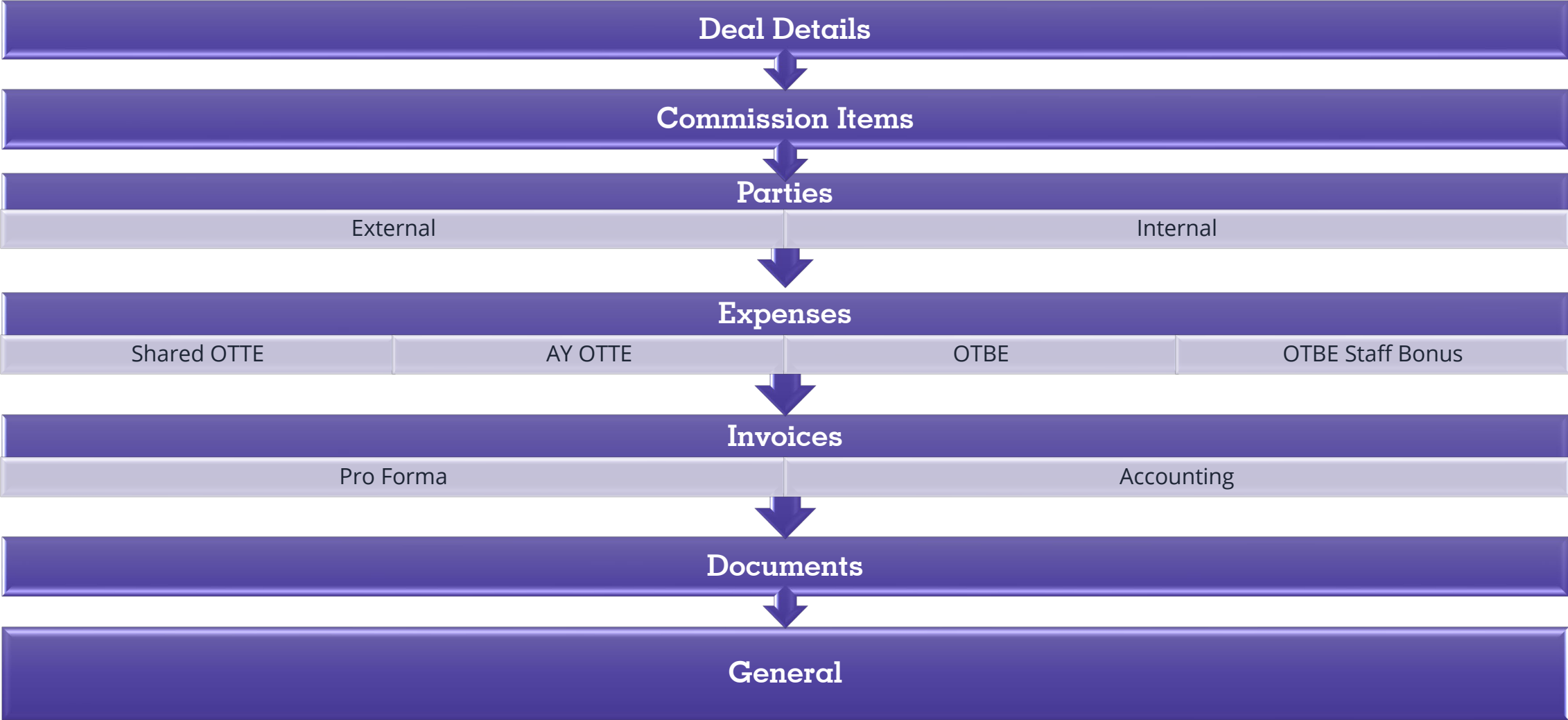
Green Flag indicates that the deal has been paid in full

Yellow Flag indicates that the deal was integrated from Salesforce

Intro to Deal Entry



Deal Wizard Overview



Creating a New Deal



Follow along and observe:

- Creating A New Deal
- Deal Wizard Overview

Creating A New Deal

Prior to Creating a New Deal, it is important to perform a search to ensure that this deal does not already exist. Use the Deal List filters to search on Deal ID, Deal Name, Property, Tenant or Landlord

To Start a new deal:

- 1) From Deal Management tab: navigate to Deals → Deals → New:
- 2) From Deal List, click on :

The screenshot shows the 'Deal List' interface. At the top, there is a 'VIEW' dropdown set to 'ARMS' and an 'Edit View' button. A blue 'New Deal' button is highlighted with an orange box. Below this is a 'FILTERS' section. The main area contains a table with columns: EDIT | VIEW, NAME, DATE CREATED, DEAL NAME, DEAL TYPE, APPROVAL STATUS, TOTAL COMMISSION, CRM DEAL ID, SACP LMD, and PAID IN FULL. The table lists three deals.

EDIT VIEW	NAME	DATE CREATED	DEAL NAME	DEAL TYPE	APPROVAL STATUS	TOTAL COMMISSION	CRM DEAL ID	SACP LMD	PAID IN FULL
Edit View	00410007	2/14/2022 12:09 pm	ARMS-706 JK Retest 2,14	Valuation	Approved	5,000.00		2/14/2022 12:14:51 pm	No
Edit View	4178521456	2/14/2022 11:42 am	ARMS-547 Lease JK Retest 2,14	Lease	Approved	21,921.88	4178521456	2/18/2022 11:16:36 am	No
Edit View	85382530285	2/14/2022 5:15 am	Smoke Testing TST	Lease	Approved	100,000.00	85382530285	2/15/2022 5:05:00 am	No

The screenshot shows the Oracle NetSuite navigation menu. The 'Deal Management' tab is selected. A blue circle with the number '1' is next to the navigation area. The 'Deals' menu item is highlighted with an orange box, and its sub-menu is open, showing 'Deals' and 'New' highlighted with an orange box. Other menu items include 'Invoices', 'Payment', and 'Setup'. The top navigation bar includes 'ORACLE NETSUITE', 'SANDBOX', 'AVISON YOUNG', and a search box.

Creating a New Deal

- 1. Create New Deal:** On the [Deal page](#), select Deal Type
- 2. Complete The Required Fields:** These fields are identified with an asterisk (*) and includes **Deal Name**, and **Currency**. *Primary Internal Party* may also be entered at this time to setup security limitations on the transaction, if available.
- 3. CRM Deal ID:** If applicable, enter the CRM Deal ID found in Salesforce for this transaction. *This field cannot be changed once the deal is Saved.*
- 4. Extension:** *This is not a required field* - If the deal is either a recurring revenue transaction or if it is being booked to replace an existing deal that was incorrectly entered, enter an extension. This will link recurring revenue deals together or differentiate a replacement deal from the original. *This field cannot be changed once the deal is Saved.*
Note: *Sale, Lease or Flex Lease deals allow for extensions from numbers 1-9. All other deal types allow for extensions from 1-99 to accommodate recurring revenue processing.*
- 5. Recurring Revenue:** Check this box to indicate whether this is a recurring revenue transaction. *This field cannot be changed once the deal is Saved.* This field is disabled for Sale, Lease and Flex Lease Deal types.
- 6. Save**

The screenshot shows the 'Deal' creation form with the following elements highlighted by numbered callouts:

- 6:** The 'Save' button.
- 1:** The 'Deal Type' dropdown menu, which is open to show options like 'CM Debt Equity', 'Consulting', 'Development', 'Flex Lease', 'Lease', 'Mortgage Finance', 'Professional Services - Consulting', 'Project Management', and 'Referral'.
- 2:** The 'Currency' dropdown menu, currently set to 'CAN'.
- 3:** The 'CRM Deal ID' text input field.
- 4:** The 'Extension' text input field.
- 5:** The 'Recurring Revenue' checkbox.

Other visible fields include 'Deal Name' (required), 'Property' (dropdown), 'Property Address' (text area), and 'Primary Internal Party' (dropdown).

Note: See Appendix for a list of deal types and locations that are exempt from the CRM Deal ID requirement.

Note: Deal Naming Convention:

The recommended naming convention for Lease & Sale transactions is the two Letter State/Province Code *where the property is located*, followed by the Property Address and the name of the Tenant. Even if we're representing the Landlord, identifying the Tenant in the deal name is recommended for uniqueness.

Examples:

ON-18 York St-Tim Hortons or
GA-1800 Peachtree-Applebees

Include "CONFIDENTIAL" in the deal name if appropriate.

**AVISON
YOUNG**

Accessing and Navigating the Deal Wizard

Once a deal has been saved, you will be automatically directed to the Deal Wizard



- 1. Deal Name and Deal ID:** Populated once the deal is saved. The Deal ID that displays will be a combination of the CRM Deal ID (if indicated) or the NetSuite assigned ID and the extension (if applicable). For all deals EXCEPT Sales, Leases, Flex Leases – if the extension is a single digit, it will display in the header with a leading zero (i.e. 8764658697087-01). This is the Deal ID that will communicate to Spiff.
- 2. Working Tab:** The Tab you are working on will be highlighted and identified with an arrow
- 3. Complete the Deal Wizard:** Complete the required fields in the deal wizard to process the transaction. The information that is required depends on the deal type that has been selected. For example, property (with address) is required for Lease, Sale and Valuation transactions.
- 4. Save:** Save the data you have entered on this tab and exit the Deal Wizard
- 5. Cancel:** Exit the deal wizard without saving data
- 6. Save and Continue:** Save the data entered on this tab and proceed to the next tab (Recommended for Initial Data Entry)
- 7. Missing Information:** The Deal Wizard Banner will identify tabs that are missing information required to submit the deal for approval

The screenshot shows the Deal Wizard interface. At the top, a red banner with a red 'x' icon and a blue circle containing the number 7 indicates 'Incomplete Tabs' for 'Details, Commission Items, Parties, Invoices, Documents'. Below this, the text 'Deal Wizard Demo Deal Id : 8764758697087' is displayed with a blue circle containing the number 1. The main interface features a row of buttons: a blue 'Save' button with a dropdown arrow (callout 4), a grey 'Cancel' button (callout 5), and a grey 'Save and Continue' button (callout 6). To the right of these buttons is a blue icon of a document with a plus sign and a dropdown arrow. Below the buttons is a dark blue navigation bar with tabs: 'Details' (callout 2), 'Commission Items', 'Parties' (callout 6), 'Expenses', 'Invoices', 'Documents', and 'General'.

Identifying Non-Migrated (Apto Legacy) Deals

- Deals that were paid in full in Apto were not migrated to DMS. If you click on a deal to view, and you see the following screen instead of the Deal Wizard view, this deal has not been migrated into DMS and **cannot be adjusted or updated**. A padlock will be displayed next to the Deal ID to indicate this. If adjustments to this deal are required, please submit a ticket to financeappsupport@avisonyoung.com for direction on how to proceed.
- None of the Deal Management functions will be available for these deals: Deal Wizard, Invoice Staging, Payment Staging or Allocations.
- These deals will be omitted from the DMS reports.

MI - 100 Suffolk - Arrow Enterprises Deal Id : 0025-0012 [Ⓜ]

Related Records  

Deal Data

<input type="checkbox"/> INACTIVE	APTO PROPERTY TYPE Retail	PARENT
DEAL NAME MI - 100 Suffolk - Arrow Enterprises	TOTAL CONSIDERATION 75,000.00	OWNER 01 Apto, Integration

Dates

DATE CREATED 12/13/2019 3:23 pm	LAST MODIFIED 3/17/2022 11:16 am	BY 91919367
CANADA RESTRUCTURING: OLD / NEW DEAL	CO-BROKER AGREEMENT DOCUMENT	
DEAL CONVERSION IDENTIFICATION	DEAL AGREEMENT DOCUMENT	
	TRUST ESCROW AGREEMENT DOCUMENT	



FEE AGREEMENT DOCUMENT

Deal Transactions Notes Mail Merge Files

Related Records  

Deal Wizard



Deal Entry - Terms

Term	Definition
Halo Revenue	<i>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.</i>
Item Master	<i>The deal's categorization for the purposes of accurately reporting revenue in the General Ledger. For example, a lease deal that has an Office property linked (and no space) would have an Item Master of LEASE_OFFICE. If the space type is not the same as the property type, the space type would prevail. For example, a lease of retail space on the ground floor of an office building would be have an Item Master of LEASE_RETAIL</i>
UOM	<i>Unit of Measure. This will most commonly be Square Feet, but could also be Acres (for land transactions), Headcount (for Flex deals) or Square Meters (for metric transactions)</i>
Recurring Revenue	<i>Transactions where AY has a contract to perform services over a period of time. These transactions are billed on a schedule based on a contract which often include fees and/or expenses that may fluctuate between billings. Due to these factors, these transactions are often recorded as separate deals within DMS.</i>
Surface Area/Head Count	<i>This field replaces Square Feet and Acreage fields. Allows greater flexibility for different units of measure (i.e. hectares, square meters, head count).</i>

Demonstration: Deal Wizard



Follow along and observe:

- Entering a Deal using the Deal Wizard
 - Details Tab – Linking Parties
 - Commission Items Tab – Using Fee Calculation, Override of Calculations
 - Parties Tab – Co-brokers, Client Fee Shares, AY Brokers, Allocating commission between the Parties
 - Expenses Tab – Entering various expenses
 - Invoices Tab – Completing Default Values, Creating Pro-Forma and Accounting Invoices
 - Documents Tab – Entering Transaction Date, Choosing Document Status
 - General Tab – Change Deal Name (if necessary)
- Submitting the Deal for Approval

Deal Wizard: Details Tab (1 of 2)

Accessing the Deal Wizard: Upon saving a new deal or by editing an existing deal, you will be automatically directed to the Deal Wizard

- 1. Confidential Check Box:** If your deal is Confidential, you can check this box. This will NOT prevent this deal from being included on Deal Activity or other reports, however. You are strongly encouraged to add "CONFIDENTIAL" to the deal name.
- 2. Landlord/Tenant Company:** click in the appropriate field and begin typing Landlord or Tenant company name. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the **Search** to assist in locating these Company records. Tenant/Buyer and Landlord/Seller are **required** fields for Lease and Sale Transactions.
- 3. Client:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the **Search** to assist in locating the Client record. Client is a **required** field.
- 4. Party Represented:** Identify the party(ies) we represent on a deal level. You can select one side, or both, if appropriate. "Client" should not be used for Lease or Sale transactions where there are two parties to the transaction. Party Represented is a **required** field.
- 5. Deal Type:** will default to the Deal Type selected on the New Deal page. This can be changed, if necessary, until the deal is approved.
- 6. Lease Deal Type:** if desired, you can enter Direct, Sublease, Expansion, Renewal etc. in this field. Lease Deal Type is an **optional** field.

The screenshot displays the Deal Wizard interface with the following elements and callouts:

- 1:** A checkbox labeled "CONFIDENTIAL DEAL" is shown.
- 2:** The "LANDLORD *" dropdown menu is open, showing a search for "Blue Rock Capital, LLC".
- 3:** The "TENANT *" dropdown menu is open, showing a search for "Clean Way, Inc.". A search result for "00016169 Blue Rock LLC" is visible below.
- 4:** The "CLIENT *" dropdown menu is open, showing a search for "00016169 Blue Rock LLC".
- 5:** The "PARTY REPRESENTED *" dropdown menu is set to "Seller/Landlord".
- 6:** The "LEASE DEAL TYPE" dropdown menu is open, showing options for "Direct" and "Sublease".

Below the main form, there are two additional dropdown menus for "LEASE DEAL TYPE": one set to "Lease" and another set to "Sublease".

Deal Wizard: Details Tab (2 of 2)

- Property/Property Address:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the **Search** to assist in locating the Property record. Property is a **required** field. Address is populated based on the property selected and cannot be changed.
- Property Address Field is Blank:** if the Property Address is blank on your selected Property, this is likely a property associated with Property Management. DO NOT ADD an address to that property. Instead, use the "+" to create a New Property for use on your transaction.
- Property/Space Type:** Click on down arrows, then **Search** to select Space Type. If there is no Space associated with your deal, select Property Type. This information will determine the revenue bucket in the General Ledger, so it is very important that it's accurate. NOTE: Property/Space type selection should be based on the "Current Use" of the property. For example, land that is slated for retail development should be entered as "Land", based on its current state. Property/Space Type is a **required** field.
- Suite/Floor #:** This is a free-form field that allows you to identify the Suite or Floor #. Suite/Floor # is an **optional** field.

PROPERTY LEASED *

00007419 9550 W Higgins Rd

Search

PROPERTY ADDRESS *

9550 W Higgins Rd,
Rosemont, Illinois,
United States 60018

PROPERTY LEASED *

00001563 7475 McCowan Road, Markham

Search

PROPERTY ADDRESS *

+ [icon]

PROPERTY/SPACE TYPE *

Office

SUITE/FLOOR #

710

Deal Management: List Overview

What are Lists?

- Lists encompass the following NetSuite Entities:
 - Company
 - Bill To
 - Client
 - Property

How can Revenue Associates use Lists?

- All Regional Revenue Associates & Deal Preparers will have ability to create new Bill To & Clients.
 - Note – There are Security limitations to making edits on some of the list items
- Property Record is being shared with all NetSuite users, including Property Management

Navigation

- Deal Management>Lists

List – Best Practice

Search before you create to avoid DUPLICATES!!!!

Search Duplicates based on:

- Name & **don't forget the wildcard %**
 - Don't include abbreviations – **Remember: Less is More**
 - Use Key Words- EG: The Northwestern Mutual Life Insurance Company– Search just Northwestern

Refine search to include Address information

- Address 1
- City, State, Zip
- Country

STATE
any of
Illinois

ZIP/POSTAL CODE
Any

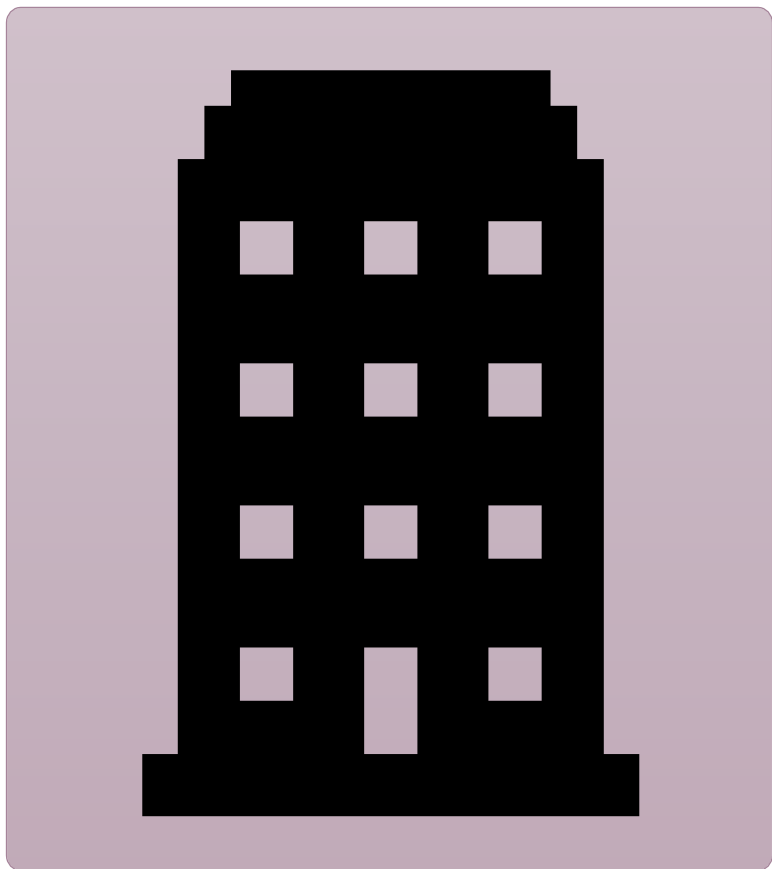
COUNTRY
any of
United States

AY Company Search

Submit | Export | Personalize Search

USE ADVANCED SEARCH

NAME
has keywords | west



Company

Company Records

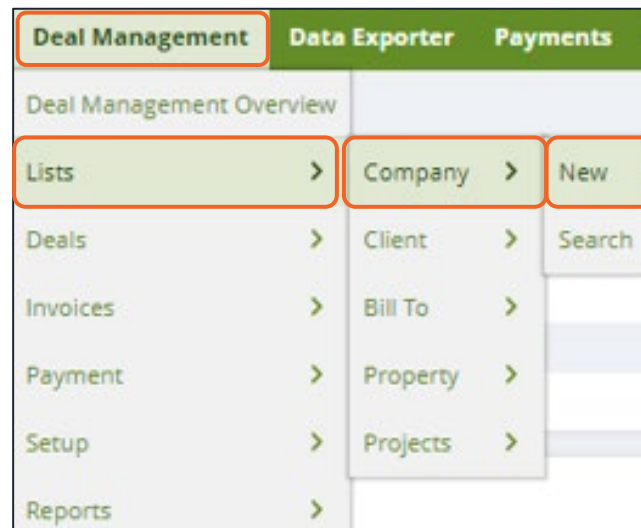
Company records are created within the Deal Management system in NetSuite and are used within the Deal Wizard to depict various parties to the deal, including Landlord/Seller, Tenant/Buyer and Co-broker.

Company records are selected within the Deal Wizard for the following fields:

Details Tab: Landlord/Seller and Tenant/Buyer

Parties Tab: Co-Broker Company

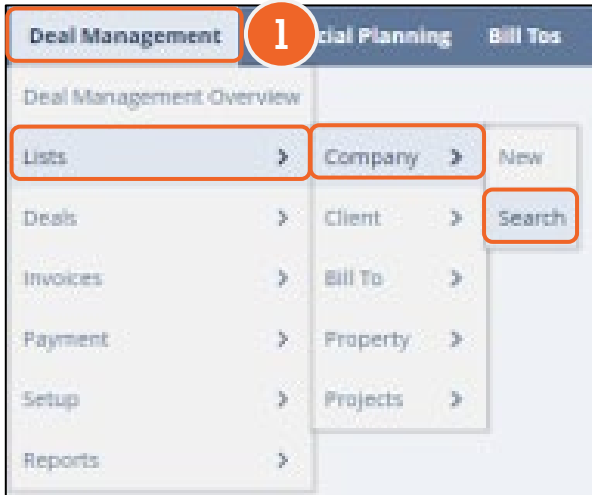
If a record for a specific party does not exist, new Company records may be created through the following menu: Deal Management → Lists → Company → New



Please Note: Company records that have been inactivated will not appear in regular searches. For instructions on locating inactive Company records, please see the [Appendix](#).

Search: Company

1. **Navigation:** Deal Management → Lists → Company → Search
2. Enter Search Criteria
 1. Common Search Fields – Name, City, State
 2. Common Operands – Contains, is
3. Click **Submit**



A screenshot of the 'AY Company Search' form. The 'Submit' button is highlighted with a red box and a circled '3'. The 'NAME' search field is highlighted with a red box and a circled '2', containing the text 'has keywords' in a dropdown and 'alberta' in the input field. To the right, the 'CITY' field is highlighted with a red box and contains 'Any'. The 'STATE' field is highlighted with a red box and contains 'any of' in a dropdown and a text input area with the placeholder '<Type & tab for single value>'. The 'ZIP/POSTAL CODE' field is highlighted with a red box and contains 'Any'. The 'COUNTRY' field is highlighted with a red box and contains 'any of' in a dropdown and a text input area with the placeholder '<Type & tab for single value>'. Other search criteria include 'SCRIPT ID', 'DATE CREATED', 'FROM', 'TO', 'LAST MODIFIED', and 'STREET ADDRESS', all with 'Any' or 'All' selected. The 'INACTIVE' section has radio buttons for 'EITHER', 'YES', and 'NO', with 'EITHER' selected. At the bottom, there are buttons for 'Submit', 'Export', 'Personalize Search', and 'Create Saved Search'.

List: Company– Search Results

1. **Name** ^ - Up arrow indicates sort order
2. Click on any Column label to change sort order
3. Displays # of rows in search result
4. Output Options – export to Excel, PDF, Print or Email
5. Return to Criteria – Takes you back to criteria and you can further refine your search if needed

5 Return To Criteria Save This Search

4 [Export Options]

1 NAME ▲

2 1032818 — 2156360

3 TOTAL: 113

EDIT VIEW	NAME ▲	SCRIPT ID	STREET ADDRESS	CITY	STATE	ZIP/POSTAL CODE	COUNTRY
Edit View	1032818 Alberta Ltd.	VAL_6538588_3857081_SB3_989	c/o Aim Real Estate 11311-106 avenue	Edmonton	Alberta	T5H 0R6	
Edit View	1063320 Alberta Ltd. (True-Arc Holdings)	VAL_6536406_3857081_SB3_191	Box 3394	Fort Saskatchewan,	Alberta	T8L 2T3	Canada
Edit View	1209804 Alberta Ltd.	VAL_6533949_3857081_SB3_944	Suite 2100, 10111 - 104 Avenue,	Edmonton	Alberta	T5J0J4	Canada
Edit View	1240027 Alberta Ltd.	VAL_6537405_3857081_SB3_613	209, 9644 54 Avenue	Edmonton	Alberta	T6E 5V1	Canada
Edit View	1307445 Alberta Ltd.	VAL_6535523_3857081_SB3_198	52147 - Range Road 231 Suite 181	Sherwood Park	Alberta	T8B 1A4	Canada
Edit View	1333627 Alberta Ltd.	VAL_6537831_3857081_SB3_895	B1 224 2451 Dieppe Ave SW	Calgary	Alberta		Canada
Edit View	1352259 Alberta Ltd.	VAL_6534783_3857081_SB3_447	8005 Emerald Drive Suite 805	Sherwood Park	Alberta	T8H 0K9	Canada

Result from moving sort order to City column

AY Company Search: Results List Search Audit Trail

Return To Criteria Save This Search

FILTERS

Abbotsford — Chestemere TOTAL: 113

EDIT VIEW	NAME	SCRIPT ID	STREET ADDRESS	CITY ▲	STATE	ZIP/POSTAL CODE	COUNTRY
Edit View	2268447 Alberta Ltd.	VAL_6535436_3857081_SB3_286	P.O. Box 658, Station A	Abbotsford	British Columbia		Canada
Edit View	1424969 Alberta Ltd.	VAL_6533857_3857081_SB3_546	28712 - 114 Avenue	Acheson	Alberta	T7X 5A5	Canada

List: Create Company

- 1. Navigation:** Deal Management → Lists → Company → New
- 2. Name:** required
- 3. Avant (Avison Young Technologies)**
Company ID: optional
- 4. HubSpot ID:** optional
- 5. Industry Type:** optional, recommended
- 6. Parent Company:** optional
- 7. Company Address:** All Fields Required
8. Click **Save** once form is complete

The screenshot shows a CRM interface with a top navigation bar containing 'Billing', 'Deal Management', 'Financial Planning', and 'Bill Tos'. The 'Deal Management' tab is active and highlighted with a red box (1). Below it, a sub-menu shows 'Deal Management Overview', 'Lists', 'Deals', 'Company', 'Client', and 'Search'. The 'Lists' and 'Company' items are highlighted with red boxes (2 and 3 respectively). The 'New' button is also highlighted with a red box (4). Below the navigation, the form title is 'AY Company'. A 'Save' button is highlighted with a red box (5) and a 'Cancel' button is next to it. The form is divided into two main sections: 'Company Information' and 'Company Address'. The 'Company Information' section includes fields for 'NAME *' (2), 'EMAIL', 'PHONE', 'WEBSITE', 'FAX', 'AVANT COMPANY ID' (3), 'HUBSPOT ID' (4), 'INDUSTRY TYPE' (5), 'NOTES', 'HEALTHCARE INDUSTRY SUB CATEGORY', 'COMPANY SITE', and 'PARENT' (6). The 'Company Address' section includes fields for 'STREET ADDRESS', 'CITY', 'STATE', 'ZIP/POSTAL CODE', and 'COUNTRY *' (7). The 'Save' button is highlighted with a red box (8).

List: Edit Company

1. **Navigation:** Deal Management → Lists → Company → Search
2. Enter Search Criteria and click **Submit**
3. Click **Edit** on Company record which requires change
4. Make change to Company Information or Company Address
5. Click **Save** once form is complete



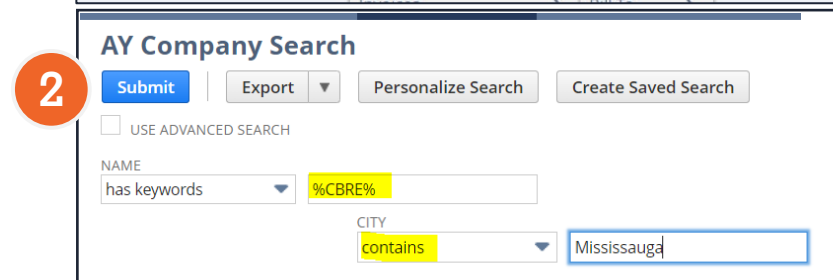
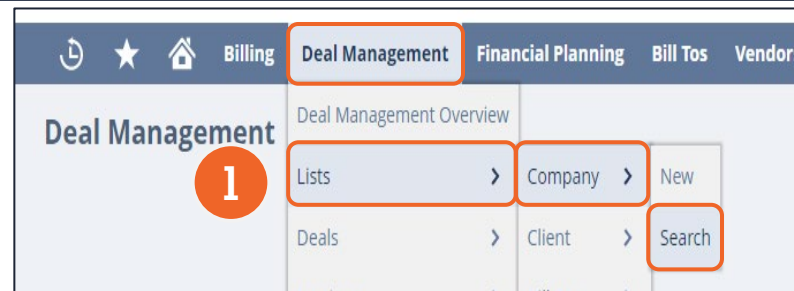
Warning: Changes you make will impact all users who use this record. Please edit with caution....

The screenshot illustrates the process of editing a company record in the Avision Young CRM. It is divided into five numbered steps:

- 1. Navigation:** The user navigates from the 'Deal Management' menu to 'Lists', then to 'Company', and finally to 'Search'.
- 2. Company Search:** The user enters search criteria in the 'Company Search' form. The 'NAME' field contains '%CBRE%' and the 'CITY' dropdown is set to 'contains' with 'Mississauga' entered in the adjacent text field.
- 3. Edit Record:** A table of search results is shown. The first record, '2081513 Ontario Inc. c/o CBRE', has its 'Edit' button highlighted.
- 4. Edit Form:** The 'AY Company' edit form is displayed. The 'NAME' field is highlighted, showing the current value '2081513 Ontario Inc. c/o CBRE'. Other fields include EMAIL, PHONE, WEBSITE, FAX, AVANT COMPANY ID, HUBSPOT ID, INDUSTRY TYPE, NOTES, HEALTHCARE INDUSTRY SUB CATEGORY, COMPANY SITE, and PARENT.
- 5. Save:** The 'Save' button is highlighted, indicating the user is ready to save the changes.

List: Research Company Record History

- 1. Navigation:** Deal Management → Lists → Company → Search
- Enter Search Criteria and select **Submit**
- Click **View** on Company record which requires change
- Scroll down and click on **System Notes**
- 5. Review log:** It displays a list of all tracked changes, including who made the change and when.



