

2023 DEALIO USER GUIDE

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INTRODUCTION

Dealio is a SOX compliant deal management system that tracks and reports on pipelines for several business units, including Capital Markets, Brokerage, Canada Brokerage, Retail and Corporate Solutions. Specific capabilities include:

- Pipeline management
- Commission calculation
- Invoice creation
- Collection management
- Revenue recording
- Budget tracking
- Deal tracking and prospecting
- Report Generation
- Document storage

CHAPTER 1: DEALIO ACCESS

JLL currently uses Okta's Single Sign-On (SSO) authentication process which allow users to gain access to multiple applications with one set of credentials – your network username and password.

If you have a JLL issued laptop that is connected to the corporate network, your login to Dealio will be automatic. If you are connected to Dealio remotely, you will be prompted to login via VPN.

Dealio access is automatically granted to all regular JLL America's employees who are allocated to any of the following Dealio business lines:

- Brokerage
- Capital Markets
- Canada
- Retail
- Corporate Solutions (transactions business only)
- Brazil users should reach out to their local finance contact to gain access

To access Dealio, click on the following link = [Dealio - Home Page](#). By default, the **Search Deals** page is the Dealio Home Page. A detailed description of the **Search Deal** page can be found on page 6.

Important: You must have an email address with an 'AM' domain to be given Dealio access. (i.e.: John.Doe@am.jll.com)

CHAPTER 2: NAVIGATION MENU BAR

The navigation bar includes menu options which vary based on user access rights. The most commonly used menu options are discussed in more detail in later chapters.



Menu Items		Descriptions
1	Deals	This menu option is used to search for existing deals or create new deals.
2	Reporting	This menu option is used to view and print a wide variety of reports (i.e. Finance, Commissions, Broker, etc.).
3	Commission	This menu option is used to view, update and approve commissions.
4	Manage Security	This menu option allows you to review current access and request additional access in Dealio.

CHAPTER 3: MANAGE DEALS

The **Manage Deals** menu option is used to search for existing deals or create new deals.



Figure 1 - Navigation Bar

SEARCH DEALS

To search for an existing deal, users can choose the Quick Search option or the Advanced Search option.

To perform a **Quick Search**, choose one of the following:

- Enter the Deal id in the search bar located at the top of the screen.
or
- Enter the following criteria in the search bar located in the middle of the screen: Deal ID, Deal Name, Market, Business Line, Professional, Landlord, or Sold-To Customer. ***Note:** Professional should be entered as (ex: Last Name, First Name).

The screenshot shows the Dealio homepage. At the top, there is a navigation bar with links for Deals, Reporting, Commission, Security, Support/FAQs, and Log Out. Below the navigation bar is a search bar labeled "Deal ID or Deal Name" with a magnifying glass icon. A red oval highlights this search bar. Below the search bar is a secondary search input field containing the placeholder text "Search By: Deal ID, Deal Name, Market, BL, Professional, Landlord, or Sold-To Customer". This entire section is also highlighted by a red oval. At the bottom of this area, there are two buttons: "Find Results" (red) and "Advanced Search". A callout box labeled "Suggestions:" provides instructions: "Professional should be entered as: (ex: LastName, FirstName)" and "Make sure all the words are spelled correctly."

To perform an **Advanced Search**, choose one of the following:

- Enter the deal number in the **Deal ID:** field and click on the **Direct to Edit** button.
or
- Complete the **Deal Criteria** and/or **Broker Criteria** sections:
 - Enter search criteria in one field or a combination of fields. The more fields completed, the more specific the results of the search will be.
 - Click on the **Search** button. To delete your search criteria, click on the **Clear** button.
 - Descriptions of each search field can be found on pages 7-9.

The screenshot shows the Dealio search screen. At the top, there is a navigation bar with links for Deals, Reporting, Commission, Security, Support/FAQs, and Log Out. Below the navigation bar is a search bar labeled "Deal ID or Deal Name" with a magnifying glass icon. A red dashed box encloses the "Deal Criteria" and "Broker Criteria" sections. A red box labeled "1" is placed over the "Deal ID" field in the "Deal Criteria" section. A red box labeled "2" is placed over the "Search" button at the bottom left of the search form. The "Deal Criteria" section contains fields for Deal ID, Deal Name, Business Line Group, Deal Market, Client Name, Group Transaction ID, and Landlord. The "Broker Criteria" section contains fields for Professional, Finance Approver, Business Line(s), and Broker Market(s). On the right side of the search form, there are dropdown menus for Close Month, Close Year, Assignment Type, Assignment Subtype, Total Commission, Square Footage, Deal Status, Constrained Check, Received, and Inactive Deals. At the bottom of the search form are three buttons: "Search" (red), "Clear", and "Simple Search".

Figure 2 - Dealio Home Page and Search Screen

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'.
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% constrained).

Field Name	Description	
Deal Status:	Continues...	
	Selected, Not Signed:	Selected when JLL has been chosen for a deal, but no Letter of Engagement has been signed (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).
	Dead:	Selected when the deal falls through and should not be included on pipeline reports.
Constrained Check Received	A checkbox that when checked will return a list of deals that have constrained 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.

SEARCH RESULTS

The **Summary** section will display deal(s) that matches the criteria of your query. The results will include the number of deals found, total revenue amount and total revenue based on the selections within the broker criteria section. By default, each deal is listed in order by deal ID. You can click on the column headings to sort the results in a specific order (i.e. ID, Deal Name, BL, Client Name, etc.). You can select the **Page** dropdown menu to scroll through additional deals that match your criteria.

