

# **Regional Revenue Associate Training Spiff/SPM Financial Reports**

**AVISON  
YOUNG**



# Commission Reporting

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# Commission Reporting: What is Spiff?



# Commission Reports



- **Review IT-Managed Reporting**
  - Commission Received
  - AGP Reports
    - US Estimated and AGP Transaction Detail
    - CA AGP Transaction Detail
    - NonBroker AGP Transaction Detail
- **Self-run Reports through SPM Financial Reports**
  - Custom Revenue Report
  - Broker Revenue Report
- **Supporting Brokers**
- **Accessing Historical SAPC Files**
- **Security and Support**

# IT-Managed Reporting

## What is it?

On a daily basis, reports from Spiff will be generated by the FinApps AMS team (CGI), who will perform a series of validation checks and save the file(s) in a shared directory to be accessed by Accountants and RRAs. These include:

- CA AGP Transaction Detail
- US Estimated AGP Transaction Detail
- US AGP Transaction Detail
- Non-Broker AGP Transaction Detail
- Commission Received
- Commission Overpayment
- Fixed Value Expense Ledger

**Reports contain data recorded/updated in NetSuite up to the end of the previous day.**

Activity is integrated nightly from NetSuite DMS to Spiff for commission calculations and reporting.



# IT-Managed Reporting – Accessing Files

## Folder location & structure

You will receive an invitation to the Spiff folder in Box which will have two folders:

- **Weekly** (reports run by Pay Week)
- **YTD** (reports with YTD information)

To access a specific report in the weekly folder, navigate as follows:

Weekly → Month → Day → Report

**Files > SPIFF > WEEKLY > 2025-10 > 10-15 > CA AGP**

To access a report within the YTD folder, navigate as follows:

YTD → Month → Day → Report

**Files > SPIFF > YTD > 2025-10 > 10-15 > CA AGP**

## Rep Support

AGP and Commission Received reports will be available in two excel formats:

1. **Individual Rep files** – a separate folder containing individual files by Rep/Fee Earner
2. **Flat file** – all data for the period (Pay Week or YTD)

***This eliminates the need to filter, copy/paste, and resave the file*** and will be an easy way to provide Reps/Fee Earners with their financial information.

	NAME	UPDATED ↓	SIZE
1	 PRD - CA AGP Invoice Transaction Detail 2025-10-15	Oct 15, 2025 by Shyamkumar Sh...	372 Files
2	 PRD - CA AGP Invoice Transaction Detail 2025-10-15.xlsx	Oct 15, 2025 by Shyamkumar Sh...	4.5 MB

# IT-Managed Reporting

## Frequency and Timing

Reports will be posted in the shared Box folders every morning.

### Weekly

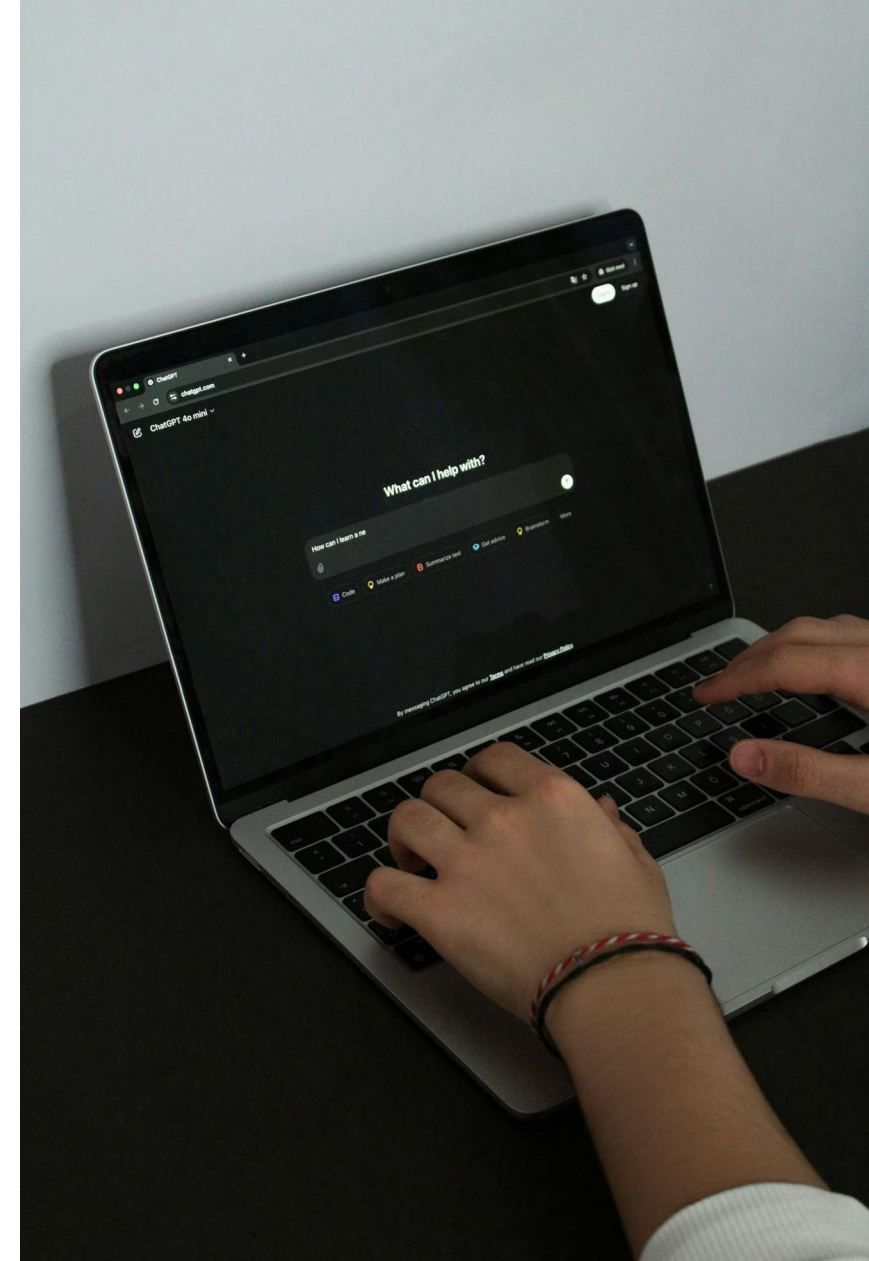
Report Name	Frequency	If not Daily, When?	Individual Rep Files?
Commission Received	Daily (for the full pay week)		Yes
Commission Overpayment	Weekly (for the full pay week)	Thursday	No

### YTD

Report Name	Frequency	If not Daily, When?	Individual Rep Files?
CA AGP Transaction Detail	Daily		Yes
US Estimated AGP Transaction Detail	Daily		No
US AGP Transaction Detail	Daily		Yes
Non Broker AGP Transaction Detail	Daily		Yes
Commission Received	Weekly	Thursday	Yes

# IT-Managed Reporting – Tips and Tricks

- 1. Filter the excel reports** to obtain the data you require
  - Reports can be filtered on any column to narrow down results to the data that is needed
- 2. NetSuite Deal IDs with leading zeroes**
  - Leading zeroes on NetSuite generated Deal IDs are being removed in the excel exports
  - Example: 00360149 shows on the report as 360149
- 3. Convert Values from Text to Number** and remove decimal places in the following columns:
  - Order ID
  - Deal ID
  - Invoice Number
- 4. Sort Sequence**
  - Especially important for AGP reporting – Sort in ascending order to put transactions in the correct order.



# Commission Received Report (1/2)

1. **Access** the Spiff folder on Box to access the report
  - a) For a yearly report – open the YTD Folder and access the report published weekly on Thursdays
  - b) For report for a specific pay week – open the Weekly folder and navigate to the desired pay week folder and open the most recently published report.
2. **Download a copy** of the report and save to the desired file location. **In Excel**, the report may be filtered or manipulated as needed to validate commission payroll. Filtering may be done on any column of the report. Suggested filters include:
  - **Subsidiary**
  - **Market Cost Center**
  - **Deal ID**
  - **Department**
  - **Compensation Date**

Files > SPIFF

NAME

YTD

WEEKLY

1

> 2025-10 > WK42 > 10-15

NAME

UPDATED ↓

SIZE

US EST AGP	Oct 16, 2025 by Shyamkumar Sh...	682 Files
US AGP	Oct 16, 2025 by Shyamkumar Sh...	630 Files
NON BROKERAGE	Oct 16, 2025 by Shyamkumar Sh...	54 Files
COMMISSION_RECEIVED	Oct 16, 2025 by Shyamkumar Sh...	305 Files
CA AGP	Oct 16, 2025 by Shyamkumar Sh...	373 Files
Fixed Value Expense Ledger	Oct 16, 2025 by Shyamkumar Sh...	54 Files
COMMISSION_OVERPAYMENT	Oct 13, 2025 by Jeanne Peterson	0 Files

# Commission Received Report (2/2)

- 1. Validate Commission Received:** Commission Received Report can be validated against the Cash Receipts report from NetSuite DMS for complete data. The PY- record ID displays on both Commission Received and Cash Receipts report in NetSuite DMS.
- 2. Validate Broker Splits:** Broker Split percentages can be validated against the AGP Transaction Detail Report in Spiff.