EDIT VIEW	NAME ▲
Edit View	2081513 Ontario Inc. c/o CBRE
Edit View	CBRE Limited - Toronto West
Edit View	Elesa Canada Ltd. c/o CBRE Limited

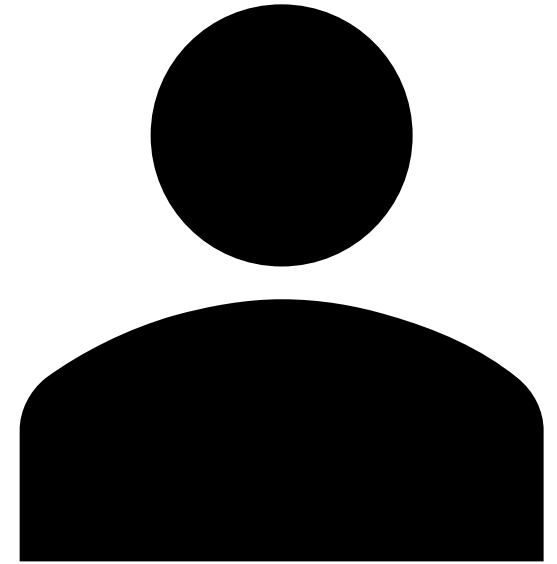
User Notes **System Notes**

VIEW: Default FIELD: <Type then tab>

Customize View

DATE ▼	SET BY	CONTEXT	TYPE	FIELD	OLD VALUE	NEW VALUE
02/24/2022 5:31 pm	9NVCEGI08 Peterson, Jeanne	UI	Change	Street Address	5935 Airport Road	5935 Airport Road fff
02/08/2022 5:45 am	91919320 Aggarwal, Divyam	CSV	Set	Salesforce Apto ID		0013m00002XOrrHAAT
02/08/2022 5:45 am	91919320 Aggarwal, Divyam	CSV	Set	Street Address		5935 Airport Road
02/08/2022 5:36 am	91919320 Aggarwal, Divyam	CSV	Set	Name		2081513 Ontario Inc. c/o CBRE
02/08/2022 5:36 am	91919320 Aggarwal, Divyam	CSV	Create	Record		1428

Client



Client Records

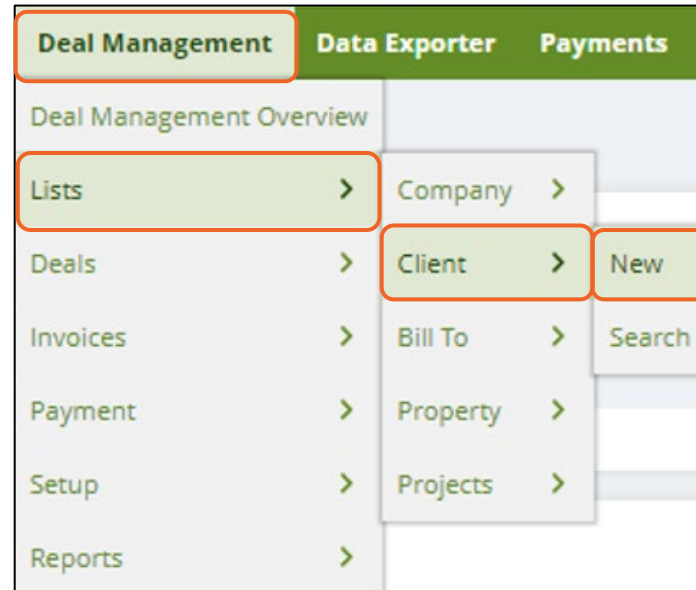
Client records are created within the Deal Management system in NetSuite and are used in native NetSuite functions as well as within the Deal Wizard to depict the party AY represented on the deal.

Client records are selected within the Deal Wizard for the following fields:

Details Tab: Client

Parties Tab: Client Fee Share (if applicable)

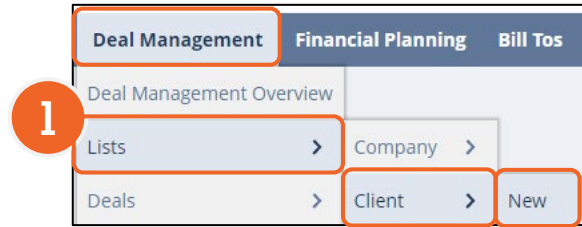
If a client record for a specific party does not exist, new Client records may be created through the following menu: Deal Management → Lists → Client → New



Reminder: Always search for existing records prior to creating new ones.

List: Client – Creating New

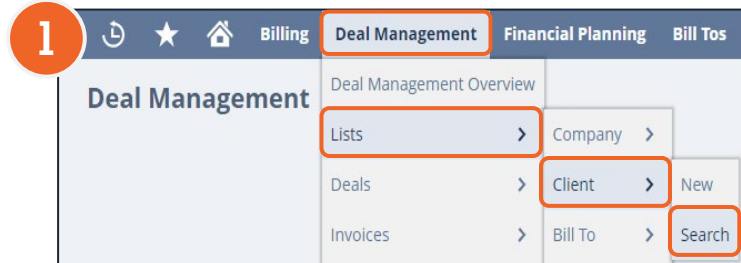
- 1. Navigation:** Deal Management → Lists → Client → New
- 2. ID*:** Greyed out, will be automatically assigned by the system
- 3. Name:** REQUIRED
 - *Cannot exceed 225 characters*
- 4. Client Industry:** recommended
- 5. Parent Name:** recommended
- 6. Address:** REQUIRED



A screenshot of a form titled 'General Information' for creating a new client. The form is divided into several sections. The 'ID *' field is greyed out and has a 'To Be Generated' checkbox and an 'AUTO' checkbox checked. The 'NAME *' field is a text input box. The 'CONTACT NAME' field is a text input box. The 'CLIENT PHONE NUMBER' field is a text input box. The 'CLIENT EMAIL ADDRESS' field is a text input box. The 'NOTES' field is a text area. The 'CLIENT INDUSTRY' field is a dropdown menu with '<Type then tab>' and a downward arrow. The 'SOURCE SYSTEM ID' field is a text input box. The 'PARENT NAME' field is a dropdown menu with '<Type then tab>' and a downward arrow. The 'INACTIVE' checkbox is unchecked. The 'Address' section is highlighted with a red box and a red circle containing the number 6. It contains three text input boxes for 'ADDRESS 1', 'ADDRESS 2', and 'CITY'. To the right of the address fields are three dropdown menus: 'STATE/PROVINCE' with '<Type then tab>' and a downward arrow, 'ZIP/POSTAL CODE' with a text input box, and 'COUNTRY' with '<Type then tab>' and a downward arrow. Red circles with numbers 2, 3, 4, and 5 are placed over the 'ID *', 'NAME *', 'CLIENT INDUSTRY', and 'PARENT NAME' fields respectively.

List: Client Edit

1. **Navigation:** Deal Management → Lists → Client → Search
2. Enter Search Criteria and click **Submit**
3. Click **Edit** on Client record
4. Make change to General Information or Company Address
5. Click **Save** once form is complete



Client Search

Submit | Export | Personalize Search

USE ADVANCED SEARCH FORM
AY Client Search [Do not Delete]

INACTIVE is false

NAME
has keywords | %CBRE%

CLIENT EMAIL ADDRESS
Any

CLIENT INDUSTRY
any of
<Type & tab for single value>

Client Search: Results

Return To Criteria | Save This Search

FILTERS

EDIT	VIEW	ID ▲	NAME	ADDRESS 1
Edit	View	CTS-29012	CBRE	
Edit	View	CTS-381633	RioCan YEC Holdings Inc. c/o CBRE	
Edit	View	CTS-75124	CBRE	
Edit	View	RB-12070	Yenik Realty Ltd., c/o CBRE Limited	
Edit	View	RB-12118	White Rock Royal Centre, Saskatoon Inc., c/o CBRE Limited Saskatchewan	
Edit	View	RB-12838	Eugene Chow And Sophia Chow, C/O CBRE	
Edit	View	RB-12875	New Haven Properties Inc., c/o CBRE Limited	
Edit	View	RB-12316	2805 East Hasting Corp., c/o CBRE Limited Vancouver office	
Edit	View	RB-12318	2805 East Hasting Corp., c/o CBRE Limited Vancouver office	
Edit	View	RB-13664	Bonnis Properties 843 Inc., c/o CBRE Limited	
Edit	View	RB-13666	Bonnis Properties 843 Inc., c/o CBRE Limited	
Edit	View	RB-13720	Kepis & Pope, C/O CBRE	
Edit	View	RB-14247	0737011 BC Ltd., c/o CBRE Limited Victoria	
Edit	View	RB-14249	0737011 BC Ltd., c/o CBRE Limited Victoria	

Client

RB-13720

Save | Cancel | Change ID

General Information

ID *
RB-13720

NAME *
Kepis & Pope, C/O CBRE

CONTACT NAME
ADD CONTACT NAME

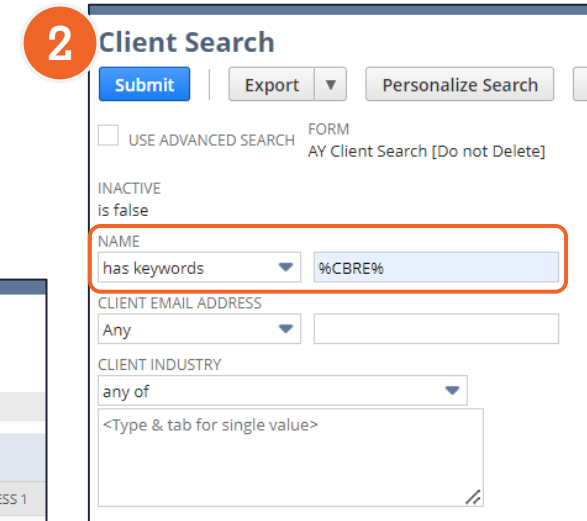
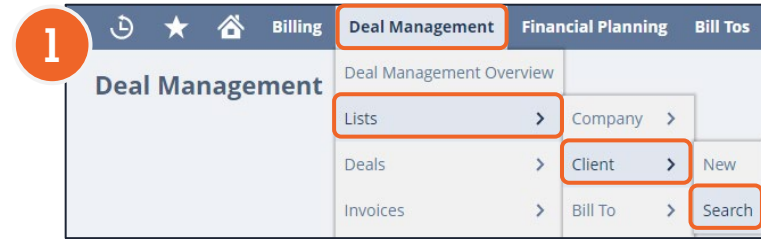
CLIENT PHONE NUMBER



Editing a Client is only permitted when there is no activity recorded against client (*it has not been used on any invoices or deals*).

List: Client Edit - Locked

- 1. Navigation:** Deal Management → Lists → Client → Search
- Enter Search Criteria and click **Submit**
- Click **Edit** on Client record
- 4. Non-Editable Records:** If a record cannot be edited, the edit buttons do not appear on the record and the record is indicated as locked.
 - If a change is needed to a locked client, submit a ticket to financeappsupport@avisonyoung.com with the Client ID, Name and details of the required change.



3

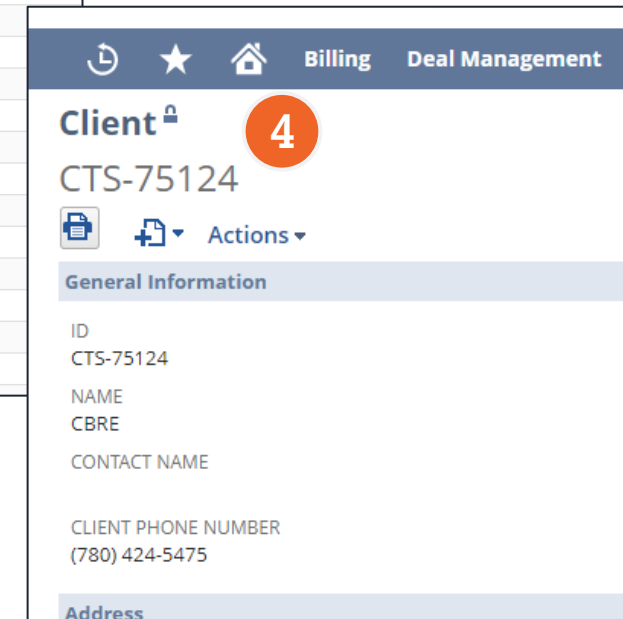
Client Search: Results

Return To Criteria Save This Search

FILTERS

EDIT VIEW ID NAME ADDRESS 1

Edit View	CTS-29012	CBRE	
Edit View	CTS-381633	RioCan YEC Holdings Inc. c/o CBRE	
Edit View	CTS-75124	CBRE	
Edit View	RB-12070	Yenik Realty Ltd., c/o CBRE Limited	
Edit View	RB-12118	White Rock Royal Centre, Saskatoon Inc., c/o CBRE Limited Saskatchewan	
Edit View	RB-12838	Eugene Chow And Sophia Chow, C/O CBRE	
Edit View	RB-12875	New Haven Properties Inc., c/o CBRE Limited	
Edit View	RB-12316	2805 East Hasting Corp., c/o CBRE Limited Vancouver office	
Edit View	RB-12318	2805 East Hasting Corp., c/o CBRE Limited Vancouver office	
Edit View	RB-13664	Bonnis Properties 843 Inc., c/o CBRE Limited	
Edit View	RB-13666	Bonnis Properties 843 Inc., c/o CBRE Limited	
Edit View	RB-13720	Kepis & Pope, C/O CBRE	
Edit View	RB-14247	0737011 BC Ltd., c/o CBRE Limited Victoria	
Edit View	RB-14249	0737011 BC Ltd., c/o CBRE Limited Victoria	



Property



List: Property Best Practice



Do not create individual properties for every space.

There should only be one property record for each building. Spaces are indicated within the Deal Wizard.



Do not update existing properties that have a missing address, please create a new one.



Creating Portfolios

Create one Property Record for a Portfolio in NetSuite.

Use the Name Field to specify the name of the portfolio.

Enter the related portfolio addresses in the Address 1 field, separating the street addresses by a comma.

Choose one State/Province to enter if the portfolio spans multiple States or Provinces.

List: Create Property – Project Information Section

- 1. Navigation:** Deal Management → Lists → Property → New
- 2. Name:** Required, use the building name. If the building does not have a name, use the property address.
- 3. Property Subsidiary Countries:** Required, select country which you will be recording transaction to
- 4. Avant (Avison Young Technologies) Company ID:** Leave Null

- 5. CRM Property ID:** Complete if you have been provided the Salesforce Property ID, otherwise leave null.
- 6. Property Type:** Required, select from drop down
- 7. Client:** Required, use NetSuite Default CAN Client or NetSuite Default US Client (based on your country)
- 8. Bill To:** Required, use NetSuite Default CAN Bill To or NetSuite Default US Bill To (based on your country)

Leave all other fields blank

Property

Save Cancel

Project Information

ID *
To Be Generated AUTO

2 NAME *
Property Demo

3 PROPERTY SUBSIDIARY COUNTRIES *
United States

PROPERTY SUBSIDIARY
<Type & tab for single value>

4 AVANT ID

5 CRM PROPERTY ID

6 PROPERTY TYPE *
Retail

7 CLIENT *
00015757 NetSuite Default CAN Client

8 BILL TO *
00017895 NetSuite Default CAN Bill To

MANAGEMENT START DATE MANAGEMENT END DATE

PROPERTY ADDRESS

INACTIVE

PARENT
<Type then tab>

List: Create Property – Property Address & Notes Section

Property Address - Enter physical location where services are being provided • We are required to report taxes based on where services are being provided.

1. **Country:** Required - Select Country from drop down
2. **Address 1:** Optional
3. **City:** Required
4. **State/Province:** Required
5. **Zip/Postal Code** Required
6. **Property Notes:** Optional

Property Address

1 COUNTRY *
<Type then tab> ▾

2 ADDRESS 1

3 CITY

4 STATE/PROVINCE
<Type then tab> ▾

5 ZIP/POSTAL CODE

Project Notes

6 PROPERTY NOTES

Save

7. Scroll up to upper left-hand corner and click **Save**

Property

7 **Save** ▾ **Cancel**

List: Edit Property

- 1. Navigation:** Deal Management → Lists → Property → Search
- Enter Search Criteria and click **Submit**
- Click **Edit** on Property record which requires change

1

Deal Management | Financial Planning | Strongpo

- Deal Management Overview
- Lists >
 - Company >
 - Client >
 - Bill To >
 - Property > **New**
 - Projects > **Search**
- Deals >
- Invoices >
- Payment >
- Setup >

2 Property Search

Submit Export Personalize Search

USE ADVANCED SEARCH

NAME
has keywords

ID (NUMBER)
Any

VALUE

SCRIPT ID
Any

DATE CREATED
within All

FROM TO

TO

LAST MODIFIED
within All

FROM TO

TO

INACTIVE EITHER YES NO

PROPERTY TYPE
none of
- None -
Amusement Park
Corporate
Data Center

MANAGEMENT START DATE
within All

FROM TO

MANAGEMENT END DATE
within All

FROM TO

PROPERTY ADDRESS
Any

PROPERTY NOTES
Any

PROPERTY SUBSIDIARY
any of
<Type & tab for single value>

3

EDIT | VIEW INTERNAL ID ID ▲ NAME SCRIPT ID PROPERTY TYPE MANAGEMENT START DATE MANAGEMENT END DATE PROPERTY ADDRESS

Edit View	23	MRI-P-806001	Northwest Travelers 515-1st Ave. SE	VAL_203036_3857081_134	Other	01/01/2016	12/31/2999	Northwest Travelers Encana: 515-1st Ave. SE
------------------	----	--------------	--	------------------------	-------	------------	------------	--

List: Edit Property continued

Please limit changes on Property records to the following fields:

1. Name
2. Avant (Avison Young Technologies) ID
3. CRM Property ID
4. Property Address fields

Property
00001823

Save Cancel Change ID Actions

Project Information

ID *
00001823

NAME *
The Gala Apartments

PROPERTY SUBSIDIARY COUNTRIES *
Canada

PROPERTY SUBSIDIARY
000 - Avison Young CONSOLIDATED (AYCI) :
010 - Avison Young (Canada) Inc.
000 - Avison Young CONSOLIDATED (AYCI) :
010 - Avison Young (Canada) Inc. : 010 - 010 -

AVANT ID

CRM PROPERTY ID

PROPERTY TYPE *
Other

CLIENT *
00006116 Applewood Developments Ltd.

BILL TO *
00006786 Applewood Developments Ltd.

MANAGEMENT START DATE
11/01/2017

MANAGEMENT END DATE
12/31/2025

PROPERTY ADDRESS
Gala: 6923, 6971, 7029 16 Avenue SE, Calgary, Alberta, Canada, .

INACTIVE

PARENT

Property Address

COUNTRY *
ADDRESS 1

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

Deal Wizard: Commission Items Tab (1 of 5)

Summary: The top section of the Commission Items tab contains the following information, which must be entered manually:

1. **Unit of Measure (UOM):** Descriptor used to identify the size of the Property or Space. Most common UOM is Square Feet, but could also be Square Meters, Acres or Headcount. This is a **required** field.
2. **Surface Area/Headcount:** The quantity of UOM for this transaction. This is no longer imported from another record and must be entered manually. This is a **required** field.
3. **Surface Area (Sq. Ft):** will be automatically populated based on the UOM's conversion to Square Feet
4. **Initial Rental Rate:** Enter starting Rental Rate, if desired. This is an **optional** field.
5. **Rent Escalations:** Free-form field used to capture escalations in either \$ or %. This field does not trigger calculations but can be reported on if included here. This is an **optional** field.
6. **Rental Rate Type:** Select from drop down menu options: Amount/UOM/Year, Amount/UOM/Month, Amount/Year, Amount/Month. This is a **required** field.
7. **Lease Details:** Lease Execution Date, Lease Commencement Date, Lease Expiration Date, Rent Commencement Date, Occupancy Date. These fields are **optional**.
8. **Lease Term (in Months):** will automatically populate if Lease Commencement and Lease Expiration dates are populated.

Details **Commission Items** Parties Expenses Invoices Documents General Files

Summary

UNIT OF MEASURE (UOM) * Square Feet 1	RENT ESCALATIONS 2% per year 5	LEASE EXPIRATION DATE 8/31/2027
SURFACE AREA/HEAD COUNT * 15000 2	RENTAL RATE TYPE * Amount/UOM/Year 6	RENT COMMENCEMENT DATE 9/1/2022
SURFACE AREA (SQ.FT) 15,000.000 3	LEASE EXECUTION DATE 7/1/2022 7	OCCUPANCY DATE 9/1/2022
INITIAL RENTAL RATE 25.000 4	LEASE COMMENCEMENT DATE 7/1/2022	LEASE TERM IN (MONTHS) 62 8

Deal Wizard: Commission Items Tab (2 of 5)

Lease Summary Section:

These fields are available for regions that collect marketing data in their deals. These fields are **optional**. They will not appear on the invoice, but are available for reporting, if populated:

Lease Details		
METERS SQUARED	FREE RENT (MONTHS) 2	TI ALLOWANCE (\$/PSF)
ADDITIONAL RENT/UOM 3.08	FREE RENT DESCRIPTION Net	TI ALLOWANCE COMMENTS
RENTAL RATE DESCRIPTION	OPTIONS	OPTION TO TERMINATE DATE

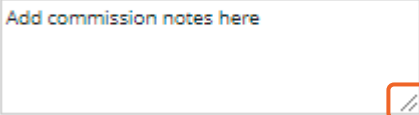
Commission Notes

A notes field used to capture commission-specific information. Does not display on invoices and is used for internal notes. In edit mode, the field can be expanded by dragging the bottom right-hand corner.

Commission Notes

COMMISSION NOTES

Add commission notes here



Total Section:

- 1. **Total Consideration:** An accumulator that will update as *Total* values are added to the matrix below. *There MUST be a non-zero value in this field* in order to proceed a Lease/Flex Lease deal for approval.
- 2. **Total Commission:** An accumulator that will update as *Commission Amount* values are added to the matrix below.
- 3. **Total Term:** An accumulator that will update as *Term* values are added to the matrix below.

Total		
TOTAL CONSIDERATION 1,990,950.00	TOTAL COMMISSION 99,547.50	TOTAL TERM 5



Deal Wizard: Commission Items Tab (3 of 5)

1. **Commission Item Type:** For Lease Transactions (only), select from "Lease Commission Details" and "Other Considerations".
 - a) **Lease Commission Details** requirements:
 - i. UOM, Surface Area/Head Count and Rental Rate Type must be populated before Lease Commission Details can be entered
 - ii. Term Start and End Dates are required for each line item
 - Lease Commission Details may be used for Free rent or Additional rent calculations
 - b) **Other Considerations** may be used for fees that are not driven by dates (i.e. Broker bonus)
2. **Description:** Free-form field that will display on the invoice
3. **Term Start & End Dates:** Dates can be entered manually or by using the calendar
4. **Term:** If both Term Start and Term End are entered on this row, this field will calculate based on the rental rate type selected (month or year). This can be manually entered to auto-populate the Term End Date.
5. **Rental Rate Type:** Pre-populates with the information entered in the Summary section above
6. **Unit of Measure (UOM):** Pre-populates with the information entered in the Summary section above
7. **Surface Area/Head Count:** Pre-populates with the information entered in the Summary section above

1	2	3	4	5	6	7												
COMMISSION ITEM TYPE	DESCRIPTION	TERM START	TERM END	TERM	RENTAL RATE TYPE	UOM	SURFACE AREA/HEAD COUNT	AMOUNT	UNLOCK TOTAL	TOTAL	UNLOCK AMORTIZED FREE RENT	FREE RENT	UNLOCK NET RENT	NET RENT	COMMISSION TYPE	COMMISSION	UNLOCK COMMISSION AMT	COMMISSION AMOUNT
Lease Commission Details	Free Rent	2/1/2023	3/31/2023	0.1667	Amount/UOM/Year	Square Feet	15,000	0		0.00					Flat Fee	0		0.00
Lease Commission Details	Year 1	4/1/2023	1/31/2024	0.8333	Amount/UOM/Year	Square Feet	15,000	12,500		156,243.75					% of Total	5.00000		7,812.19
Lease Commission Details	Years 2-5	2/1/2024	1/31/2028	4	Amount/UOM/Year	Square Feet	15,000	15,000		900,000.00					% of Total	2.00000		18,000.00
Other Considerations	Broker Bonus														Flat Fee	1,000.00		1,000.00

Deal Wizard: Commission Items Tab (4 of 5)

1. **Amount:** Depending on the *Rental Rate Type* selected in the Summary section above, you will enter the amount per UOM, or amount per month or year in this field.
2. **Unlock Total:** This checkbox will allow you to override the system's calculation of the consideration for this row.
3. **Total:** Deal Consideration for this row, calculated based on items populated to Amount field. *Not required for every line item on a lease transaction.*
4. **Amortized Free Rent Fields:** See [Appendix](#) for further details on utilizing these fields to process Amortized Free Rent transactions.
5. **Commission Type:** Select % of Total, Commission/UOM, Commission per UOM/Period or Flat Fee
6. **Commission:** Enter percent for % of Total, or dollar amount for Commission/UOM, Commission per UOM/Period or Flat Fee
7. **Unlock Commission Amt:** This checkbox will allow you to override the system's calculation of the commission for this row.
8. **Commission Amount:** Commission calculated for this row
9. **Copy Row:** Highlight a previously entered row and click Copy Row button to copy the information in the row. The new row will populate below the copied row.
10. **Add** - After entering the first row's detail, click ADD to save the row. Continue to add rows until your entire commission calculation is complete.
11. **Cancel** - deletes the information entered in that row
12. **Move Up, Move Down, Move to Top** and **Move To Bottom** will allow you to re-order your rows

COMMISSION ITEM TYPE		DESCRIPTION	TERM START	TERM END	TERM	RENTAL RATE TYPE	UOM	SURFACE AREA/HEAD COUNT	AMOUNT	UNLOCK TOTAL	TOTAL	UNLOCK AMORTIZED FREE RENT	FREE RENT	UNLOCK NET RENT	NET RENT	COMMISSION TYPE	COMMISSION	UNLOCK COMMISSION AMT	COMMISSION AMOUNT
Lease	Commission Details	Free Rent - 2 months	8/1/2023	9/30/2023	.1667	Amount/UOM/Year	Square Feet	13,000	0		0.00					Flat Fee	0		0.00
Lease	Commission Details	Year 1 & 2	10/1/2023	9/30/2025	2	Amount/UOM/Year	Square Feet	13,000	25		650,000.00					% of Total	5		32,500.00
Lease	Commission Details	Years 3, 4 & 5	10/1/2025	9/30/2028	3	Amount/UOM/Year	Square Feet	13,000	28		1,092,000.00					% of Total	5		54,600.00
Other Cons	Broker Bonus								0		0.00					Flat Fee	2,000		2,000.00

11

Click **Save and Continue** to advance to the next tab

Deal Wizard: Commission Items Tab (5 of 5)

Large Deals with many Commission Items

- 1. Dropdown:** In the event that a deal contains more than 25 Commission Line Items, the system will create a dropdown and the items will be stored on multiple pages. To access the remaining items in View mode, click on the dropdown to access each page.
- 2. Editing:** When editing the Deal and accessing the Commission Items tab in the Deal Wizard, all the line items will display in edit mode.

Total															
TOTAL CONSIDERATION 24,651,769.13				TOTAL COMMISSION 888,514.52				TOTAL TERM 884.17							
VIEW		AY COMMISSION ITEMS													
Search for Print															
New AY Commission Items		Attach		Customize View											
EDIT	ID #	COMMISSION ITEM TYPE	DESCRIPTION	TERM START	TERM END	TERM	RENTAL RATE TYPE	UOM	SURFACE AREA/HEAD COUNT	AMOUNT	UNLOCK TOTAL	TOTAL	COMMISSION TYPE	COMMISSION	UNL
Edit	Item-162126	Lease Commission Details	Phase I Rent	9/1/2020	8/24/2021	11.7742	Amount/Month	Square Feet	40,956	126,554.040	Yes	1,490,072.58	Flat Fee	0	Yes
Edit	Item-162127	Lease Commission Details	Phase I Rent	8/25/2021	8/24/2022	12	Amount/Month	Square Feet	40,956	130,350.660	Yes	1,564,207.92	Flat Fee	0	Yes
Edit	Item-162128	Lease Commission Details	Phase I Rent	8/25/2022	8/24/2023	12	Amount/Month	Square Feet	40,956	134,261.180	Yes	1,611,134.16	Flat Fee	0	Yes
Edit	Item-162129	Lease Commission Details	Phase I Rent	8/25/2023	8/24/2024	12	Amount/Month	Square Feet	40,956	138,289.020	Yes	1,659,468.24	Flat Fee	0	Yes

1

1 to 25 of 65

1 to 25 of 65

26 to 50 of 65

51 to 65 of 65

Halo Revenue: Parties Tab

Halo Revenue Section: Section added to the top of the Parties tab, above the allocation accumulators.

1. Halo Revenue Details Available?: This is a **required field**. A selection must be made to continue:

- a) *No* – select if the originating market information has not been provided. The remaining fields will be greyed out.
- b) *Yes* - select if the originating market information is available, This will enable the Originating Market fields for entry.

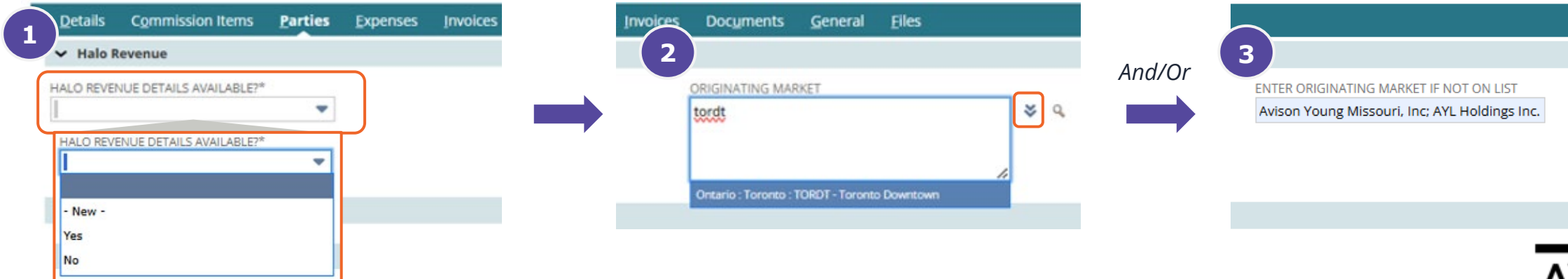
When Yes is selected, a dialog box displays to remind the user to complete the Originating Market details.

Only one of the following fields are required, however a combination may be used in the case where multiple markets sourced the transaction.

2. Originating Market: If the Originating market is a Cost center that exists in NetSuite, enter in this field. Selection can be made either by entering the market directly in the field, or by clicking the double arrows on the right-hand side and selecting from the list provided. Multiple market selections may be entered in this field, in the case that a team spans multiple markets.

3. Enter Originating Market if Not on List: If the Originating market is an AY Affiliate or International office that does not have an MCC in NetSuite, enter the Market name here. This is a free form text field. Recommendation: use the Legal name of the market.

*** If entering multiple markets in this field, please separate them using a semicolon (;)*



Deal Wizard: Parties Tab (1 of 3)

- Party Type:** Use the Drop Down to select from Co-Broker, Client Fee Share or AY Internal Party
- Co-Broker Name & Company:** If Co-Broker is selected, Co-Broker Company is **required**. Co-Broker Name (contact) is **optional**. For detailed search, use Company Search button above matrix.
- Client Company:** If Client Fee Share is selected, Client Company is **required**. For detailed search, use Client Search button above matrix.
- Vendor:** If Co-Broker or Client Fee Share are selected, the vendor record required for payment can be searched for and added here. This field is **optional** in the Deal Wizard. New Vendor requests should be submitted to A/P.
- Internal Party:** If AY Internal Party is selected, enter the party's name in this field. Search on last name or use % wildcard to search on first name. After 3 characters, matches will begin to populate. There must be at least one AY Internal Party on each transaction.
- Primary Internal Party:** check box to select the Primary Internal Party on this transaction. There must be one Primary Internal Party. Only AY Internal Parties can be selected as Primary.
- Market/Cost Center:** this field will automatically populate based on the AY Internal Party selected.
- Role:** Select the role for the Co-Broker or AY Internal Party that is entered on this row. This is an **optional** field, but particularly helpful if there is a Co-Broker, or AY is representing both sides of the transaction.