Search Results:								
Summary								
47 Matching Deals	\$643,917.54 Total Revenue			\$643,917.54 Broker Criteria Revenue			  Page 1 of 2	
ID	Deal Name	BLG	Client Name	JLL Revenue	Total Fee	Closed Date	Status	
  	81417 Dondi Test Deal	BKG	ExxonMobil Corporation	3.00	3.00	12/01/2011	Dead	
  	81926 Dondi Test Deal 2	BKG	ExxonMobil Corporation	26,150.64	52,301.27	10/11/2011	Dead	
  	81928 Dondi Test Deal 3	CM	ExxonMobil Corporation	50,000.00	50,000.00	12/01/2012	Dead	
  	81929 Dondi Test Deal 4	CS	New Client	50,000.00	50,000.00	12/01/2012	Dead	

Figure 3: Search Results

The following icons are displayed next to each deal in the Summary section.

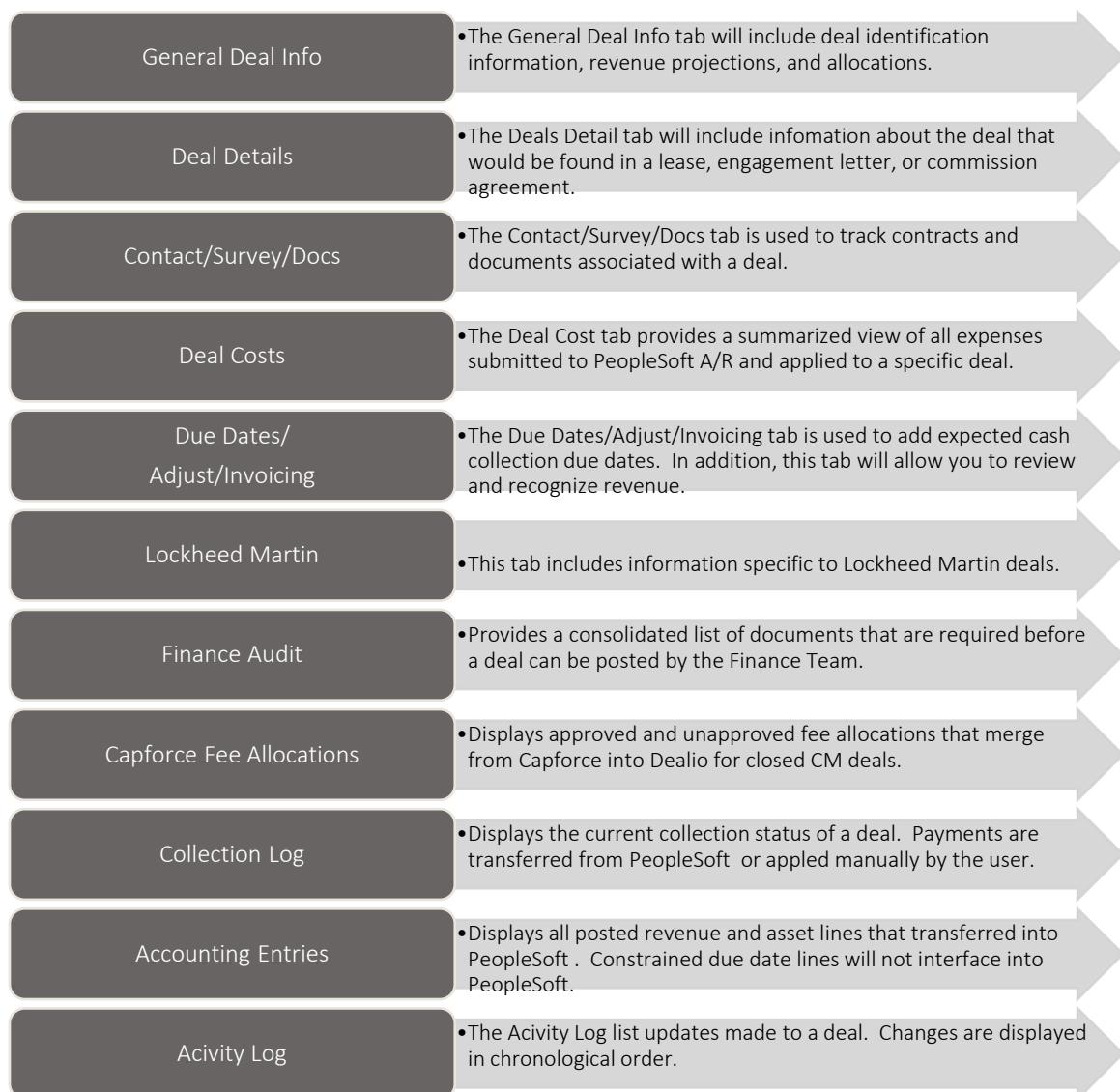
Icon	Description
	Edit Click on the <u>edit</u> icon to open a specific deal.
	Print Click on the <u>print</u> icon to generate a Print Summary for a specific deal.
	Document Click on the <u>document</u> icon to review the Contact/Survey/Docs tab. You can add, view, or delete documents. NOTE: Users can no longer delete documents once a deal status is updated to 'Posting by Accounting'.
	Delete Click on the <u>delete</u> icon to remove the deal from the system. NOTE: This icon will only be available (1) to users who have appropriate access, (2) when the deal status has not been updated to 'Posted by Accounting', and (3) there are no deal costs.

CREATE NEW DEALS

Any user with edit rights can create a new deal by navigating to **Manage Deals > Create New Deal**. (See Figure 1) By default, the **General Deal Info** tab is the only tab made visible when the **Create New Deal** menu option is selected. Additional Dealio tabs will remain hidden until the following actions occur:

- You must fill out the minimum required fields (highlighted in yellow) on the **General Deal Info** tab and save the Deal. **NOTE:** Once the deal is saved, the system will auto-populate a new Deal ID.
- You must move the deal to a Executed/Closed.

As you complete the details of a transaction in Dealio, a series of tabs will populate at the top of your screen. The following illustration provides a short description of each Dealio tab. ***Note:** The Capforce Fee Allocation tab will only populate in closed Capital Market (CM) deals.



