

Search Page

Table 1 - Deal Criteria Field Descriptions

Field Name	Description
Deal ID	The unique identification number assigned to a deal
Deal Name	The name assigned to a deal to provide a general description. (NOTE: This is a wildcard search; therefore, you can search on a portion of the Deal Name.)
Business Line Group	Describes the type of deal: *Brokerage (LM) *Canada Markets (CA) *Capital Markets (CM) *Corporate Solution (SA) *Retail
Deal Market	A drop-down menu of <u>AM</u> markets in PeopleSoft Financials 9.2
Client Name	The client assigned to a deal for who we are performing the service. (NOTE: This is a wild card search; therefore, you can search on a portion of the Client Name.)
Close Month	A drop-down menu of months. Choosing a 'Close Month' will search the 'Projected Close Date' entered on deals.
Close Year	A drop-down menu of years. Choosing a "Close Year" will search the 'Projected Close Date' entered on deals.
Assignment Type	A drop-down menu where you can search the type of service being performed. (NOTE: Values populate dependent on Business Line.)
Assignment Subtype	A drop-down menu where you can further clarify the service being performed. (NOTE: Values populate depended on Business Line.)
Total Commission	A free text numeric field to search for specific commission amount and/or range of commission amounts. (NOTE: This searches on the Total fee for the deal, not just JLL Revenue.
Square Footage	A free text numeric field to search for a specific square footage deal or a range of deals within a specified square footage.

Field Name	Description
Deal Status:	Below is a list of all possible statuses for deals. In Dealio, press the Ctrl key to select more than one status.
All Status:	The default status; will return all status
Open Deals:	Returns any deal that has not been previously 'Posted by Accounting' (status equals anything other than 'Posted by Accounting', 'Adjusted', 'ADJ Posted Failed', or 'ADJ Post Pending')
Closed Deal:	Returns any deal that has been previously 'Posted by Accounting' (status equals 'Posted by Accounting', 'Adjusted', 'ADJ Post Failed', or 'ADJ Post Pending')
ADJ Post Failed:	Populates when the adjustment did not interface into PeopleSoft Financials 9.2 successfully
ADJ Post Pending:	Populates when the Dealio post job is processing (the job runs every 10 minutes)
Adjusted:	Populates when an adjustment is made to a deal. After the adjustment is posted, the status is updated to 'Posted by Accounting'.
Being Marketed:	Selected when an engagement letter is signed and JLL is currently marketing the property or actively working on the assignment (CM).
Executed/Closed:	Selected when the deal has been completed by the two parties (LM, SA) or if the deal is sale/debt and closing has taken place or if the deal is advisory and work has been completed and the office is obtaining client information (CM).
Lost:	JLL has lost the transaction to another firm or breach of contract for various reasons (CM).
On Hold:	A deal has been placed on hold by the client. JLL cannot market the property at this time, but the client is still interested in completing the transaction.
Posted Failed:	Populates when the deal did not interface successfully to PeopleSoft Financials 9.2.
Post Pending:	Populates when the deal is interfacing to PeopleSoft Financials 9.2 (the job runs every 10 minutes)
Posted by Accounting:	Selected when Accounting has signed off on the deal and it will now show up on the financial statements (unless the deal is 100% deferred).

Field Name	Description
Deal Status:	Cont.
	Selected, Not Signed: Selected when JLL has been chosen for a deal, but no Letter of Engagement has been signed (CM)
	Under Agreement: Selected if a deal is 'Investment Sales' and money has been put down; or if a deal is a loan and a lender has been found; or if a deal is advisory and work is near completion (CM).
	Early Pipeline: Selected when a potential opportunity/client has been identified (LM, SA).
	Lease Negotiations: Selected when the deal now has two engaged parties (LM, SA).
	Ready for Accounting: Selected when the deal is believed to have all the necessary paperwork (executed and supporting documents) to be recorded/deferred (LM, SA).
	Dead: Selected when the deal falls through and should not be included on pipeline reports.
Deferred Check Received	A checkbox that when checked will return a list of deals that have deferred checks entered that have not yet been applied.
Search Inactive Deals	A checkbox that when checked will return a list of deals that have been deleted from the system. (NOTE: Available in Accounting use only view)
Property Name	A drop-down menu of property numbers and names that have been previously setup in PeopleSoft Financials 9.2. The list will appear when 'Brokerage' is selected as the 'Business Line' and a specific 'Deal Market' is selected.
Strategic Account Name	A drop-down menu that contains a list of Strategic Alliance accounts and will appear when 'Corporate Solutions' is selected as the 'Business Line'.