1 PARTY TYPE *	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	4 VENDOR	INTERNAL PARTY	5 PRIMARY INTERNAL PARTY	6 MARKET/COST CENTER	ROLE	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT *	SUBSIDIARY	DEPARTMENT	CATEGORY
Co-Broker		CBRE, Inc.		00006615 CBRE							Yes	50.00000	49,773.75			
Client Fee Share	2		00016169 Blue Rock LLC		5	6		Client Fee Share			Yes	10.00000	9,954.75			
AY Internal Party				3	8T7XP7VBY Clayton, Janet	Yes	7 NCRAL - NC Raleigh		8		Yes	40.00000	15,927.60	020-11-11-12 - Avison Young - North Carolina LLC	SBK - Svc Line - Brokerage	1 - Default

Deal Wizard: Parties Tab (2 of 3)

- 1. Preferential Option:** Select this checkbox to indicate that a preferential split is being added for this broker.
- 2. Preferential Split as %:** If Preferential Option is checked, you will be able to enter a split % to override the system's calculation. Use whole numbers. For example, an 80% preferential split should be entered as "80" not as ".80". Do NOT put dollar amounts in this field... percentages only.
- 3. Commission As %:** Select this checkbox to indicate that this party's commission is being calculated as a percentage.
- 4. Commission %:** The percent assigned to this party's commission. External Parties are assigned a percent of the Total Commission; Internal Parties are assigned a percentage of the AY portion of the Total Commission.
- 5. Commission Amount:** If Commission as % is selected and Commission % is entered, this field will automatically calculate. If commission is not a percent, a dollar amount can be manually entered here.
- 6. Subsidiary, Department and Category:** these fields will automatically populate based on the AY Internal Party selected.
- 7. Total Commission:** This field populates with the total commission that was entered on the Commission Items tab.
- 8. Allocation Error Indicator:** Message will appear if the total allocated to all parties does not equal the Total Commission.

TOTAL COMMISSION
99,547.50

7

REQUEST NETSUITE VENDOR

Client Search

Company Search

8

You have allocated 95,565.60 on a deal worth 99,547.50. Please update Commission amounts. There is a difference of 3,981.90.

PARTY TYPE*	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	INTERNAL PARTY	PRIMARY INTERNAL PARTY	MARKET/COST CENTER	ROLE	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT*	SUBSIDIARY	DEPARTMENT	CATEGORY
Co-Broker		CBRE Inc. - Denver		00006615 CBRE				Tenant Rep	<input checked="" type="checkbox"/>			50	49,773.75			
Client Fee Share			00016169 Blue Rock LLC					Client Fee Share	<input checked="" type="checkbox"/>			10	9,954.75			
AY Internal Party				8T7XP7VBY Clayton, Janet	Yes		NCRAL - NC Raleigh	Landlord Rep	<input checked="" type="checkbox"/>			90.00000	35,837.10	020-11-11-12 - Avison Young - North Carolina LLC	SBK - Svc Line - Brokerage	1 - Default

6

**AVISON
YOUNG**

Deal Wizard: Parties Tab (3 of 3)

The following fields display at the top of the Parties tab:

- 1. External Parties Commission (in %) and External Parties Commission (in Currency):** Indicates the percent and dollar amount of commissions allocated to Co-Brokers and/or Client Fee Shares
- 2. AY Internal Party Gross Commission (in %) and AY Internal Party Gross Commission (in Currency):** Indicates the percent and dollar amount of commissions allocated to AY Internal Parties.
- 3. AY Internal Party Allocation (in %) and AY Internal Party Allocation (in Currency):** Indicates how much of the AY Internal Party Gross Commission has already been allocated to AY Internal Parties. The AY Internal Party Allocation should be 100%, indicating that AY's share of the gross commission is fully allocated. Similarly, AY Internal Party Allocation (in Currency) should equal the full amount of the AY Internal Party Gross Commission.
- 4. Total Allocation (in %) and Total Allocation (in Currency):** Indicates how much of the Total Commission has been allocated to either External Parties or AY Internal Parties. Prior to leaving this tab, The Total Allocation should be 100%, indicating that the Total Commission has been fully allocated. Similarly, Total Allocation (in Currency) should equal the full dollar amount of the Total Commission.

Parties

EXTERNAL PARTIES COMMISSION (IN %)

60.00000

1

AY INTERNAL PARTY GROSS COMMISSION (IN %)

40.00000

2

AY INTERNAL PARTY ALLOCATION (IN %)

90.00000

3

TOTAL ALLOCATION (IN %)

96.00000

4

EXTERNAL PARTIES COMMISSION (IN CURRENCY)

59,728.50

AY INTERNAL PARTY GROSS COMMISSION (IN CURRENCY)

39,819.00

AY INTERNAL PARTY ALLOCATION (IN CURRENCY)

35,837.10

TOTAL ALLOCATION (IN CURRENCY)

95,565.60

Deal Wizard: Expenses Tab

- 1. Type:** Select from drop down menu options: Shared OTTE, AY OTTE or OTBE. This is a **required** field if expenses are being added.
- 2. Description:** Free form field to provide explanation of expense
- 3. AY Internal Party:** For OTBE expenses, choose the correct Broker from which to deduct the expense. Enter one row for each Broker. This field will be grayed out for OTTE expenses.
- 4. Amount:** The amount of the expense for this row. This is a **required** field. **NOTE:** You cannot create an expense that exceeds the broker's allocation on the deal. For example, if a broker is allocated \$1,000 on the Parties tab, your staff bonus from that broker to a bonus recipient cannot exceed \$1,000. Remember, however, that broker splits with the house are not considered by NetSuite.
- 5. Staff Bonus:** For OTBEs, check the box if the expense is a Staff Bonus. This field will be grayed out for OTTE expenses.
- 6. Bonus Recipient:** When the expense is OTBE and Staff Bonus is checked, select the name of the staff member receiving the bonus by entering the recipient's last name or use % wildcard to search on first name. After 3 characters, matches will display. This is a **required** field for staff bonus. This field will be grayed out for OTTE expenses.

TYPE*	DESCRIPTION	AY INTERNAL PARTY	AMOUNT*	STAFF BONUS	BONUS RECIPIENT
Shared OTTE	Legal fees		1,000.00		
AY OTTE	Travel Expenses		500.00		
OTBE	Staff Bonus	8T7XP7VBY Clayton, Janet	100.00	Yes	LPWF58C2Y West, Laura P
		<Type then tab>			<Type then tab>

Buttons: Add, Cancel, Remove, Move Up, Move Down, Move To Top, Move To Bottom

Deal Wizard: OTTE Override (1 of 2)

The system automatically assigns OTTE proportionally based on Party allocations on Parties tab. On the occasion where not all parties are participating on the expense, there is a function that allows the user to manually allocate Shared and/or AY OTTE amounts to specific parties.

When overriding expenses, complete the following fields:

1. **Override Expenses** - Check *Override Expenses* if you wish to manually allocate Shared or AY OTTE.

Do not check if the OTTE should be allocated proportionately based on party allocations and all related parties are participating.

2. **Shared OTTE Amounts**

- a) **Shared OTTE Amount** - Enter total amount of Shared OTTE Expense (to be shared between AY Internal Parties and External Parties)

- b) **AY Shared OTTE Amount** - Enter the amount of the Shared OTTE Expense that is being recovered from AY Parties

- c) **External Shared OTTE Amount** - Enter the amount of the Shared OTTE expense that is being allocated to External Parties. Allocations for external parties will be created automatically by the system based on this amount.

Note: The total of the *AY Shared OTTE* and *External Shared OTTE* Amounts MUST EQUAL the total *Shared OTTE Amount*.

3. **AY OTTE Amount** - If the amount is not a Shared OTTE, enter the total amount of AY OTTE Expenses

Save Cancel Save and Continue

Details Commission Items Parties **Expenses** Invoices Documents General Files

SHARED OTTE AMOUNT 500.00 (2a)

AY SHARED OTTE AMOUNT 400.00 (2b)

EXTERNAL SHARED OTTE AMOUNT 100.00 (2c)

AY OTTE AMOUNT 300.00 (3)

OVERRIDE EXPENSES (1)

TYPE*	DESCRIPTION	AY INTERNAL PARTY	% OF PARTY ALLOCATION	AMOUNT*	STAFF BONUS	BONUS RECIPIENT
:: Shared OTTE	Training - Shared OTTE	8TDLFH0000K0 Boyd, Andrew	50	200.00		
:: Shared OTTE	Training - Shared OTTE	8TDLGD0000K0 Sykes, Benjamin	50	200.00		
:: AY OTTE	Training - AY OTTE	8TDLFH0000K0 Boyd, Andrew	100	300.00		
:: OTBE	Training OTBE Staff bonus	8TDLFH0000K0 Boyd, Andrew		50.00	Yes	EORDGE000030 Khan, Sadaf
:: OTBE	Training OTBE	8TDLGD0000K0 Sykes, Benjamin		75.00		

Deal Wizard: OTTE Override (2 of 2)

- 1. Type** - Select from drop down menu options: Shared OTTE, AY OTTE or OTBE. This is a **required** field if expenses are being added.
- 2. Description** - Free form field to provide explanation of expense
- 3. AY Internal Party** - When *Override Expenses* is checked, the AY Internal Party will be required for each line of expense entered. Enter one row for each party. If *Override Expenses* is not checked, this field will be grayed out for OTTE lines.
- 4. % of Party Allocation** - this field is grayed out for OTBE expenses
 - a) When overriding Shared OTTE**, enter the percentage of the *AY Shared OTTE Amount* that is to be assigned to each party.
 - b) When overriding AY OTTE**, enter the percentage of the *AY OTTE Amount* that is to be assigned to each party.
- 5. Amount** - If % of Party Allocation is entered; this field will automatically calculate. Alternatively, a dollar amount can be manually entered, and the system will complete the % of Party allocation automatically for OTTE.

The total of the AY OTTE allocations in the matrix MUST EQUAL the totals indicated in the header fields for the deal to be ready for approval.

The screenshot shows the 'Expenses' tab in a software interface. At the top, there are buttons for 'Save', 'Cancel', and 'Save and Continue'. Below these are several input fields: 'SHARED OTTE AMOUNT' (500.00), 'AY OTTE AMOUNT' (300.00), 'AY SHARED OTTE AMOUNT' (400.00), and 'EXTERNAL SHARED OTTE AMOUNT' (100.00). A checkbox labeled 'OVERRIDE EXPENSES' is checked. Below the fields is a table with columns: TYPE*, DESCRIPTION, AY INTERNAL PARTY, % OF PARTY ALLOCATION, AMOUNT*, STAFF BONUS, and BONUS RECIPIENT. The table contains six rows of data. Callouts are placed as follows: 1 points to the TYPE* column; 2 points to the DESCRIPTION column; 3 points to the AY INTERNAL PARTY column; 4a) points to the % OF PARTY ALLOCATION column for the first two rows; 4b) points to the % OF PARTY ALLOCATION column for the third row; 5 points to the AMOUNT* column for the first two rows.

TYPE*	DESCRIPTION	AY INTERNAL PARTY	% OF PARTY ALLOCATION	AMOUNT*	STAFF BONUS	BONUS RECIPIENT
Shared OTTE	Training - Shared OTTE	8TDLFH0000K0 Boyd, Andrew	50	200.00		
Shared OTTE	Training - Shared OTTE	8TDLGD0000K0 Sykes, Benjamin	50	200.00		
AY OTTE	Training - AY OTTE	8TDLFH0000K0 Boyd, Andrew	100	300.00		
OTBE	Training OTBE Staff bonus	8TDLFH0000K0 Boyd, Andrew		50.00	Yes	
OTBE	Training OTBE	8TDLGD0000K0 Sykes, Benjamin		75.00		EORDGE000030 Khan, Sadaf

Deal Wizard: Invoices Tab (1 of 6)

Default Values: Information entered in this section can be added to each invoice by checking the “Use Default” box on each invoice:

- 1. Bill To:** Select the Bill To party by typing the name. After 3 characters, matches will display. Click the down arrow to view a list of Bill Tos or perform a search. If using the Search function, be sure to use “is” or “contains” as your operand. When choosing the Bill To, note the “Address Label”. You will need it to select the correct address. See Appendix for more information on this.
- 2. Bill To Address:** Selecting a Bill To is now a two-step process. You must also select the Bill To address in this field using the label noted in Step 1.
- 3. Temporary Bill To:** This field can be populated for use on Pro-Forma invoices.
- 4. Attention:** Free-form field to be used if invoices are to be directed to a particular person or department
- 5. Default Tax Group:** Select from drop-down options for applicable tax rate for the deal. Should only be one default Tax Group, based on the location of the primary broker. Ensure the correct Tax Group (US/CA) dropdown is displayed. If not, click “Save and Continue” button and come back to the Invoices tab to continue entry.
- 6. Default Payment Terms:** Select from drop down options: Due upon Receipt, Net 15, Net 30, Net 45, Net 60 or Net 90. This selection determines how the receivable will age.
- 7. Default Invoice Template:** Choose from the drop-down options for the desired Invoice Template.

The screenshot displays the 'Invoices' tab in a software interface. The 'Default Values' section is highlighted. The fields are as follows:

- 1. BILL TO:** A dropdown menu with the selected value '00031395 Blue Rock Capital, LLC'.
- 2. BILL TO ADDRESS SELECT:** A dropdown menu with the selected value '1201 Edward Mills Road'.
- 3. BILL TO ADDRESS:** A text area containing the address details: 'Blue Rock Capital, LLC', 'APG Advisors', '1201 Edward Mills Road', and 'Suite 300'.
- 4. ATTENTION:** A text field containing 'Accounts Payable'.
- 5. DEFAULT TAX GROUP:** A dropdown menu with a downward arrow.
- 6. DEFAULT PAYMENT TERMS:** A dropdown menu with the selected value 'Due Upon Receipt'.
- 7. DEFAULT INVOICE TEMPLATE:** A dropdown menu with the selected value 'Detail - English'.
- TRUST BALANCE:** A text field that is currently empty.

Deal Wizard: Invoices Tab (2 of 6)

Commissions: provides information about the allocation of the Total Commission:

- 1. Gross Commission:** The total commission calculated on the Commission Items tab is displayed here.
- 2. Unbilled Gross Commission:** Initially, prior to creating any invoices, this amount will match the Gross Commission. As invoices are created and added, this amount will adjust to indicate how much remains unbilled.
- 3. Allocation Error Indicator:** Message will appear if the total of your Accounting invoice amounts does not equal the Gross Commission. Pro-Forma invoices are not counted towards the Unbilled Gross Commission.

Commissions

GROSS COMMISSION
99,547.50

1

2

UNBILLED GROSS COMMISSION
99,547.50

Invoices

3

Your allocations do not equal 100%. It is under allocated by 99,547.50.

Deal Wizard: Invoices Tab (3 of 6)

Invoices: Invoices are created in this section:

- 1. Invoice Type:** Upon initial entry, use the dropdown menu to select Pro-Forma or Accounting. This is a **required** field.
- 2. Use Default:** Checking this box will import the Default Values entered above for this invoice. PLEASE WAIT for it to process!
- 3. Bill To:** Select the Bill To party by typing the name. After 3 characters, matches will display. Click the down arrow to view a list of Bill Tos or perform a search. This is a **required** field.
- 4. Bill To Address:** Selecting a Bill To is now a two-step process. You must also select the Bill To's address in this field. This is a **required** field.
- 5. Attention:** Free-form field to be used if invoices are to be directed to a particular person or department
- 6. Temporary Bill To:** This field can be populated for use on Pro-Forma invoices.
- 7. Notes:** Free-form field in which you can add detail that will be included on the invoice.
- 8. Sync Status:** Non-editable field that will indicate the invoice's status once deal is approved.
- 9. Tax Group:** Select from drop-down options for applicable tax rate for the deal.
- 10. Invoice Template:** Choose from the drop-down options for the desired Invoice Template.

The screenshot shows the 'Invoices Tab' interface with the following fields and callouts:

- 1:** INVOICE TYPE * dropdown menu (set to ACCOUNTING INVOICE)
- 2:** USE DEFAULT checkbox (checked)
- 3:** BILL TO * dropdown menu (set to 00031395 Blue Rock Capital, LLC)
- 4:** BILL TO ADDRESS SELECT dropdown menu (set to 1201 Edward Mills Road)
- 5:** ATTENTION text field (set to Accounts Payable)
- 6:** TEMPORARY BILL TO text area
- 7:** NOTES text area
- 8:** SYNC STATUS dropdown menu
- 9:** TAX GROUP * dropdown menu
- 10:** INVOICE TEMPLATE * dropdown menu (set to Detail - English)

Buttons at the top: Copy Invoice, Convert to Accounting, Create Over the Term Invoices, Void.

Buttons at the bottom: Add/Edit, Clear, Insert, Remove.

The following fields will auto-populate when "Use Default" box is checked:

- Bill To & Bill To Address . Default Payment Terms
- Attention . Default Invoice Template
- Default Tax Group (Canadian deals)

Deal Wizard: Invoices Tab (4 of 6)

Invoice Details (cont'd)

- 1. Copy Invoice** - Used to copy the existing invoice, creates a second invoice with the same details as the original.
- 2. Convert to Accounting** - If the invoice is a Pro-Forma invoice that needs to be converted to Accounting, click the *Convert to Accounting* button to change the Invoice type.
- 3. Create Over the Term Invoices** - To create multiple "Over the Term Invoices" on a deal, use the Create Over the Term Invoices button. Please see the Appendix for detailed instruction.

Copy Invoice Convert to Accounting Create Over the Term Invoices Void

1 **2** **3**

VOID

INVOICE TYPE *
ACCOUNTING INVOICE

INVOICE NUMBER
<Type then tab>

USE DEFAULT

BILL TO *
00031395 Blue Rock Capital, LLC

BILL TO ADDRESS SELECT
1201 Edward Mills Road

BILL TO ADDRESS *
Blue Rock Capital, LLC
APG Advisors
1201 Edward Mills Road
Suite 300
Raleigh NC 27607

ATTENTION
Accounts Payable

TEMPORARY BILL TO

NOTES

SYNC STATUS

TAX GROUP *

INVOICE TEMPLATE *
Detail - English

Pro-Forma Invoice Conversion to Accounting Notes:

- *If the invoice has previously been printed, once the Invoice is converted to Accounting, the system will not allow the Revenue Associate to update the Specific Invoice Date.*
- *When converting a printed Pro Forma invoice to Accounting, if any of the following fields are updated, the invoice will revert to unbilled: **Bill To, Amount** or **Specific Invoice date.***

Deal Wizard: Invoices Tab (5 of 6)

Invoices Details (cont'd):

- 1. Payment Terms:** Select from drop down options: Due upon Receipt, Net 15, Net 30, Net 45, Net 60 or Net 90. Determines how the receivable will age. This is a **required** field.
- 2. Due Upon:** Select the event associated with this invoice from the drop-down list. This is **optional** and will only appear on the invoice if populated.
- 3. Pro-Forma Date:** Enter the invoice date either manually or using the calendar. This is a **required** field for Pro-Forma invoices.
- 4. Invoice Date:** This field is **required** for an Accounting invoice.
- 5. Due Date:** Displays the Due date on the invoice, which is calculated using the Invoice date plus the payment terms. For display purposes only and cannot be manually edited.
- 6. Commission As A %:** Checking this box will allow you to enter a percentage for your commission calculation
- 7. Commission %:** If Commission As A % is checked, enter percent here.
- 8. Commission Amount:** If % is checked and a percentage is entered above, this will be a calculated amount. Otherwise, you can enter a dollar amount here. This is a **required** field for Accounting invoices.
- 9. Amount Paid:** Displays any payments that have been applied on the invoice. For display purposes only and cannot be manually edited.
- 10. Trust Deposit Allocation and Trust Amount Paid:** Free-form fields in which trust information can be manually entered. This will be covered in more detail during Trust training.
- 11. Pro-Forma Amount:** Manually enter invoice amount. This is a **required** field for Pro-Forma invoices.
- 12. Revenue Can Be Recognized:** Choose from the drop-down options. This is a **required** field for Accounting invoices.
- 13. Revenue Recognition Date:** Will only display a value if deal is Approved. For display purposes only and cannot be manually edited.

PAYMENT TERMS * 1
Due Upon Receipt

DUE UPON 2
<Type then tab>

PRO-FORMA DATE * 3

INVOICE DATE * 4
7/12/2022

DUE DATE 5
7/12/2022

6 COMMISSION AS %

7 COMMISSION %
50.0000

8 COMMISSION AMOUNT *
49,773.75

9 AMOUNT PAID

10 TRUST DEPOSIT ALLOCATION

TRUST AMOUNT PAID

11 PRO-FORMA AMOUNT *

12 REVENUE CAN BE RECOGNIZED *
Yes

13 REVENUE RECOGNITION DATE

PRINTED

Note: Certain fields will be grayed out depending on the Invoice Type selected

- 14. Add/Edit:** Once invoice information is complete, click to save your invoice
- 15. Clear:** clears all the invoice fields
- 16. Remove:** This will remove the invoice record from the transaction in Deal Management and can only be performed on transactions that have not yet been approved.

14

15

16

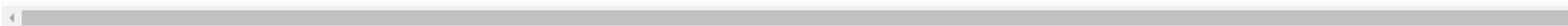
**AVISON
YOUNG**

Deal Wizard: Invoices Tab (6 of 6)

Commissions: As invoices are created, they will display in this section:

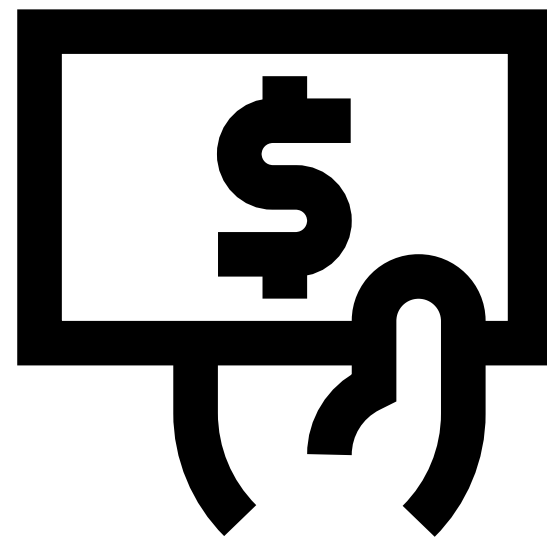
VOID	INVOICE TYPE *	INVOICE NUMBER	USE DEFAULT	BILL TO *	BILL TO ADDRESS SELECT	BILL TO ADDRESS *	ATTENTION	TEMPORARY BILL TO	NOTES	SYNC STATUS	TAX GROUP *	INVOICE TEMPLATE *	PAYMENT TERMS *	DUE UPON	PRO-FORMA DATE *	INVOICE DATE *	DUE DATE
	ACCOUNTING INVOICE	A20220720511512	Yes	00031395 Blue Rock Capital, LLC	1201 Edward Mills Road	Blue Rock Capital, LLC APG Advisors 1201 Edward Mills Road Suite 300 Raleigh NC 27607 United States	Accounts Payable				CA-HST-ON - 13%	Detail - English	Due Upon Receipt			7/12/2022	7/12/2022

COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT *	AMOUNT PAID	TRUST DEPOSIT ALLOCATION	TRUST AMOUNT PAID	PRO-FORMA AMOUNT *	REVENUE CAN BE RECOGNIZED *	REVENUE RECOGNITION DATE	PRINTED
Yes	50.00000	49,773.75	0.00				Yes		



Note: Scroll down to the bottom of this Invoice Summary section to access the horizontal scroll bar

Bill To



Bill To Records

Bill To records are created within the Deal Management system in NetSuite and are used in native NetSuite functions as well as within the Deal Wizard to depict the party AY is invoicing for the transaction.

Bill To records are selected within the Deal Wizard for the following fields:

Invoices Tab: Bill To and Bill To Address

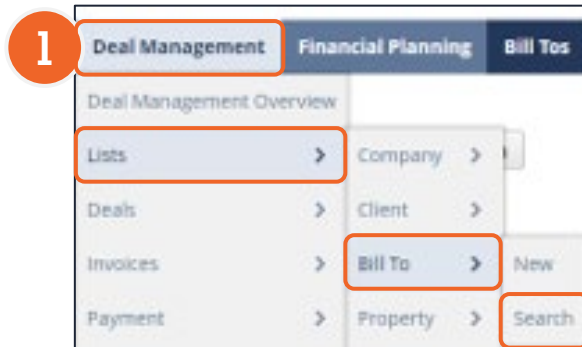
If a Bill To record for a specific party does not exist, new Bill To records may be created through the following menu: Deal Management → Lists → Bill To → New



Reminder: Always search for existing records prior to creating new ones.

List: Bill To – Search

1. **Navigation:** Deal Management → Lists → Bill To → Search
2. Enter Search Criteria - Search Name using operands: “has keywords”, “contains” or “begins with”. Reduce results if needed by including City in your search.
3. Click **Submit**



A screenshot of the 'Bill To Search' form. The form has a title 'Bill To Search' and a 'Submit' button. Below the title, there are buttons for 'Export', 'Personalize Search', and 'Create Saved Search'. A checkbox labeled 'USE ADVANCED SEARCH' is checked. The form contains several search criteria fields: 'INACTIVE is false AND', 'REPRESENTS SUBSIDIARY is none AND', 'NAME/ID has keywords WEST', 'EMAIL Any', 'ADDRESS Any', 'CITY Any', 'STATE/PROVINCE any of', and 'COUNTRY any of'. The 'CITY Any' field is highlighted with a red box. At the bottom, there are buttons for 'Submit', 'Export', 'Personalize Search', and 'Create Saved Search'.

List: Bill To – Search Results

1. **ID ^** - Up arrow indicates sort order
2. Click on any Column label to change sort order
3. Displays # of rows in search result
4. Output Options - export to Excel, PDF, Print or Email
5. **Return to Criteria** – Takes you back to criteria and you can further refine your search, if needed

Bill To Search: Results List Search Audit Trail

5 **Return To Criteria** **Save This Search**

FILTERS

STYLE
Normal

4

3

00000198 — 00009858 < > TOTAL: 402

EDIT VIEW	ID ▲	NAME	ADDRESS LABEL	ATTENTION	ADDRESS 1	ADDRESS 2	CITY	STATE/PROVINCE	COUNTRY
Edit View	00000198	350 Burnhamthorpe Road West LP	Address_1	Re: 350 Burnhamthorpe Miss	c/o Avison Young	401 Bay Street 11th Floor	Toronto	ON	Canada
Edit View	00000200	1 Richmond Street West Inc.	Address_1		c/o Avison Young	401 Bay Street 11th Floor	Toronto	ON	Canada
Edit View	00000292	1234115 Ont Ltd. (Westford Plaza)	Address_1		c/o Avison Young	401 Bay Street Suite 1100	Toronto	ON	Canada
Edit View	00000338	350 Burnhamthorpe Road West LP	Address_1		c/o Avison Young	401 Bay Street Suite 1100	Toronto	ON	Canada
Edit View	00000340	1 Richmond Street West Inc.	Address_1	Re: 1 Richmond St. W. Tor	c/o Avison Young	401 Bay Street Suite 1100	Toronto	ON	Canada

Result from moving sort order to Attention column

EDIT VIEW	ID	NAME	ADDRESS LABEL	ATTENTION ▲	ADDRESS 1	ADDRESS 2	CITY	STATE/PROVINCE	COUNTRY
Edit View	00001075	Westgate San Marco	Address_1	Accounts Payable	c/o Avison Young Property Management (USA), LLC	500 W Cypress Creek Drive - Suite 350	Ft. Lauderdale	FL	United States
Edit View	00001076	Westshore Center Investors, LLC	Address_1	Accounts Payable	c/o Avison Young Property Management (USA), LLC	500 W Cypress Creek Drive - Suite 350	Ft. Lauderdale	FL	United States
Edit View	00001562	Qualico Developments West Ltd.	Address_1	Accounts Payable	#200, 1 Dr. David Friesen Drive		Winnipeg	MN	Canada

List: New Bill To – Primary Information

- 1. Navigation:** Deal Management → List → Bill To → New
- 2. Bill To ID*:** Automatically assigned by system
- 3. Type:** Select Company for all Bill To records. *If the Bill to is an individual, use that individual's name as the Company Name.*
- 4. Company Name:** Required
- 5. Comments:** Optional
- 6. Email, Phone:** Optional
- 7. Subsidiary:** Autopopulated by the system
- 8. AY Record Type:** Autopopulated by the system



A screenshot of the 'Bill To' form. The form is titled 'Bill To' and has a search icon. Below the title are 'Save' and 'Cancel' buttons. The form is divided into several sections: 'Primary Information', 'Email | Phone | Address', 'Classification', and 'Business Line Information'. Each section contains various input fields and dropdown menus, with numbered callouts (1-8) pointing to specific elements. Callout 1 points to the 'New' button in the navigation menu. Callout 2 points to the 'BILL TO ID To Be Generated' field. Callout 3 points to the 'COMPANY' radio button. Callout 4 points to the 'COMPANY NAME' text input field. Callout 5 points to the 'COMMENTS' text area. Callout 6 points to the 'PHONE' text input field. Callout 7 points to the 'SUBSIDIARY' dropdown menu. Callout 8 points to the 'AY RECORD TYPE' dropdown menu.

List: New Bill To – Address

1. Click **Address** Tab
2. Click **Pencil** in Edit field
3. Popup Box Appears for Address
4. **Country:** Required
5. **Addressee:** Defaults to Bill to Company Name. DO NOT DELETE as this displays on the Invoices from DMS.


6. **Attention, Phone:** Optional
7. **Address 1: Required** (Used for invoice billing address)
8. **City: Required** (Used for invoice billing address)
9. **State: Required** (Used for invoice billing address)
10. **Zip: Required** (Used for invoice billing address)
11. Click **OK** to Save Address

The screenshot displays the software interface for adding a new address. The top navigation bar shows the 'Address' tab selected. Below the navigation bar, there is a table with columns for 'DEFAULT SHIPPING', 'DEFAULT BILLING', 'RESIDENTIAL ADDRESS', 'LABEL', and 'ADDRESS'. The 'ADDRESS' column contains an 'EDIT' button. A popup form is open, showing the following fields and values:

- COUNTRY ***: United States
- ADDRESSEE**: DEMO
- ATTENTION**: (empty)
- PHONE**: (empty)
- ADDRESS 1**: 303 W. Madison
- ADDRESS 2**: (empty)
- CITY**: Chicago
- STATE**: Illinois
- ZIP**: 60606

The popup form also includes an 'OK' button, a 'Cancel' button, and a 'Map' button. The 'ADDRESS' field is pre-filled with 'DEMO', '303 W. Madison', and 'Chicago IL 60606'. The 'OVERWRITE' checkbox is unchecked.

List: Existing Bill To – Add Address

1. **Label** – Defaults to first line of the address, optional to change. Label uniquely identifies address.
2. **Default Billing**- First address added will be assigned default.
3. Click  **Add**
4. **New Address row appears.** Click Pencil Icon to add address on additional rows. Continue as needed to add multiple addresses.
5. Click **Save** to save changes and exit Bill To setup.

ID	DEFAULT SHIPPING	DEFAULT BILLING	RESIDENTIAL ADDRESS	LABEL	ADDRESS*	EDIT
	Yes	Yes		303 W. Madison	DEMO 303 W. Madison Chicago IL 60606	

ID	DEFAULT SHIPPING	DEFAULT BILLING	RESIDENTIAL ADDRESS	LABEL	ADDRESS*	EDIT
	Yes	Yes		303 W. Madison	DEMO 303 W. Madison Chicago IL 60606	

List: Bill To

Bill To lists are shared with all users of NetSuite.