CHAPTER 4: GENERAL DEAL INFO TAB

The **General Deal Info** tab includes the deal identification, revenue projections, and allocations sections. Required fields are highlighted in yellow and read-only fields are displayed in gray. At minimum, you must complete the required fields before the deal can be saved.

A different set of required fields will appear in the user interface based on your [Business Line Group](#), [Assignment Type](#) and [Assignment SubType](#) selection.

DEAL IDENTIFICATION

Complete all required fields in the **Deal Information** section. Descriptions of each field can be found on pages 13-15.

General Deal Info

Save Cancel

Deal Information

Deal ID:	0	IMPORTANT: The Deal ID field is not an input field. The Deal ID will auto-populate once all required fields are completed and the deal is Saved.
Deal Name:	<input type="text"/>	
Business Line Group:	<Select>	
Assignment Type:	<Select>	
Assignment Subtype:	<Select>	
Property #/Name:		
Sold-To Customer ID:	<input type="text"/>	
Client Industry:	<input type="text"/>	
Prospective Acct/Client:	<input type="text"/>	
Bill-To Customer:	<input type="text"/>	
Status:	<input type="text"/>	
Dual Representation:	<input type="checkbox"/>	
Related Deal ID:	<input type="text"/>	
Group Transaction ID:	<input type="text"/>	
Project Manager:	<input type="text"/>	
Approved:	<input type="checkbox"/>	
Confidential:	<input type="checkbox"/>	<input type="button" value="Update"/>

Figure 4 – Deal Information

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 of the 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 Unit:	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. For a list of Assignment Types, see Appendix III – pages 108-116.
Assignment Subtype:	A drop-down menu that further clarifies the service being performed. For a list of Assignment Subtypes, see Appendix III – pages 108-116.
Property #/Name:	A required field that identifies the physical building. This field will appear in the user interface when the Business Unit and Assignment Type fields are populated as follows: *Business Unit = Brokerage *Assignment Type = Agency-Acquisition NOTE: This field <u>is not</u> 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">NewPropertySetup@am.jll.com . Please include the following information in the email: * Location Code = Physical address of the building * Description = Building Name (if applicable)
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 Employee Self-Service > Customer Request Form > Add A New Value. 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 Employee Self-Service > JLL Customer Amendment Request > Add A New Value.</p> <p>*For questions regarding the <u>new customer setup forms</u>, send an email to the NewPropertySetup@am.jll.com">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">New.Customer@am.jll.com inbox.</p>	
Sold-To Customer ID	<p>A read-only field that displays the Sold-To Customer's identification number which is created in PS 9.2.</p>	
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 Employee Self-Service > Dealio Customer Request Form > Add A New Value.</p> <p>*For questions regarding the <u>new customer setup forms</u>, send an email to the NewPropertySetup@am.jll.com">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">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:	<p>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.</p>	
Status:	<p>A drop-down menu used to reflect the stage of the deal. The options used by Brokerage, Canada, Corporate Solutions, and Retail are:</p>	
	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

	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:		
	Engaged	JLL has been selected, but no 'Letter of Engagement' has been executed.
	Deal Marketing	JLL received an 'Executed Letter of Engagement'
	Deal Under Contract	JLL is actively working the deal.
	Advisory Execution	The investor is under contract or commitment has been executed.
	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.
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.	

REVENUE PROJECTION

Revenue Projection

Deal Commission Calc: Information

Calculation Type:	Standard Commission Calculation	Reset to Standard									
Forecast Probability %:	100.00										
Projected Closed Date:	8/6/2019										
Base Commission:	500.00										
Adjustment Amount:	0.00										
Total Commission:	500.00										
Forecast Date Details:	<table border="1"> <thead> <tr> <th>Revenue Forecast Date</th> <th>%</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>08/06/2019</td> <td>100.00000000</td> <td>500.00</td> </tr> <tr> <td colspan="2"></td> <td>\$500.00</td> </tr> </tbody> </table>		Revenue Forecast Date	%	Amount	08/06/2019	100.00000000	500.00			\$500.00
Revenue Forecast Date	%	Amount									
08/06/2019	100.00000000	500.00									
		\$500.00									
Commission Notes:	<div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <input type="button" value="Preview"/>										

Figure 5 - Revenue Projection

- In the **Revenue Projection** section, complete the Deal Commission Calc: Information:
 - By default, the **Calculation Type**: is “Standard Commission Calculation”. For more information regarding commission calculation options, refer to “Commission Calculation” section on page 18.
 - Data entered in the required fields will default to the **Forecast Date Details** table, as illustrated in Figure 5.
 - Descriptions of each field can be found on page 17.

Important: Only **Accounting Users** can add multiple dates in the Forecast Date Details table. **Non-Accounting Users** must use the “Due Date Summary” table on the “Due Dates/Adjust/Invoice” tab to add multiple due dates. (See page 47)

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' 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:	<p>A free-form text field to enter the total commission. It will only accept numeric values.</p>
Adjustment Amount	
Total Commission:	<p>A read-only field that displays the total commission minus the adjustment amount. This field will update when the tab is saved.</p>
Calc Commission Amt	<p>Users will- select this button to choose how Total Commission will be calculated.</p> <p>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	<p>A free-form text field where the commission calculation can be defined. These notes will appear on the invoice.</p>

COMMISSION CALCULATION

The **Deal Commission Calc: Information** is a subsection within the **Revenue Projections** section. This subsection will show the details behind the commission calculations. The information displayed within this subsection will depend on the **Calculation Type**. Once the deal is saved, you will be able to change the **Calculation Type** by clicking on the **Calc Commission Amt** button. (See Figure 6)

The screenshot shows the 'Revenue Projection' window with the 'Deal Commission Calc: Information' tab selected. The 'Calculation Type' dropdown is set to 'Standard Commission Calculation'. Other fields include 'Forecast Probability %' (100.00), 'Projected Closed Date' (8/6/2019), 'Base Commission' (\$500.00), 'Adjustment Amount' (\$0.00), and 'Total Commission' (\$500.00). A 'Calc Commission Amt' button is highlighted with a blue box. Below this, the 'Forecast Date Details' section shows a table with one row: 08/06/2019, 100.00000000, \$500.00. An 'Add/Edit' button is next to it. A 'Commission Notes' text area is present at the bottom right with a 'Preview' button.