Table 2 - Broker Criteria Field Descriptions

Field Name	Description
Professional	A drop-down list of all users in Dealio. Each name appears in alphabetical order by last name.
Business Line	A list of all possible Business Lines for deals. Hold the CTRL key to select more than Business Line.
Broker Market	A list of all possible Markets for deals. Hold the CTRL key to select more than one Market.

General Deal Info Tab

Table 3 - Deal Information Field Descriptions

Field Name	Description
Deal ID	The Deal ID is a required field, but it is not an editable field. The identification number will auto-populate when all required fields on the General Deal Info tab has been completed and the deal is saved.
Deal Name:	A required, free-form text field. The name should be a general description of the deal (i.e. client/tenant name or location of the property). This field will appear on the Dealio-generated invoice and it's used as the item description in PS 9.2
Business Line Group:	A drop-down menu which includes the following options: *Brazil Markets *Brokerage *Canada Markets *Capital Markets *Corporate Solutions *Retail
Deal Market:	A drop-down menu that contains a list of the markets in PS 9.2
Assignment Type:	A drop-down menu where you can select the type of service being performed.
Assignment Subtype:	A drop-down menu that further clarifies the service being performed.
Property #/Name:	<p>A required field that identifies the physical building. This field will appear in the user interface when the Business Line Group and Assignment Type fields are populated as follows: *Business Line Group = Brokerage *Assignment Type = Agency-Acquisition</p> <p>NOTE: This field is not linked to a customer in PS 9.2. If you do not see your property in the lookup table, submit your request to NewPropertySetup@am.jll.com. Please include the following information in the email: *Location Code = Physical address of the building *Description = Building Name (if applicable)</p>
Account:	A drop-down menu that contains a list of Corporate Solutions accounts. If you select "General Account", you can choose a non-Alliance customer in the "Client Name" field.

Field Name	Description								
Sold-To Customer	<p>A searchable field used to populate the client who engaged JLL.</p> <p>NOTE: To setup a new client, submit your request directly in PS 9.2 by navigating to <i>Employee Self-Service > Customer Request Form > Add A New Value</i>. Once you submit your request, you will receive an approved or denied email confirmation.</p> <p>To amend the Sold-To Customer details, submit your request directly in PS by navigating to <i>Employee Self-Service > JLL Customer Amendment Request > Add A New Value</i>.</p> <p>*For questions regarding the <u>new customer setup forms</u>, send an email to the NewPropertySetup@am.jll.com inbox.</p> <p>*For questions regarding <u>Sold-To/Bill-To customers</u>, send an email to the New.Customer@am.jll.com inbox.</p>								
Sold-To Customer ID	A read-only field that displays the Sold-To Customer's identification number which is created in PS 9.2.								
Bill-To Customer	<p>A searchable field that is used to populate the client we are invoicing.</p> <p>NOTE: To setup a new Bill-To Customer, submit your request directly in PS 9.2 by navigating to <i>Employee Self-Service > Dealio Customer Request Form > Add A New Value</i>.</p> <p>*For questions regarding the <u>new customer setup forms</u>, send an email to the NewPropertySetup@am.jll.com inbox.</p> <p>*For questions regarding <u>Sold-To/Bill-To customers</u>, send an email to the New.Customer@am.jll.com inbox.</p>								
Client Industry:	<p>This is not an editable field. The industry classification will automatically populate based on the client selected for Capital Market and Brokerage deals.</p> <p>NOTE: This information is maintained in PS 9.2.</p>								
Prospective Account:/Client:	A free-form text field used to enter the client's name if you are unable to locate the client in the Sold-To Customer lookup table.								
Status:	A drop-down menu used to reflect the stage of the deal. The options used by Brokerage and Corporate Solutions are:								
	<table> <tr> <td>Early Pipeline:</td><td>A potential opportunity / client has been identified.</td></tr> <tr> <td>Lease Negotiations:</td><td>The deal now has two engaged parties</td></tr> <tr> <td>Executed/Closed:</td><td>The deal has been completed and executed by two parties</td></tr> <tr> <td>Ready for Accounting:</td><td>The deal is believed to have all the necessary paperwork (i.e. executed and supporting documents) to be recorded/deferred. NOTE: Available to users with the Office Assistant or Accounting role only.</td></tr> </table>	Early Pipeline:	A potential opportunity / client has been identified.	Lease Negotiations:	The deal now has two engaged parties	Executed/Closed:	The deal has been completed and executed by two parties	Ready for Accounting:	The deal is believed to have all the necessary paperwork (i.e. executed and supporting documents) to be recorded/deferred. NOTE: Available to users with the Office Assistant or Accounting role only.
Early Pipeline:	A potential opportunity / client has been identified.								
Lease Negotiations:	The deal now has two engaged parties								
Executed/Closed:	The deal has been completed and executed by two parties								
Ready for Accounting:	The deal is believed to have all the necessary paperwork (i.e. executed and supporting documents) to be recorded/deferred. NOTE: Available to users with the Office Assistant or Accounting role only.								