Making changes to an existing Bill To impacts anyone using Bill To

As a result...

**Any changes to an existing Bill To must be submitted to Zendesk
(FinanceAppSupport@avisonyoung.com)**

Deal Wizard: Documents Tab

- 1. Transaction Date:** Drives the month in which revenue is recognized on a newly approved deal. This is a **required** field for all transactions and cannot be changed once a deal is approved. Transaction dates cannot be in a closed period.
- 2. Document Information:** will toggle to “Complete” when the four document fields have been satisfactorily completed. In most cases, this must be “complete” to Proceed for Approval.
- 3. Fee Agreement:** Commission or other Fee Agreement has been provided. See Deal Documentation slide for acceptable submissions and approval notes. This is a **required** field.
- 4. Deal Agreements:** Lease, Purchase & Sale Agreement, Consulting, Referral or other deal agreements has been provided. This is a **required** field.
- 5. Co-Broker Agreement:** Co-Broker agreement is required any time AY is paying another brokerage firm or fee sharing client out of funds we collect. This is a **required** field (can be N/A if there is no Co-Broker or Fee-Share)
- 6. Trust Escrow Agreement:** Trust agreement is required anytime there is a trust deposit associated with the transaction. This is a **required** field (can be N/A if there is no Trust Deposit)
- 7. Drag & Drop Files:** link deal-related documents to the transaction in DMS. See next slide for more detail.

The screenshot shows the 'Documents' tab in the Deal Wizard interface. The top navigation bar includes 'Details', 'Commission Items', 'Parties', 'Expenses', 'Invoices', 'Documents', 'General', and 'Files'. The 'Documents' section is divided into several sections:

- Transaction Date:** A text input field containing '9/29/2022' (callout 1).
- Required Document Status:** A section with a 'DOCUMENT INFORMATION * INCOMPLETE' status (callout 2). It contains four document fields:
 - FEE AGREEMENT *:** A dropdown menu with 'No' selected (callout 3).
 - DEAL AGREEMENTS *:** A dropdown menu with 'Yes' selected (callout 4).
 - CO-BROKER AGREEMENT *:** A dropdown menu with 'N/A' selected (callout 5).
 - TRUST ESCROW AGREEMENT *:** A dropdown menu with 'N/A' selected (callout 6).
- Deal Agreements:** A dropdown menu for 'DEAL AGREEMENT DOCUMENT' (callout 4).
- Co-Broker Agreement:** A dropdown menu for 'CO-BROKER AGREEMENT DOCUMENT' (callout 5).
- Trust Escrow Agreement:** A dropdown menu for 'TRUST ESCROW AGREEMENT DOCUMENT' (callout 6) and a text input for 'DOCUMENTS LOCATION'.
- Drag & Drop Files:** A dashed box with a download icon and the text 'Drag & Drop Files Here' (callout 7).
- Approve with Condition:** A checkbox labeled 'APPROVE WITH CONDITION' (callout 8) and a text area for 'REASON FOR CONDITION'.





At the bottom, there are buttons for 'Save', 'Cancel', and 'Save and Continue'.

- 8. Approve with Condition:** If you have not received required documentation on the deal, but you have an explanation that may allow the deal to be approved, check Approve with Condition and enter a detailed Reason for Condition. This will allow the deal to proceed through the approval process, even if documentation is Incomplete. Any deals processed using this feature will be monitored by Global Finance.

Deal Wizard: Documents Drag & Drop (SquareWorks)

- For markets that are permitted to link deal documents to a transaction, the SquareWorks tool allows you to easily "drag and drop" these documents into DMS.
- When you drop a file, it is immediately linked to the deal. You will be directed to the Files tab where you can view documents that have been linked to your transaction.
- Documents can be added individually or in bulk and can be added at any point during the deal entry process.
- Once files are added, you can
 - Click on the file name itself to open the file (e.g. Sample Trust Document for Training PDF.pdf)
 - View files *that are in PDF format* 'side by side' with NetSuite by clicking View in Split Screen
 - Remove it from the deal by selecting Delete File
- Return to the Documents tab to populate each Document field with the appropriate attachment

Files Tab:

FILE NAME	UPLOADED BY	UPDATED DATE ▾
 Sample Trust Document for Training PDF.pdf [View In Split Screen] [Set As Split Screen Default] [Delete File]	HHVR0YFYE Berke, Margo R	6/24/2022 11:38 am
 Sample Lease Agreement for Training.docx [Delete File]	HHVR0YFYE Berke, Margo R	6/24/2022 11:16 am
 Sample Co-Broker Agreement for Training.docx [Delete File]	HHVR0YFYE Berke, Margo R	6/24/2022 11:16 am
 Sample Commission Agreement for Training.docx [Delete File]	HHVR0YFYE Berke, Margo R	6/24/2022 11:16 am

Documents Tab:

DOCUMENT INFORMATION *
INCOMPLETE

FEE AGREEMENT *

Yes ▾

FEE AGREEMENT DOCUMENT

Sample Commission A... for Training.docx ▾



DEAL AGREEMENTS *

Yes ▾

DEAL AGREEMENT DOCUMENT

Sample Lease Agree... for Training.docx ▾

CO-BROKER AGREEMENT *

Yes ▾

CO-BROKER AGREEMENT DOCUMENT

Sample Co-Broker Ag...t for Training.docx ▾

TRUST ESCROW AGREEMENT *

▾

TRUST ESCROW AGREEMENT DOCUMENT

▾

DOCUMENTS LOCATION

▾

**AVISON
YOUNG**

Deal Wizard: Documents Drag & Drop (con't)

1. If you chose 'View in Split Screen', the PDF will open in a new windowpane on the left.
2. From this new window you can use the three dot menu to download or print the document. You can also use the magnifying glass icon to search the document.
3. Using the vertical slider bar between the PDF and the NetSuite page, you can make the pdf size smaller. The pdf stays open even if you go to another page. To close the PDF, refresh the page.

The screenshot displays the NetSuite Deal Wizard interface for Deal ID 85758675868. The interface is split into two panes. The left pane shows a PDF document titled 'Sample Trust Document for Training PDF'. The right pane shows the 'Files' tab of the deal record, listing several documents. A vertical slider bar is positioned between the two panes, and three numbered callouts (1, 2, and 3) highlight specific UI elements: 1 points to the PDF window title bar, 2 points to the three-dot menu in the PDF window, and 3 points to the vertical slider bar.

demo for training Deal Id : 85758675868

← → Li

Edit Back Clone Proceed for approval Void Deal Related Records

Details Commission Items Parties Expenses Invoices Documents General **Files**

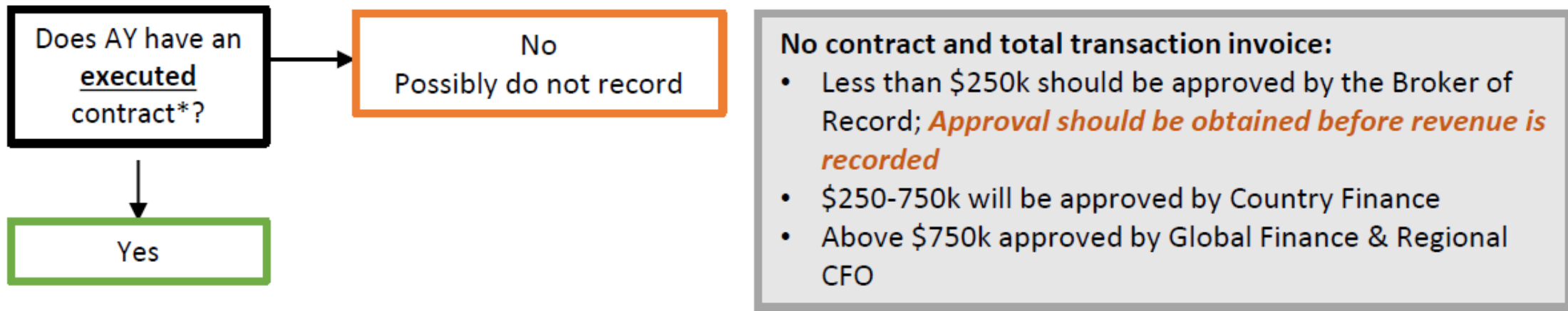
Add Files Or Drag Files Below

FILE NAME	UPLOADED BY	UPDATED DATE
Sample Trust Document for Training_PDF.pdf [View in Split Screen]	HHVR0YFYE Berke, Margo R	6/24/2022 11:38 am
Sample Lease Agreement for Training.docx	HHVR0YFYE Berke, Margo R	6/24/2022 11:16 am
Sample Co-Broker Agreement for Training.docx	HHVR0YFYE Berke, Margo R	6/24/2022 11:16 am
Sample Commission Agreement for Training.docx	HHVR0YFYE Berke, Margo R	6/24/2022 11:16 am

Edit Back Clone Proceed for approval Void Deal Related Records

Deal Wizard: Documents Tab (cont'd)

Revenue Recognition Decision Tree (full document saved here: [Revenue Recognition Decision Tree](#))



What is the form and quality of the <u>executed</u> contract?	
Ideal	AY standard contract form with approved language and terms
Acceptable	Client contract form that has been reviewed and approved by AY legal
Tolerated	Email clearly stating the services performed and the fee to be paid for those services
Not Accepted	Verbal agreements, handshakes

*Note: A "Contract" can be in the form of a brokerage or commission agreement, master services agreement, consulting agreement, approved proposal for services, letter of intent, MLS listing, mandate, etc. **The contract, in any format, should define the scope of services as well as the payment amount and terms.**

Deal Wizard: General Tab (1 of 2)

General Tab is a summary of Deal Details that do not belong within the rest of the Deal Wizard. It is broken down into four sections:

- 1. Primary Information** contains Recurring Revenue, Deal Name, CRM Deal ID and Extension. The Deal Name field can be edited if needed to match the Deal Naming Convention: State/Province – Property Address – Tenant/Buyer Name.

Primary Information

RECURRING REVENUE

DEAL NAME
SS Deal to Check accTabs 2

CRM DEAL ID
134567898765

EXTENSION
2

- 2. Accounting Details:** displays the currency for the transaction as well as deal segmentation, which is based on the Primary Broker. Currency can be edited until the deal is Approved.

Accounting Details

CURRENCY *
US Dollar

ACCOUNTING COST CENTER *
NCRAL - NC Raleigh

ACCOUNTING SUBSIDIARY *
000 - Avison Young CONSOLIDATED (AYCI) : 020 - Avison Young CONSOLIDATED (AY USA Inc) : 020-11
- Avison Young (USA) Inc. : 020-11-11 - Avison Young - Atlanta LLC : 020-11-11-12 - Avison Young -
North Carolina LLC

ACCOUNTING CATEGORY *
1 - Default

ACCOUNTING DEPARTMENT *
SBK - Svc Line - Brokerage

ACCOUNTING COUNTRY *
United States

- 3. Deal Status:** displays the approval status of the deal. RRAs can approve deals up to and including \$250,000. Transactions greater than that will be assigned to Corporate Finance or Country Controller for additional review. Transaction Notes can also be added in this free form text box. Use this box to enter Audit notes and can be updated after deal approval or A/R collection notes. Write offs and Voids will be indicated in this section.

Deal Status

APPROVAL STATUS *
Not Submitted

APPROVAL SUBMITTER

REJECT REASON

APPROVAL DATE TIME

APPROVER [LRP]

NOTES

DM WRITE OFF

APPROVER [CF/CC]

DM WRITE OFF DATE/TIME

APPROVER [DIRECTOR/MANAGER]

VOID

VOID DATE/TIME

REJECTER



Deal Wizard: General Tab (2 of 2)

General Tab is a summary of Deal Details that do not belong within the rest of the Deal Wizard. It is broken down into four sections:

4. Information contains miscellaneous details such as CTS/RB information for deals originally migrated into Apto. Also includes the name and date of deal creation and date it was last modified. Jurisdiction can be entered here for markets that require it.

- a) *Parent Deal ID* – Displays on Recurring Revenue transactions. This will show the first deal to be booked using the CRM Deal ID (or NetSuite Deal ID if a CRM Deal ID is not indicated).

Information

CTS OR RB DEAL

OWNER
91919355 Sahoo, Sourajeet

DATE CREATED
7/11/2023 9:52 am

SALES OR CTS EXTERNAL ID

JURISDICTION

LAST MODIFIED BY
7/11/2023 9:57 am 91919355

CSR OLD / NEW DEAL

SAPC LAST MODIFIED DATE
7/11/2023 9:57:49 am

LEGACY SYSTEM (APTO): CREATED BY

ALLOCATIONS OVERRIDDEN ?

ITEM MASTER
BK : CONS Consulting

SALESFORCE (APTO) ID

PAYMENT RECEIVED

PAID IN FULL

CALLIDUS COMPENSATION DATE

PRIMARY ITEM
BK : CONS Consulting

PRIMARY BROKER
8SYBW40000K0 Zabloski, Ryan

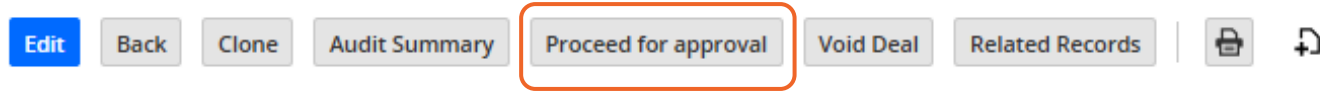
MISSING APPROVER FLAG

a) PARENT DEAL ID
134567898765-01

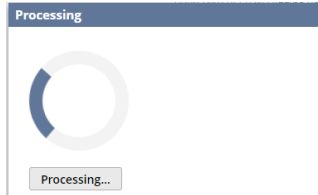


Deal Wizard: Exiting and Proceeding for Approval

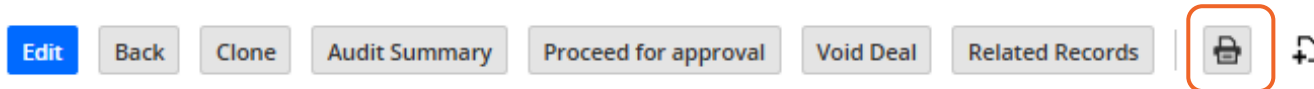
Once deal entry is complete, ensure that the Incomplete Tabs red banner no longer displays. Exit the deal wizard by clicking Save (if changes have been made since last saved) or Cancel (if you've been clicking Save and Continue between tabs and did not make changes in the General tab). This will put you in "View" mode, where you can Proceed for Approval.



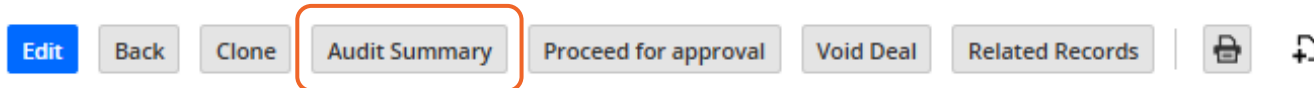
A status bar will indicate that approval is in progress:



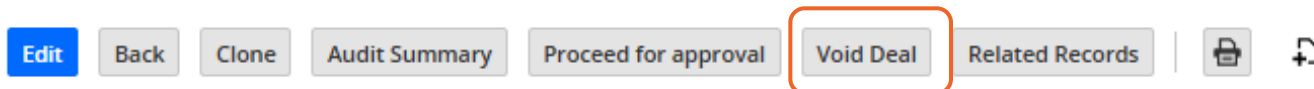
You can also print the full Deal Summary by clicking on the Print icon:



A condensed summary may be accessed for audit purposes by clicking on the Audit Summary button:



RRAs can VOID unapproved deals using the VOID DEAL button (*this process will be outlined in the Adjustments Training*). Once Approved, deal voids require the assistance of a Deal Administrator.

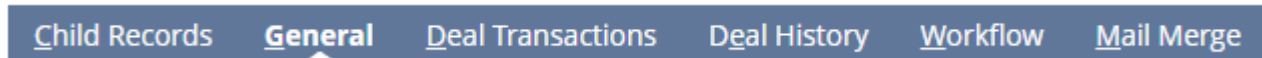


Transaction Information: Related Records

Additional information about a transaction can be viewed by clicking on Related Records:



Related Records contains the following tabs:



- **General** – the information included in the last (General) tab of the Deal Wizard is included here.
- **Deal Transactions** – Accounting/General Ledger activity is found here.
 - **Recurring Revenue Subtab** – Only populated on the Parent Deal for a recurring revenue transaction. All linked recurring revenue deals will be listed and linked on this tab.
- **Deal History** – history of many key Deal Wizard fields, and changes that have been made to these records. Useful for trouble-shooting what has happened on the transaction. Items are limited to 25 history events per page. To view the entire history, move to the next page via dropdown in the top right corner
- **Mail Merge** – shows communications that NetSuite has sent when:
 - Brokers in another market have been added to a deal
 - Payments have been applied for brokers in another market
 - RRA has used the invoice “Print & Email” functionality

View Mode: Confirming Approval and Deal Status

Once the deal has been submitted for approval, the following items may apply:

- 1. General tab** – confirm that your deal is in Approved Status, or, if over \$250,000, in *Pending Approval* or *Approval under Review* status (the Approval Submitter field will be populated, but the status will not change to Approved until the next level approves it).
- 2. Reviewer/Review Comments** - If Accounting (primary US Accounting) has assigned a Reviewer to the deal that Reviewer information and any comments they add will be indicated on the General Tab.
- 3. Invoices tab** - Confirm that your invoice(s) have synced successfully

Accounting Details

CURRENCY *
US Dollar

ACCOUNTING CATEGORY *
1 - Default

1

Deal Status

APPROVAL STATUS *
Approved

APPROVAL DATE TIME
3/6/2022 5:49:44 pm

VOID	INVOICE TYPE *	INVOICE NUMBER	USE DEFAULT	BILL TO *	BILL TO ADDRESS SELECT	BILL TO ADDRESS *	ATTENTION	TEMPORARY BILL TO	NOTES	SYNC STATUS	TAX GROUP *	INVOICE TEMPLATE *	PAYMENT TERMS *
	ACCOUNTING INVOICE	A20220327113906	Yes	00018436 Blue Rock LLC		1356 Beverly Road Suite 250 McLean VA 22101 United States				SUCCESS		Detail - English	Due Upon Receipt
	ACCOUNTING INVOICE	A20220327114006	Yes	00018436 Blue Rock LLC		1356 Beverly Road				SUCCESS		Detail - English	Due Upon Receipt

3

General Files

CRM DEAL ID
828828828282828282

ACCOUNTING COST CENTER *
CHIB - Chicago Brokerage
ACCOUNTING DEPARTMENT *
SHP - Svc Line - Hospitality

APPROVER [LRP]
APPROVER [CF/CC]
APPROVER [DIRECTOR/MANAGER]

REVIEWER
AY Global Finance9NVCEG08 Peterson, Jeanne
REVIEW COMMENTS
9/23 -CW- Response provided, approving deal
9/22 -CW - Waiting for response from x

2

View Mode: Indicating Payment on a Deal Pending Approval

As deals over \$250,000 are assigned to Accounting and/or Global Finance approval, we've included a function to allow you to notify them if a payment has been received on this transaction:

- 1. **Payment Received** – To be used if the deal is worth over \$250,000 in commission, is not yet approved, and a payment has been received on the transaction. Once the deal has been Submitted for Approval, click on the *Payment Received* button. This will complete a checkbox on the General tab of the deal, in the information section at the bottom. This will also appear on the Approver reports which allows them to prioritize the transaction for approval.

The screenshot shows a deal page with several tabs: Details, Commission Items, Parties, Expenses, Invoices, Documents, General, and Files. The 'General' tab is selected and highlighted with a red box. Below the tabs, there are sections for Primary Information, Accounting Details, and Information. The 'Payment Received' checkbox in the Information section is highlighted with a red box.

Payment Received

Details Commission Items Parties Expenses Invoices Documents **General** Files

Primary Information

DEAL NAME: FINCR828 CRM DEAL ID: 82882882828282828282

Accounting Details

CURRENCY *: US Dollar ACCOUNTING COST CENTER *: CHIB - Chicago Brokerage ACCOUNTING SUBSIDIARY *: 000 - Avison Young CONSOLIDATED (AYC) : 020 - Avison Young CONSOLIDATED (AYC) : 11 - Avison Young (USA) Inc. : 020-11-12 - Avison Young - Chicago LLC
ACCOUNTING CATEGORY *: 1 - Default ACCOUNTING DEPARTMENT *: SHP - Svc Line - Hospitality ACCOUNTING COUNTRY *: United States

Information

CTS OR RB DEAL: SALES OR CTS EXTERNAL ID: JURISDICTION: DATE CREATED *: 09/19/2022 10:52 pm
LAST MODIFIED *: 09/20/2022 3:57 pm BY: AY Global Finance9NVCEGI08
CANADA RESTRUCTURING OLD DEAL

SAPC LAST MODIFIED DATE: LEGACY SYSTEM (APTO): CREATED BY: MISSING APPROVER FLAG
ITEM MASTER: BK : Lease : Other Lease - Other SALESFORCE (APTO) ID: ALLOCATIONS OVERRIDDEN ?
 PAID IN FULL CALLIDUS COMPENSATION DATE: PAYMENT RECEIVED

PRIMARY INTERNAL PARTY *: 02770FAT5 George, Michael



Questions?

Appendix

Appendix Directory

1. [List: Cheat Sheet](#)
2. [Locating/Reactivating Inactive Company Records](#)
3. [NetSuite: Supported Platforms](#)
4. [NetSuite: Buttons and Menus](#)
5. [Running the Deal Expense report in NetSuite](#)
6. [CRM Deal ID Exemptions](#)
7. [Selecting the Correct Bill To Party](#)
8. [Over the Term Invoicing](#)
9. [Leases: Amortized Free Rent](#)
10. [Recurring Revenue Transactions](#)
11. [Procedure: Cross Sell Transactions](#)
12. Deal Entry for Specific Deal Types:
 - a) [Sale](#)
 - b) [Valuation](#)
 - c) [Project Management](#)
 - d) [Professional Services – Consulting](#)
 - e) [Additional Deals](#)
13. [Deal Entry Recovery GL Accounts](#)

List: Cheat Sheet

Edit/Update Security varies across the lists. Use this Cheat Sheet for quick reference

List	Create	Edit/Update
Company	YES	YES
Bill To	YES	<ul style="list-style-type: none">• Adding a new Address Only• All other changes – Send request to financeappsupport@avisonyoung.com
Client	YES	<ul style="list-style-type: none">• YES - Only if there is no activity assigned to Client• No – If Client has activity assigned to it. Send request to Financeappsupport@avisonyoung.com for updates.
Property	YES	YES (But we request you limit what you change to name and address)

Lists: Locating/Reactivating Inactive Company Records

Company records that have been inactivated will not appear in a normal Company search. If you have used a record before, but you can no longer find it, use these instructions to locate and reactivate the Company record.

- 1. Search for Inactive Company:** Navigate to Deal Management → Lists → Company → Search. The search page will open.
- 2. Enter Parameters:** Enter parameters to locate the Inactive company record (remember to use operands such as “contains” or “has keywords” to search incomplete strings). Ensure you select *Yes* on the Inactive radio button. Click *Submit*.
- 3. Select the Record to reactivate:** The search results will populate. Locate the record you wish to reactivate and click *Edit* to open the record in Edit mode.

1

Deal Management | Billing | Financial Planning

Deal Management Overview

Lists > Company > New

Deals > Client > Search

Invoices > Bill To >

Payment > Property >

AY Company Search

Submit | Export | Personalize Search | Create Saved Search

USE ADVANCED SEARCH

NAME contains carbon

SCRIPT ID Any

DATE CREATED within All

FROM

TO

LAST MODIFIED within All

FROM

TO

INACTIVE EITHER YES NO

COUNTRY any of

STREET ADDRESS Any

CITY Any

STATE any of

ZIP/POSTAL CODE Any

2

3

AY Company Search: Results List Search

Return To Criteria Save This Search

FILTERS

STYLE Normal

EDIT View

EDIT VIEW	NAME ▲	SCRIPT ID	COUNTRY	STREET ADDRESS	CITY	STATE	ZIP/POSTAL CODE
Edit View	Carbon5g Inc.	VAL_7132644_3857081_714	Canada	1062 Coxwell Avenue	Toronto	Ontario	M4C 3G5

Lists: Locating/Reactivating Inactive Company Records (cont'd)

1. **Inactive Checkbox:** To reactivate the record, scroll down the page and click on the Inactive checkbox to remove the checkmark from the record. Then click *Save* to save the change.

The record will now be active and can be added to transactions.

Company Address 1

COUNTRY *
Canada

STATE
Ontario

STREET ADDRESS
1062 Coxwell Avenue

ZIP/POSTAL CODE
M4C 3G5

CITY
Toronto

INACTIVE INACTIVE

SALESFORCE APTO ID

User Notes System Notes

VIEW
Default

Customize View

#	DATE	AUTHOR	TITLE	MEMO	DIRECTION
No records to show.					

Save Cancel Change ID

NetSuite: Supported Platforms

Browsers by Platform

NetSuite is supported in the following browsers and operating systems:

Browser	Versions	Platform
Google Chrome	Two most recent stable major versions.	Windows 10 Windows 8.x Windows 7 Mac OS 10.15 or newer
Microsoft Edge (Chromium-based)	Two most recent stable major versions.	Windows 10 Windows 8.x Windows 7
Mozilla Firefox	Two most recent stable major version. The latest stable Extended Support Release (ESR)	Windows 10 Windows 8.x Windows 7 Mac OS 10.15 or newer
Safari ¹	13.1 or newer	Mac OS 10.15 or newer

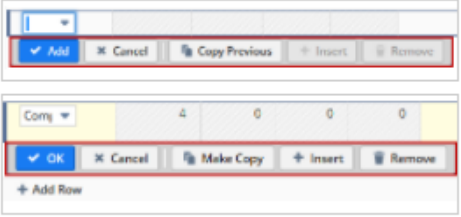
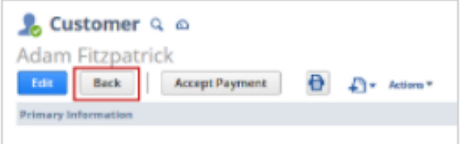
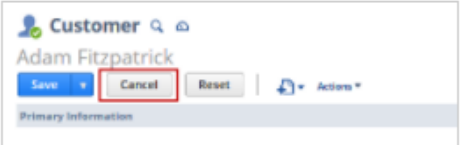
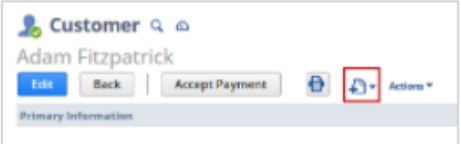
Platforms Windows 7 and Windows 8.x will be supported until the end of support from Microsoft.

¹ Cookies settings may affect the ability to use this browser when accessing SuiteAnswers. If you encounter any issues, open your Safari browser, go to Safari > Preferences > Privacy and turn off the Prevent cross-site tracking option. Then close your browser, reopen it, and access SuiteAnswers through NetSuite.

NetSuite: Buttons & Menus

Buttons and Menus in NetSuite

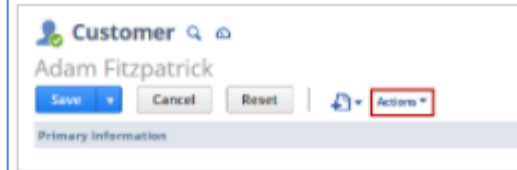
Each button in NetSuite serves a specific purpose and has the ability to fulfill individual business needs. By using the appropriate button, you can successfully complete the task at hand. The following table describes the function of standard buttons that can be found on most NetSuite pages and shows where the button is located. The table does not include buttons that are specific to a particular feature or record type.

Button Description	Example
<p>Sublist Row Buttons</p> <p>Sublist row buttons such as Add, Insert, and Delete appear on the left side of the sublist. The buttons that are available and the button names change depending on where you are in NetSuite.</p>	
<p>Back Button</p> <p>The Back button appears when a record is in View mode. Clicking the Back button takes you back to the page where you first initiated a particular action.</p>	
<p>Cancel Button</p> <p>The Cancel button appears below the record title when a record is in either new or edit mode. Clicking the Cancel button aborts whatever action you were performing.</p>	
<p>Create New Button</p> <p>The Create New button is an icon with a dropdown menu. You can create new records or perform new tasks. The options on the Create New button vary on a per-record basis, as the options are specific to each record type.</p> <p>To create records unrelated to the current record, use the Create New menu in the NetSuite header. For more information see, Create New Menu.</p>	

NetSuite: Buttons & Menus

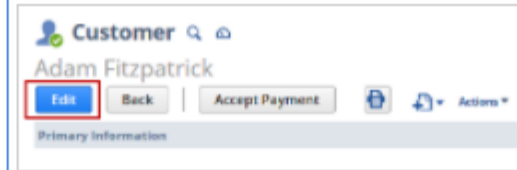
Action Menu

The Action menu offers a dropdown menu. The dropdown menu may include various options, such as Download and Delete. These options depend on the record you are editing.



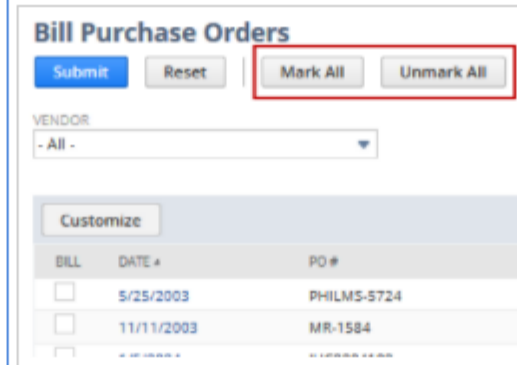
Edit Button

The Edit button opens the current record or transaction in a format that you can make changes to. When you are finished, submit changes by clicking Save.



Mark All/Unmark All Buttons

Mark All places checks in the check boxes next to all items listed on the page where the button appears. Unmark All clears the checks.



NetSuite: Buttons & Menus

New Button

On records in edit mode, the New button is a plus sign icon that appears to the right of a field when the pointer moves over it. The button opens a window in which you can create a new record.

Most lists also have a New button. For example, the New button at the top of the Employees list is called New Employee.



A screenshot of a NetSuite record form. The form contains several fields: STATUS (CUSTOMER-Closed Won), SALES REP (Jon Baker), PARTNER (empty), and WEB ADDRESS (http://navarro_livesey_ortho.med). A red box highlights a plus sign icon (+) and a square icon with a diagonal arrow (the Open button) located to the right of the PARTNER field.

Chart of Accounts

View Basic

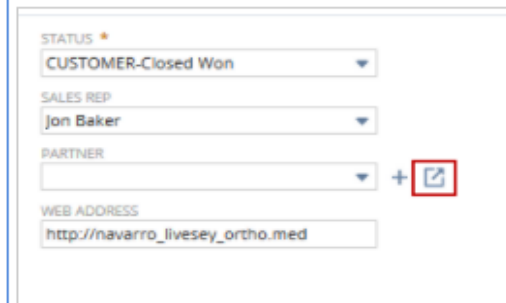
New

Show Inactives

EDIT	SUMMARY	NUMBER	ACCO
Edit	No		Fail
Edit	No		Payr

Open Button

On records in edit mode, the open button is a square icon with a diagonal arrow that appears to the right of a field when the pointer moves over it. The button opens the selected record in a new tab for viewing.