Figure 6 - Revenue Projection

There are three calculation types used to calculate the total commission:

1. Standard Commission Calculation
2. % Aggregate Rental Payments
3. Rate Per Square Feet.

The screenshot shows the 'Commission Calculation' dialog box. It has three radio buttons for 'Commission Calc. Type': 'Standard Commission Calculation' (selected), '% Aggregate Rental Payments', and 'Rate Per Square Foot'. Below this is the 'Adjustments' section, which contains a table with one row: 'Add', 'Adjustment Description', 'Adjustment Amount' (\$0.00), and 'Total Commission: \$0.00'. The table has a dark header row.

Figure 7 - Commission Calculation Types

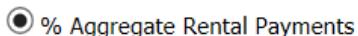
STANDARD COMMISSION CALCULATION

The **Standard Commission Calculation** option is the default calculation type when entering a new deal. (See Figure 6)



% AGGREGATE RENTAL PAYMENTS

Choose the % Aggregate Rental Payments option to upload commission calculations. Select the **Input Type** radio button to either [add a record](#) or [upload a file](#).



Commission Calculation												
Commission Calc. Type:												
<input type="radio"/>	Standard Commission Calculation											
<input checked="" type="radio"/>	% Aggregate Rental Payments											
<input type="radio"/>	Rate Per Square Foot											
Calculate Commission Amount												
Input Type: <input type="radio"/> Add Record <input checked="" type="radio"/> Upload File <input type="radio"/>												
	Term	Free Rent(Months)	Rate/RSF	RSF	Months/Years	%						
Add						0.00						
<input type="button" value="Step"/> No of Rows Escalation Field Escalation Factor <input type="text"/> Rate/SF <input type="button" value="Populate"/>												
Adjustments <table border="1"> <thead> <tr> <th></th> <th>Adjustment Description</th> <th>Adjustment Amount</th> </tr> </thead> <tbody> <tr> <td>Add</td> <td></td> <td>\$0.00</td> </tr> </tbody> </table> Total Commission: \$0.00								Adjustment Description	Adjustment Amount	Add		\$0.00
	Adjustment Description	Adjustment Amount										
Add		\$0.00										
<input type="button" value="Save"/> <input type="button" value="Cancel"/>												

Figure 8 – Aggregate Rental Payments

To add commission details manually:

- Click on the **Add** button and enter the following information. Descriptions for each field can be found on pages 22-23.
 - Term
 - Free Rent (Months)
 - Rate/RSF and RSF
 - Months/Years
- Click **OK** to save the row or click **Cancel** to remove the record.

To add multiple lines:

- In the **Step** section, complete the **No of Rows**, **Escalation Field** and **Escalation Factor** fields.
- After completing each field, select the **Populate** button to create the table.

The screenshot shows a software window with a title bar. Below it, there's a 'Step' section containing input fields for 'No of Rows' (with a dropdown menu), 'Escalation Field' (set to 'Rate/SF'), and 'Escalation Factor'. A 'Populate' button is also present. Below this is a table titled 'Adjustments' with columns for 'Adjustment Description' and 'Adjustment Amount'. The table contains one row with a description 'Free Rent' and an amount '-5,000.00' (equivalent to '\$(5,000.00)'). At the bottom right of the table, it says 'Total Commission: \$30,239.11'. At the very bottom of the window are 'Save' and 'Cancel' buttons.

Figure 9

To Upload the commission calculation file:

- Click on the **Upload File** radio button and select “[Import Excel Template](#)” hyperlink. A spreadsheet will be displayed for you to enter the commission calculation.
- The **Term** field (column A) includes a dropdown list with the choices of “Months” and “Years”
- The **Months/Years** field (column E) will depend if your rate is monthly or annual.
- After completing columns (A-F), it is recommended that you save your file to a shared drive.
- Use the **Browse** button/functionality to upload the file.
- The details for commission calculations will then be displayed in the **Calculate Commissions Amount** table.

The screenshot shows a 'Commission Calculation' dialog box. At the top, it asks for 'Commission Calc. Type:' with three radio button options: 'Standard Commission Calculation' (selected), '% Aggregate Rental Payments', and 'Rate Per Square Foot'. Below this is a section titled 'Calculate Commission Amount' with a table. The table has columns for 'Term', 'Free Rent(Months)', 'Rate/RSF', 'RSF', 'Months/Years', '%', and 'Commission'. The first row shows 'Years' in the 'Term' column, '0' in 'Free Rent(Months)', '12.35' in 'Rate/RSF', '6650' in 'RSF', '6' in 'Months/Years', '2' in '%' (with a dropdown arrow), and '9,855.30' in 'Commission'. There is also a 'Commission' column header with a 'Delete' icon. At the bottom left of the table area is an 'Add' button.

Figure 10

RATE PER SQUARE FEET

Rate Per Square Foot

To enter commission details using the “Rate Per Square Foot” option:

- Click on the **Add** button and complete the fields in the Calculate Commission Amount Table.
- Click **Save**. To remove the record click **Cancel**.

The screenshot shows the 'Commission Calculation' dialog box. At the top, under 'Commission Calc. Type:', the 'Rate Per Square Foot' radio button is selected. Below this is a table titled 'Calculate Commission Amount' with columns: Item #, Rate, RSF, Years, and Commission. A blue box highlights the 'Add' button in the first row of the table.