Department	Category	Primary Broker MCC	Rep	Payroll Name	HRIS ID	Payment ID Transaction	Payment ID2
SBK - Svc Line - Brokerage	1 - Default	19-EDMB - Edmonton Brokerage	David St. Cyr	KMK Developments Ltd.	8SYBVW0000K0	PY-131276	INP-150709
SBK - Svc Line - Brokerage	1 - Default	19-EDMB - Edmonton Brokerage	David St. Cyr	KMK Developments Ltd.	8SYBVW0000K0	PY-131277	INP-150710
SBK - Svc Line - Brokerage	1 - Default	19-EDMB - Edmonton Brokerage	Ryan Zabloski	Big Z Inc.	8SYBW40000K0	PY-131277	INP-150710
SBK - Svc Line - Brokerage	1 - Default	19-EDMB - Edmonton Brokerage	Ryan Zabloski	Big Z Inc.	8SYBW40000K0	PY-131276	INP-150709

1

Broker Transaction Production	Deal Allocation Payee Currency	FX Rate	OTTE Recovery Split %	Current Commission Split %	Net To Rep Currency	Net To Rep
3,870.07		1	60.00%	60.00%	CAD	2,322.04
2,322.05		1	60.00%	60.00%	CAD	1,393.23
2,322.04		1	70.00%	70.00%	CAD	1,625.43
3,870.08		1	70.00%	70.00%	CAD	2,709.06

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Note that Broker transaction production may be impacted by OTTE on the deal. Gross OTTE allocation can be found on the payment application (INP-xxxxx) in DMS.



# What is AGP?

**Annual Gross Production (AGP)** is the cumulative amount of Gross Production Credit within a calendar year to determine a Broker's Split.

*In the US*, there are two types of AGP:

**Estimated AGP** – calculated at the time of deal booking/invoice revenue recognition. Used by accounting to estimate the commission expense due to the broker for financial statements.

**AGP** – also known as Actual AGP, this is calculated at the time of payment application. This is used to calculate the broker's actual split percentage on this transaction.

*In Canada*, and for **Valuation Split Plans** there is only one type of AGP:

**AGP** – calculated at the time of deal booking/invoice revenue recognition. This is used to calculate the broker's actual split percentage on this transaction.

# Accessing AGP Reports

1. **Access** the Spiff folder on Box to access the report
  - a) Open the YTD Folder and access the most recently published AGP Report
2. **Download a copy** of the report and save to the desired file location. **In Excel**, the report may be filtered or manipulated as needed to validate commission payroll. Filtering may be done on any column of the report. Suggested filters include:
  - **Scope year**
  - **Rep (Broker)**
  - **Subsidiary**
  - **Market Cost Center**
  - **Deal ID**

Files > SPIFF

NAME

1

YTD

WEEKLY

> YTD > 2025-10 > 10-15

NAME

Fixed Value Expense Ledger

COMMISSION\_RECEIVED

CA AGP

US EST AGP

NON BROKERAGE

US AGP

**To view the AGP accumulations** in the correct order:

1. **Filter** the report by Scope Year and Rep (Broker).
2. **Sort** the report on Sort Sequence to order the line items.

# Reading the Report : US Estimated AGP Transaction Detail

## 1. Broker Details

- Subsidiary, MCC, Category, Department, HRIS ID, Rep (Broker)

## 2. Deal Details

- Order ID (*Invoice/Payment ID*), Deal Name, Deal ID, Invoice Number, Revenue Recognition Date, Due Date, Scope Year

## 3. Production Impact

- Gross Production Credit and Currency
- OTTE amount and Currency
- OTTE Recovery Amount and Currency – *amount deducted from applied payment*
- Cumulative AGP Value and currency
- Current Commission Split (%), Preferential Split (%) (*if applicable*), Commission Amount

## 4. Spiff Reporting Details

- Sort Sequence
- Compensation Date (*the date the data flowed into Spiff*)
- Posting Period

1

2

Subsidiary	MCC ID	MCC Name	Category	Department	HRIS ID	Rep	Order ID	Deal Name	Deal ID	Invoice Number	Line	Revenue Recognition Date	Due Date	Scope Year
Avison Young - South Carolina, Inc.	120	SCCHB - South Carolina Brokrag	1 - Default	SBK - Svc Line - Brokerage	LMPP5PJXV	Kaitlyn Bridges	20250625414310	SC-Tenant Rep-Curated Vacation Properties		500000082770		20250625414310	10-Jun-25	10-Jun-25 2025
Avison Young - South Carolina, Inc.	120	SCCHB - South Carolina Brokrag	1 - Default	SBK - Svc Line - Brokerage	LMPP5PJXV	Kaitlyn Bridges	20250725509601	SC-115 College Park Rd-The Roadshow Fireworks Stand		500000084595	1	20250725509601	1-Jul-25	30-Jun-25 2025
Avison Young - South Carolina, Inc.	120	SCCHB - South Carolina Brokrag	1 - Default	SBK - Svc Line - Brokerage	LMPP5PJXV	Kaitlyn Bridges	20250725516702	SC-1965 Riviera Drive, Suite 1_Kookoomokey, LLC		500000068062	1	20250725516702	2-Jul-25	30-Jun-25 2025
Avison Young - South Carolina, Inc.	120	SCCHB - South Carolina Brokrag	1 - Default	SBK - Svc Line - Brokerage	LMPP5PJXV	Kaitlyn Bridges	20250725516802	SC-1965 Riviera Drive, Suite 1_Kookoomokey, LLC		500000068062	1	20250725516802	2-Jul-25	1-Aug-25 2025
Avison Young - South Carolina, Inc.	120	SCCHB - South Carolina Brokrag	1 - Default	SBK - Svc Line - Brokerage	LMPP5PJXV	Kaitlyn Bridges	20250725521903	SC-720 Magnolia Rd, Ste. 5-Lowcountry Childbirth		500000084641	1	20250725521903	3-Jul-25	30-Jun-25 2025

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Gross Production Credit Currency	Gross Production Credit	OTTE Currency	OTTE	OTTE Recovery Currency	OTTE Recovery	Cumulative AGP Value Currency	Cumulative AGP Value	Current Commission Split %	Preferential Split %	Commission Amount	Sort Sequence	Compensation Date	Posting Period
USD	1,050.00	USD	0.00	USD	0.00	USD	1,050.00	50.00%	0.00%	525.00	1	10-Jun-25	30-Jun-25
USD	250.00	USD	0.00	USD	0.00	USD	1,300.00	50.00%	0.00%	125.00	2	1-Jul-25	30-Jun-25
USD	1,564.77	USD	0.00	USD	0.00	USD	2,864.77	50.00%	0.00%	782.39	3	2-Jul-25	30-Jun-25
USD	1,564.77	USD	0.00	USD	0.00	USD	4,429.54	50.00%	0.00%	782.39	4	2-Jul-25	30-Jun-25
USD	650.94	USD	0.00	USD	0.00	USD	5,080.48	50.00%	0.00%	325.47	5	3-Jul-25	30-Jun-25

# Reading the Report : US AGP Transaction Detail

## 1. Broker Details

- Subsidiary, MCC, Category, Department, HRIS ID, Rep (Broker)

## 2. Deal Details

- Order ID (*Payment ID*), Deal Name, Deal ID, Invoice Number, Revenue Recognition Date, Due Date, Scope Year

## 3. Production Impact

- Gross Production Credit and Currency
- OTTE amount (*Gross OTTE assigned to Party*) and Currency
- OTTE Recovery Amount and Currency - *amount deducted for party from applied payment*
- Cumulative AGP Value and currency
- Current Commission Split (%), Preferential Split (%) (*if applicable*), Commission Amount

## 4. Spiff Reporting Details

- Sort Sequence
- Compensation Date (*the date the data flowed into Spiff*)
- Posting Period

1

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Subsidiary	MCC ID	MCC Name	Category	Department	HRIS ID	Rep	Order ID	Deal Name	Deal ID	Invoice Number	Line	Revenue Recognition Date	Due Date	Scope Year
Avison Young - Chicago LLC	12	CHIB - Chicago Brokerage	1 - Default	SBK - Svc Line - Brokerage	USPAIYR5U	Adam Haefner	INP-135074	IL - 780 Belden - Transtar Industries	93036083398	20250124732906	1	31-Dec-24	6-Jan-25	2025
Avison Young - Chicago LLC	12	CHIB - Chicago Brokerage	1 - Default	SBK - Svc Line - Brokerage	USPAIYR5U	Adam Haefner	INP-138864	IL-760 Lakeside Dr- AUI Fine Foods Renewal	18453006536	20250224953527	1	3-Mar-25	21-Feb-25	2025
Avison Young - Chicago LLC	12	CHIB - Chicago Brokerage	1 - Default	SBK - Svc Line - Brokerage	USPAIYR5U	Adam Haefner	INP-138937	IL-9015 S Kedzie Ave- Reliable Wire & Cable Inc	14722651116	20250324969303	1	18-Mar-25	3-Mar-25	2025
Avison Young - Chicago LLC	12	CHIB - Chicago Brokerage	1 - Default	SBK - Svc Line - Brokerage	USPAIYR5U	Adam Haefner	INP-140885	IL-5420 W Roosevelt, Suite 226_Flex-Pack	500000065414	20250325021313	1	13-Mar-25	27-Mar-25	2025
Avison Young - Chicago LLC	12	CHIB - Chicago Brokerage	1 - Default	SBK - Svc Line - Brokerage	USPAIYR5U	Adam Haefner	INP-141047	IL - 5744 S. Western Avenue - Nathem Keshta	500000066679	20250425158509	1	23-Apr-25	10-Apr-25	2025

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Gross Production Credit Currency	Gross Production Credit	OTTE Currency	OTTE	OTTE Recovery Currency	OTTE Recovery	Accumulated Net Production Currency	Accumulated Net Production	Cumulative AGP Value Currency	Cumulative AGP Value	Current Commission Split %	Preferential Split %	Commission Currency	Commission	Sort Sequence	Compensation Date	Posting Period
USD	2,222.65	USD	0.00	USD	0.00			USD	2,222.65	50.00%	0.00%	USD	1,111.33	1	8-Jan-25	8-Jan-25
USD	12,411.50	USD	267.72	USD	133.86			USD	14,366.43	50.00%	0.00%	USD	6,071.89	2	18-Mar-25	18-Mar-25
USD	31,500.00	USD	0.00	USD	0.00			USD	45,866.43	50.00%	0.00%	USD	15,750.00	3	18-Mar-25	18-Mar-25
USD	1,013.00	USD	0.00	USD	0.00			USD	46,879.43	50.00%	0.00%	USD	506.50	4	22-Apr-25	22-Apr-25
USD	1,875.00	USD	0.00	USD	0.00			USD	48,754.43	50.00%	0.00%	USD	937.50	5	23-Apr-25	23-Apr-25