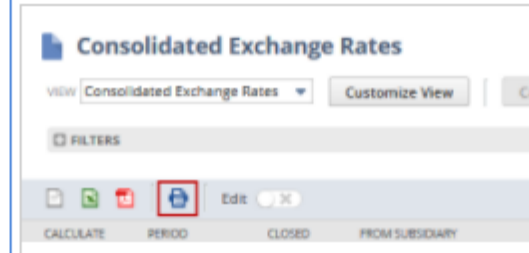


A screenshot of a NetSuite record form, identical to the one above. A red box highlights a square icon with a diagonal arrow (the Open button) located to the right of the PARTNER field.

NetSuite: Buttons & Menus

Print Button

If multiple printing options are available, the print icon includes all options in the dropdown menu. If the record allows only a single print action (to print the page, for example), the print icon does not include the dropdown arrow.



Save Button

The Save button sends the transaction or record you are working on to NetSuite for posting or changing. The Save button often includes a dropdown menu for variations of save as shown in the example. NetSuite remembers the option selected and makes it the default.

Save As Button

The Save As button creates a duplicate of the visible record. A unique name is required. For example, a customer may have multiple locations, Art Gallery I and Art Gallery II. The home office in Gallery I is the main office for both locations. You can create a record for Gallery II by editing the Gallery I record, changing the name to Art Gallery II and clicking Save As.

Save and New Button

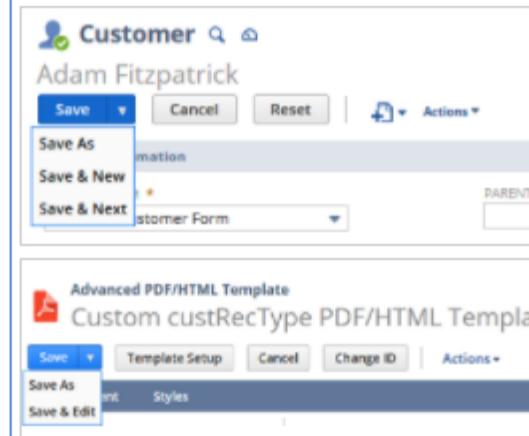
The Save and New button sends the transaction or record to NetSuite for posting, and then a blank page of the same kind opens.

Save and Next Button

The Save and Next button sends the transaction or record to NetSuite for posting, and then the next existing record of the same type opens for editing.

Save and Edit Button

The Save and Edit button saves your edits and remains in edit mode where you can continue editing.



Navigation: Running the Deal Expense Report in NetSuite

- 1. Locate Report:** Use the Global search in NetSuite to locate the AY Expenses by Deal ID report to locate existing expenses related to the transaction.
- 2. Filters:** At the bottom of the report, you can filter by *Deal Name*, *Deal by ID*, *Date Range* and *Subsidiary*. Enter the required parameters and click *Refresh*.
- 3. Report Results:** Grouped by Deal ID, then by Expense Type.
- 4. Export/Print Options:** Select the preferred method to *Export* or *Print* the report for reference.

1

ay expenses by deal id

Page: AY Expenses by Deal ID

2

DEAL (LINE): DEAL NAME ANY OF - All - DEAL (LINE): ID ANY OF - All -

DATE this year FROM 1/1/2019 TO 12/31/2019 SUBSIDIARY CONTEXT 000 - Avison Young CONSOLIDATED (AYCI) LESS

Refresh Customize

3

AY Expenses by Deal ID

EXPENSE TYPE	DATE	DESCRIPTION	TRANSACTION TYPE	ACCOUNT (LINE): NAME (GL-STYLE)	DOCUMENT NUMBER	AMOUNT
0000-0557						
Beach front - 100 Lakeshore						
AY OTTE	3/16/2016	Marketing Cost re Beach front (0000-0557) Journal	Journal	52200-000 - Deal Expense - OTTE	N913	\$1,000.00
Total - Beach front - 100 Lakeshore						\$1,000.00
Total - 0000-0557						\$1,000.00
0000-1124						
Uniqlo Toronto						
Shared OTTE	4/6/2016		Journal	52200-000 - Deal Expense - OTTE	N201604274109.1	\$1,000.00
OTBE	4/6/2016	Deal Expense-Other: OTTE	Expense Report	52215-000 - Direct Expense - Other	27	\$1,000.00
AY OTTE	4/6/2016		Bill	52200-000 - Deal Expense - OTTE	1234	\$2,000.00
Total - Uniqlo Toronto						\$4,000.00
Total - 0000-1124						\$4,000.00
0000-7952						
18 York St.- Suite/Floor #1200						
Shared OTTE	6/9/2016	Recovery	Journal	52200-010 - Deal Expense - OTTE Recovered	N2016062083203.1	-\$250.00
Total - 18 York St.- Suite/Floor #1200						-\$250.00
Total - 0000-7952						-\$250.00
Total						\$4,750.00

4

Refresh Customize

Find...

CRM Deal ID Exemptions

Deal Type	MCC
Valuation	CALVAL - Calgary Valuation
	EDMVAL - Edmonton Valuation
	TORVAL - Toronto Valuation
	NYVAL - New York Valuation
	CALB - Calgary Brokerage
	EDMB - Edmonton Brokerage
	NYNYC - New York New York City
	VANVAL - Vancouver Valuation
	VANB - Vancouver Brokerage
	CORPC - Corporate Natl CANADA
	CORPCVAL – Canada National Valuation
	CORPU – Corporate Natl USA
	CHIB - Chicago Brokerage
	NJB – New Jersey Brokerage
	SCALA - So Cal Los Angeles
Tax Appeal	CALB - Calgary Brokerage
	EDMB - Edmonton Brokerage
	CORPCVAL – Canada National Valuations
	CORPC – Corporate Natl CANADA
Consulting	DCT – DC Tysons
	DCG – DC Gaithersburg
	DCW – DC Washington
Project Management	ATLPJM - Atlanta Proj Mgmt
	DCPJM - DC Proj Mgmt
	TXAUSPJM - TX Austin Proj Mgmt

Deal Type	MCC	
Project Management (cont'd)	DALPJM - Dallas Proj Mgt	
	ATLB - Atlanta Brokerage	
	AUS - Austin	
	DCW - DC Washington, DC	
	DCG - DC Gaithersburg	
	DAL – Dallas	
	Referral	ATLB – Atlanta Brokerage
		AZPHX – AZ Phoenix
CORPC – Corporate Natl CANADA		
CORPU – Corporate Natl USA		
DAL – Dallas		
DCG – DC Gaithersburg		
DENB – Denver Brokerage		
EDMB – Edmonton Brokerage		
GLOBALU – Global Corporate US		
HOUS – Houston		
NCASF – Nor Cal San Francisco		
NC Raleigh		
NVLV – Las Vegas		
NYNYC – New York New York City		
PITT – Pittsburgh		
SCCHB – South Carolina Brokerage		
TNNAB – Nashville Brokerage		
TORDT – Toronto Downtown		

Selecting The Correct Bill To Party

When performing a search for a Bill To Party, remember the following:

- 1. Use "Is" or "Contains" as your operands to ensure you locate the specific record you're looking for
- 2. Make note of the information in the "Address Label" field. This is the value that you will want to select when you choose your Bill To Address on the Invoices tab of the Deal Wizard. For migrated Bill To records, "Address 1" may be populated in this field and will need to be selected in the Deal Wizard

2

Bill To Search

INACTIVE
is false AND

REPRESENTS SUBSIDIARY
is none AND

NAME/ID

EMAIL

ADDRESS

CITY

1

2

ID ▲	VIEW	NAME	ADDRESS LABEL	ATTENTION	ADDRESS 1
00008348 CBRE : CBRE	View	CBRE : CBRE	Address_1	Accounts Payable	3993 Howard Hughes Parkway
00008331 CBRE	View	CBRE	250 Pehle Avenue		250 Pehle Avenue
00008331 CBRE	View	CBRE	225 W. Santa Clara Street 10th Floor	Attn: Accounts Payable	225 W. Santa Clara Street 10th Floor

Over the Term Invoicing (1 of 4)

Prior to creating Over the Term Invoices, ensure the Details, Commission Items, Parties and Expenses tabs are completed. Any Items included in Commission Items as "Other Considerations" will not be included in Over the Term Invoices and must be invoiced separately. All Invoices are created on the Invoices Tab of the Deal Wizard.

- 1. Default Values:** Ensure the Default Values section on the Invoices tab is correct and complete.
- 2. Save and Continue:** To save the Default values, click *Save and Continue*. You will be directed to the Documents tab. Click on the *Invoices* tab to navigate back to continue setting up the invoices.
- 3. Create Over the Term Invoices:** Once the Default Values are completed, click on *Create Over the Term Invoices*.
- 4. Accept the Pop Up:** A popup message will appear, click *OK* to continue.

Save Cancel Save and Continue 2

Details Commission Items Parties Expenses **Invoices** Documents General

Default Values

BILL TO
00000206 Hudson's Bay Company

BILL TO ADDRESS SELECT
698 Lawrence Avenue West

BILL TO ADDRESS
698 Lawrence Avenue West
Suite 300
Toronto ON M6A 3A5
Canada

TEMPORARY BILL TO

ATTENTION
Accounts Payable

DEFAULT TAX GROUP
CA-HST-ON - 13%

DEFAULT PAYMENT TERMS
Due Upon Receipt

DEFAULT INVOICE TEMPLATE
Detail - English

TRUST BALANCE

Commissions

GROSS COMMISSION
23,500.00

UNBILLED GROSS COMMISSION
23,500.00

Invoices

Your allocations do not equal 100%. It is under allocated by 23,500.00.

Copy Invoice Convert to Accounting Create Over the Term Invoices 3

3857081-sb3.app.netsuite.com says

Please make sure all the changes are saved before proceeding. Click OK to proceed to Over-the-Term Invoice Creation.

OK

Cancel

4

**AVISON
YOUNG**

Over the Term Invoicing (2 of 4)

If you have previously created any invoices for any of the line items, choose None in the Billing Frequency. If you wish to create invoices for all the line items, ensure to complete the required fields. The Commission Items will populate based on their appearance on the commission items tab. If different periods should be billed differently, ensure they are separated on the Commission Items tab.

- 1. Use Default:** Will default as selected.
- 2. Billing Frequency:** Defaults to blank. Click on the drop-down menu to choose an invoicing frequency from the available options: *One Time, Monthly, Quarterly, Yearly* or *None*.
- 3. Revenue Recognition:** Defaults to blank. Click on the drop-down menu to choose an invoicing frequency from the available options: *Yes* or *No*.
- 4. Submit:** Ensure you've selected a *Billing Frequency* and *Revenue Recognition* for all lines, then click on *Submit*.

Commission Item Line(s) for Over-the-Term Invoice

Submit

4

USE DEFAULT

NOTE: If any of the below Commission Item Line has already been invoiced, choosing any other value than "None" in Billing Frequency for that line, will override the previously created invoice (s).

1

Commission Items *

INTERNAL ID	DESCRIPTION	TERM START	TERM END	TERM	SURFACE AREA/HEAD COUNT	AMOUNT	TOTAL	COMMISSION TYPE	COMMISSION	▲ COMMISSION AMOUNT	BILLING FREQUENCY	REVENUE RECOGNITION
350492	Year 1	4/1/2022	3/31/2023	1	2500	12.50	31,250.00	Commission/UOM/Period 3		7,500.00		
350493	Year 2	4/1/2023	3/31/2024	1	2500	13.50	33,750.00	Commission/UOM/Period 1.5		3,750.00		
350494	Year 3	4/1/2024	3/31/2025	1	2500	14.50	36,250.00	Commission/UOM/Period 1.5		3,750.00		
350495	Year 4	4/1/2025	3/31/2026	1	2500	15.50	38,750.00	Commission/UOM/Period 1.5		3,750.00		
350496	Year 5	4/1/2026	3/31/2027	1	2500	16.50	41,250.00	Commission/UOM/Period 1.5		3,750.00		

Submit

2

3

Over the Term Invoicing (3 of 4)

- 1. Processing:** After saving, the system will process the invoices. You will see the window grey out and a square will appear, showing the system is working.
- 2. Invoices:** Once the system has completed processing the invoices, it will open the invoices tab and the invoices will populate at the bottom of the page.

Commission Item Line(s) for Over-the-Term Invoice

Submit

USE DEFAULT NOTE: If any of the below Commission Item Line has already been invoiced, choosing any other value than "None" in Billing Frequency for that line, will override the previously created invoice (s).

Commission Items *												
INTERNAL ID	DESCRIPTION	TERM START	TERM END	TERM	SURFACE AREA/HEAD COUNT	AMOUNT	TOTAL	COMMISSION TYPE	COMMISSION	▲ COMMISSION AMOUNT	BILLING FREQUENCY	REVENUE RECOGNITION
350492	Year 1	4/1/2022	3/31/2023	1	2500	12.50	31,250.00	Commission/UOM/Period 3		7,500.00	Monthly	Yes
350493	Year 2	4/1/2023	3/31/2024	1	2500	13.50	33,750.00	Commission/UOM/Period 1,5		3,750.00	Monthly	Yes
350494	Year 3	4/1/2024	3/31/2025	1	2500	14.50	36,250.00	Commission/UOM/Period 1,5		3,750.00	Monthly	No
350495	Year 4	4/1/2025	3/31/2026	1	2500	15.50	38,750.00	Commission/UOM/Period 1,5		3,750.00	Monthly	No
350496	Year 5	4/1/2026	3/31/2027	1	2500	16.50	41,250.00	Commission/UOM/Period 1,5		3,750.00	Monthly	No

Submit

2

▼ Add/Edit
✖ Clear
+ Insert
🗑 Remove

VOID	INVOICE TYPE *	INVOICE NUMBER	USE DEFAULT	BILL TO * BILL TO +	BILL TO ADDRESS SELECT	BILL TO ADDRESS +	ATTENTION	TEMPORARY BILL TO	NOTES	SYNC STATUS	TAX GROUP +	INVOICE TEMPLATE +	PAYMENT TERMS +	DUE UPON	PRO-FORMA DATE +	INVOICE DATE *	DUE DATE	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT +	AMOUNT PAID	TRUST DEPOSIT ALLOCATION	TRUST AMOUNT PAID	PRO-FORMA AMOUNT +	REVENUE CAN BE RECOGNIZED +	REVENUE RECOGNITION DATE	PRINTED
	ACCOUNTING INVOICE		Yes	00006373 Morguard Investments Limited		Morguard Investments Limited 55 City Centre Drive Suite 800 Mississauga ON L5B 1M3 Canada					CA-HST-ON - 13%	Detail - English	Due Upon Receipt		3/1/2024					625.00				Yes			
	ACCOUNTING INVOICE		Yes	00006373 Morguard Investments Limited		Morguard Investments Limited 55 City Centre Drive Suite 800 Mississauga ON L5B 1M3 Canada					CA-HST-ON - 13%	Detail - English	Due Upon Receipt		4/1/2024					625.00				Yes			
	ACCOUNTING INVOICE		Yes	00006373 Morguard Investments Limited		Morguard Investments Limited 55 City Centre Drive Suite 800 Mississauga ON L5B 1M3 Canada					CA-HST-ON - 13%	Detail - English	Due Upon Receipt		5/1/2024					625.00				Yes			
	ACCOUNTING INVOICE		Yes	00006373 Morguard Investments Limited		Morguard Investments Limited 55 City Centre Drive Suite 800 Mississauga ON L5B 1M3 Canada					CA-HST-ON - 13%	Detail - English	Due Upon Receipt		6/1/2024					625.00				Yes			

Over the Term Invoicing (4 of 4)

- 1. Supplemental Invoice:** If there are Other Considerations line items to be invoiced, create the required invoice(s) by creating a new invoice and completing the required information.
- 2. Add/Edit:** Click *Add/Edit* to save the new Invoice
- 3. Complete Deal Wizard:** Enter the remaining Deal Wizard tabs to complete the processing of the deal.

Invoices

Your allocations do not equal 100%. It is under allocated by 1,000.00.

Copy Invoice Convert to Accounting Create Over the Term Invoices Void

VOID

1 INVOICE TYPE *
ACCOUNTING INVOICE

INVOICE NUMBER
<Type then tab>

USE DEFAULT

BILL TO *
00000206 Hudson's Bay Company

BILL TO ADDRESS SELECT
698 Lawrence Avenue West

BILL TO ADDRESS *
698 Lawrence Avenue West
Suite 300
Toronto ON M6A 3A5
Canada

ATTENTION
Accounts Payable

2

TEMPORARY BILL TO

NOTES

SYNC STATUS

TAX GROUP *
CA-HST-ON - 13%

INVOICE TEMPLATE *
Detail - English

PAYMENT TERMS *
Due Upon Receipt

DUE UPON
<Type then tab>

PRO-FORMA DATE *

INVOICE DATE *
3/1/2024

DUE DATE

COMMISSION AS %
COMMISSION %
4.25532
COMMISSION AMOUNT *
1,000.00
TRUST DEPOSIT ALLOCATION
TRUST AMOUNT PAID
PRO-FORMA AMOUNT *
REVENUE CAN BE RECOGNIZED *
Yes
 PRINTED

Lease Transactions – Amortized Free Rent



Lease Transactions – Amortized Free Rent

When booking transactions that require Amortized Free Rent transactions, please note the following changes on the Commission Items tab:

- 1. Commission Item Type** – For Lease Transactions, select from *Lease Commission Details* and *Other Considerations*. Lease line items should be entered as *Lease Commission Details*.
- 2. Unlock Amortized Free Rent** – If this is an Amortized Free Rent transaction (free rent is deducted from multiple terms and commission is calculated from Net Rent), click *Amortized Free Rent* checkbox. This enables the *Free Rent* and *Net Rent* columns.
- 3. Free Rent** – Enter the amount to be deducted from the Total Rent for this period.
- 4. Unlock Net Rent** – This checkbox will allow you to override the system’s calculation of the Net Rent for this line item.
- 5. Net Rent** – Calculated field that subtracts the *Free Rent* amount from the *Total* Column. Commission will be calculated off the *Net Rent* Amount
- 6. Commission Type** - Select *% of Total* for Amortized Free rent transactions.
- 7. Commission** – Enter percentage to be calculated against *Net Rent* for Commission calculation.
- 8. Commission Amount** - Commission calculated for this row
- 9. Total Consideration:** An accumulator that will update as *Net Rent* values are added to the matrix below. *In Amortized Free Rent transactions, Total Consideration is calculated using Net Rent amounts.*

Commission Items																		
Total																		
TOTAL CONSIDERATION 1,459,615.00										TOTAL COMMISSION 56,924.99								
COMMISSION ITEM TYPE	DESCRIPTION	TERM START	TERM END	TERM	RENTAL RATE TYPE	UOM	SURFACE AREA/HEAD COUNT	AMOUNT	UNLOCK TOTAL	TOTAL	UNLOCK AMORTIZED FREE RENT	FREE RENT	UNLOCK NET RENT	NET RENT	COMMISSION TYPE	COMMISSION	UNLOCK COMMISSION AMT	COMMISSION AMOUNT
Lease Commission Details	Year 1	1/1/2023	12/31/2023	1	Amount/UOM/Year	Square Feet	5,750	55,000		316,250.00	<input checked="" type="checkbox"/>	24,327.00		291,923.00	% of Total	5.00000		14,596.15
Lease Commission Details	Year 2	1/1/2024	12/31/2024	1	Amount/UOM/Year	Square Feet	5,750	55,000		316,250.00	Yes	24,327.00		291,923.00	% of Total	4.00000		11,676.92
Lease Commission Details	Year 3-4	1/1/2025	12/31/2027	3	Amount/UOM/Year	Square Feet	5,750	55,000		948,750.00	Yes	72,981.00		875,769.00	% of Total	3.50000		30,651.92

Lease Transactions – Amortized Free Rent – Invoice Display

Amortized Free Rent - Lease Transaction Invoice Display:

- 1. Total Consideration** – Displays Total Consideration calculated from Net Rent in the description under Deal ID, Property, and other Lease details.
- 2. Amortized Free Rent** – Due to space limitations on the invoice template, the entire calculation does not display. Display shows as Gross Rent - Free Rent Deduction = Net Rent x Commission Percentage.
- 3. Total Commission** – Displays based on Total Commission calculated on Commission Items, based on Net Rent calculations.

Description	
Deal ID:	54185487424
Property:	997 Gerrard Street East, Toronto, Ontario, Canada M4M 1Z4
Space:	1012
Tenant:	Dyson Canada Ltd.
Landlord:	Ontario Hospital Association
SF:	5,750.00
1 Total Consideration:	CAD 1,459,615.00
Calculation of Commission	
Term:	01/01/2023 - 12/31/2027
Year 1:	01/01/2023 - 12/31/2023 - \$ 316,250.00 - \$ 24,327.00 = \$ 291,923.00 x 5.00% = \$ 14,596.15
2 Year 2:	01/01/2024 - 12/31/2024 - \$ 316,250.00 - \$ 24,327.00 = \$ 291,923.00 x 4.00% = \$ 11,676.92
Year 3-4:	01/01/2025 - 12/31/2027 - \$ 948,750.00 - \$ 72,981.00 = \$ 875,769.00 x 3.50% = \$ 30,651.92
3 Total Commission:	= \$ 56,924.99

Recurring Revenue Transactions



Recurring Revenue - New Deal

- 1. Create New Deal:** On the [Deal page](#), select Deal Type
- 2. Complete The Required Fields:** These fields are identified with an asterisk (*) and includes **Deal Name**, and **Currency**. *Primary Internal Party* may also be entered at this time to setup security limitations on the transaction, if available.
- 3. CRM Deal ID:** If applicable, enter the CRM Deal ID found in Salesforce for this transaction. *This field cannot be changed once the deal is Saved.*
- 4. Extension:** *This is not a required field* - If the deal is either a recurring revenue transaction or if it is being booked to replace an existing deal that was incorrectly entered, enter an extension. This will link recurring revenue deals together or differentiate a replacement deal from the original. *This field cannot be changed once the deal is Saved.*
Note: *Sale, Lease or Flex Lease deals allow for extensions from numbers 1-9. All other deal types allow for extensions from 1-99 to accommodate recurring revenue processing.*
- 5. Recurring Revenue:** Check this box to indicate whether this is a recurring revenue transaction. *This field cannot be changed once the deal is Saved.*
- 6. Save**

The screenshot shows a 'Deal' form with the following fields and callouts:

- 6:** 'Deal' header and 'Save' button.
- 1:** 'DEAL TYPE *' dropdown menu with a search box and a list of options: CM Debt Equity, Consulting, Development, Flex Lease, Lease, Mortgage Finance, Professional Services - Consulting, Project Management, Referral.
- 2:** 'CURRENCY *' dropdown menu with 'CAN' selected.
- 3:** 'CRM DEAL ID' text input field.
- 4:** 'EXTENSION' text input field.
- 5:** 'RECURRING REVENUE' checkbox.
- Other fields:** 'DEAL NAME *', 'PROPERTY', 'PROPERTY ADDRESS', and 'PRIMARY INTERNAL PARTY'.

Note: *Recurring Revenue checkbox is disabled when recording Sale, Lease or Flex Lease deals.*

Note: See Appendix for a list of deal types and locations that are exempt from the CRM Deal ID requirement.

Recurring Revenue – Deal ID

Once a deal has been saved, you will be automatically directed to the Deal Wizard

Deal Name and Deal ID: Populated once the deal is saved. This is the Deal ID that will communicate to Spiff. The Deal ID that displays in the header of the deal is a combination of the following:

1. CRM Deal ID OR the NetSuite assigned ID *(if no CRM Deal ID is indicated)*
2. Extension (if entered).
 - For all deals EXCEPT Sales, Leases, Flex Leases – if the extension is a single digit, it will display in the header with a leading zero (i.e. 8764658697087-01).

Example of a **Consulting deal with a CRM Deal ID and single digit extension:**

PA- 4060 Butler Pike- Welltower, Inc.-Consulting- Seller Deal Id : 4784707567-03

Edit Back Clone Proceed for approval Void Deal Related Records   Actions ▾

Details Commission Items Parties Expenses Invoices Documents General Files

Example of a **Lease deal with a CRM Deal ID and single digit extension:**

IL - 909 W North Ave - King Living USA, Inc Deal Id : 6076253886-2

Edit Back Clone Override Allocations Void Deal Related Records   Actions ▾

Details Commission Items Parties Expenses Invoices Documents General Files

Example of a **deal without a CRM Deal ID and single digit extension:**

FINCR-1171.12 - NY - 2022-450 Rialto Capital Advisors 6 Stone Street Deal Id : 00354316-01

Edit Back Clone Override Allocations Void Deal Related Records   Actions ▾

Details Commission Items Parties Expenses Invoices Documents General Files

**AVISON
YOUNG**

Recurring Revenue – Deal Clone

- 1. **Complete required tabs:** Before proceeding through the Deal Wizard tabs, enter the *Deal Name* and *CRM Deal ID* (where applicable).
 - a) **Recurring Revenue:** For recurring Revenue deals, click Recurring Revenue box. Once that is selected, the CRM Deal ID and extension will automatically populate. Extension may be changed, if needed, but must be increased, it cannot be changed to a lower number.
- 2. **Save:** Click *Save* and the system will direct you to the Details tab to continue the deal entry.

Deal **2** ← → List Search Customize More

Save

Details Commission Items Parties Expenses Invoices Documents **General** Files

Primary Information **1**

RECURRING REVENUE

DEAL NAME *

CRM DEAL ID

EXTENSION

Recurring Revenue - General Tab

General Tab is a summary of Deal Details that do not belong within the rest of the Deal Wizard. It is broken down into four sections:

- Primary Information** contains Recurring Revenue, Deal Name, CRM Deal ID and Extension. The Deal Name field can be edited if needed to match the Deal Naming Convention: State/Province – Property Address – Tenant/Buyer Name.

Primary Information		
<input checked="" type="checkbox"/> RECURRING REVENUE	DEAL NAME SS Deal to Check accTabs 2	CRM DEAL ID 134567898765
		EXTENSION 2

- Information** contains miscellaneous details such as CTS/RB information for deals originally migrated into Apto. Also includes the name and date of deal creation and date it was last modified. Jurisdiction can be entered here for markets that require it.

- Parent Deal ID – Displays on Recurring Revenue transactions. This will show the first deal that was recorded using the CRM Deal ID (or NetSuite Deal ID if a CRM Deal ID is not indicated).

Information		
CTS OR RB DEAL	OWNER 91919355 Sahoo, Sourajeet	DATE CREATED 7/11/2023 9:52 am
SALES OR CTS EXTERNAL ID	JURISDICTION	LAST MODIFIED BY 7/11/2023 9:57 am 91919355
		CSR OLD / NEW DEAL
SAPC LAST MODIFIED DATE 7/11/2023 9:57:49 am	LEGACY SYSTEM (APTO): CREATED BY	<input type="checkbox"/> ALLOCATIONS OVERRIDDEN ?
ITEM MASTER BK : CONS Consulting	SALESFORCE (APTO) ID	<input type="checkbox"/> PAYMENT RECEIVED
<input type="checkbox"/> PAID IN FULL	CALLIDUS COMPENSATION DATE	PRIMARY ITEM BK : CONS Consulting
PRIMARY BROKER 8SYBW4000K0 Zabloski, Ryan	<input type="checkbox"/> MISSING APPROVER FLAG	a) PARENT DEAL ID 134567898765-01

Recurring Revenue – Recurring Deals Tab

Recurring Deals tab provides a list of deals that have been recorded that are linked to the same Deal ID on which the recurring revenue checkbox has been selected. This tab will only be populated on the Parent Deal (first deal recorded using the Deal ID).

- 1. After navigating to the Parent Deal, click on the **Related Records** button



- 2. Click on the **Deal Transactions** tab, then the **Recurring Deals** subtab. A list of the related transactions will appear, including key details for the transactions including: Deal ID (including extension), CRM Deal ID (where applicable), Deal Name, Deal Type, Approval Status, Commission and Paid status.

Note: Deals will appear on the list once they've been created in the system.

SURFACE AREA (SQ.FT)
29,787

General Deal Transactions Deal History Workflow Mail Merge Documents Files

Deal Transactions • Journal Entries • Applied Payments • Trust Deposit • PO • Commission Payroll • Allocations • Payment Application (INP) • Recurring Deals •

EDIT	DEAL ID	CRM DEAL ID	DEAL NAME	DEAL TYPE	APPROVAL STATUS	TOTAL COMMISSION	PAID IN FULL
Edit	4784707567-02	4784707567	SIT FINCR 1171 Deal Clone Consulting Deal 7102023	Consulting	Not Submitted	106,875.00	No
Edit	4784707567-03	4784707567	PA- 4060 Butler Pike- Welltower, Inc.-Consulting- Seller	Consulting	Not Submitted	106,875.00	No
Edit	4784707567-04	4784707567	Clone for Training Deck	Consulting	Not Submitted	106,875.00	No

Historical Deal Impacts

These features were implemented on July 22nd, 2023. Any deals that were entered into the system prior to this date used the previous method for recording these deals and have been converted to ensure they continue to be supported under the amended deal recording procedures.

The key changes that have occurred to existing deals include:

1) Separation of CRM Deal ID and Extension

- a) All deals that used a Deal ID that included a dash digit (i.e. 3456789321-1) have been updated to separate the CRM Deal ID and the Extension into two fields

2) Recurring Revenue Checkbox – Unchecked on converted deals

- a) The Recurring Revenue checkbox will NOT BE SELECTED on the historical deals. Any deals recorded for these going forward can be selected as recurring revenue.
 - i. The Recurring revenue subtab will not be complete for historical transactions.

3) Deal ID impacts – NetSuite and Commissions

- 1) For all deal types except Sale, Lease and Flex Lease; the system is now adding a preceding zero on single digit extensions.
 - a) To avoid any negative impacts to Commission Reporting for these deals, the leading zero will now display in NetSuite, but the Deal ID communicated to Spiff will remain without the leading zero.



Procedure – Cross-Sell Transactions



Procedural Update - Cross-Sell Transactions (cont'd)

A Cross-Sell transaction is a transaction that involves a combination of the following: Commission Earning Brokerage and/or Non-brokerage parties and Non-Commission Earning Parties. These deals may involve Brokers, Project Managers, Valuation parties and/or Consultants. **Please review any Cross-Sell transactions with Accounting prior to booking as some scenarios may require special handling.**

1) Create one deal in NetSuite DMS for the entire fee

- a) Choose the correct deal type based on the team responsible for managing the transaction

2) On the Commission Items tab

- a) Enter Commission based on how it should appear on the invoice

3) On the Parties tab

- a) Primary broker should be a party in the market responsible for collecting the fee
- b) Commission earning parties are added to the Parties tab per existing procedures
- c) **For Valuation Parties on Brokerage deals**, ensure to assign the *Originator* or *Appraiser* role. Originator role should be used if the Valuation party was the source of the business.
- d) **Non-commission earning parties should be added to the Parties tab by name** as an AY Internal Party as this assigns their allocation to their market based on the segmentation on their employee record. No payments are generated for these parties based on this allocation. *This does not apply to parties allocated as a Staff Bonus.*
Exceptions: if an OTBE/OTTE is being deducted from this allocation, a House account that has an assigned split plan should be used instead of the individual.
- e) Use the appropriate House Accounts for any additional fees that are being recovered (i.e.. Admin Fees, Mileage, Advertising, etc.).
Recoveries must always be assigned to a Recovery House account, not an individual.

If you have any questions about the use of House accounts on a transaction, please contact our team at financeappsupport@avisonyoung.com

Cross-Sell Deals - Commission Items Tab

Please see below regarding completing the Commission Items tab for Cross-Sell Transactions. We've used a Sale transaction as our example.