	Item #	Rate	RSF	Years	Commission
					0.00

Figure 11 – Rate Per Square Foot

ADJUSTMENTS

In the **Adjustments** section you can add any commission adjustment that relates to the total commission earned. Some examples of commission adjustments are free rent, TI adjustments, electric or other utility adjustments.

The screenshot shows the 'Adjustments' dialog box. At the top, it says 'Adjustments'. Below is a table with columns: Adjustment Description and Adjustment Amount. A blue box highlights the 'Add' button in the first row. The table shows one entry: 'Adjustment Description' is empty and 'Adjustment Amount' is '\$0.00'. At the bottom right are 'Save' and 'Cancel' buttons, and a note 'Total Commission: \$0.00'.

	Adjustment Description	Adjustment Amount
		\$0.00

Total Commission: \$0.00

Save Cancel

Figure 12 - Adjustments

To enter an adjustment to the commission:

- Select the **Add** button and enter the **Adjustment Description** and **Adjustment Amount**. (See figure 12)
- Click the **Save** button. To remove the record, click **Cancel**.
- After selecting the save button, your adjustment amount is added or subtracted from the Total Commission. For example, in Figure 13, \$5,000 free rent was deducted from the total commission of \$35239.11. The net commission earned is \$30,239.11. This amount will be reflected in the Base Commission field on the General Deals Info tab.

Commission Calculation

Commission Calc. Type:

- Standard Commission Calculation
- % Aggregate Rental Payments
- Rate Per Square Foot

Calculate Commission Amount

Input Type: Add Record Upload File

	Term	Free Rent(Months)	Rate/RSF	RSF	Months/Years	%	Commission	
1	Years		7.55000000	29,300.00	1.00	3.00	6,636.45	
2	Years		7.78000000	29,300.00	1.00	3.00	6,838.62	
3	Years		8.01000000	29,300.00	1.00	3.00	7,040.79	
4	Years		8.25000000	29,300.00	1.00	3.00	7,251.75	
5	Years		8.50000000	29,300.00	1.00	3.00	7,471.50	

Add 35,239.11

Step

No of Rows Escalation Field Escalation Factor
 Rate/SF

Adjustments

	Adjustment Description	Adjustment Amount	
1	Free Rent	-5,000.00	
2		(\$5,000.00)	

Total Commission: \$30,239.11

Figure 13

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	A non-editable field. By default, the calculation for this field is as follows: Rate/RSF * RSF * Months/Years * % (NOTE: The calculation used when the "Rate Per Square Foot" commission calculation option is selected is = Rate * RSF * Years)
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	A free-form text field used for the escalation factor on commission. This field will only accept numeric values. Escalation Factor 'Rate/SF' is a percentage escalation. Escalation factor 'Comm Percent' is a point factor.
Years	A free-form text box for the number of years for the lease
Adjustment Description	A free-form text field that indicates the type of adjustment. This field will appear on the invoice.
Adjustment Amount	A free-form text field that identifies the adjustment amount. This field will only accept numerical values

DEAL ALLOCATION

The **Deal Allocation** section is used to allocate a portion of the deal to a co-broker and/or client rebate. The total deal commission should equal 100%. After saving the co-broker and/or client rebate amount, the Forecast Date Details table will update to reflect the revenue amount allocated to JLL.

Type	%	Amount	Comments	Outside Broker	Add/Edit
	0.00000000	\$0.00			Add/Edit

Figure 14 - Deal Allocation table

HOW TO SEARCH FOR CO-BROKER

1. Click on the **Add/Edit** button. (See Figure 14)
2. In the 'Add/Edit Commission Allocation' window, click on the [Add/Search Co-Broker](#) hyperlink. (See Figure 15)

Type	%	Amount	Comments	Outside Broker
Add	100	\$0.00		

Add / Search Co-Broker

Figure 15

3. In the **Search Outside Broker** section, enter search criteria in one field or a combination of fields. Click **Search**. The search results will populate in a table, as shown in Figure 16.

The screenshot shows a search form titled "Search Outside Broker". It includes fields for "Broker Name", "Company Name" (containing "JLL - Test"), "Email", "City", and "State". Below the form is a table with columns: Select, Broker Name, Company, Email, Phone, Address 1, City, State, Zip/ Postal Code, and Country. A single row is visible with values: Select (checkbox), Jane Smith, JLL - Test, Jane.Smith@am.jll.com, (empty), 8343 Douglas Ave, Dallas, Texas, USA, and a delete icon. At the bottom are "Search" and "Clear" buttons.

Figure 16

4. Click on the Select link and the co-broker details will populate in the **Selected Outside Broker** section. Close the window.

The screenshot shows a table titled "Selected Outside Broker" with columns: Broker Name, Company, Service Ranking, and Comments. A single row is visible with values: Jane Smith, JLL - Test, Did not rate, and an empty comments field, with a delete icon.

Figure 17

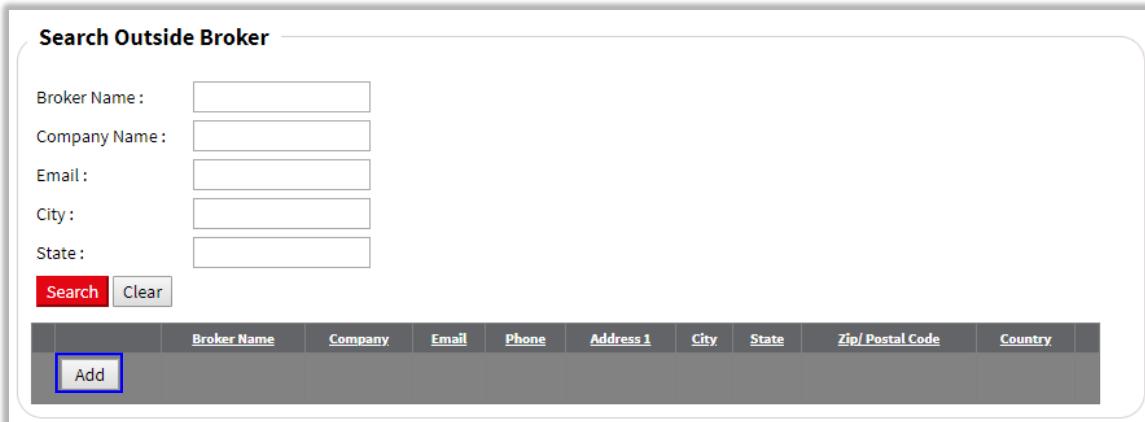
5. In the **Commission Allocation Details** table, click on the **Refresh** button.
6. In the **Type** dropdown, select "**Outside Broker**". The co-broker's name will appear as one of the options in the **Outside Broker** dropdown. To delete the co-broker record, click **Cancel**.