# Reading the Report : CA AGP Invoice Transaction Detail

## 1. Broker Details

- Subsidiary, MCC, HRIS ID, Broker Name

## 2. Deal Details

- Order ID (*Invoice/Payment ID*), Deal Name, Deal ID, Invoice Number, Revenue Recognition Date, Due Date, Compensation Date, Scope Year

## 3. Production Impact

- Gross Production Credit and Currency
- OTTE Amount and Currency (*reduction to AGP due to OTTE deduction, only calculated after payment received*)
- Cumulative AGP Value and Currency
- Current Commission Split (%), Preferential Split (%) (*if applicable*), Commission Amount

## 4. Spiff Reporting Details

- Sort Sequence
- Posting Period

Subsidiary	MCC	Category	HRIS ID	Rep	Order ID	Deal Name	Deal ID	Invoice Number	Line	Revenue Recognition Date	Due Date	Compensation Date	Scope Year
Avison Young Commercial Real Estate Services, LP	VANB - Vancouver Brokerage	1 - Default	BQKBKT0000K0	John Smith	20250124832130	BC - 201, 3380 David Ave, CoQ - Suen Consulting Inc oa CEF	114577593641	20250124832130	1	30-Jan-25	30-Jan-25	30-Jan-25	2025
Avison Young Commercial Real Estate Services, LP	VANB - Vancouver Brokerage	1 - Default	BQKBKT0000K0	John Smith	20250124833130	BC - 200, 758 Harbourside Dr, N.Van - Cadenza Music & Art L	4485709816	20250124833130	1	30-Jan-25	7-Feb-25	30-Jan-25	2025
Avison Young Commercial Real Estate Services, LP	VANB - Vancouver Brokerage	1 - Default	BQKBKT0000K0	John Smith	20250124832130	BC - 201, 3380 David Ave, CoQ - Suen Consulting Inc oa CEF	114577593641	20250124832130	2	30-Jan-25	30-Jan-25	11-Feb-25	2025
Avison Young Commercial Real Estate Services, LP	VANB - Vancouver Brokerage	1 - Default	BQKBKT0000K0	John Smith	20250124832130	BC - 201, 3380 David Ave, CoQ - Suen Consulting Inc oa CEF	114577593641	20250124832130	3	30-Jan-25	30-Jan-25	11-Feb-25	2025
Avison Young Commercial Real Estate Services, LP	VANB - Vancouver Brokerage	1 - Default	BQKBKT0000K0	John Smith	20250324983804	BC - 6330 Bav St. W. Van - Yaoh Hospitality Inc	4149015758	20250324983804	1	5-Mar-25	1-Jun-25	4-Mar-25	2025

Gross Production Credit Currency	Gross Production Credit	OTTE Currency	OTTE	Cumulative AGP Value Currency	Cumulative AGP Value	Current Commission Split %	Preferential Split %	Commission Amount	Sort Sequen	Posting Period
CAD	16,783.00	CAD	0.00	CAD	16,783.00	50.00%	0.00%	8,391.50	1	31-Jan-25
CAD	3,422.47	CAD	0.00	CAD	20,205.47	50.00%	0.00%	1,711.24	2	31-Jan-25
CAD	-16,783.00	CAD	0.00	CAD	3,422.47	50.00%	0.00%	-8,391.50	3	28-Feb-25
CAD	15,943.85	CAD	0.00	CAD	19,366.32	50.00%	0.00%	7,971.93	4	28-Feb-25
CAD	7,064.40	CAD	0.00	CAD	26,430.72	50.00%	0.00%	3,532.20	5	28-Feb-25

# Reading the Report : Non-Broker AGP Invoice Transaction Detail (1/4)

## 1. Broker Details

- Subsidiary, MCC, Category, HRIS ID, Rep (Broker Name)

## 2. Deal Details

- Order ID (Invoice/Payment ID), Deal Name, Deal ID, Invoice Number, Line, Subline, Revenue Recognition Date, Due Date, Scope Year

## 3. Production Impact

- Gross Production Credit and Currency
- OTTE Amount and Currency (reduction to AGP due to OTTE deduction)
- Net Production and Currency
- Role
- Cumulative AGP Value and Currency
- Direct Pay and Currency
- Current Commission Split (%), Preferential Split (%) (if applicable), NonBroker Commission Amount and Currency
- OTTE Recovery and Currency, OTBE Amount and Currency
- Net Commission Amount and Currency (after OTTE and OTBE deductions)

## 4. Spiff Reporting Details

- Sort Sequence
- Compensation Date
- Sort Sequence 2 (sort sequence by role)

1

2

Subsidiary	MCC	Category	HRIS ID	Rep	Order ID	Deal Name	Deal ID	Invoice Number	Line	Subline	Revenue Recognition Date	Due Date	Scope Year
Avison Young - New York LLC	NYVAL - New York Valuation	1 - Default	HYWDFNXXE	William Picoli	20250124814328	NY - 2024-172-b - 205 East 63rd Street Corp. - 205 E 63rd Street	0020240172-02	20250124814328	1	1	28-Jan-25	28-Jan-25	2025
Avison Young - New York LLC	NYVAL - New York Valuation	1 - Default	HYWDFNXXE	William Picoli	20240824059719	NY - 2024-325 - Garage Management Company - 159 East 62nd Street	20240325	20240824059719	1	3	29-Jan-25	29-Jan-25	2025
Avison Young - New York LLC	NYVAL - New York Valuation	1 - Default	HYWDFNXXE	William Picoli	20240824059819	NY - 2024-325 - Garage Management Company - 159 East 62nd Street	20240325	20240824059819	1	3	29-Jan-25	29-Jan-25	2025
Avison Young - New York LLC	NYVAL - New York Valuation	1 - Default	HYWDFNXXE	William Picoli	20250124814928	NY - 2024-172-b - 205 East 63rd Street Corp. - 205 E 63rd Street	0020240172-02	20250124814928	1	1	28-Jan-25	21-Feb-25	2025
Avison Young - New York LLC	NYVAL - New York Valuation	1 - Default	HYWDFNXXE	William Picoli	20240824059719	NY - 2024-325 - Garage Management Company - 159 East 62nd Street	20240325	20240824059719	1	1	29-Jan-25	29-Jan-25	2025
Avison Young - New York LLC	NYVAL - New York Valuation	1 - Default	HYWDFNXXE	William Picoli	20241124425501	NY - 2024-432 - Lawrence N. Friedland - 142 East 31st Street & 109-111 East 82nd	20240432	20241124425501	1	3	21-Feb-25	21-Feb-25	2025
Avison Young - New York LLC	NYVAL - New York Valuation	1 - Default	HYWDFNXXE	William Picoli	20240824059719	NY - 2024-325 - Garage Management Company - 159 East 62nd Street	20240325	20240824059719	1	2	29-Jan-25	29-Jan-25	2025

FX Rate	Gross Production Credit Currency	Gross Production Credit	OTTE Currency	OTTE	Net Production Currency	Net Production	Role	Cumulative AGP Value Currency	Cumulative AGP Value	Direct Pay Currency	Direct Pay	Current Commission Split (%)	Preferential Split %	Non Broker Commission Amount Currency
USD		38,000.00	USD	0.00	USD	38,000.00	Appraiser	USD	38,000.00	0.00	0.00	50.00%	0.00%	USD
USD		162.50	USD	0.00	USD	162.50	Reviewer	USD	162.50	0.00	162.50	100.00%	0.00%	USD
USD		162.50	USD	0.00	USD	162.50	Reviewer	USD	0.00	0.00	162.50	100.00%	0.00%	USD
USD		19,000.00	USD	0.00	USD	19,000.00	Appraiser	USD	57,000.00	0.00	0.00	50.00%	0.00%	USD
USD		162.50	USD	0.00	USD	162.50	Inspector	USD	57,162.50	0.00	0.00	50.00%	0.00%	USD
USD		300.00	USD	0.00	USD	300.00	Reviewer	USD	0.00	0.00	300.00	100.00%	0.00%	USD
USD		325.00	USD	0.00	USD	325.00	Originator	USD	57,487.50	0.00	0.00	50.00%	0.00%	USD

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Non Broker Commission Amount	OTTE Recovery Currency	OTTE Recovery	OTBE Amount* Currency	OTBE Amount*	Net Commissions Non Broker Currency	Net Commissions Non Broker	Sort Sequence	Compensation Date	Statement Last Calc Date	Sort Sequence 2
19,000.00	USD	0.00	USD	0.00	USD	19,000.00	1	28-Jan-25	10/11/2025	Non-Reviewer - 1
162.50	USD	0.00	USD	0.00	USD	162.50	1	29-Jan-25	10/11/2025	Reviewer - 1
162.50	USD	0.00	USD	0.00	USD	162.50	2	29-Jan-25	10/11/2025	Reviewer - 2
9,500.00	USD	0.00	USD	0.00	USD	9,500.00	2	28-Jan-25	10/11/2025	Non-Reviewer - 2
81.25	USD	0.00	USD	0.00	USD	81.25	3	29-Jan-25	10/11/2025	Non-Reviewer - 3
300.00	USD	0.00	USD	0.00	USD	300.00	3	21-Feb-25	10/11/2025	Reviewer - 3
162.50	USD	0.00	USD	0.00	USD	162.50	4	29-Jan-25	10/11/2025	Non-Reviewer - 4

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# Reading the Report : Non-Broker AGP Transaction Detail (2/4)

Please review the added fields/functions on the AGP report for Non-brokerage parties. This may be used for Production and Commission validations.