1. Line Items – entered in the manner it should appear on the invoice

- Separate line items for commission and any recovery fees
- Lease and Sale transactions do not have functions to override the *Item Master* for each line or assign fees as a *Recovery*

Details Commission Items Parties Expenses Invoices Documents General Files										
Summary										
UNIT OF MEASURE (UOM)		SURFACE AREA/HEAD COUNT			SURFACE AREA (SQ.FT)					
Commission Notes										
COMMISSION NOTES										
Total										
TOTAL CONSIDERATION 25,000.00		TOTAL RECOVERIES/OTHER FEES 360.00			TOTAL SERVICE FEE 5,000.00			TOTAL INVOICEABLE FEES 5,360.00		
DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Consulting Fee		BK : Lease : Other Lease - Other			25,000	25,000.00	% of Total	20		5,000.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110	110.00	Flat Fee	110		110.00
Admin Fee	Yes	PJM : Administration Charge Administration Charge			250	250.00	Flat Fee	250		250.00

Cross-Sell Deals - Parties Tab

Please see below regarding completing the Parties tab for Cross-Sell Transactions. We've used a Sale transaction as our example.

- 1. AY Internal Party:** Enter the party name for both commission earners and non-commission earners. Enter a House account for any recoveries or miscellaneous fees.
- 2. Market Cost Center, Subsidiary, Department, Category** – these fields will automatically populate information for the selected AY Internal party from the segmentation on their employee record. Revenue for this party will be recorded to the indicated segmentation.

Parties																
EXTERNAL PARTIES COMMISSION (IN %)		AY INTERNAL PARTY GROSS COMMISSION (IN %)				AY INTERNAL PARTY ALLOCATION (IN %)				TOTAL ALLOCATION (IN %)						
0.00000		100.00000				100.00000				100.00000						
EXTERNAL PARTIES COMMISSION (IN CURRENCY)		AY INTERNAL PARTY GROSS COMMISSION (IN CURRENCY)				AY INTERNAL PARTY ALLOCATION (IN CURRENCY)				TOTAL ALLOCATION (IN CURRENCY)						
0.00		140,000.00				140,000.00				140,000.00						
Total																
TOTAL COMMISSION																
140,000.00																
Client Search		Company Search														
PARTY TYPE *	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	INTERNAL PARTY	PRIMARY INTERNAL PARTY	MARKET/COST CENTER	ROLE	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY
AY Internal Party					8TDLFJ0000K0 Avison, Noah	Yes	Ontario : Toronto : TORDT - Toronto Downtown	Buyer Rep				88.39286	123,750.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					AV597B003000 Kao, Jason		Ontario : Toronto : TORPJM - Toronto Proj Mgmt					9.82143	13,750.00	010 - 013 - AY Project Management Services, LP	SPJ - Svc Line - Project Mgt	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown					1.78571	2,500.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default

Note: OTTE/OTBE Expenses cannot be deducted from non-commission earning parties. If there are non-commission earners on a transaction, ensure to use the OTTE override function to allocate expenses among the Commission earning parties.

Cross-Sell Transactions – Spiff/SPM Financial Reporting

When transactions include non-commission earners, it affects Spiff and SPM Financial Reporting in the following ways:

- **Custom Revenue Report/Broker Revenue report**
 - All Revenue allocations (including the non-commission earning parties) appear on the revenue reporting in SPM Financial Reports.
 - Segmentation is recorded for each individual/House account per indication on Parties tab
- **AGP Transaction Detail Report/Broker Production reporting**
 - Only allocations for parties that earn commissions will be displayed on the AGP Transaction Detail report or any production reports in Spiff
- **Commission Received report and other Payroll reporting**
 - Only allocations for parties that earn commissions will result in commission entries on any payroll reports
 - Non-commission earning parties won't have commissions calculated or payments created
 - **Exception:** They are indicated as an OTBE recipient on the Expenses tab



Deal Entry – Specific Deal Types






Sale Deals Deal Wizard Entry

Following are specific instructions for Deal Entry for the following tabs, as they are unique for Sales Transactions.

- Details
- Commission Items

Please use previously provided instructions for Parties, Expenses, Invoices, Documents and General tabs.



Sales: Details Tab (1 of 2)

Accessing the Deal Wizard: Upon saving a new deal or by editing an existing deal, you will be automatically directed to the Deal Wizard

- 1. Confidential Check Box:** If your deal is Confidential, you can check this box. This will NOT prevent this deal from being included on Deal Activity or other reports, however. You are strongly encouraged to add "CONFIDENTIAL" to the deal name.
- 2. Seller/Buyer Companies:** click in the appropriate field and begin typing Seller or Buyer company name. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the to assist in locating these Company records. Seller and Buyer are **required** fields for Sale Transactions.
- 3. Client:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the to assist in locating the Client record. Client is a **required** field.
- 4. Party Represented:** Identify the party(ies) we represent on a deal level. You can select one side, or both, if appropriate. "Client" should not be used for Sale transactions where there are two parties to the transaction. Party Represented is a **required** field.

ON - 123 Main Street - ABC Inc. Deal Id : 1235425621

Details Commission Items Parties Expenses Invoices Documents General Files

CONFIDENTIAL DEAL **1**

SELLER *
Abco Land Holdings, L.L.C. **2**

BUYER *
HearingLife Canada Ltd.

CLIENT *
00017951 ABCO Land Holdings **3**

PARTY REPRESENTED *
Seller/Landlord **4**

Buyer/Tenant
Seller/Landlord
Both Parties
Client

DEAL TYPE *
Sale

PROPERTY SOLD *

PROPERTY ADDRESS *

PROPERTY/SPACE TYPE *

SUITE/FLOOR #

Sales: Details Tab (2 of 2)

1. **Deal Type:** will default to the Deal Type selected on the New Deal page. This can be changed, if necessary until the deal is approved.
2. **Property/Property Address:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the to assist in locating the Property record. Property is a **required** field. Address is populated based on the property selected and cannot be changed.
3. **Property Address Field is Blank:** if the Property Address is blank on your selected Property, this is likely a property associated with Property Management. DO NOT ADD an address to that property. Instead, use the "+" to create a New Property for use on your transaction.
4. **Property/Space Type:** Click on down arrows, then: to select Space Type. If there is no Space associated with your deal, select Property Type. This information will determine the revenue bucket in the General Ledger, so it is very important that it's accurate. NOTE: Property/Space type selection should be based on the "Current Use" of the property. For example, land that is slated for retail development should be entered as "Land", based on its current state. Property/Space Type is a **required** field.
5. **Suite/Floor #:** This is a free-form field that allows you to identify the Suite or Floor #. Suite/Floor # is an **optional** field.

The screenshot shows the 'Details' tab of a sales system. The interface includes a navigation bar with tabs: Details, Commission Items, Parties, Expenses, Invoices, Documents, General, and Files. Below the navigation bar, there is a 'CONFIDENTIAL DEAL' checkbox and several dropdown menus for SELLER *, BUYER *, and CLIENT *. The SELLER * dropdown is currently set to 'Abco Land Holdings, L.L.C.' and has a 'Search' button below it. The BUYER * dropdown is set to 'HearingLife Canada Ltd.' and also has a 'Search' button. The CLIENT * dropdown is set to '00017951 ABCO Land Holdings' and has a 'Search' button. Below these is a 'PARTY REPRESENTED *' dropdown set to 'Seller/Landlord'. To the right of these fields, there are five numbered callouts (1-5) pointing to specific fields in the deal details section. Callout 1 points to the 'DEAL TYPE *' dropdown, which is set to 'Sale'. Callout 2 points to the 'PROPERTY SOLD *' dropdown, which is set to '00006018 605 Royal York Rd' and has a 'Search' button below it. Callout 3 points to the 'PROPERTY ADDRESS *' field, which is currently blank. Callout 4 points to the 'PROPERTY/SPACE TYPE *' dropdown, which is set to 'Office'. Callout 5 points to the 'SUITE/FLOOR #' text input field, which is currently empty. To the right of the main form, there is a separate dropdown for 'PROPERTY ADDRESS *' set to '00001563 7475 McCowan Road, Markham' with a 'Search' button below it.

Sales: Commission Items Tab (1 of 3)

Summary: The top section of the Commission Items tab contains the following information, which must be entered manually:

1. **Unit of Measure (UOM):** Descriptor used to identify the size of the Property or Space. Most common UOM is Square Feet, but could also be Square Meters, Acres or Headcount. This is a **required** field.
2. **Surface Area/Headcount:** The quantity of UOM for this transaction. This must be entered manually. This is a **required** field.
3. **Surface Area (Sq. Ft):** will be automatically populated based on the UOM's conversion to Square Feet
4. **Close Date:** Enter expected Sale Closing Date, based on submitted deal documentation. This is a **required** field.
5. **Sale Price:** Free-form field used to capture the Sale Price. This field does not trigger calculations but can be reported on if included here. This is a **required** field.

The screenshot displays the 'Commission Items' tab in a software application. The 'Summary' section contains the following fields:

- UNIT OF MEASURE (UOM) ***: A dropdown menu with 'Square Feet' selected. A blue circle with the number '1' is next to it.
- SURFACE AREA/HEAD COUNT ***: A text input field containing '15000'. A blue circle with the number '2' is next to it.
- SURFACE AREA (SQ.FT)**: A text input field containing '15,000.000'. A blue circle with the number '3' is next to it.
- CLOSE DATE ***: A date input field containing '9/1/2022'. A blue circle with the number '4' is next to it.
- SALE PRICE ***: A text input field containing '3,500,000.00'. A blue circle with the number '5' is next to it.

Below the Summary section is the 'Sale Details' section, which includes a 'DOWN PAYMENT' text input field and a checkbox labeled 'FINTRAC COMPLETED'.

Sales: Commission Items Tab (2 of 3)

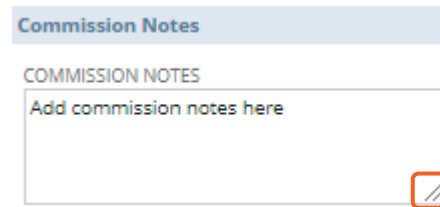
Sale Details Section:

These fields are available for regions that collect additional data in their deals. These fields are **optional**. They will not appear on the invoice, but are available for reporting, if populated:



Commission Notes

A notes field used to capture commission-specific information. Does not display on invoices and is used for internal notes. In edit mode, the field can be expanded by dragging the bottom right-hand corner.



Total Section:

1. **Total Consideration:** An accumulator that will update as *Total* values are added to the matrix below. Should always equal the Sale Price on the Transaction. Must be a non-zero value in order to proceed a Sale deal for approval.
2. **Total Commission:** An accumulator that will update as *Commission Amount* values are added to the matrix below.



Sales: Commission Items Tab (3 of 3)

- 1. Description:** Free-form field that will display on the invoice
- 2. Amount:** Enter value of this line item, which is often the Sale Price. This will be used towards the *Total* field and will contribute to commission Calculation.
- 3. Total:** Deal Consideration for this row, calculated based on items populated to Amount field. *This is **not required** for every line item on a sale transaction, but overall Total Consideration for a Sale deal must equal the sale price of the transaction.*
- 4. Commission Type:** Select % of Total, Commission/UOM or Flat Fee
- 5. Commission:** Enter percent for % of Total, or dollar amount for Commission/UOM or Flat Fee
- 6. Unlock Commission Amt:** This checkbox will allow you to override the system's calculation of the commission for this row.
- 7. Commission Amount:** Commission calculated for this row
- 8. Add** - After entering the first row's detail, click ADD to save the row. Continue to add rows if needed, until your entire commission calculation is complete.
- 9. Cancel** - deletes the information entered in that row
- 10. Move Up, Move Down, Move to Top and Move To Bottom** will allow you to re-order your rows if there are multiple line items.

The screenshot shows a table with the following columns: DESCRIPTION, UOM, SURFACE AREA/HEAD COUNT, AMOUNT, TOTAL, COMMISSION TYPE, COMMISSION, UNLOCK COMMISSION AMT, and COMMISSION AMOUNT. Two rows are visible: 'Sale Commission' and 'Sale Other Fee'. Below the table is a control bar with buttons for 'OK', 'Cancel', 'Remove', 'Move Up', 'Move Down', 'Move To Top', and 'Move To Bottom'. A red box highlights the 'Move Up', 'Move Down', 'Move To Top', and 'Move To Bottom' buttons. A callout box at the bottom right says 'Click Save and Continue to advance to the next tab'.

DESCRIPTION	UOM	SURFACE AREA/HEAD COUNT	AMOUNT	TOTAL	COMMISSION TYPE	COMMISSION	UNLOCK COMMISSION AMT	COMMISSION AMOUNT
Sale Commission			3,500,000.00	3,500,000.00	% of Total	2.00000		70,000.00
Sale Other Fee					Flat Fee	-5,000		-5,000.00

Buttons:

Callout: Click **Save and Continue** to advance to the next tab




Valuation Deals Deal Wizard Entry

Following are specific instructions for Deal Entry for the following tabs, as they are unique for Valuation Transactions.

- Details
- Commission Items
- Parties
- Expenses

Please use previously provided instructions for Invoices, Documents and General tabs.



Valuation Deals - Terms

Term	Definition
Recovery	An expense incurred by AY that is to be billed back to the client in conjunction with our fees. Also known as “Disbursements”, this may include (but are not limited to) the following: staff travel, document and data subscription purchases and production, communications, couriers and other incidental items.
Total Invoiceable Fees	This is the total amount that Avison Young will invoice the Bill To Party for a Transaction. This includes Commission and any amounts due to outside parties such as a Co-broker, a Client Fee Share arrangement, or (Canadian) tax authority as well as any Recoveries that should be billed back to the client. This is not necessarily the amount for revenue recognition.
Item	This dictates the GL account to which the associated line item is attributed. Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item should not be assigned to the indicated revenue account.
Appraiser	The individual responsible for managing the appraisal of the property and writing the appraisal report.
Inspector	The individual who inspects the physical property.
Reviewer	The individual responsible for reviewing the appraisal report.
Referring Broker	A non-valuation team member who refers appraisal business to the valuation team.

Valuation: Details Tab (1 of 2)

Accessing the Deal Wizard: Upon saving a new deal or by editing an existing deal, you will be automatically directed to the Deal Wizard

- 1. Confidential Check Box:** If your deal is Confidential, you can check this box. This will NOT prevent this deal from being included on Deal Activity or other reports, however. You are strongly encouraged to add "CONFIDENTIAL" to the deal name.
- 2. Client:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the to assist in locating the Client record. Client is a **required** field.
- 3. Party Represented:** Identify the party we represent on a deal level. This will most likely be "Client" for Valuation transactions. Party Represented is a **required** field.
- 4. Deal Type:** will default to the Deal Type selected on the New Deal page. This can be changed, if necessary, until the deal is approved.

The screenshot shows the 'Details' tab of the Deal Wizard. The navigation bar includes 'Details', 'Commission Items', 'Parties', 'Expenses', 'Invoices', and 'Documents'. The form contains the following fields:

- 1** CONFIDENTIAL DEAL
- CLIENT *
 2
- PARTY REPRESENTED *
 3
- DEAL TYPE * **4**

Valuation: Details Tab (2 of 2)

- 1. Property/Property Address:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the to assist in locating the Property record. Property is a **required** field. Address is populated based on the property selected and cannot be changed.
- 2. Property Address Field is Blank:** if the Property Address is blank on your selected Property, this is likely a property associated with Property Management. DO NOT ADD an address to that property. Instead, use the "+" to create a New Property for use on your transaction.
- 3. Property/Space Type:** Click on down arrows, and select Space Type. If there is no Space associated with your deal, select Property Type. This information will determine the revenue bucket in the General Ledger, so it is very important that it's accurate. NOTE: Property/Space type selection should be based on the "Current Use" of the property. For example, land that is slated for retail development should be entered as "Land", based on its current state. Property/Space Type is a **required** field.

PROPERTY
00006174 385 Wilson St E, 202

PROPERTY ADDRESS
385 Wilson Street East, Unit 202,
Hamilton, Ontario,
Canada L9G 2C1

PROPERTY
00001563 7475 McCowan Road, Markham

PROPERTY ADDRESS *

PROPERTY/SPACE TYPE *
Office

Valuation: Commission Items Tab (1 of 3)

Summary: The top section of the Commission Items tab contains the following information, which must be entered manually:

- 1. Commission Notes** - A notes field used to capture commission-specific information. Does not display on invoices and is used for internal notes. In edit mode, the field can be expanded by dragging the bottom right-hand corner.
- 2. Total Consideration:** An accumulator that calculates the *Total* values for any rows indicated as a *Service Fee*. Does not accumulate Total Consideration for items indicated as *Recovery*. ****Total Consideration is optional on Valuation Transactions****
- 3. Total Recoveries/Other Fees** - An accumulator that calculates the total of values indicated with the *Recovery* checkbox
- 4. Total Service Fee** - An accumulator that calculates the total of values of items not assigned as a recovery.
- 5. Total Invoiceable Fees** - An accumulator of the total fees that will be invoiced which equals the total of the *Service Fee* amount and the *Recoveries/Other Fees* amount.

Commission Notes

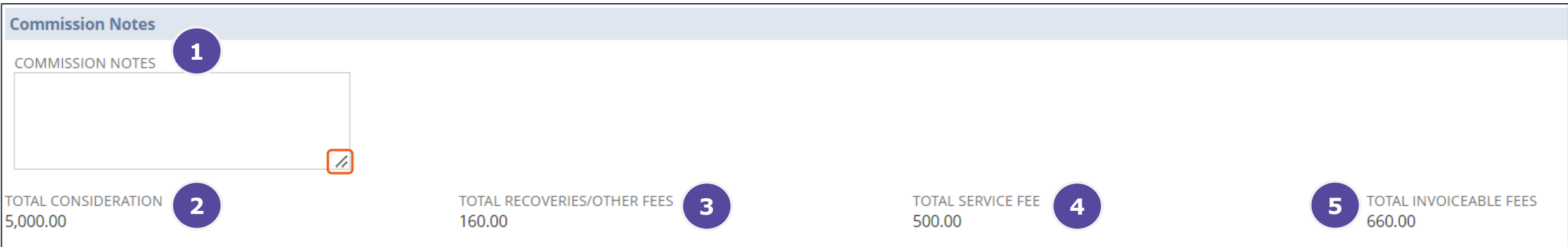
COMMISSION NOTES **1**

TOTAL CONSIDERATION **2**
5,000.00

TOTAL RECOVERIES/OTHER FEES **3**
160.00

TOTAL SERVICE FEE **4**
500.00

5 TOTAL INVOICEABLE FEES
660.00



Valuation: Commission Items Tab (2 of 3)

- 1. Description:** Free-form field that will display on the invoice
- 2. Recovery/Other Fees** – Check the box if the line item is **NOT to be allocated to revenue**. This is often used if we are billing a client for an expense we've incurred, sometimes also known as a "Disbursement".
- 3. Item** – Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item is a Recovery and should be assigned a Recovery account. **A recovery GL account must be selected if Recovery is checked.** (see [Appendix](#) for details on Recovery accounts available for use within DMS)
- 4. Quantity, Rate** – Allows calculation based on Quantity and Rate (especially useful when billing Hours or Mileage).
- 5. Amount** – If Quantity and Rate are entered, this field will calculate. Alternatively, a fee amount may be manually entered (*can be left blank for Flat Fee transactions*).
- 6. Total** – Total value of the fee or recovery on this row, based on items populated to *Amount* field. For flat fee Valuation transactions, the *Amount* and *Total* fields can be left blank and the fee entered in the remaining fields.

Details Commission Items Parties Expenses Invoices Documents General Files										
TOTAL CONSIDERATION			TOTAL RECOVERIES/OTHER FEES			TOTAL SERVICE FEE			TOTAL INVOICEABLE FEES	
5,000.00			160.00			500.00			660.00	
DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Valuation Fee		BK : VAL APP Valuation/Appraisal			5,000	5,000.00	% of Total	10		500.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110	110.00	Flat Fee	110		110.00
Admin Fee	<input checked="" type="checkbox"/>	PjM : Administration Charge Administration Charge			50	50.00	Flat Fee	50		50.00

Buttons: OK, Cancel, Remove, Move Up, Move Down, Move To Top, Move To Bottom

+ Add Row

Buttons: Save, Cancel, Save and Continue

Valuation: Commission Items Tab (3 of 3)

1. **Fee Type** – indicates the basis for the fee. Typically, Flat fee or % of Total are used for Valuation deals.
2. **Fee** – Enter percent for % of Total, or dollar amount for Flat Fee
3. **Unlock Fee Amount** - This checkbox will allow you to override the system's calculation of the fee for this line item
4. **Fee Amount** – Fee calculated for this line item
5. **Add** - After entering the first row's detail, click ADD to save the row. Continue to add rows until your entire commission calculation is complete.
6. **Cancel** - deletes the information entered in that row
7. **Move Up, Move Down, Move to Top** and **Move To Bottom** will allow you to re-order your rows

The screenshot shows the 'Commission Items' tab in a software interface. At the top, there are navigation tabs: Details, Commission Items (selected), Parties, Expenses, Invoices, Documents, General, and Files. Below the tabs, there are summary statistics: TOTAL CONSIDERATION (5,000.00), TOTAL RECOVERIES/OTHER FEES (160.00), TOTAL SERVICE FEE (500.00), and TOTAL INVOICEABLE FEES (500.00). The main table has columns: DESCRIPTION, RECOVERY/OTHER FEES, ITEM, QUANTITY, RATE, AMOUNT, TOTAL, FEE TYPE, FEE, UNLOCK FEE AMOUNT, and FEE AMOUNT. Three rows are visible: Valuation Fee, Mileage, and Admin Fee. The Admin Fee row is highlighted in yellow and has a checked 'Unlock Fee Amount' checkbox. Below the table is a control bar with buttons: OK, Cancel, Remove, Move Up, Move Down, Move To Top, and Move To Bottom. At the bottom left, there is an '+ Add Row' button and a 'Save' button. Numbered callouts 1-7 are placed over the interface to highlight specific features: 1 (FEE TYPE), 2 (FEE), 3 (UNLOCK FEE AMOUNT), 4 (FEE AMOUNT), 6 (+ Add Row), and 7 (Move Up/Down/To Top/Bottom buttons).

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Valuation Fee		BK : VAL APP Valuation/Appraisal			5,000	5,000.00	% of Total	10		500.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110	110.00	Flat Fee	110		110.00
Admin Fee	<input checked="" type="checkbox"/>	PjM : Administration Charge Administration Charge			50	50.00	Flat Fee	50		50.00

Valuation: Parties Tab (1 of 3)

- Party Type** – Use the Drop Down to select from Co-Broker, Client Fee Share or AY Internal Party (*House Accounts, including recoveries, should be assigned as Internal Parties*).
- Internal Party** - If AY Internal Party is selected, enter the Party name or House account in this field. Search on last name or use % wildcard to search on first name or to search using a partial House account name.
 - For Recovery amount allocations** – link the appropriate House Account as the Internal Party.
 House Accounts are “AY Internal Parties” used for allocations that are not revenue, but are recovery items to be billed to the client.
 House accounts for recoveries are formatted as *MCCRecoveryHouse*.
- Primary Internal Party:** check box to select the Primary Internal Party on this transaction. There must be one Primary Internal Party. Only AY Internal Parties can be selected as Primary.
- Market/Cost Center:** this field will automatically populate based on the AY Internal Party selected.
- Role** – Select the role for the Party that is entered on this row. **This is a required field for all line items** on Valuation transactions.
 - For recovery line items, the role Recovery is required.** A box will pop up after assigning the line item with instruction to indicate the correct *Item* for the line.
 - Valuation Parties** – Choose from Originator, Appraiser, Inspector and Reviewer. These roles dictate the commission split calculations in Spiff for this party's allocation.
Please note: A Valuation party can be added to a deal multiple times, provided they are assigned separate roles for each line item.

1	2	3	4	5												
PARTY TYPE *	CO-BROKER NAME CO-BROKER COMPANY CLIENT COMPANY VE	INTERNAL PARTY	INTERNAL PARTY	MARKET/COST CENTER	ROLE	ITEM	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY		
AY Internal Party		AZ56P0000000 Parr, Michael	Yes	Ontario : Toronto : TORVAL - Toronto Valuation	Appraiser	BK : VAL APP Valuation/Appraisal			Yes	40.00000	200.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default		
AY Internal Party		AZ56P0000000 Parr, Michael		Ontario : Toronto : TORVAL - Toronto Valuation	Inspector	BK : VAL APP Valuation/Appraisal			Yes	30.00000	150.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default		
AY Internal Party		C215XM0000K0 Pritchard, Ian		Alberta : Calgary : CALVAL - Calgary Valuation	Reviewer	BK : VAL APP Valuation/Appraisal			Yes	30.00000	150.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default		
AY Internal Party		TORVALRecoveryHouse House Account, TORVALRecov		Ontario : Toronto : TORVAL - Toronto Valuation	Recovery	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other				68.75000	110.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default		
AY Internal Party		TORVALRecoveryHouse House Account, TORVALRecov		Ontario : Toronto : TORVAL - Toronto Valuation	Recovery	PjM : Administration Charge Administration Charge				31.25000	50.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default		

Valuation: Parties Tab (2 of 3)

- Item** – Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item should not be assigned to the indicated revenue account.
 - A recovery GL account must be selected if Recovery is checked.** The amounts assigned to the *Item* on this tab MUST EQUAL the allocations assigned to the *Item* on the *Commission Items* tab. (see [Appendix](#) for details on Recovery accounts available for use within DMS)
- Commission as %** - Select this checkbox to indicate that this party's commission is being calculated as a percentage.
- Commission %** - The percent assigned to this party's commission. External Parties are assigned a percentage of the *Total Service Fee*, AY Internal Parties are assigned a percentage of the AY portion of the *Total Service Fee*, AY Internal Parties assigned with *Recovery* role are assigned a percentage of *Total Recoveries/Other Fees*.
- Commission Amount** - If Commission as % is selected and Commission % is entered, this field will automatically calculate. If commission is not a percent, a dollar amount can be manually entered here.
- Total Invoiceable Fees** – An accumulator of the total fees to be allocated, which equals the total of the *Service Fee* amount and the *Recoveries/Other Fees* amount.
- Total Recoveries/Other Fees** – An accumulator of the total of values to be allocated to *Recovery*.
- Total Service Fee** – An accumulator of the total of values to be allocated for items not assigned as a recovery.

Total																	
TOTAL INVOICEABLE FEES 660.00					TOTAL RECOVERIES/OTHER FEES 160.00					TOTAL SERVICE FEE 500.00							
REQUEST NETSUITE VENDOR																	
Client Search Company Search																	
PARTY TYPE *	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	INTERNAL PARTY	PRIMARY INTERNAL PARTY	MARKET/COST CENTER	ROLE	ITEM	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY
AY Internal Party					AZ56P0000000 Parr, Michael	Yes	Ontario : Toronto : TORVAL - Toronto Valuation	Appraiser	BK : VAL APP Valuation/Appraisal			Yes	40	200.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					AZ56P0000000 Parr, Michael	Yes	Ontario : Toronto : TORVAL - Toronto Valuation	Inspector	BK : VAL APP Valuation/Appraisal			Yes	30	150.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					C215XM0000K0 Pritchard, Ian		Alberta : Calgary : CALVAL - Calgary Valuation	Reviewer	BK : VAL APP Valuation/Appraisal			Yes	30	150.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					TORVALRecoveryHouse House Account, TORVALRecov		Ontario : Toronto : TORVAL - Toronto Valuation	Recovery	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other				68.75	110.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					TORVALRecoveryHouse House Account, TORVALRecov		Ontario : Toronto : TORVAL - Toronto Valuation	Recovery	PjM : Administration Charge Administration Charge				31.25	50.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default

Valuation: Parties Tab (3 of 3)

The following fields display at the top of the Parties tab:

- External Parties Commission (in %)** and **External Parties Commission (in Currency)** - Indicates the percentage and dollar amount of commissions allocated to Co-Brokers and/or Client Fee Shares
- Gross Internal Revenue Commission (in %)** and **Gross Internal Revenue Commission (in Currency)** - Indicates the percentage of the entire fee and dollar amount allocated to Revenue.
- Gross Recoveries/Other Fees (in %)** and **Gross Recoveries/Other Fees (in Currency)** - Indicates the percentage of the entire fee and dollar amount allocated to *Recoveries/Other Fees*.
- Internal Revenue Allocation (in %)** and **Internal Revenue Allocation (in Currency)**: Indicates the amount of Internal Revenue allocated to AY Internal Parties. This allocation should be 100%, indicating that the Revenue is fully allocated. Internal Revenue Allocation (in Currency) should equal the full amount of the Gross Internal Revenue Commission.
- Recoveries/Other Fees (in %)** and **Recoveries/Other Fees (in Currency)**: Indicates the amount of *Recoveries/Other Fees* allocated to Recovery accounts. This allocation should be 100%, indicating that the Recoveries are fully allocated. Recoveries/Other Fees Allocation (in Currency) should equal the full amount of the Gross Recoveries/Other Fees.
- Total Allocation (in %)** and **Total Allocation (in Currency)**: Indicates the amount of Total Invoiceable Fees allocated to External Parties, AY Internal Parties and Recoveries. Prior to leaving this tab, the Total Allocation should be 100%, indicating that all fees have been fully allocated. Total Allocation (in Currency) should equal the full dollar amount of the Total Invoiceable Fees.
- Error/Informational Message**: Indicates that the Commission Amount is not fully allocated to deal participants.

Parties					
EXTERNAL PARTIES COMMISSION (IN %) 0.00000	GROSS INTERNAL REVENUE COMMISSION (IN %) 75.75758	GROSS RECOVERIES/OTHER FEES (IN %) 24.24242	INTERNAL REVENUE ALLOCATION (IN %) 100.00000	RECOVERIES/OTHER FEES ALLOCATION (IN %) 100.00000	TOTAL ALLOCATION (IN %) 100.00000
EXTERNAL PARTIES COMMISSION (IN CURRENCY) 0.00	GROSS INTERNAL REVENUE COMMISSION (IN CURRENCY) 500.00	GROSS RECOVERIES/OTHER FEES (IN CURRENCY) 160.00	INTERNAL REVENUE ALLOCATION (IN CURRENCY) 500.00	RECOVERIES/OTHER FEES ALLOCATION (IN CURRENCY) 160.00	TOTAL ALLOCATION (IN CURRENCY) 660.00

1

2

3

4

5

6

7

You have allocated 8,900.00 on a deal worth 9,000.00. Please update Commission amounts. There is a difference of 100.00.

Valuation Compensation Overview

1. **Originator Role** – used for Appraisers that sourced the business for the transaction. Allocations assigned to this role are treated as production and subject to commission splits.
 - Assigned 10% of the gross service fee on any portfolio or Property inclusive of referrals, applies to Corporate Client, RFP and Portfolio work
2. **Appraiser Role** – used for Appraisers as well as Valuation parties that refer business outside their respective market. Allocations assigned to this role are treated as production and subject to commission splits. This role should be assigned for the following functions:
 - a) *Referral* – see below for gross service fee allocation based on referral involvement
 - 0% - Low
 - 5% - Medium
 - 10% - High
 - 10% - Portfolio Management
 - b) *Appraiser* – Author of the appraisal report
 - Assigned 85% - 100% of the gross service fee
 - Junior Appraisers or Non-Designated Appraiser may receive 5% - 50% of the fee for assistance throughout the process.
3. **Inspector Role** – used for Valuation parties who inspect the physical property. Allocations assigned to this role are treated as production and subject to commission splits.
4. **Reviewer Role** – used for Valuation parties that review another appraiser's report
 - Assigned 5% of the gross service fee
 - Not subject to commission splits – 100% payout of Production

Note: The Total Gross Service Fee allocation must not exceed 100% of the Total Service Fee.

Valuation: Expenses Tab for Referrals

Referral Bonuses to brokers will be processed as a “staff bonus” when the broker should not be receiving production credit.