The screenshot shows a form titled "Deal Allocation" with a "Commission Allocation Details" table. The table has columns: Type, %, Amount, Comments, and Outside Broker. It contains a row with "Save" and "Cancel" buttons, a dropdown set to "Outside Broker", and input fields for percentage (0) and amount (0). Below the table are "Refresh", "Save", and "Cancel" buttons. The "Outside Broker" dropdown also lists "JLL - Test".

Important: The Outside Broker dropdown cannot be left blank and it must contain a selection other than 'TBD'.

HOW TO ADD A CO-BROKER

1. Follow steps 1 and 2 from the “How to Search for a Co-Broker” section on page 23.
2. In the **Search Outside Broker** section, click the **Add** button. (See Figure 18)



Broker Name	Company	Email	Phone	Address 1	City	State	Zip/ Postal Code	Country

Figure 18

3. Enter the co-broker details in each field as shown in the Figure 19 and select **OK**. To delete the co-broker details, click **Cancel**.

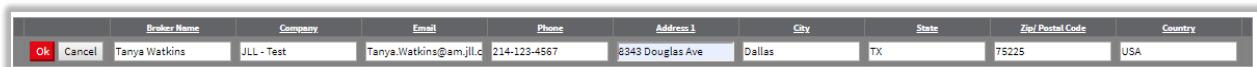


Figure 19

4. Close the window.
5. In the **Commission Allocation Details** table, click **Add**.
6. Select “**Outside Broker**” from the **Type** dropdown.
7. Complete the **percentage (%)** field or **Amount** field and enter **Comments** (if applicable).
8. Select the your broker from the **Outside Broker** dropdown.
9. Click on the **Save** button to add the new record, as illustrated in Figure 20.

Add/Edit Commission Allocation

Deal Allocation

Add / Search Co-Broker 

Commission Allocation Details

Type	%	Amount	Comments	Outside Broker	
Save	Cancel	Outside Broker ▾	0	0	JLL - Test ▾

Refresh Save Cancel

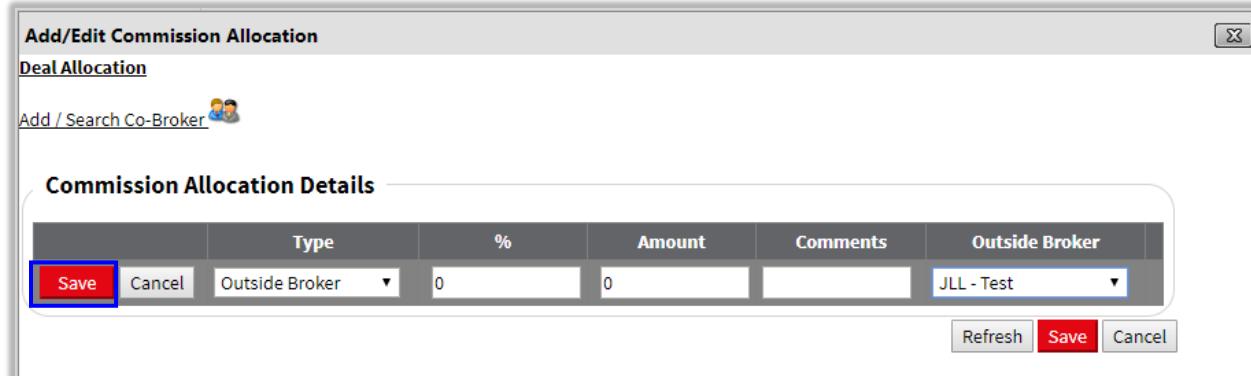


Figure 20

10. Click on the **Save** button located at the bottom of the **Commission Allocation Details** table. (See Figure 21)
To remove a record from the table, click on **Delete** icon.

Add/Edit Commission Allocation

Deal Allocation

Add / Search Co-Broker 

Commission Allocation Details

Type	%	Amount	Comments	Outside Broker	
Outside Broker	40.000000	400.00		JLL - Test ▾	
Jones Lang LaSalle	60.000000	600.00			