- 1. Line** - Line indicates the line item of the invoice this row represents. The first time the deal integrates to SAPC, a Line 1 is created for each allocation of each invoice for each party. If the deal is later adjusted, a negative line 2 is created to reverse line 1 and a Line 3 is created for the new allocation for each party. This continues as adjustments are processed through the system, *even lines are reversals* of previous lines and *odd lines represent the new allocation amount*.
- 2. Subline** - The Subline has been added for non-brokerage parties. A Subline 2 indicates if a party has more than one role and if there are changes to a role. As adjustments are processed, the system will add new sublines if additional role changes are made. This function allows the user to keep track of various roles one party has on a particular transaction.
- 3. Scope Year** - Year in which revenue was recognized, which dictates the party's scope year for split calculations.
- 4. FX Rate** - The Foreign Exchange (FX) rate indicates if the deal was booked in a different currency than the party's local currency. If the deal and local currency are the same, then a rate of 1 displays. All currency amounts on this report will be displayed in the party's local currency.

Deal ID	Invoice Number	Line	Subline	Revenue Recognition Date	Due Date	Scope Year	FX Rate	Gross Production Credit Currency	Gross Production Credit	OTTE Currency	OTTE	Net Production Currency	Net Production	Role
362721	20250925816609	1	1	9-Sep-25	9-Sep-25	2025	1	CAD	4,500.00	CAD	0.00	CAD	4,500.00	Appraiser
362563	20250925820309	1	1	9-Sep-25	9-Sep-25	2025	1	CAD	3,000.00	CAD	0.00	CAD	3,000.00	Appraiser
362287	20250925819909	1	1	9-Sep-25	9-Sep-25	2025	1	CAD	4,500.00	CAD	157.50	CAD	4,342.50	Appraiser
362725	20250925818309	1	1	10-Sep-25	10-Sep-25	2025	1	CAD	3,000.00	CAD	75.00	CAD	2,925.00	Appraiser
362714	20250925815209	1	1	9-Sep-25	9-Sep-25	2025	1	CAD	900.00	CAD	0.00	CAD	900.00	Appraiser
362737	20250925822010	1	1	10-Sep-25	10-Sep-25	2025	1	CAD	700.00	CAD	0.00	CAD	700.00	Appraiser
362738	20250925822410	1	1	10-Sep-25	10-Sep-25	2025	1	CAD	2,200.00	CAD	0.00	CAD	2,200.00	Appraiser
362477	20250925823810	1	1	10-Sep-25	10-Sep-25	2025	1	CAD	1,300.00	CAD	0.00	CAD	1,300.00	Appraiser
362744	20250925824110	1	1	10-Sep-25	10-Sep-25	2025	1	CAD	3,000.00	CAD	0.00	CAD	3,000.00	Appraiser
362710	20250925814209	1	1	9-Sep-25	9-Sep-25	2025	1	CAD	1,500.00	CAD	0.00	CAD	1,500.00	Appraiser
362705	20250925813108	1	1	8-Sep-25	8-Sep-25	2025	1	CAD	1,500.00	CAD	0.00	CAD	1,500.00	Appraiser
362335	20250925812408	1	1	8-Sep-25	8-Sep-25	2025	1	CAD	1,250.00	CAD	0.00	CAD	1,250.00	Appraiser
362396	20250925811908	1	1	8-Sep-25	8-Sep-25	2025	1	CAD	3,500.00	CAD	0.00	CAD	3,500.00	Appraiser
362376	20250925809205	1	1	5-Sep-25	5-Sep-25	2025	1	CAD	4,500.00	CAD	0.00	CAD	4,500.00	Appraiser
362689	20250925809005	1	1	5-Sep-25	5-Sep-25	2025	1	CAD	180.06	CAD	0.00	CAD	180.06	Appraiser
362689	20250925808905	1	1	5-Sep-25	5-Sep-25	2025	1	CAD	18.46	CAD	0.00	CAD	18.46	Appraiser
362735	20250925821610	1	1	10-Sep-25	10-Sep-25	2025	1	CAD	4,200.00	CAD	147.00	CAD	4,053.00	Appraiser
362689	20250925808805	1	1	5-Sep-25	5-Sep-25	2025	1	CAD	858.74	CAD	0.00	CAD	858.74	Appraiser
362689	20250925808705	1	1	5-Sep-25	5-Sep-25	2025	1	CAD	1,372.74	CAD	0.00	CAD	1,372.74	Appraiser
362338	20250925825110	1	1	10-Sep-25	10-Sep-25	2025	1	CAD	850.00	CAD	0.00	CAD	850.00	Appraiser

# Reading the Report : Non Broker AGP Transaction Detail (3/4)

5. **Gross Production Credit** – If the allocation for the party is attributed to production and commission is calculated via a split plan, the allocation amount displays in this column and contributes to Accumulated AGP.
6. **OTTE** – Amount of OTTE allocated to this party for this invoice, according to the Expenses tab in the Deal Wizard. Deducted from Production at the time of Revenue recognition.
7. **Net Production** – A party's net production after OTTE deduction for this row. Calculated as Gross Production Credit minus OTTE.
8. **Role** – The party's role for this allocation at the time this line was integrated from NetSuite DMS.

Deal ID	Invoice Number	Line	Subline	Revenue Recognition Date	Due Date	Scope Year	FX Rate	Gross Production Credit Currency	Gross Production Credit	OTTE Currency	OTTE	Net Production Currency	Net Production	Role
362721	20250925816609	1	1	9-Sep-25	9-Sep-25	2025		1 CAD	4,500.00	CAD	0.00	CAD	4,500.00	Appraiser
362563	20250925820309	1	1	9-Sep-25	9-Sep-25	2025		1 CAD	3,000.00	CAD	0.00	CAD	3,000.00	Appraiser
362287	20250925819909	1	1	9-Sep-25	9-Sep-25	2025		1 CAD	4,500.00	CAD	157.50	CAD	4,342.50	Appraiser
362725	20250925818309	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	3,000.00	CAD	75.00	CAD	2,925.00	Appraiser
362714	20250925815209	1	1	9-Sep-25	9-Sep-25	2025		1 CAD	900.00	CAD	0.00	CAD	900.00	Appraiser
362737	20250925822010	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	700.00	CAD	0.00	CAD	700.00	Appraiser
362738	20250925822410	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	2,200.00	CAD	0.00	CAD	2,200.00	Appraiser
362477	20250925823810	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	1,300.00	CAD	0.00	CAD	1,300.00	Appraiser
362744	20250925824110	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	3,000.00	CAD	0.00	CAD	3,000.00	Appraiser
362710	20250925814209	1	1	9-Sep-25	9-Sep-25	2025		1 CAD	1,500.00	CAD	0.00	CAD	1,500.00	Appraiser
362705	20250925813108	1	1	8-Sep-25	8-Sep-25	2025		1 CAD	1,500.00	CAD	0.00	CAD	1,500.00	Appraiser
362335	20250925812408	1	1	8-Sep-25	8-Sep-25	2025		1 CAD	1,250.00	CAD	0.00	CAD	1,250.00	Appraiser
362396	20250925811908	1	1	8-Sep-25	8-Sep-25	2025		1 CAD	3,500.00	CAD	0.00	CAD	3,500.00	Appraiser
362376	20250925809205	1	1	5-Sep-25	5-Sep-25	2025		1 CAD	4,500.00	CAD	0.00	CAD	4,500.00	Appraiser
362689	20250925809005	1	1	5-Sep-25	5-Sep-25	2025		1 CAD	180.06	CAD	0.00	CAD	180.06	Appraiser
362689	20250925808905	1	1	5-Sep-25	5-Sep-25	2025		1 CAD	18.46	CAD	0.00	CAD	18.46	Appraiser
362735	20250925821610	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	4,200.00	CAD	147.00	CAD	4,053.00	Appraiser
362689	20250925808805	1	1	5-Sep-25	5-Sep-25	2025		1 CAD	858.74	CAD	0.00	CAD	858.74	Appraiser
362689	20250925808705	1	1	5-Sep-25	5-Sep-25	2025		1 CAD	1,372.74	CAD	0.00	CAD	1,372.74	Appraiser
362338	20250925825110	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	850.00	CAD	0.00	CAD	850.00	Appraiser
359792	20250925825810	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	1,500.00	CAD	0.00	CAD	1,500.00	Appraiser
362755	20250925833310	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	1,140.00	CAD	45.00	CAD	1,095.00	Appraiser
362751	20250925827710	1	1	10-Sep-25	10-Sep-25	2025		1 CAD	3,400.00	CAD	0.00	CAD	3,400.00	Appraiser
362543	20250825754926	2	1	26-Aug-25	26-Aug-25	2025		1 CAD	-1,800.00	CAD	0.00	CAD	-1,800.00	Appraiser
362543	20250825754926	3	1	26-Aug-25	26-Aug-25	2025		1 CAD	1,800.00	CAD	0.00	CAD	1,800.00	Appraiser
362514	20250925807005	1	1	5-Sep-25	5-Sep-25	2025		1 CAD	500.00	CAD	0.00	CAD	500.00	Appraiser
362685	20250925807805	1	1	5-Sep-25	5-Sep-25	2025		1 CAD	5.00	CAD	0.00	CAD	5.00	Reviewer
362387	20250925808505	1	1	5-Sep-25	5-Sep-25	2025		1 CAD	4,200.00	CAD	0.00	CAD	4,200.00	Appraiser

# Reading the Report : Non Broker AGP Transaction Detail (4/4)

**10. Cumulative AGP Value** – The running total of AGP for a particular party in the indicated Scope Year. Accumulates values from the Net Production column for roles subject to split calculations.

**11. Direct Pay** – If a Reviewer role is used and the party is paid 100% of the allocation, AGP is not accumulated. These values are added to the Direct Pay column and are paid at 100%.

**12. Non Broker Commission Amount**– The Party's commission before OTTE and OTBE deductions. Calculated as Gross Production Credit x Commission Split (%).

**13. OTTE Recovery** – The amount of OTTE deducted from the party's commission after split. Calculated as OTTE x OTTE Commission Rate.

**14. OTBE Amount** – The amount of OTBE allocated to this party for this invoice, according to the Expenses tab in the Deal Wizard. Deducted at the time of Revenue recognition.