1. **Type:** Select OTBE from drop down menu options: This is a **required** field if expenses are being added.
2. **Description:** Free form field to provide explanation of expense
3. **AY Internal Party:** For OTBE expenses, choose the referral House Account (i.e.TORVALRefHouseBroker) as the AY Internal Party from which to deduct the expense.
4. **Amount:** The amount of the expense for this row. This is a **required** field. **NOTE:** You cannot create an expense that exceeds the House Account’s allocation on the deal. For example, if TORVALRefHouse is allocated \$1,000 on the Parties tab, your staff bonus to the recipient cannot exceed \$1,000. This field will be grayed out
5. **Staff Bonus:** For OTBEs, check the box if the expense is a Staff Bonus.
6. **Bonus Recipient:** Select the name of the broker receiving the bonus by entering the recipient’s last name or use % wildcard to search on first name. After 3 characters, matches will display. This is a **required** field for staff bonus.

Details	Commission Items	Parties	Expenses	Invoices	Documents	General	Files	
								5
TYPE *	DESCRIPTION	AY INTERNAL PARTY	AMOUNT *	STAFF BONUS	BONUS RECIPIENT			
OTBE	Referral Bonus for Jeff Flemington	TORVALRefHouse House Account, TORVAL Referral	850.00	Yes	8TDLGA00I0K0 Flemington, Jeffrey			

Valuation: Invoices Tab – Default Values

Default Values: Information entered in this section can be added to each invoice by checking the “Use Default” box on each invoice. *This is the only section that is different on the Invoices tab for Valuation deals. Use previously provided instructions for all other sections on the Invoice tab.*

- 1. Bill To:** Select the Bill To party by typing the name. After 3 characters, matches will display. Click the down arrow to view a list of Bill Tos or perform a search. If using the Search function, be sure to use “is” or “contains” as your operand. When choosing the Bill To, note the “Address Label”. You will need it to select the correct address.
- 2. Bill To Address:** Selecting a Bill To is now a two-step process. You must also select the Bill To address in this field using the label noted in Step 1.
- 3. Temporary Bill To:** This field can be populated for use on Pro-Forma invoices.
- 4. Attention:** Free-form field to be used if invoices are to be directed to a particular person or department
- 5. Default Tax Group:** Select from drop-down options for applicable tax rate for the deal. Should only be one default Tax Group, based on the location of the primary broker. Ensure the correct Tax Group (US/CA) dropdown is displayed. If not, click “Save and Continue” button and come back to the Invoices tab to continue entry.
- 6. Default Payment Terms:** Select from drop down options: Due upon Receipt, Net 15, Net 30, Net 45, Net 60 or Net 90. This selection determines how the receivable will age.
- 7. Default Invoice Template:** Choose from the drop-down options for the desired Invoice Template.
- 8. PO Number/Job ID:** Field captures PO Number or Job ID to be displayed on the invoice. This field is **not a required field**.

The screenshot shows the 'Default Values' form with the following fields and callouts:

- 1:** BILL TO dropdown menu showing '0001371 City of Toronto'.
- 2:** BILL TO ADDRESS SELECT dropdown menu showing 'Address_1'.
- 3:** TEMPORARY BILL TO text input field.
- 4:** ATTENTION text input field.
- 5:** DEFAULT TAX GROUP dropdown menu showing 'CA-HST-ON - 13%'.
- 6:** DEFAULT PAYMENT TERMS dropdown menu showing 'Due Upon Receipt'.
- 7:** DEFAULT INVOICE TEMPLATE dropdown menu showing 'Detail - English'.
- 8:** P.O. NUMBER/JOB ID text input field showing 'PJ12458282'.

Deal Wizard: Invoicing Retainers (1 of 2)

Retainers: Often, we require that the Client submit a partial payment along with the Engagement Letter prior to beginning an assignment. Avison Young is not able to recognize this payment until the appraisal report is complete. Therefore, this process requires a special process. If the client requires that we send them an invoice for this retainer, you will want to create a Pro-Forma invoice, which can be printed and sent without recognizing revenue.

VOID

INVOICE TYPE *
PRO-FORMA INVOICE

INVOICE NUMBER
[Field]

USE DEFAULT

BILL TO *
00030551 2435426 Ontario Inc.

BILL TO ADDRESS SELECT
[Field]

BILL TO ADDRESS *
2435426 Ontario Inc.
23 Dairy road
Unit 1
Huntsville ON P1H 1T4
Canada

ATTENTION
[Field]

TEMPORARY BILL TO
[Field]

NOTES
Retainer - 50% of Appraisal Fee

SYNC STATUS
[Field]

TAX GROUP *
CA-HST-ON - 13%

INVOICE TEMPLATE *
Detail - English

PAYMENT TERMS *
Due Upon Receipt

DUE UPON
Engagement

PRO-FORMA DATE *
6/27/2022

INVOICE DATE *
[Field]

DUE DATE
[Field]

COMMISSION AS %
COMMISSION %
0.00000
COMMISSION AMOUNT *
[Field]
TRUST DEPOSIT ALLOCATION
[Field]
TRUST AMOUNT PAID
[Field]
PRO-FORMA AMOUNT *
4,250.00
REVENUE CAN BE RECOGNIZED *
[Field]
 PRINTED

Deal Wizard: Invoicing Retainers (2 of 2)

Fields Specific to Pro-Forma Invoices:

1. **Invoice Type:** Upon initial entry, use the dropdown menu to select Pro-Forma. This is a **required** field.
2. **Temporary Bill To:** If you have not yet confirmed the address or have not yet created a Bill To, this field can be populated for Pro-Forma invoices only.
3. **Pro-Forma Date:** Date of Issue for the Pro-Forma Invoice. This is a **required** field.
4. **Pro-Forma Amount:** The Amount for which this invoice is being issued. This is a **required** field.
5. **Convert to Accounting:** Once the assignment is complete, this invoice can be converted to an Accounting Invoice, which will allow revenue to be recognized. The invoice amount will typically be modified to include the full fee as well as any Administrative Fees or Client Reimbursable expenses being invoiced. After the deal is approved, the Retainer payment can be applied so that the invoice displays Full Fee less Retainer Payment = Outstanding balance

Copy Invoice Convert to Accounting Void

VOID

1 INVOICE TYPE *
PRO-FORMA INVOICE

INVOICE NUMBER

USE DEFAULT

BILL TO *
00030551 2435426 Ontario Inc.

BILL TO ADDRESS SELECT

BILL TO ADDRESS *
2435426 Ontario Inc.
23 Dairy road
Unit 1
Huntsville ON P1H 1T4
Canada

ATTENTION

✓ Add/Edit ✕ Clear + Insert 🗑 Remove

2 TEMPORARY BILL TO

NOTES
Retainer - 50% of Appraisal Fee

SYNC STATUS

TAX GROUP *
CA-HST-ON - 13%

INVOICE TEMPLATE *
Detail - English

PAYMENT TERMS *
Due Upon Receipt

DUE UPON
Engagement

3 PRO-FORMA DATE *
6/27/2022

INVOICE DATE *

DUE DATE

COMMISSION AS %

COMMISSION %
0.00000

COMMISSION AMOUNT *

TRUST DEPOSIT ALLOCATION

TRUST AMOUNT PAID

4 PRO-FORMA AMOUNT *
4,250.00

REVENUE CAN BE RECOGNIZED *

PRINTED




Project Management Deals Deal Wizard Entry

Following are specific instructions for Deal Entry for the following tabs, as they are unique for Project Management Transactions.

- Details
- Commission Items
- Parties
- Invoices

Please use previously provided instructions for Expenses, Documents and General tabs.



Project Management: Details Tab

Accessing the Deal Wizard: Upon saving a new deal or by editing an existing deal, you will be automatically directed to the Deal Wizard

- 1. Confidential Check Box:** If your deal is Confidential, you can check this box. This will NOT prevent this deal from being included on Deal Activity or other reports, however. You are strongly encouraged to add "CONFIDENTIAL" to the deal name.
- 2. Client:** Click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the to assist in locating the Client record. Client is a **required** field.
- 3. Party Represented:** Identify the party we represent on a deal level. This will most likely be "Client" for Project Management transactions. Party Represented is a **required** field.
- 4. Deal Type:** Will default to the Deal Type selected on the New Deal page. This can be changed, if necessary, until the deal is approved.
- 5. Property/Property Address:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the *Search* button to assist in locating the Property record. Property is a **required** field for Project Management deals. Address is populated based on the property selected and cannot be changed.
- 6. Property Address Field is Blank:** if the Property Address is blank on your selected Property, this is likely a property associated with Property Management. DO NOT ADD an address to that property. Instead, use the "+" to create a New Property for use on your transaction.
- 7. Property/Space Type:** Click the dropdown arrows and select the property or space type. If there is no space, choose the Property type. This is a **required** field.

The screenshot shows the 'Details' tab of the Deal Wizard. It features a navigation bar with tabs: Details, Commission Items, Parties, Expenses, Invoices, Documents, General, and Files. The main form contains several fields with numbered callouts: 1. A checkbox labeled 'CONFIDENTIAL DEAL'. 2. A 'CLIENT *' dropdown menu with '00017951 ABCO Land Holdings' selected and a 'Search' button. 3. A 'PARTY REPRESENTED *' dropdown menu with 'Client' selected. 4. A 'DEAL TYPE *' dropdown menu with 'Project Management' selected. 5. A 'PROPERTY' dropdown menu with '00006299 2655 Eglinton Ave E' selected and a 'Search' button. Below this is a 'PROPERTY ADDRESS' field populated with '2655 Eglinton Avenue East, Toronto, Ontario, Canada M1K 2S2'. 6. A 'PROPERTY/LEASED *' dropdown menu with '00001563 7475 McCowan Road, Markham' selected and a 'Search' button. 7. A 'PROPERTY/SPACE TYPE *' dropdown menu with 'Office' selected. Below this is a 'SUITE/FLOOR #' field.

This close-up shows the 'PROPERTY/LEASED *' dropdown menu with the selected value '00001563 7475 McCowan Road, Markham'. Below the dropdown is a 'Search' button. The 'PROPERTY ADDRESS *' field below it is currently blank.

Project Management: Commission Items Tab (1 of 3)

Summary: The top section of the Commission Items tab contains the following information, which must be entered manually:

1. **Commission Notes** - A notes field used to capture commission-specific information. Does not display on invoices and is used for internal notes. In edit mode, the field can be expanded by dragging the bottom right-hand corner.
2. **Total Consideration:** An accumulator that calculates the *Total* values for any rows indicated as a *Service Fee*. Does not accumulate Total Consideration for items indicated as *Recovery*.
3. **Total Invoiceable Fees** - An accumulator of the total fees that will be invoiced which equals the total of the *Service Fee* amount and the *Recoveries/Other Fees* amount.
4. **Total Service Fee** - An accumulator that calculates the total of values of items not assigned as a recovery.
5. **Total Recoveries/Other Fees** - An accumulator that calculates the total of values indicated with the *Recovery* checkbox

Details **Commission Items** Parties Expenses Invoices Documents General Files

Commission Notes

COMMISSION NOTES

1

2 TOTAL CONSIDERATION 250,000.00

3 TOTAL INVOICEABLE FEES 250,200.00

4 TOTAL SERVICE FEE 250,000.00

5 TOTAL RECOVERIES/OTHER FEES 200.00

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Project Mgmt Services		PjM : Project Management Fees Project Management Fees	1	250,000.00	250,000	250,000.00	% of Total	100		250,000.00
Project Reimbursables	Yes	PjM : PJM REIMB Proj Mgmt Reimbursement-47200	1	200.00	200	200.00	% of Total	100		200.00

<Type then tab>

✓ Add ✗ Cancel 🗑 Remove ⬆ Move Up ⬇ Move Down 📄 Move To Top 📄 Move To Bottom

Project Management: Commission Items Tab (2 of 3)

- Description**– Free-form text field that will display on the invoice
- Recovery/Other Fees** – Check the box if the line item is **NOT to be allocated to revenue**. This is often used if we are billing a client for an expense we've incurred, sometimes also known as a "Disbursement".
- Item** – Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item is a Recovery and should be assigned a Recovery account . **A recovery GL account must be selected if Recovery is checked.** (see [Appendix](#) for details on Recovery accounts available for use within DMS)
- Quantity, Rate** – Allows calculation based on Quantity and Rate (especially useful when billing Hours or Mileage).
- Amount** – If Quantity and Rate are entered, this field will calculate. Alternatively, a fee amount may be manually entered.
- Total** – Total value of the fee or recovery on this row, based on items populated to Amount field.

Details **Commission Items** Parties Expenses Invoices Documents General Files

Commission Notes

COMMISSION NOTES

TOTAL CONSIDERATION 250,000.00

TOTAL INVOICEABLE FEES 250,200.00

TOTAL SERVICE FEE 250,000.00

TOTAL RECOVERIES/OTHER FEES 200.00

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Project Mgmt Services		PjM : Project Management Fees Project Management Fees	1	250,000.00	250,000	250,000.00	% of Total	100		250,000.00
Project Reimbursables	Yes	PjM : PJM REIMB Proj Mgmt Reimbursement-47200	1	200.00	200	200.00	% of Total	100		200.00

<Type then tab>

Project Management: Commission Items Tab (3 of 3)

1. **Fee Type** - indicates the basis for the fee. Typically, Flat fee or % of Total are used for these deal types.
2. **Fee** - Enter percent for % of Total, or dollar amount for Flat Fee
3. **Unlock Fee Amount** - This checkbox will allow you to override the system's calculation of the fee for this line item
4. **Fee Amount** - Fee calculated for this line item
5. **Add** - After entering the first row's detail, click ADD to save the row. Continue to add rows if needed, until your entire commission calculation is complete.
6. **Cancel** - deletes the information entered in that row
7. **Move Up, Move Down, Move to Top** and **Move To Bottom** will allow you to re-order your rows if there are multiple line items.

Click **Save and Continue** to advance to the next tab

Details **Commission Items** Parties Expenses Invoices Documents General Files

Commission Notes

COMMISSION NOTES

TOTAL CONSIDERATION 250,000.00

TOTAL INVOICEABLE FEES 250,200.00

TOTAL SERVICE FEE 250,000.00

TOTAL RECOVERIES/OTHER FEES 200.00

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEES	UNLOCK FEE AMOUNT	FEES AMOUNT
Project Mgmt Services		PJM : Project Management Fees Project Management Fees	1	250,000.00	250,000	250,000.00	% of Total	100		250,000.00
Project Reimbursables	Yes	PJM : PJM REIMB Proj Mgmt Reimbursement-47200	1	200.00	200	200.00	% of Total	100		200.00

<Type then tab>

5 Add 6 Cancel Remove 7 Move Up Move Down Move To Top Move To Bottom

1 2 3 4

Project Management: Parties Tab (1 of 3)

When assigning Parties to Project Management transactions, please note the following:

- Party Type** – Use the Drop Down to select from Co-Broker, Client Fee Share or AY Internal Party (*House Accounts, including recoveries, should be assigned as Internal Parties*).
- Internal Party** - If AY Internal Party is selected, enter the Party name or House account in this field. Search on last name or use % wildcard to search on first name or to search using a partial House account name.
 - For Recovery amount allocations** – link the appropriate House Account as the Internal Party.
House Accounts are “AY Internal Parties” used for allocations that are not revenue, but are recovery items to be billed to the client.
House accounts for recoveries are formatted as MCCRecoveryHouse.
- Role** – Select the role for the Party that is entered on this row. This is an **optional** field for brokerage parties.
 - For recovery line items, the role Recovery is required.** A box will pop up after assigning the line item with instruction to indicate the correct *Item* for the line.
 - For Valuation Parties on Brokerage deals**, ensure to assign the *Originator* or *Appraiser* role. Originator role should be used if the Valuation party was the source of the business.
- Item** – Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item should not be assigned to the indicated revenue account.
 - A recovery GL account must be selected if Recovery is checked** The amounts assigned to the *Item* on this tab MUST EQUAL the allocations assigned to the *Item* on the *Commission Items* tab. (see [Appendix](#) for details on Recovery accounts available for use within DMS)

1	PARTY TYPE *	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	2	INTERNAL PARTY	PRIMARY INTERNAL PARTY	MARKET/CO. CENTER	3	ROLE	4	ITEM	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY
	AY Internal Party						8TDLFH0000K0 Boyd, Andrew	Yes	Ontario : Toronto : TORDT - Toronto Downtown		Consultant		BK : Lease : Other Lease - Other			Yes	50.00000	2,000.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
	AY Internal Party						8TDLGD0000K0 Sykes, Benjamin		Ontario : Mississauga : MISS - Mississauga				BK : Lease : Other Lease - Other			Yes	40.00000	1,600.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
	AY Internal Party						AZGDCJ000000 Morrison, Graham		Ontario : Toronto : TORVAL - Toronto Valuation		Appraiser		BK : Lease : Other Lease - Other			Yes	10.00000	400.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
	AY Internal Party					2a)	TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown		3a)	Recovery	4a)	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other			30.55556	110.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
	AY Internal Party						TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown		Recovery		PJM : Administration Charge Administration Charge				69.44444	250.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
	Co-Broker		CBRE Ltd - Toronto Downtown													Yes	20.00000	1,000.00			

Project Management: Parties Tab (2 of 3)

- 1. Preferential Option:** Select this checkbox to indicate that a preferential split is being added for this broker.
- 2. Preferential Split as %:** If Preferential Option is checked, you will be able to enter a split % to override the system's calculation. Use whole numbers. For example, an 80% preferential split should be entered as "80" not as ".80". Do NOT put dollar amounts in this field... percentages only.
- 3. Commission as %** - Select this checkbox to indicate that this party's commission is being calculated as a percentage.
- 4. Commission %** - The percent assigned to this party's commission. External Parties are assigned a percentage of the *Total Service Fee*, AY Internal Parties are assigned a percentage of the AY portion of the *Total Service Fee*, AY Internal Parties assigned with *Recovery* role are assigned a percentage of *Total Recoveries/Other Fees*.
- 5. Commission Amount** - If Commission as % is selected and Commission % is entered, this field will automatically calculate. If commission is not a percent, a dollar amount can be manually entered here.
- 6. Total Invoiceable Fees** – An accumulator of the total fees to be allocated, which equals the total of the *Service Fee* amount and the *Recoveries/Other Fees* amount.
- 7. Total Recoveries/Other Fees** – An accumulator of the total of values to be allocated to *Recovery*.
- 8. Total Service Fee** – An accumulator of the total of values to be allocated for items not assigned as a recovery.

Total																	
TOTAL INVOICEABLE FEES 5,360.00		TOTAL RECOVERIES/OTHER FEES 360.00		TOTAL SERVICE FEE 5,000.00													
Client Search		Company Search															
PARTY TYPE*	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	INTERNAL PARTY	PRIMARY INTERNAL PARTY	MARKET/COST CENTER	ROLE	ITEM	1 PREFERENTIAL OPTION	2 PREFERENTIAL SPLIT AS %	3 COMMISSION AS %	4 COMMISSION %	5 COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY
AY Internal Party					8TDLFH0000K0 Boyd, Andrew	Yes	Ontario : Toronto : TORDT - Toronto Downtown	Consultant	BK : Lease : Other Lease - Other			Yes	50.00000	2,000.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					8TDLGD0000K0 Sykes, Benjamin		Ontario : Mississauga : MISS - Mississauga		BK : Lease : Other Lease - Other			Yes	40.00000	1,600.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					AZGDCJ000000 Morrison, Graham		Ontario : Toronto : TORVAL - Toronto Valuation	Appraiser	BK : Lease : Other Lease - Other			Yes	10.00000	400.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRecov		Ontario : Toronto : TORDT - Toronto Downtown	Recovery	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other				30.55556	110.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRecov		Ontario : Toronto : TORDT - Toronto Downtown	Recovery	PjM : Administration Charge Administration Charge				69.44444	250.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
Co-Broker		CBRE Ltd - Toronto Downtown										Yes	20.00000	1,000.00			

Project Management: Parties Tab (3 of 3)

The following fields display at the top of the Parties tab:

- External Parties Commission (in %)** and **External Parties Commission (in Currency)** - Indicates the percentage and dollar amount of commissions allocated to Co-Brokers and/or Client Fee Shares
- Gross Internal Revenue Commission (in %)** and **Gross Internal Revenue Commission (in Currency)** - Indicates the percentage of the entire fee and dollar amount allocated to Revenue.
- Gross Recoveries/Other Fees (in %)** and **Gross Recoveries/Other Fees (in Currency)** - Indicates the percentage of the entire fee and dollar amount allocated to *Recoveries/Other Fees*.
- Internal Revenue Allocation (in %)** and **Internal Revenue Allocation (in Currency)**: Indicates the amount of Internal Revenue allocated to AY Internal Parties. This allocation should be 100%, indicating that the Revenue is fully allocated. Internal Revenue Allocation (in Currency) should equal the full amount of the Gross Internal Revenue Commission.
- Recoveries/Other Fees (in %)** and **Recoveries/Other Fees (in Currency)**: Indicates the amount of *Recoveries/Other Fees* allocated to Recovery accounts. This allocation should be 100%, indicating that the Recoveries are fully allocated. Recoveries/Other Fees Allocation (in Currency) should equal the full amount of the Gross Recoveries/Other Fees.
- Total Allocation (in %)** and **Total Allocation (in Currency)**: Indicates the amount of Total Invoiceable Fees allocated to External Parties, AY Internal Parties and Recoveries. Prior to leaving this tab, the Total Allocation should be 100%, indicating that all fees have been fully allocated. Total Allocation (in Currency) should equal the full dollar amount of the Total Invoiceable Fees.
- Error/Informational Message**: Indicates that the Commission Amount is not fully allocated to deal participants.

Parties					
EXTERNAL PARTIES COMMISSION (IN %) 18.65672	GROSS INTERNAL REVENUE COMMISSION (IN %) 74.62687	GROSS RECOVERIES/OTHER FEES (IN %) 6.71642	INTERNAL REVENUE ALLOCATION (IN %) 100.00000	RECOVERIES/OTHER FEES ALLOCATION (IN %) 100.00000	TOTAL ALLOCATION (IN %) 100.00000
EXTERNAL PARTIES COMMISSION (IN CURRENCY) 1,000.00	GROSS INTERNAL REVENUE COMMISSION (IN CURRENCY) 4,000.00	GROSS RECOVERIES/OTHER FEES (IN CURRENCY) 360.00	INTERNAL REVENUE ALLOCATION (IN CURRENCY) 4,000.00	RECOVERIES/OTHER FEES ALLOCATION (IN CURRENCY) 360.00	TOTAL ALLOCATION (IN CURRENCY) 5,360.00

7 You have allocated 8,900.00 on a deal worth 9,000.00. Please update Commission amounts. There is a difference of 100.00.

Project Management: Invoices Tab – Default Values

Default Values: Information entered in this section can be added to each invoice by checking the “Use Default” box on each invoice. *This is the only section that is different on the Invoices tab for Project Management deals. Use previously provided instructions for all other sections on the Invoice tab.*

- 1. Bill To:** Select the Bill To party by typing the name. After 3 characters, matches will display. Click the down arrow to view a list of Bill Tos or perform a search. If using the Search function, be sure to use “is” or “contains” as your operand. When choosing the Bill To, note the “Address Label”. You will need it to select the correct address.
- 2. Bill To Address:** Selecting a Bill To is now a two-step process. You must also select the Bill To address in this field using the label noted in Step 1.
- 3. Temporary Bill To:** This field can be populated for use on Pro-Forma invoices.
- 4. Attention:** Free-form field to be used if invoices are to be directed to a particular person or department
- 5. Default Tax Group:** Select from drop-down options for applicable tax rate for the deal. Should only be one default Tax Group, based on the location of the primary broker. Ensure the correct Tax Group (US/CA) dropdown is displayed. If not, click “Save and Continue” button and come back to the Invoices tab to continue entry.
- 6. Default Payment Terms:** Select from drop down options: Due upon Receipt, Net 15, Net 30, Net 45, Net 60 or Net 90. This selection determines how the receivable will age.
- 7. Default Invoice Template:** Choose from the drop-down options for the desired Invoice Template.
- 8. Project Name:** Click in the field to begin searching for the related Project. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the *Search* button to assist in locating the record. Project Name is a **required** field for Project Management deals.
- 9. PO Number/Job ID:** Field captures PO Number or Job ID to be displayed on the invoice. This field is **not a required field**.

Default Values

BILL TO
00001259 BCal 44 Montgomery Prp Mgmt

BILL TO ADDRESS SELECT
Address_1

BILL TO ADDRESS
BCal 44 Montgomery Prp Mgmt
Beacon Capital Partners
44 Montgomery Street, Suite 220
San Francisco CA 94104

TEMPORARY BILL TO

ATTENTION

DEFAULT TAX GROUP

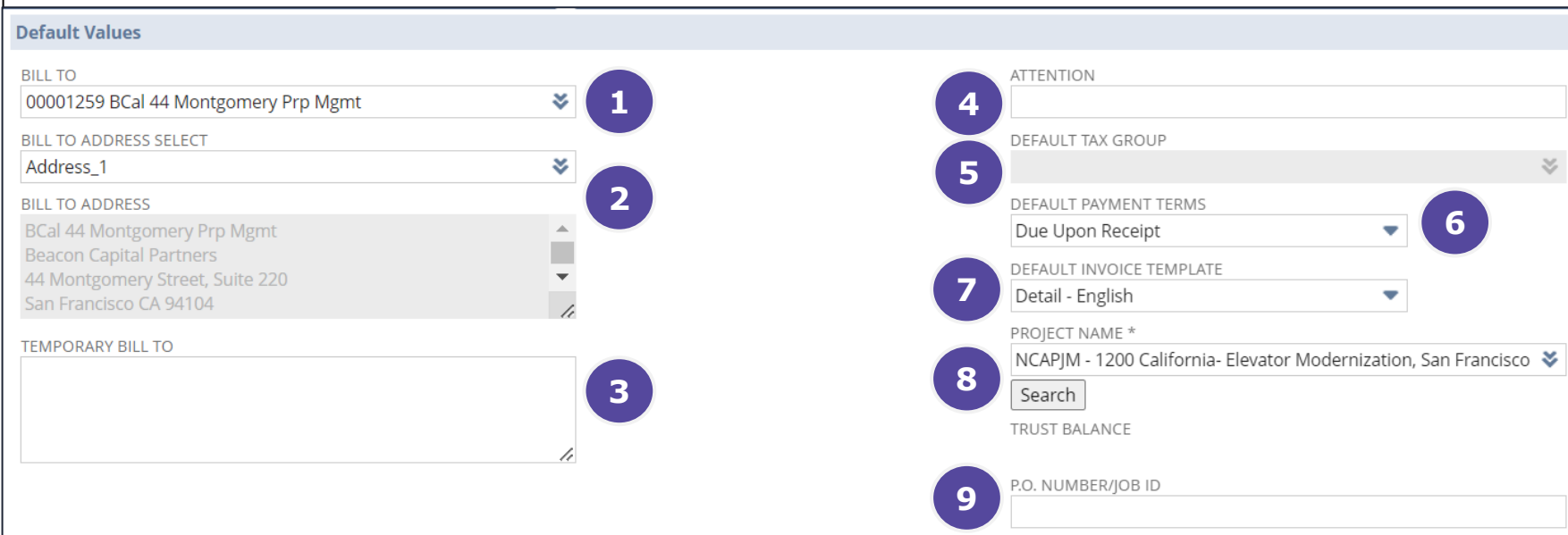
DEFAULT PAYMENT TERMS
Due Upon Receipt

DEFAULT INVOICE TEMPLATE
Detail - English

PROJECT NAME *
NCAPJM - 1200 California- Elevator Modernization, San Francisco

TRUST BALANCE

P.O. NUMBER/JOB ID






Professional Services - Consulting Deal Wizard Entry

Following are specific instructions for Deal Entry for the following tabs, as they are unique for Professional Services – Consulting Transactions.

- Details
- Commission Items
- Parties
- Invoices

Please use previously provided instructions for Expenses, Documents and General tabs.

This deal type is only to be used for deals led by the Professional Services team. Brokerage Consulting deals should only be booked using the Consulting deal type.



Professional Services - Consulting Deals: Details Tab

Accessing the Deal Wizard: Upon saving a new deal or by editing an existing deal, you will be automatically directed to the Deal Wizard

- 1. Confidential Check Box:** If your deal is Confidential, you can check this box. This will NOT prevent this deal from being included on Deal Activity or other reports, however. You are strongly encouraged to add "CONFIDENTIAL" to the deal name.
- 2. Client:** Click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the **Search** to assist in locating the Client record. Client is a **required** field.
- 3. Party Represented:** Identify the party we represent on a deal level. This will most likely be "Client" for these transactions. Party Represented is a **required** field.
- 4. Smart Sheet and Project ID: Optional fields** used to capture Smart Sheet name or ID or a Project ID for a transaction.
- 5. Deal Type:** Will default to the Deal Type selected on the New Deal page. This can be changed, if necessary, until the deal is approved.
- 6. Property/Property Address:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the *Search* button to assist in locating the Property record. Property is a **required** field for Consulting deals. Address is populated based on the property selected and cannot be changed.
- 7. Property Address Field is Blank:** if the Property Address is blank on your selected Property, this is likely a property associated with Property Management. DO NOT ADD an address to that property. Instead, use the "+" to create a New Property for use on your transaction.
- 8. Property/Space Type:** Click the dropdown arrows and select the property or space type. If there is no space, choose the Property type. This is a **required** field.

The screenshot shows the 'Details' tab of the Deal Wizard. The interface includes a navigation bar with tabs: Details, Commission Items, Parties, Expenses, Invoices, Documents, General, and Files. The main form area contains the following fields and callouts:

- 1:** CONFIDENTIAL DEAL checkbox.
- 2:** CLIENT * dropdown menu with '00028580 LBS Group Limited' selected and a 'Search' button.
- 3:** PARTY REPRESENTED * dropdown menu with 'Client' selected.
- 4:** SMART SHEET and PROJECT ID text input fields.
- 5:** DEAL TYPE * dropdown menu with 'Professional Services - Consulting' selected.
- 6:** PROPERTY dropdown menu with '00005837 90 Commander Blvd' selected and a 'Search' button.
- 7:** PROPERTY ADDRESS text area containing '90 Commander Boulevard, Toronto, Ontario, Canada M1S 3H7'.
- 8:** PROPERTY/SPACE TYPE * dropdown menu with 'Office' selected.
- SUITE/FLOOR # text input field.

Professional Services - Consulting Deals: Commission Items Tab (1 of 3)

Summary: The top section of the Commission Items tab contains the following information, which must be entered manually:

- 1. Unit of Measure (UOM):** Descriptor used to identify the size of the Property or Space. Most common UOM is Square Feet, but could also be Square Meters, Acres or Headcount. This is an **optional** field.
- 2. Surface Area/Headcount:** The quantity of UOM for this transaction. This must be entered manually. This is an **optional** field.
- 3. Surface Area (Sq. Ft):** will be automatically populated based on the UOM's conversion to Square Feet
- 4. Commission Notes** - A notes field used to capture commission-specific information. Does not display on invoices and is used for internal notes. In edit mode, the field can be expanded by dragging the bottom right-hand corner.
- 5. Total Consideration:** An accumulator that calculates the *Total* values for any rows indicated as a *Service Fee*. Does not accumulate Total Consideration for items indicated as *Recovery*.
- 6. Total Recoveries/Other Fees** – An accumulator that calculates the total of values indicated with the *Recovery* checkbox
- 7. Total Service Fee** – An accumulator that calculates the total of values of items not assigned as a recovery.
- 8. Total Invoiceable Fees** – An accumulator of the total fees that will be invoiced which equals the total of the *Service Fee* amount and the *Recoveries/Other Fees* amount.