Under Review:	The Accounting Team is now reviewing the paperwork to ensure compliance. NOTE: Available to users with the Accounting role only.
Dead:	The deal fell through and should not be included on pipeline reports.
NOTE: The following menu options are applicable to Capital Markets:	
Selected, Not Signed	JLL has been selected for a deal, but no Letter of Engagement has been signed.
Being Marketed	An Engagement Letter is signed and JLL is currently marketing the property or activity working on the assignment.
Under Agreement	If the deal is investment Sales, money has been put down; If the deal is a loan, a lender has been found; If the deal is advisory, work is near completion.
Dual Representation	Is a checkbox to designate when JLL represents the owner and the tenant. Two separate deals should be created to capture both sides of the deal and both should have the dual representation box checked.
Recoverable Project ID	A free-form text field where you can enter 9-character value. The characters can be alphanumeric. You must already specify a client and the Project ID must be unique. A request will be sent, and the Project ID will be setup in PS 9.2 to track expenses. These expenses will appear on the AR Aging Report. If the request is not approved due to the language in the engagement letter, an expense recoverable will be setup in PS for tracking purposes.
Approved	A checkbox that will automatically be checked by the system when the project approver selects the 'Request/Approve Project ID' button after the engagement letter has been reviewed. If the letter states that JLL will be reimbursed for expenses under all conditions, the request will be approved.
Request/Approve Project ID	A button that is selected after the 'Recoverable Project ID' field has been completed. All request will be sent (via sent) to the project approver for review. Once the paperwork has been reviewed, the accountant will select the button to check the 'Approve' checkbox.
Reimbursable Expense Cap	A free-form text field that will be updated by the project approver to reflect the maximum amount that can be submitted to the client for reimbursement based on the engagement letter. You will not be able to invoice over this amount.
Project ID Expenses	A link that will list the current balance of expenses for the specified Project ID. NOTE: This does not show everything that hits the deals but reflects what is left due in PS 9.2.