**15. Net Commissions Non Broker** – Net Commissions due to the Party for this row. This is the Gross Commission minus OTTE Recovery and OTBE.

10		11		12			13		14		15		
Cumulative AGP Value Currency	Cumulative AGP Value	Direct Pay Currency	Direct Pay	Current Commission Split (%)	Preferential Split %	Non Broker Commission Amount Currency	Non Broker Commission Amount	OTTE Recovery Currency	OTTE Recovery	OTBE Amount* Currency	OTBE Amount*	Net Commissions Non Broker Currency	Net Commissions Non Broker
CAD	772,064.44		0.00	65.00%	0.00%	CAD	2,925.00	CAD	0.00	CAD	0.00	CAD	2,925.00
CAD	779,406.94		0.00	65.00%	0.00%	CAD	1,950.00	CAD	0.00	CAD	0.00	CAD	1,950.00
CAD	776,406.94		0.00	65.00%	0.00%	CAD	2,925.00	CAD	102.38	CAD	1,500.00	CAD	1,322.63
CAD	782,331.94		0.00	65.00%	0.00%	CAD	1,950.00	CAD	48.75	CAD	0.00	CAD	1,901.25
CAD	767,564.44		0.00	65.00%	0.00%	CAD	585.00	CAD	0.00	CAD	0.00	CAD	585.00
CAD	787,084.94		0.00	65.00%	0.00%	CAD	455.00	CAD	0.00	CAD	0.00	CAD	455.00
CAD	789,284.94		0.00	65.00%	0.00%	CAD	1,430.00	CAD	0.00	CAD	0.00	CAD	1,430.00
CAD	790,584.94		0.00	65.00%	0.00%	CAD	845.00	CAD	0.00	CAD	0.00	CAD	845.00
CAD	793,584.94		0.00	65.00%	0.00%	CAD	1,950.00	CAD	0.00	CAD	500.00	CAD	1,450.00
CAD	766,664.44		0.00	65.00%	0.00%	CAD	975.00	CAD	0.00	CAD	0.00	CAD	975.00
CAD	765,164.44		0.00	65.00%	0.00%	CAD	975.00	CAD	0.00	CAD	0.00	CAD	975.00
CAD	763,664.44		0.00	65.00%	0.00%	CAD	812.50	CAD	0.00	CAD	0.00	CAD	812.50
CAD	762,414.44		0.00	65.00%	0.00%	CAD	2,275.00	CAD	0.00	CAD	0.00	CAD	2,275.00
CAD	758,914.44		0.00	65.00%	0.00%	CAD	2,925.00	CAD	0.00	CAD	0.00	CAD	2,925.00
CAD	754,414.44		0.00	65.00%	0.00%	CAD	117.04	CAD	0.00	CAD	0.00	CAD	117.04
CAD	754,234.38		0.00	65.00%	0.00%	CAD	12.00	CAD	0.00	CAD	0.00	CAD	12.00
CAD	786,384.94		0.00	65.00%	0.00%	CAD	2,730.00	CAD	95.55	CAD	0.00	CAD	2,634.45
CAD	754,215.92		0.00	65.00%	0.00%	CAD	558.18	CAD	0.00	CAD	0.00	CAD	558.18
CAD	753,357.18		0.00	65.00%	0.00%	CAD	892.28	CAD	0.00	CAD	0.00	CAD	892.28
CAD	794,434.94		0.00	65.00%	0.00%	CAD	552.50	CAD	0.00	CAD	0.00	CAD	552.50
CAD	795,934.94		0.00	65.00%	0.00%	CAD	975.00	CAD	0.00	CAD	0.00	CAD	975.00
CAD	800,429.94		0.00	65.00%	0.00%	CAD	741.00	CAD	29.25	CAD	0.00	CAD	711.75
CAD	799,334.94		0.00	65.00%	0.00%	CAD	2,210.00	CAD	0.00	CAD	700.00	CAD	1,510.00
CAD	757,114.44		0.00	65.00%	0.00%	CAD	-1,170.00	CAD	0.00	CAD	0.00	CAD	-1,170.00
CAD	758,914.44		0.00	65.00%	0.00%	CAD	1,170.00	CAD	0.00	CAD	0.00	CAD	1,170.00
CAD	747,784.44		0.00	65.00%	0.00%	CAD	325.00	CAD	0.00	CAD	0.00	CAD	325.00
	0.00 CAD		5.00	100.00%	0.00%	CAD	5.00 CAD		0.00 CAD		0.00 CAD		5.00

# SPM Financial Reports

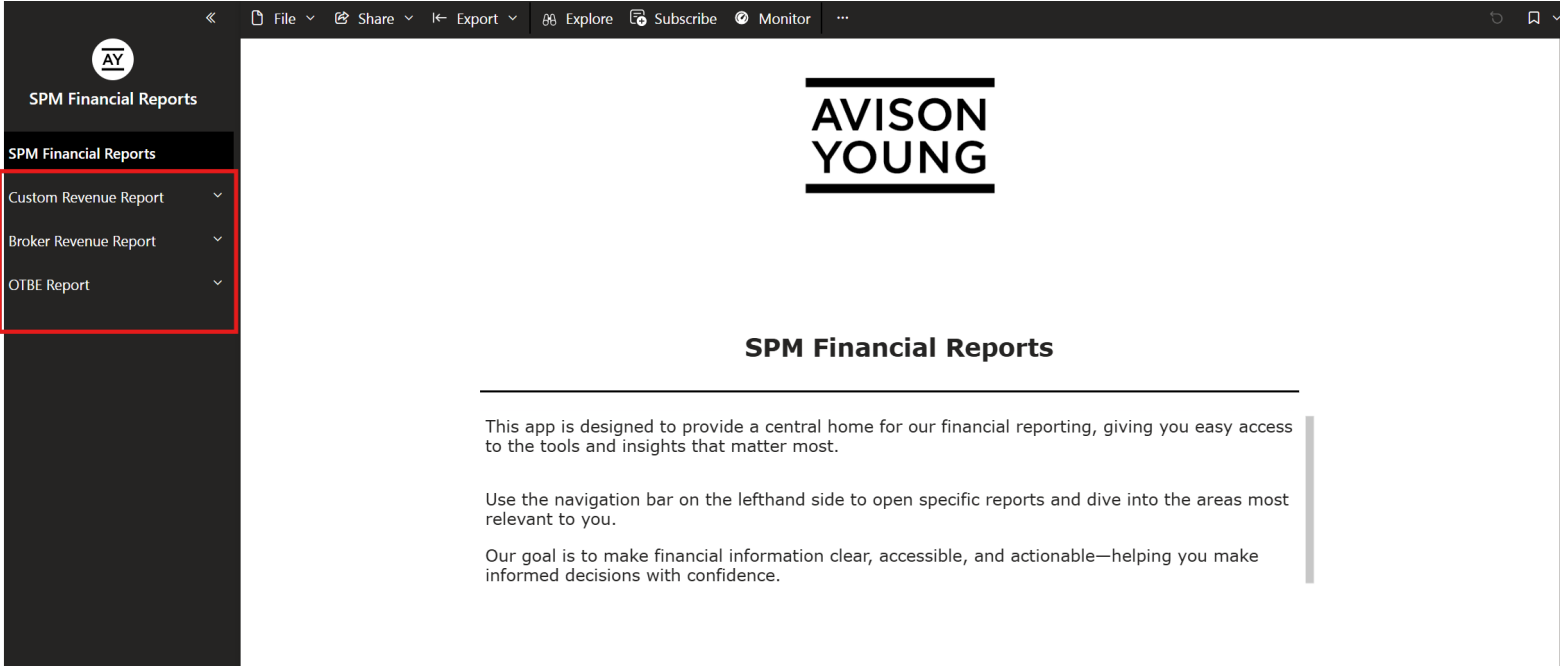
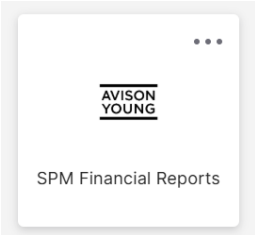
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# Self-Run Reporting

## SPM Financial Reports

Access SPM Financial Reports via your Okta Dashboard:



Reports accessible via this tool:

- OTBE Report
- Broker Revenue Report
- Custom Revenue Report

### Missing the SPM Financial Reports tile?

Send request for access to [financeappsupport@avisonyoung.com](mailto:financeappsupport@avisonyoung.com).



# Self-Run Reporting

1. **Open Report** in the current tab by clicking on the required report name.
2. **Collapse the side filter pane** as this will not be used in SPM reporting.  
**NOTE:** *This differs from functionality on the AnalyticsHub Reports.*
3. **Open the Custom Filters** via the custom icon in the upper right of the report.