The screenshot shows the 'Commission Items' tab interface. At the top, there are navigation tabs: Details, Commission Items (selected), Parties, Expenses, Invoices, Documents, General, and Files. Below the tabs is a 'Summary' section with three input fields: 'UNIT OF MEASURE (UOM)' (dropdown menu), 'SURFACE AREA/HEAD COUNT' (text input), and 'SURFACE AREA (SQ.FT)' (text input). Below this is a 'Commission Notes' section with a text area and a small icon in the bottom right corner. Below the notes is a 'Total' section with four summary items: 'TOTAL CONSIDERATION 25,000.00', 'TOTAL RECOVERIES/OTHER FEES 360.00', 'TOTAL SERVICE FEE 5,000.00', and 'TOTAL INVOICEABLE FEES 5,360.00'. At the bottom is a table with columns: DESCRIPTION, RECOVERY/OTHER FEES, ITEM, QUANTITY, RATE, AMOUNT, TOTAL, FEE TYPE, FEE, UNLOCK FEE AMOUNT, and FEE AMOUNT. The table contains three rows: 'Consulting Fee' (BK : Lease : Other Lease - Other), 'Mileage' (Yes, BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other), and 'Admin Fee' (Yes, PJM : Administration Charge Administration Charge).

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Consulting Fee		BK : Lease : Other Lease - Other			25,000	25,000.00	% of Total	20		5,000.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110	110.00	Flat Fee	110		110.00
Admin Fee	Yes	PJM : Administration Charge Administration Charge			250	250.00	Flat Fee	250		250.00

Professional Services - Consulting Deals: Commission Items Tab (2 of 3)

- Description**– Free-form text field that will display on the invoice
- Recovery/Other Fees** – Check the box if the line item is **NOT to be allocated to revenue**. This is often used if we are billing a client for an expense we've incurred, sometimes also known as a "Disbursement".
- Item** – Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item is a Recovery and should be assigned a Recovery account . **A recovery GL account must be selected if Recovery is checked.** (see [Appendix](#) for details on Recovery accounts available for use within DMS)
- Quantity, Rate** – Allows calculation based on Quantity and Rate (especially useful when billing Hours or Mileage).
- Amount** – If Quantity and Rate are entered, this field will calculate. Alternatively, a fee amount may be manually entered.
- Total** – Total value of the fee or recovery on this row, based on items populated to Amount field.

Details **Commission Items** Parties Expenses Invoices Documents General Files

Summary

SURFACE AREA/HEAD COUNT: UNIT OF MEASURE (UOM): SURFACE AREA (SQ.FT):

Total

TOTAL CONSIDERATION: 25,000.00 **1** TOTAL RECOVERIES/OTHER FEES: 360.00 **2** **3** TOTAL SEPARATE AMOUNTS: 5,000.00 **4** **5** **6** TOTAL INVOICEABLE FEES: 5,360.00

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Consulting Fee		BK : Lease : Other Lease - Other			25,000.00	25,000.00	% of Total	20.00000		5,000.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110.00	110.00	Flat Fee	110.00		110.00
Admin Fee	<input checked="" type="checkbox"/>	PJM : Administration Charge Administration Charge			250.00	250.00	Flat Fee	250.00		250.00

+ Add Row

Professional Services - Consulting Deals: Commission Items Tab (3 of 3)

- 1. **Fee Type** - indicates the basis for the fee. Typically, Flat fee or % of Total are used for these deal types.
- 2. **Fee** - Enter percent for % of Total, or dollar amount for Flat Fee
- 3. **Unlock Fee Amount** - This checkbox will allow you to override the system's calculation of the fee for this line item
- 4. **Fee Amount** - Fee calculated for this line item
- 5. **Add** - After entering the first row's detail, click ADD to save the row. Continue to add rows if needed, until your entire commission calculation is complete.
- 6. **Cancel** - deletes the information entered in that row
- 7. **Move Up, Move Down, Move to Top** and **Move To Bottom** will allow you to re-order your rows if there are multiple line items.

Details **Commission Items** Parties Expenses Invoices Documents General Files

Summary

SURFACE AREA/HEAD COUNT UNIT OF MEASURE (UOM) SURFACE AREA (SQ.FT)

Total

TOTAL CONSIDERATION 25,000.00 TOTAL RECOVERIES/OTHER FEES 360.00 TOTAL SERVICE FEE 5,000.00 TOTAL INVOICEABLE FEES 5,360.00

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Consulting Fee		BK : Lease : Other Lease - Other			25,000.000	25,000.00	% of Total	20.00000		5,000.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110.000	110.00	Flat Fee	110.00		110.00
Admin Fee	<input checked="" type="checkbox"/>	PjM : Administration Charge Administration Charge			250.000	250.00	Flat Fee	250.00		250.00

Buttons: **OK** **Cancel** **Remove** **Move Up** **Move Down** **Move To Top** **Move To Bottom**

+ Add Row

Buttons: **Save** **Cancel** **Save and Continue**

Click **Save and Continue** to advance to the next tab

Professional Services - Consulting Deals: Parties Tab (1 of 3)

When assigning Parties to Professional Services – Consulting transactions, please note the following:

- Party Type** – Use the Drop Down to select from Co-Broker, Client Fee Share or AY Internal Party (*House Accounts, including recoveries, should be assigned as Internal Parties*).
- Internal Party** - If AY Internal Party is selected, enter the Party name or House account in this field. Search on last name or use % wildcard to search on first name or to search using a partial House account name.
 - For Recovery amount allocations** – link the appropriate House Account as the Internal Party.
House Accounts are “AY Internal Parties” used for allocations that are not revenue, but are recovery items to be billed to the client.
House accounts for recoveries are formatted as MCCRecoveryHouse.
- Role** – Select the role for the Party that is entered on this row. This is an **optional** field for brokerage parties.
 - For recovery line items, the role Recovery is required.** A box will pop up after assigning the line item with instruction to indicate the correct *Item* for the line.
 - For Valuation Parties on Brokerage deals**, ensure to assign the *Originator* or *Appraiser* role. Originator role should be used if the Valuation party was the source of the business.
- Item** – Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item should not be assigned to the indicated revenue account.
 - A recovery GL account must be selected if Recovery is checked** The amounts assigned to the *Item* on this tab MUST EQUAL the allocations assigned to the *Item* on the *Commission Items* tab. (see [Appendix](#) for details on Recovery accounts available for use within DMS)

1	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	2	PRIMARY INTERNAL PARTY	MARKET/CO. CENTER	3	ROLE	4	ITEM	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY
AY Internal Party					8TDLFH0000K0 Boyd, Andrew	Yes	Ontario : Toronto : TORDT - Toronto Downtown		Consultant		BK : Lease : Other Lease - Other			Yes	50.00000	2,000.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					8TDLGD0000K0 Sykes, Benjamin		Ontario : Mississauga : MISS - Mississauga				BK : Lease : Other Lease - Other			Yes	40.00000	1,600.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					AZGDCJ000000 Morrison, Graham		Ontario : Toronto : TORVAL - Toronto Valuation		Appraiser		BK : Lease : Other Lease - Other			Yes	10.00000	400.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown		Recovery		BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other				30.55556	110.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown		Recovery		PJM : Administration Charge Administration Charge				69.44444	250.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
Co-Broker		CBRE Ltd - Toronto Downtown												Yes	20.00000	1,000.00			

Professional Services - Consulting Deals: Parties Tab (2 of 3)

- 1. Preferential Option:** Select this checkbox to indicate that a preferential split is being added for this broker.
- 2. Preferential Split as %:** If Preferential Option is checked, you will be able to enter a split % to override the system's calculation. Use whole numbers. For example, an 80% preferential split should be entered as "80" not as ".80". Do NOT put dollar amounts in this field... percentages only.
- 3. Commission as %** - Select this checkbox to indicate that this party's commission is being calculated as a percentage.
- 4. Commission %** - The percent assigned to this party's commission. External Parties are assigned a percentage of the *Total Service Fee*, AY Internal Parties are assigned a percentage of the AY portion of the *Total Service Fee*, AY Internal Parties assigned with *Recovery* role are assigned a percentage of *Total Recoveries/Other Fees*.
- 5. Commission Amount** - If Commission as % is selected and Commission % is entered, this field will automatically calculate. If commission is not a percent, a dollar amount can be manually entered here.
- 6. Total Invoiceable Fees** - An accumulator of the total fees to be allocated, which equals the total of the *Service Fee* amount and the *Recoveries/Other Fees* amount.
- 7. Total Recoveries/Other Fees** - An accumulator of the total of values to be allocated to *Recovery*.
- 8. Total Service Fee** - An accumulator of the total of values to be allocated for items not assigned as a recovery.

Total																	
TOTAL INVOICEABLE FEES 5,360.00		TOTAL RECOVERIES/OTHER FEES 360.00		TOTAL SERVICE FEE 5,000.00													
Client Search		Company Search															
PARTY TYPE*	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	INTERNAL PARTY	PRIMARY INTERNAL PARTY	MARKET/COST CENTER	ROLE	ITEM	1 PREFERENTIAL OPTION	2 PREFERENTIAL SPLIT AS %	3 COMMISSION AS %	4 COMMISSION %	5 COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY
AY Internal Party					8TDLFH0000K0 Boyd, Andrew	Yes	Ontario : Toronto : TORDT - Toronto Downtown	Consultant	BK : Lease : Other Lease - Other			Yes	50.00000	2,000.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					8TDLGD0000K0 Sykes, Benjamin		Ontario : Mississauga : MISS - Mississauga		BK : Lease : Other Lease - Other			Yes	40.00000	1,600.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					AZGDCJ000000 Morrison, Graham		Ontario : Toronto : TORVAL - Toronto Valuation	Appraiser	BK : Lease : Other Lease - Other			Yes	10.00000	400.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRecov		Ontario : Toronto : TORDT - Toronto Downtown	Recovery	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other				30.55556	110.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRecov		Ontario : Toronto : TORDT - Toronto Downtown	Recovery	PjM : Administration Charge Administration Charge				69.44444	250.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
Co-Broker	CBRE Ltd - Toronto Downtown											Yes	20.00000	1,000.00			

Professional Services - Consulting Deals: Parties Tab (3 of 3)

The following fields display at the top of the Parties tab:

- External Parties Commission (in %)** and **External Parties Commission (in Currency)** - Indicates the percentage and dollar amount of commissions allocated to Co-Brokers and/or Client Fee Shares
- Gross Internal Revenue Commission (in %)** and **Gross Internal Revenue Commission (in Currency)** - Indicates the percentage of the entire fee and dollar amount allocated to Revenue.
- Gross Recoveries/Other Fees (in %)** and **Gross Recoveries/Other Fees (in Currency)** - Indicates the percentage of the entire fee and dollar amount allocated to *Recoveries/Other Fees*.
- Internal Revenue Allocation (in %)** and **Internal Revenue Allocation (in Currency)**: Indicates the amount of Internal Revenue allocated to AY Internal Parties. This allocation should be 100%, indicating that the Revenue is fully allocated. Internal Revenue Allocation (in Currency) should equal the full amount of the Gross Internal Revenue Commission.
- Recoveries/Other Fees (in %)** and **Recoveries/Other Fees (in Currency)**: Indicates the amount of *Recoveries/Other Fees* allocated to Recovery accounts. This allocation should be 100%, indicating that the Recoveries are fully allocated. Recoveries/Other Fees Allocation (in Currency) should equal the full amount of the Gross Recoveries/Other Fees.
- Total Allocation (in %)** and **Total Allocation (in Currency)**: Indicates the amount of Total Invoiceable Fees allocated to External Parties, AY Internal Parties and Recoveries. Prior to leaving this tab, the Total Allocation should be 100%, indicating that all fees have been fully allocated. Total Allocation (in Currency) should equal the full dollar amount of the Total Invoiceable Fees.
- Error/Informational Message**: Indicates that the Commission Amount is not fully allocated to deal participants.

Parties					
EXTERNAL PARTIES COMMISSION (IN %) 18.65672	GROSS INTERNAL REVENUE COMMISSION (IN %) 74.62687	GROSS RECOVERIES/OTHER FEES (IN %) 6.71642	INTERNAL REVENUE ALLOCATION (IN %) 100.00000	RECOVERIES/OTHER FEES ALLOCATION (IN %) 100.00000	TOTAL ALLOCATION (IN %) 100.00000
EXTERNAL PARTIES COMMISSION (IN CURRENCY) 1,000.00	GROSS INTERNAL REVENUE COMMISSION (IN CURRENCY) 4,000.00	GROSS RECOVERIES/OTHER FEES (IN CURRENCY) 360.00	INTERNAL REVENUE ALLOCATION (IN CURRENCY) 4,000.00	RECOVERIES/OTHER FEES ALLOCATION (IN CURRENCY) 360.00	TOTAL ALLOCATION (IN CURRENCY) 5,360.00

7 You have allocated 8,900.00 on a deal worth 9,000.00. Please update Commission amounts. There is a difference of 100.00.

Professional Services - Consulting Deals : Invoices

Default Values: Information entered in this section can be added to each invoice by checking the “Use Default” box on each invoice. *This is the only section that is different on the Invoices tab for Professional Services - Consulting deals. Use previously provided instructions for all other sections on the Invoice tab.*

- 1. Bill To:** Select the Bill To party by typing the name. After 3 characters, matches will display. Click the down arrow to view a list of Bill Tos or perform a search. If using the Search function, be sure to use “is” or “contains” as your operand. When choosing the Bill To, note the “Address Label”. You will need it to select the correct address. See Appendix for more information on this.
- 2. Bill To Address:** Selecting a Bill To is a two-step process. You must also select the Bill To address in this field using the label noted in Step 1.
- 3. Temporary Bill To:** This field can be populated for use on Pro-Forma invoices.
- 4. Attention:** Free-form field to be used if invoices are to be directed to a particular person or department
- 5. Default Tax Group:** Select from drop-down options for applicable tax rate for the deal. Should only be one default Tax Group, based on the location of the primary broker. Ensure the correct Tax Group (US/CA) dropdown is displayed. If not, click “Save and Continue” button and come back to the Invoices tab to continue entry.
- 6. Default Payment Terms:** Select from drop down options: Due upon Receipt, Net 15, Net 30, Net 45, Net 60 or Net 90. This selection determines how the receivable will age.
- 7. Default Invoice Template:** Choose from the drop-down options for the desired Invoice Template.
- 8. PO Number/Job ID:** Field captures PO Number or Job ID to be displayed on the invoice. This field is **not a required field**.

Details Commission Items Parties Expenses **Invoices** Documents General Files

Default Values

1 BILL TO
p0001371 City of Toronto

2 BILL TO ADDRESS SELECT
Address_1

BILL TO ADDRESS
City of Toronto
55 John Street
Metro Hall, 2nd Floor
Toronto ON M5V 3C6

3 TEMPORARY BILL TO

4 ATTENTION

5 DEFAULT TAX GROUP
CA-HST-ON - 13%

6 DEFAULT PAYMENT TERMS
Due Upon Receipt

7 DEFAULT INVOICE TEMPLATE
Detail - English

TRUST BALANCE

8 P.O. NUMBER/JOB ID
City Of Toronto - 452152369812



Additional Deals Deal Wizard Entry


Following are specific instructions for Deal Entry for the following deal types:

CM Debt Equity, Consulting, Development, Mortgage Finance, Referral and Tax Appeal

These instructions are for the following tabs, as they are unique for these deal types.

- Details
- Commission Items
- Parties

Please use previously provided instructions for Expenses, Invoices, Documents and General tabs.



Other Deals: Details Tab

Accessing the Deal Wizard: Upon saving a new deal or by editing an existing deal, you will be automatically directed to the Deal Wizard

- 1. Confidential Check Box:** If your deal is Confidential, you can check this box. This will NOT prevent this deal from being included on Deal Activity or other reports, however. You are strongly encouraged to add "CONFIDENTIAL" to the deal name.
- 2. Client:** Click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the **Search** to assist in locating the Client record. Client is a **required** field.
- 3. Party Represented:** Identify the party we represent on a deal level. This will most likely be "Client" for these transactions. Party Represented is a **required** field.
- 4. Deal Type:** Will default to the Deal Type selected on the New Deal page. This can be changed, if necessary, until the deal is approved.
- 5. Property/Property Address:** click in the field to begin searching. Type a minimum of 3 characters and ENTER or TAB and matches will begin to display. You can also use the *Search* button to assist in locating the Property record. Address is populated based on the property selected and cannot be changed. Property is not a **required** field for these deals.
- 6. Property/Space Type:** Required if a property has been linked to the transaction. Can be left blank if there isn't a property added.

The screenshot shows the 'Details' tab of the Deal Wizard interface. It features a navigation bar with tabs: Details, Commission Items, Parties, Expenses, Invoices, Documents, General, and Files. The main form contains the following fields and callouts:

- 1:** A checkbox labeled 'CONFIDENTIAL DEAL'.
- 2:** A 'CLIENT *' dropdown menu with the value '00017951 ABCO Land Holdings' and a 'Search' button.
- 3:** A 'PARTY REPRESENTED *' dropdown menu with the value 'Client'.
- 4:** A 'DEAL TYPE *' dropdown menu with the value 'Consulting'.
- 5:** A 'PROPERTY' dropdown menu with a 'Search' button, and a 'PROPERTY ADDRESS' text area below it.
- 6:** A 'PROPERTY/SPACE TYPE' dropdown menu and a 'SUITE/FLOOR #' text input field.

An orange box highlights the 'PROPERTY' dropdown and the 'PROPERTY ADDRESS' text area.

Other Deals: Commission Items Tab (1 of 3)

Summary: The top section of the Commission Items tab contains the following information, which must be entered manually:

1. **Unit of Measure (UOM):** Descriptor used to identify the size of the Property or Space. Most common UOM is Square Feet, but could also be Square Meters, Acres or Headcount. This is an **optional** field.
2. **Surface Area/Headcount:** The quantity of UOM for this transaction. This must be entered manually. This is an **optional** field.
3. **Surface Area (Sq. Ft):** will be automatically populated based on the UOM's conversion to Square Feet
4. **Commission Notes** - A notes field used to capture commission-specific information. Does not display on invoices and is used for internal notes. In edit mode, the field can be expanded by dragging the bottom right-hand corner.
5. **Total Consideration:** An accumulator that calculates the *Total* values for any rows indicated as a *Service Fee*. Does not accumulate Total Consideration for items indicated as *Recovery*.
6. **Total Recoveries/Other Fees** – An accumulator that calculates the total of values indicated with the *Recovery* checkbox
7. **Total Service Fee** – An accumulator that calculates the total of values of items not assigned as a recovery.
8. **Total Invoiceable Fees** – An accumulator of the total fees that will be invoiced which equals the total of the *Service Fee* amount and the *Recoveries/Other Fees* amount.

The screenshot shows the 'Commission Items' tab interface. At the top, there are navigation tabs: Details, Commission Items, Parties, Expenses, Invoices, Documents, General, and Files. Below these are three main sections: Summary, Commission Notes, and Total.

Summary Section:

- 1. UNIT OF MEASURE (UOM) dropdown menu.
- 2. SURFACE AREA/HEAD COUNT input field.
- 3. SURFACE AREA (SQ.FT) input field.

Commission Notes Section:

- 4. COMMISSION NOTES text area with a bottom-right corner handle for expansion.

Total Section:

- 5. TOTAL CONSIDERATION: 25,000.00
- 6. TOTAL RECOVERIES/OTHER FEES: 360.00
- 7. TOTAL SERVICE FEE: 5,000.00
- 8. TOTAL INVOICEABLE FEES: 5,360.00

Table:

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Consulting Fee		BK : Lease : Other Lease - Other			25,000	25,000.00	% of Total	20		5,000.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110	110.00	Flat Fee	110		110.00
Admin Fee	Yes	PJM : Administration Charge Administration Charge			250	250.00	Flat Fee	250		250.00

Other Deals: Commission Items Tab (2 of 3)

- Description**– Free-form text field that will display on the invoice
- Recovery/Other Fees** – Check the box if the line item is **NOT to be allocated to revenue**. This is often used if we are billing a client for an expense we've incurred, sometimes also known as a "Disbursement".
- Item** – Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item is a Recovery and should be assigned a Recovery account. **A recovery GL account must be selected if Recovery is checked.** (see [Appendix](#) for details on Recovery accounts available for use within DMS)
- Quantity, Rate** – Allows calculation based on Quantity and Rate (especially useful when billing Hours or Mileage).
- Amount** – If Quantity and Rate are entered, this field will calculate. Alternatively, a fee amount may be manually entered.
- Total** – Total value of the fee or recovery on this row, based on items populated to Amount field.

Details **Commission Items** Parties Expenses Invoices Documents General Files

Summary

SURFACE AREA/HEAD COUNT: UNIT OF MEASURE (UOM): SURFACE AREA (SQ.FT):

Total

TOTAL CONSIDERATION: 25,000.00 (1) TOTAL RECOVERIES/OTHER FEES: 360.00 (3) TOTAL SEPARATE FEES: 5,000.00 (4) TOTAL INVOICEABLE FEES: 5,360.00 (6)

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Consulting Fee		BK : Lease : Other Lease - Other			25,000.000	25,000.00	% of Total	20.00000		5,000.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110.000	110.00	Flat Fee	110.00		110.00
Admin Fee	<input checked="" type="checkbox"/>	PJM : Administration Charge Administration Charge			250.000	250.00	Flat Fee	250.00		250.00

+ Add Row

Other Deals: Commission Items Tab (3 of 3)

1. **Fee Type** – indicates the basis for the fee. Typically, Flat fee or % of Total are used for these deal types.
2. **Fee** – Enter percent for % of Total, or dollar amount for Flat Fee
3. **Unlock Fee Amount** - This checkbox will allow you to override the system’s calculation of the fee for this line item
4. **Fee Amount** – Fee calculated for this line item
5. **Add** - After entering the first row’s detail, click ADD to save the row. Continue to add rows if needed, until your entire commission calculation is complete.
6. **Cancel** - deletes the information entered in that row
7. **Move Up, Move Down, Move to Top** and **Move To Bottom** will allow you to re-order your rows if there are multiple line items.

Details **Commission Items** Parties Expenses Invoices Documents General Files

Summary

SURFACE AREA/HEAD COUNT UNIT OF MEASURE (UOM) SURFACE AREA (SQ.FT)

Total

TOTAL CONSIDERATION 25,000.00 TOTAL RECOVERIES/OTHER FEES 360.00 TOTAL SERVICE FEE 5,000.00 TOTAL INVOICEABLE FEES 5,360.00

DESCRIPTION	RECOVERY/OTHER FEES	ITEM	QUANTITY	RATE	AMOUNT	TOTAL	FEE TYPE	FEE	UNLOCK FEE AMOUNT	FEE AMOUNT
Consulting Fee		BK : Lease : Other Lease - Other			25,000.000	25,000.00	% of Total	20.00000		5,000.00
Mileage	Yes	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other	200	0.55	110.000	110.00	Flat Fee	110.00		110.00
Admin Fee	<input checked="" type="checkbox"/>	PjM : Administration Charge Administration Charge			250.000	250.00	Flat Fee	250.00		250.00

+ Add Row

Save Cancel Save and Continue

Click **Save and Continue** to advance to the next tab

Other Deals: Parties Tab (1 of 3)

When assigning Parties to non Lease or Sale transactions, please note the following changes:

- Party Type** – Use the Drop Down to select from Co-Broker, Client Fee Share or AY Internal Party (*House Accounts, including recoveries, should be assigned as Internal Parties*).
- Internal Party** - If AY Internal Party is selected, enter the Party name or House account in this field. Search on last name or use % wildcard to search on first name or to search using a partial House account name.
 - For Recovery amount allocations** – link the appropriate House Account as the Internal Party.
House Accounts are “AY Internal Parties” used for allocations that are not revenue, but are recovery items to be billed to the client.
House accounts for recoveries are formatted as MCCRecoveryHouse.
- Role** – Select the role for the Party that is entered on this row. This is an **optional** field for brokerage parties.
 - For recovery line items, the role Recovery is required.** A box will pop up after assigning the line item with instruction to indicate the correct *Item* for the line.
 - For Valuation Parties on Brokerage deals**, ensure to assign the *Originator* or *Appraiser* role. Originator role should be used if the Valuation party was the source of the business.
- Item** – Defaults to the Revenue item assigned based on deal type indicated on the Details tab. Should only be overwritten if the item should not be assigned to the indicated revenue account.
 - A recovery GL account must be selected if Recovery is checked** The amounts assigned to the *Item* on this tab MUST EQUAL the allocations assigned to the *Item* on the *Commission Items* tab. (see [Appendix](#) for details on Recovery accounts available for use within DMS)

1	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	2	3	4	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY
AY Internal Party					8TDLFH0000K0 Boyd, Andrew	Yes	Ontario : Toronto : TORDT - Toronto Downtown	Consultant		Yes	50.00000	2,000.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					8TDLGD0000K0 Sykes, Benjamin		Ontario : Mississauga : MISS - Mississauga			Yes	40.00000	1,600.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					AZGDCJ000000 Morrison, Graham		Ontario : Toronto : TORVAL - Toronto Valuation	Appraiser		Yes	10.00000	400.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown	Recovery			30.55556	110.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown	Recovery			69.44444	250.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
Co-Broker		CBRE Ltd - Toronto Downtown								Yes	20.00000	1,000.00			

Other Deals: Parties Tab (2 of 3)

- 1. Preferential Option:** Select this checkbox to indicate that a preferential split is being added for this broker.
- 2. Preferential Split as %:** If Preferential Option is checked, you will be able to enter a split % to override the system's calculation. Use whole numbers. For example, an 80% preferential split should be entered as "80" not as ".80". Do NOT put dollar amounts in this field... percentages only.
- 3. Commission as %** - Select this checkbox to indicate that this party's commission is being calculated as a percentage.
- 4. Commission %** - The percent assigned to this party's commission. External Parties are assigned a percentage of the *Total Service Fee*, AY Internal Parties are assigned a percentage of the AY portion of the *Total Service Fee*, AY Internal Parties assigned with *Recovery* role are assigned a percentage of *Total Recoveries/Other Fees*.
- 5. Commission Amount** - If Commission as % is selected and Commission % is entered, this field will automatically calculate. If commission is not a percent, a dollar amount can be manually entered here.
- 6. Total Invoiceable Fees** - An accumulator of the total fees to be allocated, which equals the total of the *Service Fee* amount and the *Recoveries/Other Fees* amount.
- 7. Total Recoveries/Other Fees** - An accumulator of the total of values to be allocated to *Recovery*.
- 8. Total Service Fee** - An accumulator of the total of values to be allocated for items not assigned as a recovery.

Total																	
TOTAL INVOICEABLE FEES 5,360.00			TOTAL RECOVERIES/OTHER FEES 360.00			TOTAL SERVICE FEE 5,000.00											
Client Search		Company Search															
PARTY TYPE*	CO-BROKER NAME	CO-BROKER COMPANY	CLIENT COMPANY	VENDOR	INTERNAL PARTY	PRIMARY INTERNAL PARTY	MARKET/COST CENTER	ROLE	ITEM	PREFERENTIAL OPTION	PREFERENTIAL SPLIT AS %	COMMISSION AS %	COMMISSION %	COMMISSION AMOUNT	SUBSIDIARY	DEPARTMENT	CATEGORY
AY Internal Party					8TDLFH0000K0 Boyd, Andrew	Yes	Ontario : Toronto : TORDT - Toronto Downtown	Consultant	BK : Lease : Other Lease - Other			Yes	50.00000	2,000.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					8TDLGD0000K0 Sykes, Benjamin		Ontario : Mississauga : MISS - Mississauga		BK : Lease : Other Lease - Other			Yes	40.00000	1,600.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					AZGDCJ000000 Morrison, Graham		Ontario : Toronto : TORVAL - Toronto Valuation	Appraiser	BK : Lease : Other Lease - Other			Yes	10.00000	400.00	010 - 014 - AY Valuation & Advisory Services, LP	SVL - Svc Line - Valuation	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown	Recovery	BK : COVI REIMB Reimbursable Expenses - Consulting, Valuation, Other				30.55556	110.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
AY Internal Party					TORDTRRecoveryHouse House Account, TORDTRRecov		Ontario : Toronto : TORDT - Toronto Downtown	Recovery	PjM : Administration Charge Administration Charge				69.44444	250.00	010 - 011 - AY Commercial Real Estate Services, LP	SBK - Svc Line - Brokerage	1 - Default
Co-Broker		CBRE Ltd - Toronto Downtown										Yes	20.00000	1,000.00			

Other Deals: Parties Tab (3 of 3)

The following fields display at the top of the Parties tab:

- External Parties Commission (in %)** and **External Parties Commission (in Currency)** - Indicates the percentage and dollar amount of commissions allocated to Co-Brokers and/or Client Fee Shares
- Gross Internal Revenue Commission (in %)** and **Gross Internal Revenue Commission (in Currency)** - Indicates the percentage of the entire fee and dollar amount allocated to Revenue.
- Gross Recoveries/Other Fees (in %)** and **Gross Recoveries/Other Fees (in Currency)** - Indicates the percentage of the entire fee and dollar amount allocated to Recoveries/Other Fees.
- Internal Revenue Allocation (in %)** and **Internal Revenue Allocation (in Currency)**: Indicates the amount of Internal Revenue allocated to AY Internal Parties. This allocation should be 100%, indicating that the Revenue is fully allocated. Internal Revenue Allocation (in Currency) should equal the full amount of the Gross Internal Revenue Commission.
- Recoveries/Other Fees (in %)** and **Recoveries/Other Fees (in Currency)**: Indicates the amount of Recoveries/Other Fees allocated to Recovery accounts. This allocation should be 100%, indicating that the Recoveries are fully allocated. Recoveries/Other Fees Allocation (in Currency) should equal the full amount of the Gross Recoveries/Other Fees.
- Total Allocation (in %)** and **Total Allocation (in Currency)**: Indicates the amount of Total Invoiceable Fees allocated to External Parties, AY Internal Parties and Recoveries. Prior to leaving this tab, the Total Allocation should be 100%, indicating that all fees have been fully allocated. Total Allocation (in Currency) should equal the full dollar amount of the Total Invoiceable Fees.
- Error/Informational Message**: Indicates that the Commission Amount is not fully allocated to deal participants.

Parties					
EXTERNAL PARTIES COMMISSION (IN %) 18.65672	GROSS INTERNAL REVENUE COMMISSION (IN %) 74.62687	GROSS RECOVERIES/OTHER FEES (IN %) 6.71642	INTERNAL REVENUE ALLOCATION (IN %) 100.00000	RECOVERIES/OTHER FEES ALLOCATION (IN %) 100.00000	TOTAL ALLOCATION (IN %) 100.00000
EXTERNAL PARTIES COMMISSION (IN CURRENCY) 1,000.00	GROSS INTERNAL REVENUE COMMISSION (IN CURRENCY) 4,000.00	GROSS RECOVERIES/OTHER FEES (IN CURRENCY) 360.00	INTERNAL REVENUE ALLOCATION (IN CURRENCY) 4,000.00	RECOVERIES/OTHER FEES ALLOCATION (IN CURRENCY) 360.00	TOTAL ALLOCATION (IN CURRENCY) 5,360.00

7 You have allocated 8,900.00 on a deal worth 9,000.00. Please update Commission amounts. There is a difference of 100.00.

Deal Wizard: Recovery GL Accounts

The following GL accounts are enabled for use within the Deal Wizard in DMS:

Account Name	GL Account Impact
BK: COVI REIMB: Reimbursable Expenses – Consulting, Valuation, and Other	46950-000 Misc Recoveries – Consulting, Valuation, and Other
PJM: PJM REIM: Proj Mgmt Reimbursement	47200-000 Project Management Recoveries
PJM: Administrative Charge	49020-000 Miscellaneous Income

**AVISON
YOUNG**