Table 4 - Revenue Projection Field Descriptions

Field Name	Description
Calculation Type:	<p>This field will update based on how the Commission is entered in Dealio.</p> <p>Options are Standard Commission Calculation (which is the default when entering a new deal), %Aggregate Rental Payments, Rate Per Square Foot.</p> <p>Upon first set-up of a deal, the type will default to Standard Commission Calculation. Once the deal ID is saved, you will be able to choose the Calculation Type.</p>
Forecast Probability %:	<p>This field is used to accurately reflect the likelihood that a deal will be executed by the specified 'Projected Closed Date'. The value can be between 00% and 100%. The probability can be applied to pipeline reports to reflect a more realistic picture. To change the status to 'Executed/Closed' or 'Ready for Accounting', this value must be 100%.</p>
Projected Close Date	<p>The date when the deal will be closed. You can select the date finder icon to pick the date or you can enter the date directly in the text box.</p> <p>NOTE: This date should always occur in the same month as when the deal is posted.</p>
Base Commission:	A free-form text field to enter the total commission. It will only accept numeric values.
Adjustment Amount	
Total Commission:	A read-only field that displays the total commission minus the adjustment amount. This field will update when the tab is saved.
Calc Commission Amt	<p>Users will- select this button to choose how Total Commission will be calculated. There are <u>3</u> choices to calculate the Total Commission:</p>
	1.) Standard Commission Calculation
	2.) % Aggregate Rental Payments
	3.) Rate per Square Feet
Revenue Forecast Date	<p>The date when the revenue is earned (JLL will be able to recognize/record the revenue for this deal. Select the date finder icon to pick the date or enter the date directly in the input field.</p> <p>NOTE: This is not the expected cash collections dates. They will enter on the Due Dates/Adjust/Invoicing Tab).</p>
Commission Notes	A free-form text field where the commission calculation can be defined. These notes will appear on the invoice.

Table 5 - Commission Calculation Field Descriptions

Field Name	Description
Term	A dropdown menu where you can select 'Month' or 'Year'
Free Rent (Months)	A free-form text field for monthly free rent from the lease. The correct commission amount will be calculated only if the 'Rate/RSF' is a monthly rate.
Rate/RSF	A free-form text field for the rental rate from the lease
RSF	A free-form text field for the Rentable Square Footage from the lease
Months/Years	A free-form text box for the number of years for the lease
%	The percentage of the deal value (gross rent to be earned as commission
Commission	<p>A non-editable field. By default, the calculation for this field is as follows: $\text{Rate/RSF} * \text{RSF} * \text{Months/Years} * \%$</p> <p>(NOTE: The calculation used when the "Rate Per Square Foot" commission calculation option is selected is $= \text{Rate} * \text{RSF} * \text{Years}$)</p>
No of Rows	A free-form text field that indicate the number of rows you want to add. This field will only accept numeric values. For example: if the lease term is 5 ears, you only need to add 4 additional rows. These 4 'Step' rows will be added to the original row to make 5 rows or 5 years
Escalation Field	A dropdown menu to select 'Rate/SF' or 'Comm Percent'
Escalation Factor	<p>A free-form text field used for the escalation factor on commission. This field will only accept numeric values.</p> <p>Escalation Factor 'Rate/SF' is a percentage escalation. Escalation factor 'Comm Percent' is a point factor.</p>
Years	A free-form text box for the number of years for the lease
Adjustment Description	A free-form text field that is that indicates the type of adjustment. This field will appear on the invoice.
Adjustment Amount	<p>A free-form text field that identifies the adjustment amount. This field will only accept numerical values</p>

Deal Details Tab

Table 6 - Transaction Details Field Descriptions

Field Name	Description
Execution Date	The stated Lease Execution Date or when the lease has been signed or sale completed.
Commencement Date	The date when the lease begins. Select the date finder icon to pick the date or enter directly in the text box.
Expiration Date	The date when the primary lease term ends. Select the date finder icon to pick the date or enter the date directly in the text box
Lease Term	Automatically calculated based on the 'Commencement Date' and 'Expiration Date' when you save the Deal Details tab.
Total Lease Value (\$)	A numeric field where you enter the aggregate rent for the full term of the lease.
Gross Rental Rate (\$/RSF)	Automatically calculated based on the 'Total Lease Value' divided by 'Size' when you save the Deal Details tab.
Operating Expense (\$/RSF)	A numeric field where you can enter any operating expenses defined in the lease.
TI Allowance (\$)	A numeric field where you can enter any tenant improvement allowances defined in the lease.
Free Rent (\$)	A numeric field where you can enter the value of free rent given to the client.
Subtenant Information	A free-form text field where you list the Subtenant's name and contact information.
Landlord	A lookup field where you can select the Landlord for the deal.
Lease Term	Automatically calculated based on the 'Commencement Date' and 'Expiration Date' when you save the Deal Details tab.