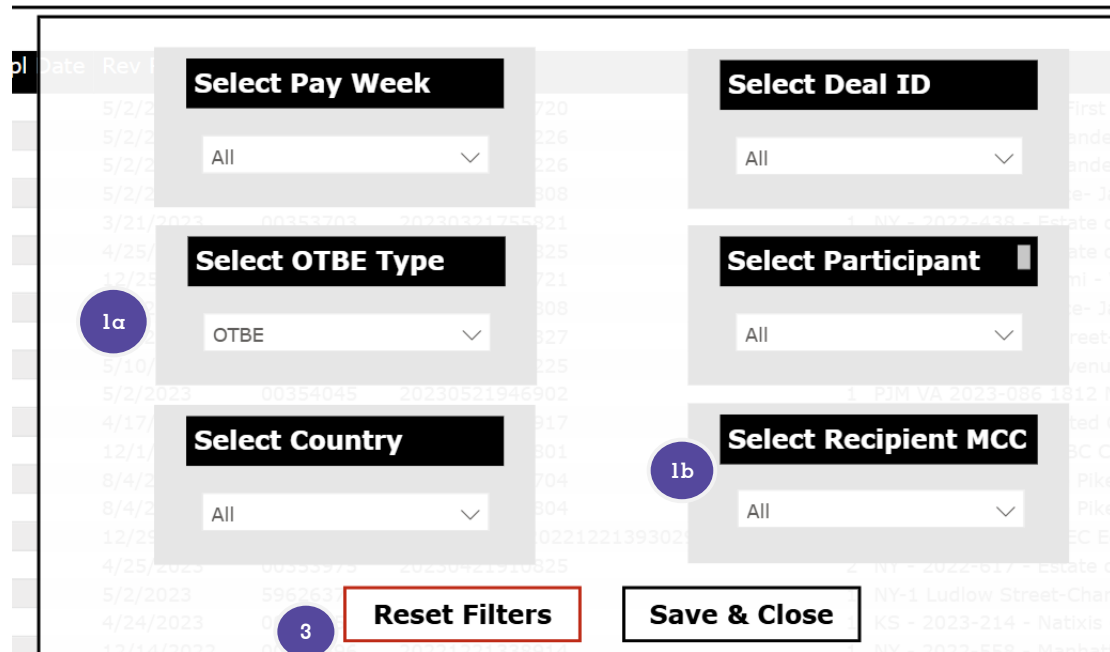
The screenshot shows the AVISON YOUNG OTBE Report interface. On the left, a sidebar lists 'SPM Financial Reports' with 'OTBE Report' selected. The main area displays a table with columns: Pay Week, OTBE Type, Payment ID, Compensation Date, Payment Appl Date, Rev Rec Date, Deal ID, Invoice ID, Line, and Deal Name. The table contains multiple rows of data. On the right, a 'Filters' pane is collapsed. A 'Custom Filters' icon is circled in the top right of the report area.

Pay Week	OTBE Type	Payment ID	Compensation Date	Payment Appl Date	Rev Rec Date	Deal ID	Invoice ID	Line	Deal Name
Y23-W18 04.27-05.03	Staff Bonus	INP-100559	5/1/2023	4/27/2023	5/1/2023	00354000	20230521932501	1	ON - TORVAL - 1805 Tecumseh Road West - TOR2
Y23-W18 04.27-05.03	Staff Bonus	INP-100559	4/27/2023	4/27/2023	5/17/2022	4653293040	20220520311117	1	CGY - 8 Nolan Hill Blvd NW - Glow Up Lab Ltd. - A
Y23-W18 04.27-05.03	Staff Bonus	INP-100559	4/27/2023	4/27/2023	5/17/2022	4653293040	20220520311117	1	CGY - 8 Nolan Hill Blvd NW - Glow Up Lab Ltd. - A
Y23-W18 04.27-05.03	Staff Bonus	INP-100573	4/27/2023	4/27/2023	4/10/2023	6616031180	20230421848910	1	MN - 350 Burnsville Pkwy, Burnsville - Cambria M
Y23-W18 04.27-05.03	Staff Bonus	INP-100573	4/27/2023	4/27/2023	4/10/2023	6616031180	20230421848910	1	MN - 350 Burnsville Pkwy, Burnsville - Cambria M
Y23-W18 04.27-05.03	Staff Bonus	INP-100573	4/27/2023	4/27/2023	4/10/2023	6616031180	20230421848910	1	MN - 350 Burnsville Pkwy, Burnsville - Cambria M
Y23-W18 04.27-05.03	Staff Bonus	INP-100576	4/27/2023	4/27/2023	2/15/2023	5655798479	20230221592315	1	BC - #202 - 333 E Broadway - BEST GRAPHIC DE
Y23-W18 04.27-05.03	Staff Bonus	INP-100592	4/28/2023	4/28/2023	4/28/2023	6239827400	20230421927528	1	NC - 160 MacGregor Pines Drive Sale
Y23-W18 04.27-05.03	Staff Bonus	INP-100593	4/28/2023	4/28/2023	3/21/2023	6497502655	20230321756021	1	GA-6580 Jimmy Carter Blvd-Brook Furniture-2nd
Y23-W18 04.27-05.03	Staff Bonus	INP-100602	4/28/2023	4/28/2023	4/28/2023	3832331970	20230421883619	1	NY- 214 W 29th Street- Techstars Central LLC- We
Y23-W18 04.27-05.03	Staff Bonus	INP-100610	4/28/2023	4/28/2023	4/20/2023	6628086758	20230421892220	1	CA-480 Harley Knox Blvd. - First Industrial Acquis
Y23-W18 04.27-05.03	Staff Bonus	INP-100611	4/28/2023	4/28/2023	3/9/2023	6750115811	20230321697809	1	FL - 8151 Peters Rd - Coastal Wealth renewal 202
Y23-W18 04.27-05.03	Staff Bonus	INP-100611	4/28/2023	4/28/2023	3/9/2023	6750115811	20230321697809	1	FL - 8151 Peters Rd - Coastal Wealth renewal 202
Y23-W18 04.27-05.03	Staff Bonus	INP-100611	4/28/2023	4/28/2023	3/9/2023	6750115811	20230321697809	1	FL - 8151 Peters Rd - Coastal Wealth renewal 202
Y23-W18 04.27-05.03	Staff Bonus	INP-100615	4/28/2023	4/28/2023	3/14/2023	6403014847	20230321717114	1	FL-Listing-200 SE 1st-Suite 705-Optima Partners -
Y23-W18 04.27-05.03	Staff Bonus	INP-100615	4/28/2023	4/28/2023	3/14/2023	6403014847	20230321717114	1	FL-Listing-200 SE 1st-Suite 705-Optima Partners -
Y23-W18 04.27-05.03	Staff Bonus	INP-100615	4/28/2023	4/28/2023	3/14/2023	6403014847	20230321717114	1	FL-Listing-200 SE 1st-Suite 705-Optima Partners -
Y23-W18 04.27-05.03	Staff Bonus	INP-100615	4/28/2023	4/28/2023	3/14/2023	6403014847	20230321717114	1	FL-Listing-200 SE 1st-Suite 705-Optima Partners -
Y23-W18 04.27-05.03	Staff Bonus	INP-100616	4/28/2023	4/28/2023	3/14/2023	6403014847	20230321717214	1	FL-Listing-200 SE 1st-Suite 705-Optima Partners -
Y23-W18 04.27-05.03	Staff Bonus	INP-100616	4/28/2023	4/28/2023	3/14/2023	6403014847	20230321717214	1	FL-Listing-200 SE 1st-Suite 705-Optima Partners -
Y23-W18 04.27-05.03	Staff Bonus	INP-100616	4/28/2023	4/28/2023	3/14/2023	6403014847	20230321717214	1	FL-Listing-200 SE 1st-Suite 705-Optima Partners -
Y23-W18 04.27-05.03	Staff Bonus	INP-100627	5/1/2023	5/1/2023	7/20/2022	5099147249	20220720640120	1	BC - 200 - 375 Water Street, Vancouver - Moore E
Y23-W18 04.27-05.03	Staff Bonus	INP-100633	5/1/2023	5/1/2023	4/26/2023	5862021889	20230421904824	1	OK - Closed Executive Inn, Alva
Y23-W18 04.27-05.03	Staff Bonus	INP-100633	5/1/2023	5/1/2023	4/26/2023	5862021889	20230421904824	1	OK - Closed Executive Inn, Alva
Y23-W18 04.27-05.03	Staff Bonus	INP-100633	5/1/2023	5/1/2023	4/26/2023	5862021889	20230421904824	1	OK - Closed Executive Inn, Alva
Y23-W18 04.27-05.03	Staff Bonus	INP-100640	5/1/2023	5/1/2023	2/21/2023	6662822863	20230221609421	1	ON - 6355 Viscount Rd. - 10000428884 Ontario Ir
Y23-W18 04.27-05.03	Staff Bonus	INP-100640	5/1/2023	5/1/2023	2/21/2023	6662822863	20230221609421	1	ON - 6355 Viscount Rd. - 10000428884 Ontario Ir
Y23-W18 04.27-05.03	Staff Bonus	INP-100640	5/1/2023	5/1/2023	2/21/2023	6662822863	20230221609421	1	ON - 6355 Viscount Rd. - 10000428884 Ontario Ir
Y23-W18 04.27-05.03	Staff Bonus	INP-100645	5/1/2023	5/1/2023	3/23/2023	6939368939	20230321772223	1	CGY - Blowers & Grafton Enterprises Inc. - AB
Y23-W18 04.27-05.03	Staff Bonus	INP-100645	5/1/2023	5/1/2023	3/23/2023	6939368939	20230321772223	1	CGY - Blowers & Grafton Enterprises Inc. - AB
Y23-W18 04.27-05.03	Staff Bonus	INP-100649	5/1/2023	5/1/2023	4/28/2023	7056221633	20230421819804	1	TX - 4690 Kendrick Plaza - Maymar Marine Supply
Y23-W18 04.27-05.03	Staff Bonus	INP-100649	5/1/2023	5/1/2023	4/28/2023	7056221633	20230421819804	1	TX - 4690 Kendrick Plaza - Maymar Marine Supply
Y23-W18 04.27-05.03	Staff Bonus	INP-100655	5/1/2023	5/1/2023	4/19/2023	7057314264	20230421883019	1	FLL - 1000 Sawgrass Corporate Pky - Haymarket I

# Self-Run Reporting

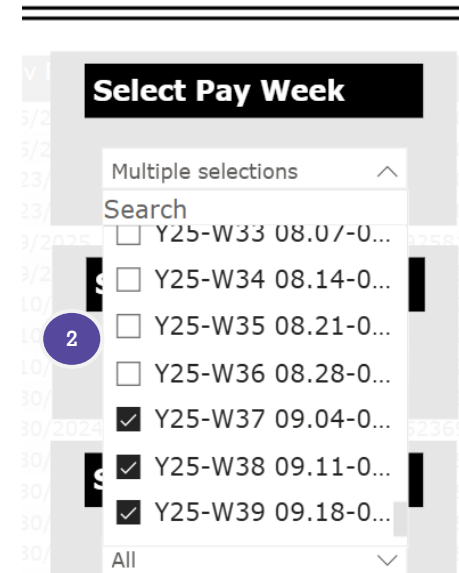
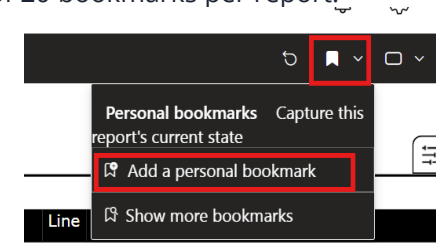
## Filtering:

1. Select desired filter parameters and click *Save & Close*. The data in the background will refresh as filters are selected.
2. All filters have multi-select capabilities. Click on the selections you wish to view.
  - If the filter does not allow multiple clicks, hold down the Ctrl key while clicking the required selections.
3. Filters are “sticky” and will prepopulate based on the last time the report was run. To reset and start over, click *Reset Filters*.