Add 100 \$1,000.00

Refresh Save Cancel

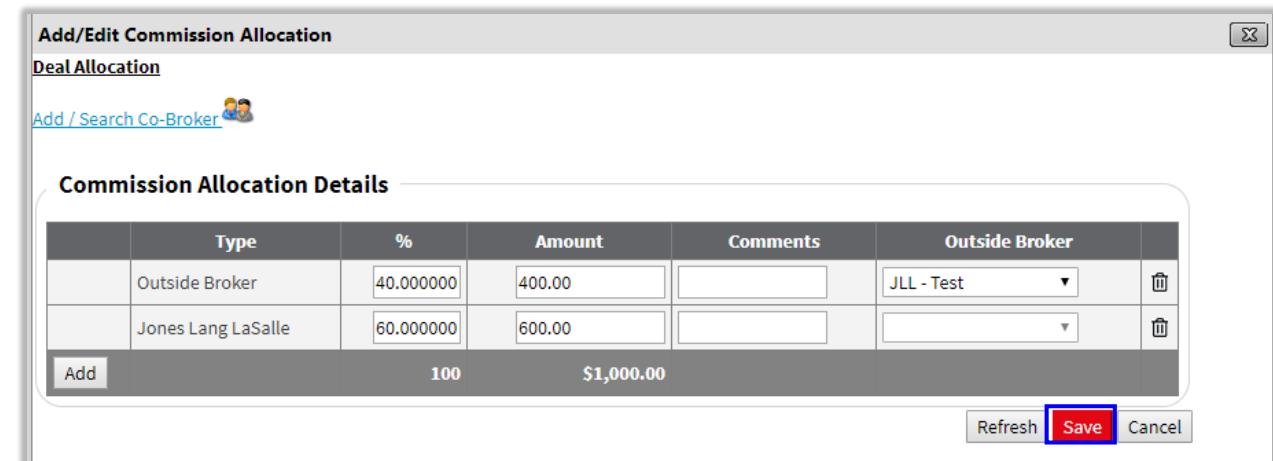


Figure 21

11. The co-broker record will populate in the **Deal Allocation** table, as shown in Figure 22.

Deal Allocation

Type	%	Amount	Comments	Outside Broker
Jones Lang LaSalle	60.00000000	600.00		
Outside Broker	40.00000000	400.00		JLL - Test
100.00000000		\$1,000.00		Add/Edit

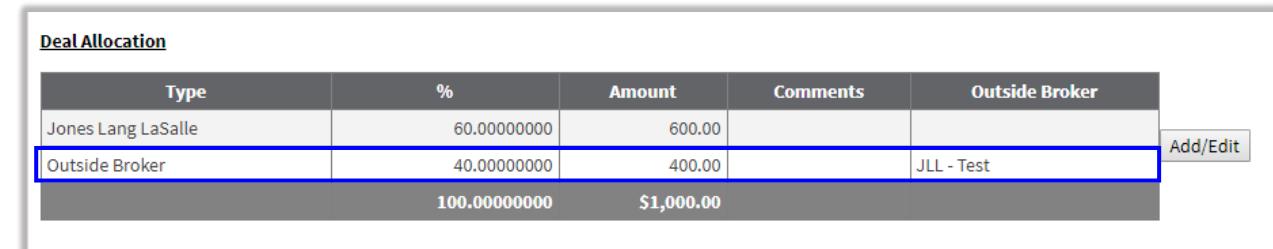


Figure 22

HOW TO ADD A CLIENT REBATE

1. Follow steps 1 from the “**How to Search for a Co-Broker**” section on page 23.
2. In the **Commission Allocation Details** table, click on the **Add** button.
3. In the **Type** dropdown, select “**Client Rebate**” as shown in Figure 23.

	Type	%	Amount	Comments	Outside Broker
	Jones Lang LaSalle	100.000000	1,000.00		
Save	Cancel	Client Rebate	0	0	

Figure 23

4. Complete the **percentage (%)** field or **Amount** field and enter **Comments** (if applicable).
5. Click on the **Save** button to add the new record, as illustrated in Figure 24.

	Type	%	Amount	Comments	Outside Broker
	Jones Lang LaSalle	60	600		
Save	Cancel	Client Rebate	40	400	Test

Figure 24

6. Click on the **Save** button located at the bottom of the **Commission Allocation Details** table. (See Figure 24)
7. The client rebate details will populate in the **Deal Allocation** table.

Type	%	Amount	Comments	Outside Broker	
Jones Lang LaSalle	60.00000000	600.00			
Client Rebate	40.00000000	400.00	Test		
	100.00000000	\$1,000.00			Add/Edit

Figure 25

JLL BROKER ALLOCATION

JLL Broker Allocation

Validation Type: Percentage Amount override JLL Splits by DueDate

Professionals	Broker Market	Business Line	Business Unit	%	Amount	
Munion, Tracy	AM1400 - Dallas Region	200028 - Ten Rep - General	US002	40.00000000	4.00	
Zumbado, Mechelle	AM1700 - Houston Region	200028 - Ten Rep - General	US002	60.00000000	6.00	
					100.00000000	\$10.00

Lead Broker: Munion, Tracy Sourcing Party: CS IFM Generating Market: Inbound

Figure 26 – JLL Broker Allocation Table

HOW TO ADD PROFESSIONAL

1. Select the **Add/Edit** button, as shown in Figure 26.
 2. Click on the **Add** button and enter the details in the table.
 3. Select the **Professional** from the dropdown menu. The broker's **Market** and **Business Line** will auto-populate in the respective fields.
-

Important: Dealio receives the primary labor allocation for each Professional from PeopleSoft 9.2. To update a Professional's labor allocation, please contact your local HR representative or local finance team.

4. Enter the **percentage (%) or Amount**.
5. Click **Save** to add the record to the table. To remove the record, click on the **Cancel** button.
6. Click on the **Save** button located at the bottom of the window.
 - a. The total **JLL Broker Allocation** should equal 100%.
 - b. The **Lead Broker** will automatically default to the broker with the highest allocation percentage even when the splits are changed.
7. Select the **Sourcing Party** from the dropdown and click **Update**.
8. Select the **Generating Market** from the dropdown and click **Update**.

INBOUND GENERATING CREDIT ALLOCATION

Important: Only Applicable to Brokerage, Retail, and Corporate Solutions Deals

- Under the **JLL Broker Allocation** table, click on the **Inbound** button. This will open the **Deal Generation** window, as shown.