**NOTE: Fields referenced in the above table appear in the user interface (UI) when the Assignment Type is Acquisition, Agency, Disposition, Disposition (Tenant Rep), or Industrial.*

Field	Description
Comments	A free-form text field where notes can be included about the deal (i.e. pertinent information or clarification directed to the reviewer of the deal). These comments do not appear on the invoice.
Size	A numeric field where you can enter the rentable square footage for the deal.
Size Unit	A dropdown menu where you can select Square Feet (Sq. Ft) or Acres.

**NOTE: Fields referenced in the above table appear in the user interface (UI) regardless of Assignment Type.*

Field	Description
Client Type	A dropdown menu where you can select Corporate, Investor, or Pension.
Buyer/Lender Type	A dropdown menu where you can select Institutional, REIT, Individual, Leveraged Buyer, Corporate, or 1031 Exchange.
Primary Contact Name	A free-form text field where you can enter the name of the lead broker on the deal. This field does not appear on reports.
Loan Value (if applicable)	A numeric field where you can enter the amount of the loan secured.
Going-in CAP Rate	A numeric field where you can enter the capitalization rate. It can be calculated by dividing the projected first year's net operating income by the initial price of the property.
Probability of closing this year	A numeric field where you can enter the percentage probability that the deal will close in the specified year. The value can be between 0% and 100% and does not appear on reports.
Engagement Letter Expiration	The date when the engagement letter ends. Select the date finder icon to pick the date or enter the date directly in the text box.
Gross Proceeds (if applicable)	A numeric field where you can enter the amount the seller received if we sold a building for them.
Fee Percentage	A numeric field where you can enter the JLL commission on the deal.

NOTE: Fields referenced in the above table appear in the user interface (UI) when the Business Line Group is Capital Market, or the Assignment Type is Investment Sales.

Field	Description
Start Date	The date services begin. Select the date finder icon to pick the date or enter the date directly in the text box.
End Date	The date services expire. Select the date finder icon to pick the date or enter the date directly in the text box.
Scope of Service Provided	A free-form text field used to describe the services being provided.
Client Organization	A free-form text field that should only be used for General Services Administration (GSA) transactions.
Task Order	A free-form text field that should only be used for General Services Administration (GSA) transactions.
Practice Group	A dropdown menu of the formal 'Practice Groups' where you can indicate the group's involvement in marketing or implementation of the deal.

NOTE: Fields referenced in the above table appear in the user interface (UI) when the Assignment Type is 'Other'.

Lockheed Martin Tab

Table 7 - Lockheed Martin Tab Field Descriptions

Field	Description
Deal Name	The general description of the deal from the 'General Deal Info' tab.
Deal ID	A unique number that identifies a deal from the 'General Deal Info' tab.
Property / Building Info	The name of the property or building from the 'Deals Details' tab.
Date Invoiced	The date of the invoice created. You can select the date finder icon to pick a different date or you can enter the date directly in the textbox.
Include Scorecard	A checkbox denoting whether the deal will appear on the 'LMC Scorecard' Report. Based on an agreement with the client, all current deals for the year should appear on the report regardless if they are paid in full.
LMC Business Sector	<p>A dropdown menu which includes the following departments at LM.</p> <ul style="list-style-type: none"> *Aeronautics *Corporate *Electronics *Information Systems & Global Services *Missiles & Fire Control *Mission Systems & Training *Space Systems
LMC Business Unit	<p>A dropdown menu which includes subcategories for each department at Lockheed. Business Units are different from business section.</p> <ul style="list-style-type: none"> *SP01M-Denver Area *SP01M-Denver Operations *SP02M-Bay Area *SP02M-Space Imaging *SP03M-Field Sites *SP03M-Michoud Operations *SP04M-Sunnyvale Operations *SP05M-United Space Alliance *SP06M-International Launch Services *SP07M-Special Programs *SP08M-Coherent Technology
Co-Broker	A dropdown that will include co-broker information entered on the 'General Deal Info' tab.