## Helpful Hint:

Use Bookmarks to save a specific set of frequently used filters to save time. Once filters are set and saved, click on the bookmark icon on the upper right corner, and then select “Add a personal bookmark”. You may create and save multiple bookmarks, up to a maximum of 20 bookmarks per report.

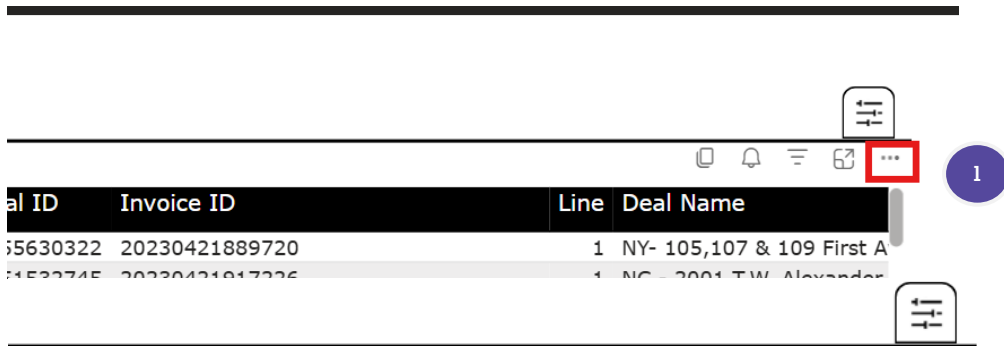


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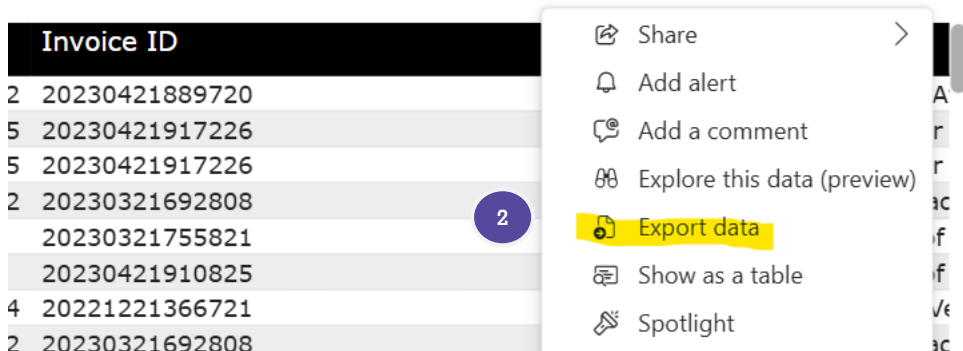
# Self-Run Reporting

## Exporting:

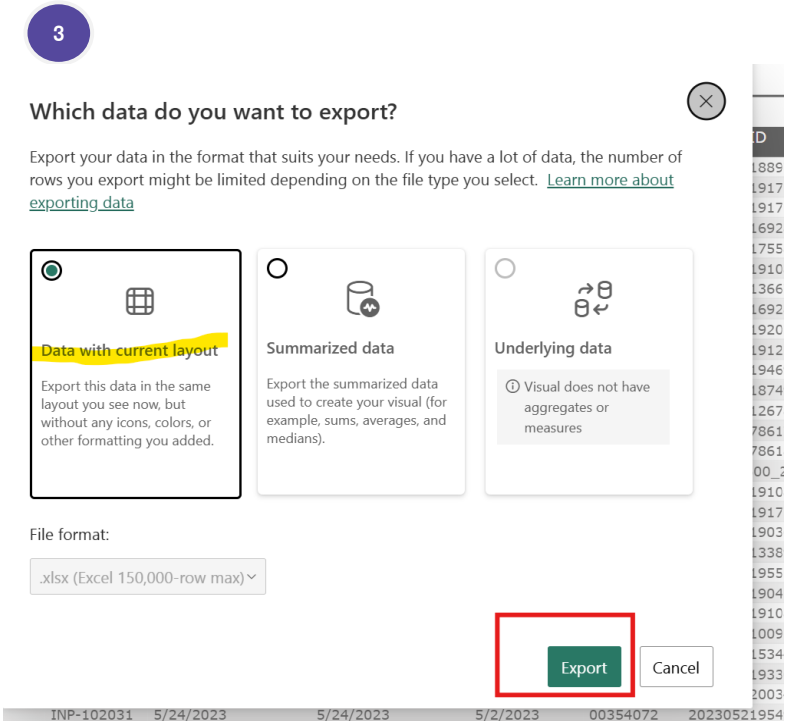
1. Hover on the blank space beneath the custom filter icon; click on the three horizontal dots.
2. Click "Export data".
3. Leave the "Data with current layout" default and click Export.
  - Output is limited to 150,000 rows. If report is being run for a long period of time, check once exported to ensure all the data is there. If the report ends at 150,000 rows, the scope of the search may need to be narrowed to capture less data.
4. You will receive a message when your export is ready.



Invoice ID	Invoice ID	Line	Deal Name
5630322	20230421889720	1	NY- 105,107 & 109 First A
5630322	20230421889720	1	NY- 2001 T.W. Alexander



Invoice ID
2 20230421889720
5 20230421917226
5 20230421917226
2 20230321692808
20230321755821
20230421910825
4 20221221366721
2 20230321692808



Which data do you want to export?

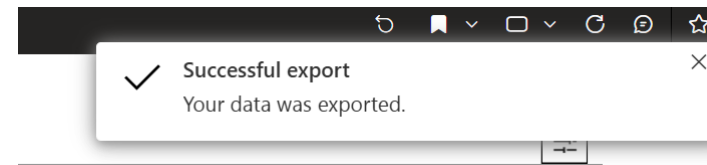
Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

Data with current layout  
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

Summarized data  
Export the summarized data used to create your visual (for example, sums, averages, and medians).

Underlying data  
Visual does not have aggregates or measures

File format:  
.xlsx (Excel 150,000-row max)



✓ Successful export  
Your data was exported.

# SPM Financial Reports: Custom Revenue Report

Custom revenue is used to review each market's revenue impacts for a specific period at a line-level. This is generally reported from Accounting Leadership after each month-end.

- Filters:** Recommended to run by Revenue Reporting Period. Open the arrow next to the year to choose a specific month. Add any Subsidiary, MCC filters or Broker filters as needed.
- Deal/Invoice Details:** Contains Deal details, including Revenue Reporting Period, Compensation Date, Original Rev Rec Period, Invoice #, Billed Status, Last Modified Date, Invoice Due Date, Client, Deal Name, Deal ID and Revenue Type
- Details in Primary Broker's (Deal) Currency:** Includes Total Invoiceable Fees, NetSuite Bill To Party for the invoice, Taxes, External Party Allocation, AY Commission/Revenue.
- Broker Details:** Broker Name, Payroll Name, Brokers Share of Revenue (in Primary Broker's Currency), FX Rate (if applicable), Calculated Broker Revenue (In Broker's Currency).

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Rev Reporting Period	Compensation Date	Original Rev Rec Period for adjustments	Inv Line #	SAPC Transaction #	Billed/Unbilled	Billed Date	Last Modified Date	Invoice Due Date	Netsuite Client	Deal Name	Deal ID	Netsuite Item Master - Revenue Type
Apr 2025	04/02/2025	04/30/2025	20250425125302	1	billed	04/02/2025	04/02/2025	2025-04-16	Advocates, Inc. -200055583	MA - 8 Forge Parkway - Advocates, Inc. - 4th Amend	69636332752	LEASE_OFFICE
Apr 2025	04/02/2025	04/30/2025	20250425125302	1	billed	04/02/2025	04/02/2025	2025-04-16	Advocates, Inc. -200055583	MA - 8 Forge Parkway - Advocates, Inc. - 4th Amend	69636332752	LEASE_OFFICE
Apr 2025	04/02/2025	04/30/2025	20250425127602	1	unbilled	04/02/2025	2025-04-30		Drumme Rosane Anderson, Inc. -200055595	MA - 260 Charles Street - Drumme Rosane Anderson, Inc. - 1st Amend	16192832499	LEASE_OFFICE
Apr 2025	04/04/2025	07/31/2023	20230421878117	12	unbilled	04/04/2025	2025-04-01		Bonnis Properties 952 Inc. -200037191	BC - Ground and 2nd Floor - 948 Granville Street - Public Works and Government Services Canada	6973434357	LEASE_OFFICE
Apr 2025	04/04/2025	07/31/2023	20230421878117	12	unbilled	04/04/2025	2025-04-01		Bonnis Properties 952 Inc. -200037191	BC - Ground and 2nd Floor - 948 Granville Street - Public Works and Government Services Canada	6973434357	LEASE_OFFICE
Apr 2025	04/04/2025	07/31/2023	20230421878117	12	unbilled	04/04/2025	2025-04-01		Bonnis Properties 952 Inc. -200037191	BC - Ground and 2nd Floor - 948 Granville Street - Public Works and Government Services Canada	6973434357	LEASE_OFFICE
Apr 2025	04/04/2025	07/31/2023	20230421878117	13	billed	07/06/2023	04/04/2025	2025-04-01	Bonnis Properties 952 Inc. -200037191	BC - Ground and 2nd Floor - 948 Granville Street - Public Works and Government Services Canada	6973434357	LEASE_OFFICE