Amount Due	A non-editable field that reflects the amount from the 'Total Commission Allocation' section of the 'General Deal Info' tab.
Amount Received	A free-form text field to record the amount from the payment received. (A wire is sent to LM monthly for all payments received that month.)
Date Received	The date the payment was received. you can select the date finder icon to pick a different date or you can enter the date directly in the text box.
Current Year Received	Non-editable field that reflects the total amount received in the current year.
Prior Years Received	Non-editable field that reflects the total amount received in the prior years.
Amount Outstanding	Non-editable field that reflect the 'Amount Due' less the 'Total Amount Received'.
Paid By	DO NOT USE.
Invoice Received	DO NOT USE.

Deal Costs Tab

Table 8 – Deal Costs Tab Field Descriptions

Field	Description
Deal Cost ID	<p>The identification in PeopleSoft A/P that associates an expense with a specific deal in Dealio.</p> <p>When a new deal is created in Dealio, the new Deal ID is transferred to PeopleSoft every two hours where a LM Project ID is created with the following naming convention (i.e. LM379323).</p> <ul style="list-style-type: none"> LM means "Local Market" and "379323" is the Deal ID in Dealio.
Deal Cost Status	<p>This field reflects the status that is in PeopleSoft. When the LM Project ID is created in PeopleSoft, the Deal Cost Status changes from "Pending" to "Approved". 180 days after the status of the deal is changed to Dead or 180 days after 100% of the revenue has been recognized, the Deal Cost Status is set to "Inactive".</p>
Deal Cost	The total of all expenses applied to the deal.

Field	Description
Adjustment Type	<p>A dropdown menu with two options:</p> <ul style="list-style-type: none"> <u>Deal Cost Adjustment</u> – make an adjustment to Deal Cost for commission purposes without initiating the adjustment through PeopleSoft (due to time constraints). *NOTE: Must later make adjustment in PeopleSoft and reverse Dealio. <u>Deal Cost Reserve</u> – create a deal cost reserve in Dealio Before the expense has been processed in PeopleSoft for commission purposes. *NOTE: Must later reverse in Dealio.
Description	A free-form text field where the reason for the adjustment should be noted.
Amount:	A numeric field where you will enter the adjustment amount.
Commission Year	The year when commissions are to be paid to the participating professionals.
Commission Period	The period when commissions are to be paid to the participating professionals.

Collections Log

Table 9 – Collection Log Field Descriptions

Field	Descriptions
Deferred Cash Received	A checkbox used to indicate deferred cash has been received.
Deferred Check Row ID	The row number for deferred cash.
Defer Date	The date on which deferred cash is received.
Defer By	The name of user who entered the deferred cash.
Check #	The identification number from the check received.
Amount	The amount of the check received.
Accounting Date	The date on which the check hit the lockbox.
Batch Number	An alphanumeric number provided by the bank that facilitates finding the image.
Lockbox #	An alphanumeric number provided by the bank that facilitates finding the image.
Add Check	A button used to upload an image of the check.
PS Write-Off Amount	A free text field for the amount.
PS Write-Off Comments	A free text field for comments.
PS Write-Off	A checkbox available to accounting users.
Check #	A free-form text field used to enter the number from the check received.
Amount Applied:	A free-form text field used to enter the amount of the check received.
Acctg / Eligibility Date:	The date you are posting the payment to Dealio. Select the date finder icon to pick the date or enter directly in the text box.

	NOTE: If a new month has started and we are in month-end period with the prior month books still open, any adjustment posted for the prior month should be dated with the last day of the month.
Reason:	<p>A dropdown menu that includes the following options:</p> <ul style="list-style-type: none"> *Deferred Revenue *Mismatched Due Dates *Other *C2C *Inter Company
Alt Account / Comments:	A required field that is used when the “Other” option is selected from the ‘Reason’ dropdown.
Due Date	The date the commission is payable based on the Brokerage Agreement.
Deferred	The designation if the revenue should be deferred.
Posted	The designation if the payment has been applied.
Amount due	The amount due based on the Brokerage Agreement.
Amount Paid	The amount of the payment that has been received.
Outstanding Amount	The difference between the ‘Amount Due’ and the ‘Amount Paid’
Apply Check	A button used to apply a manual payment that has been received, but not applied in PeopleSoft.