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Total Invoiceable Fees(In Primary Brokers Currency)	Netsuite Billto Party	Taxes (In Primary Brokers Currency)	Total External Party Allocation (In Primary Brokers Currency)	AY Commission/Revenue (In Primary Brokers Currency)	Broker Name	Payroll Name	Broker's HRIS ID	Brokers Share of AY Revenue (In Primary Brokers Currency)	FX Rate	Calculated Broker Revenue (In Brokers Currency)
16443	CBRE, Inc. (MA)	0	0	16443	Bachrach, Samuel	Samuel Bachrach	41T6UU08S	3288.6	1	3288.6
16443	CBRE, Inc. (MA)	0	0	16443	Pezzoni, Jon	Jon Pezzoni	GA02RBRZ	13154.4	1	13154.4
26617.5	Paradigm Clock LLC	0	0	26617.5	Aitken, Thomas	Thomas Aitken	CJYZLB6YE	26617.5	1	26617.5
-124062	Bonnis Properties 952 Inc.	-6203.1	0	-124062	Cameron, Fergus	Fergus Cameron	8SZWOW0000K0	-41354	1	-41354
-124062	Bonnis Properties 952 Inc.	-6203.1	0	-124062	Craig, Matthew	Matthew Craig	8SZWPB0000K0	-41354	1	-41354
-124062	Bonnis Properties 952 Inc.	-6203.1	0	-124062	Omichinski, Justin	Justin Omichinski	B0122L000000	-41354	1	-41354
124062	Bonnis Properties 952 Inc.	6203.1	0	124062	Cameron, Fergus	Fergus Cameron	8SZWOW0000K0	41354	1	41354

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# SPM Financial Reports: Custom Revenue Report

- 1. Reporting Column:** For Revenue reporting, the key column to drive revenue is **Calculated Broker Revenue (In Broker's Currency)** (column X in the exported report), as this will display in the currency of the Broker.

Netsuite Billto Party	Taxes (In Primary Brokers Currency)	Total External Party Allocation (In Primary Brokers Currency)	AY Commission/Revenue (In Primary Brokers Currency)	Broker Name	Payroll Name	Broker's HRIS ID	Brokers Share of AY Revenue (In Primary Brokers Currency)	FX Rate	Calculated Broker Revenue (In Brokers Currency)
CBRE, Inc. (MA)	0	0	16443	Bachrach, Samuel	Samuel Bachrach	41T6UUO8S	3288.6	1	3288.6
CBRE, Inc. (MA)	0	0	16443	Pezzoni, Jon	Jon Pezzoni	GA02RBARZ	13154.4	1	13154.4
Paradigm Clock LLC	0	0	26617.5	Aitken, Thomas	Thomas Aitken	CJYZLB6YE	26617.5	1	26617.5
Bonnis Properties 952 Inc.	-6203.1	0	-124062	Cameron, Fergus	Fergus Cameron	8SZWOW0000K0	-41354	1	-41354
Bonnis Properties 952 Inc.	-6203.1	0	-124062	Craig, Matthew	Matthew Craig	8SZWPB0000K0	-41354	1	-41354

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# SPM Financial Reports: Broker Revenue Report

Broker Revenue displays a yearly total revenue by party, broken out by Period and quarter. For detailed revenue impacts, please review Custom Revenue Report.

- Filters:** Recommended to run by Fiscal Year and add any Subsidiary or MCC filters as needed.
- Details:** Contains Broker Details, including Revenue Year, Broker's Subsidiary, MCC, Department, Category, Broker Name, HRIS ID, Broker Payroll Name, Broker's Hire Date, Payee Currency. Also displays YTD Revenue, the Broker's Annual Goal and the calculated % of Goal.
- Broker Revenue Amounts:** Displays broker revenue on a Monthly and Quarterly Basis

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Year	Subsidiary Hierarchy - Subsidiary	Subsidiary Hierarchy - MCC	Department	Category	Broker Name	Broker HRIS ID	Payroll Name	Hire Date	Term Date	YTD Revenue	Annual Goal	% of Goal
2025	Avison Young Commercial Real Estate Services, LP	Alberta : Calgary : CALB - Calgary Brokerage	SBK - Svc Line - Brokerage	1 - Default	Abdelkader, Hani	9MKS3E001000	HAK Capital Inc	2/8/2019		\$1,293,452	\$1,400,000	92.39%
2025	Avison Young - Florida LLC	FLMIAB - FL Miami Brokerage	SBK - Svc Line - Brokerage	108 - FL - AWF	Abood, Donna	OWI8DN318	PA, Donna Abood	12/1/2014	6/6/2024	\$0	\$0	
2025	Avison Young - Florida LLC	FLMIAB - FL Miami Brokerage	SBK - Svc Line - Brokerage	108 - FL - AWF	Abood, Joe	T4OR7NNSX	Abood, Joseph D	12/1/2014	6/5/2024	\$0	\$0	
2025	Avison Young (USA) Inc.	CORPU - Corporate Natl USA		USNatl	Account, AVANTenabledUS	AVANTenabledUS		1/1/2010		\$27,084	\$0	
2025	Avison Young Commercial Real Estate Services, LP	Ontario : Southwestern : SWON - South Western Ontario	SBK - Svc Line - Brokerage	1 - Default	Adkin, Nolan	D26ON5000030	Nolan Adkin	1/6/2020		\$155,036	\$288,000	53.83%
2025	Avison Young - Northern California Ltd.	NCASAC - Nor Cal Sacramento	SBK - Svc Line - Brokerage	1 - Default	Aguer, Thomas	04UCEYT3K	Inc, Thomas C. Aguer	7/24/2014	8/28/2024	\$115,446	\$0	
2025	Avison Young - New England, LLC	NEB - New England Brokerage	SBK - Svc Line - Brokerage	1 - Default	Aitken, Thomas	CJYZLB6YE	Aitken, Thomas M.	1/26/2016		\$289,696	\$750,000	38.63%
2025	Avison Young - Southern California Ltd	SCASD - So Cal San Diego	SBK - Svc Line - Brokerage	1 - Default	Akbari, Nadira	I77OH7UHN	Akbari, Nadira H	11/21/2016	7/31/2025	\$17,826	\$200,000	8.91%

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Year	January	February	March	April	May	June	July	August	September	October	November	December	Q1	Q2	Q3	Q4
2025	\$202,811	\$147,284	\$171,719	\$104,055	\$127,768	\$224,117	\$133,834	\$71,218	\$56,994	\$53,652	\$0	\$0	\$521,814	\$455,940	\$262,046	\$53,652
2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2025	\$0	\$4,375	\$2,959	\$0	\$0	\$8,750	\$0	\$0	\$11,000	\$0	\$0	\$0	\$7,334	\$8,750	\$11,000	\$0
2025	\$11,888	\$9,252	\$49,762	(\$1,079)	\$10,659	\$38,454	\$33,692	(\$2,769)	(\$15)	\$5,193	\$0	\$0	\$70,903	\$48,033	\$30,908	\$5,193
2025	\$0	\$0	\$0	\$0	\$84,587	\$0	\$0	\$30,859	\$0	\$0	\$0	\$0	\$0	\$84,587	\$30,859	\$0
2025	\$10,800	\$19,845	\$64,668	\$737	\$149,829	\$8,333	\$0	\$16,801	\$16,936	\$1,746	\$0	\$0	\$95,313	\$158,899	\$33,737	\$1,746
2025	\$1,631	\$0	\$2,940	\$0	\$0	\$0	\$0	\$13,255	\$0	\$0	\$0	\$0	\$4,571	\$0	\$13,255	\$0



# BFR Replacements

## Rep Information:

While dashboards are being developed, the following reports are broken out individually and can be used to provide Reps with their personal financial information.

SAPC Report	Spiff Equivalent	Location
Broker Annual Revenue (CA and US)	Broker Revenue (until Custom Revenue is available)	Power BI
Broker Expense Ledger	Fixed Value Expense Ledger	Box
CA Broker Annual Production	CA AGP Transaction Detail	Box
YTD Detail of Payments Received (CA and US)	Commission Received	Box

# SAPC Backup Files

## Historical Data:

You will receive an invite for a SAPC folder on Box, where backups of historical reports will be stored.

- **Accounting Reports** – Excel files: download and filter as needed for research purposes.
- **BFR Reports** – Pdf files containing all Reps historical data.
- Disregard SQL Backup folders – these are for database management.



Backup - Accounting Reports



Backup - BFR Reports



Crystal Reports SQL Backup



WEBI Reports SQL Backup

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# Security & Support

## Security:

Access to the shared Box folders and the Power BI reports is limited to the following groups:

Canada Accounting  
US Accounting  
Global Accounting – select members

Canada RRAs  
US RRAs

Finance App Support team

New users will gain access as part of the onboarding process. However, if someone should have access and does not, please submit a ZenDesk ticket.

## Support:

Please reach out to ZenDesk by emailing [financeappsupport@avisonyoung.com](mailto:financeappsupport@avisonyoung.com).



# Questions?

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# Appendix

# Valuations – SAPC Reporting – Other Reports

**Other SAPC reports** have not had any cosmetic changes or additional fields added, but logic has been added to accommodate the new NBO split plans where payment to parties is generated upon Revenue Recognition.

## **Overpayment Report**

- Adjustments to transactions that result in an overpayment or recovery from a party (including revenue reversals and write offs) will be indicated on the overpayment report in the payweek the deal has been adjusted.
- All overpayments will stay on the report until an offsetting positive commission has been created.

## **OTBE Report**

- OTBE report currently will not include deductions from Valuations parties. A workaround will be provided to track these OTBE deductions.

*No changes have been made to Custom Revenue and Broker Revenue reports. A reminder that these commissions will not appear on the Commission Received report.*



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