The image shows two overlapping windows. The top window is titled "JLL Broker Allocation". It has a table with columns: Professionals, Broker Market, Business Line, Business Unit, %, and Amount. Two rows are present: Munion, Tracy (AM1400 - Dallas Region) with 4.00% and \$4.00; and Zumbado, Mechelle (AM1700 - Houston Region) with 6.00% and \$6.00. A total row at the bottom shows 100.00000000 and \$10.00. Below the table are dropdowns for Lead Broker (Munion, Tracy), Sourcing Party (CS IFM), and Generating Market, followed by Update and Inbound buttons. The "Inbound" button is highlighted with a blue border. A blue arrow points from the "Inbound" button in the Allocation window down to the "Deal Generation" window below. The bottom window is titled "Deal Generation". It also has a table with columns: Professional, Broker Market, Business Line, Self Generated %, Self Generated, and Inbound. The same two rows from the Allocation window are listed. Below the table are buttons for Calc Pro Rata %, Refresh Subtotals, Save (highlighted with a red border), and Cancel. A checkbox labeled "DEAL SUBJECT TO INBOUND FEE CAP" is checked.

Professionals	Broker Market	Business Line	Business Unit	%	Amount
Munion, Tracy	AM1400 - Dallas Region	200028 - Ten Rep - General	US002	40.00000000	4.00
Zumbado, Mechelle	AM1700 - Houston Region	200028 - Ten Rep - General	US002	60.00000000	6.00
					100.00000000 \$10.00

Professional	Broker Market	Business Line	Self Generated %	Self Generated	Inbound
Munion, Tracy	AM1400 - Dallas Region	200028 - Ten Rep - General	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>
Zumbado, Mechelle	AM1700 - Houston Region	200028 - Ten Rep - General	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>

- Click on the "Self Generated" or "Inbound" checkbox for each professional.
- Click on the **Calc Pro Rata %** button to calculate the pro rate share of the self generated revenue credit for all brokers who have Self Generated checked.

Important

- Deals cannot be saved as Executed/Closed unless all professionals in the **Deal Generation** table are designated as "Self Generated" or "Inbound".
- If a "Self Generated" box is checked, all "Self Generated" checkboxes with the same market and business line will be checked automatically.
- Individual "Self-Generated" checkboxes can be unchecked as needed. If the "Self Generated" box is checked, then the "Inbound" checkbox is unchecked and vice versa.
- The **Deal Subject To Inbound Fee Cap** checkbox will appear on all deals, excluding Capital Market, created after April 1, 2023. Deals awarded after this date are subject to a flat 50% commission payout. The checkbox should be unchecked if the deal does not meet the criteria provided in the Cross-Selling guideline. Contact your local Operations team manager for more details.

Create Deal ID:

- After completing all required fields on the **General Deal Info** tab, click on the **Save** button.
 - The deal number will auto-populate in the **Deal ID** field.

JLL REVENUE SUMMARY

The **JLL Revenue Summary** table displays the amount of revenue allocated to a specific market and business line.

JLL Revenue Summary				
Broker Market	Business Line	%	Amount	Function
100.00000000				

Figure 27 – JLL Revenue Summary Table

ADJUSTMENT HISTORY

The **Adjustment History** table will include the adjustments made to the total deal commission, the name of the approver, the commission date and any comments.

Adjustment History									
Commission Allocation									
	Date	Total Commission	JLL Revenue	Co-Broker Amt	Rebate Amt	Approver	CommissionDate	Comments	
Select									

Figure 28 – Adjustment History Table

DEAL INFO PANEL

Once a deal is saved, the **Deal Info Panel** will appear on the left-side of your screen. This panel will populate a summary of the transaction in the following sections. The panel will remain on your screen regardless of tab selection. To remove the panel, click on the **Hide** button.

- **Deal Info** – a general overview of the deal.
- **Audit Trail** – provides the name of the user who created the deal and the date it was created and modified.
- **Quick Find** – this feature allows you to search for another deal without having to navigate to the **Search Deals** menu option. You have the option to search by Deal ID or Deal Name.

Deal Info
Deal ID
Client
Deal Name:
Acct/Mkt:
Assignment Type:
Assignment SubType:
Total Commission:
Related ID:
Audit Trail
Created By:
Created On:
Modified By:
Modified On:
Quick Find
Deal ID: <input type="text"/>
<input type="button" value="Search"/>
Deal Name: <input type="text"/>

CHAPTER 5: DEAL DETAILS TAB

The **Deal Details tab** is used to enter information about the deal that would be found in the lease, engagement letter, or commission agreement. Fields on the **Deal Details tab** will remain editable, regardless of the deal status.

TRANSACTION DETAILS

Complete the required fields in the **Transaction Detail** section. Descriptions of each field can be found on pages 31-32.

Important: A different set of required fields will appear in the user interface based on your Business Unit, Assignment Type, and Subtype selection on the **General Deal Info** tab.

The screenshot shows the 'Deal Details' tab selected in the top navigation bar. The main section is titled 'Transaction Detail'. It contains various input fields and dropdown menus. At the top left is a checkbox labeled 'Lockheed Martin Deal?'. Below it are date fields for 'Execution Date', 'Commencement Date', and 'Expiration Date', each with a calendar icon. There are also fields for 'Lease Term', 'Total Lease Value (\$)', 'Gross Rental Rate (\$/RSF)', 'Operating Expense (\$/RSF)', 'TI Allowance (\$)', and 'Free Rent (\$)', all with corresponding input boxes. On the right side of the form are buttons for 'Save' and 'Cancel'. Further down, there are fields for 'Client Organization', 'SubTenant Information', 'Reference Id', 'Size' (with a dropdown menu showing 'Square Footage'), 'Size Unit' (dropdown menu showing 'Square Footage'), 'Tenant' (input box with a 'Find Tenant' link), 'Landlord' (input box with a 'Find Landlord' link), and a dropdown menu for 'Technology used to win business (Blackbird, iLocate, etc.)' containing options like 'Blackbird', 'Client X-ray', 'Stacker', and 'Not Specified'. At the bottom is a large 'Comments:' text area.

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.
Transaction Closed Date	The date the transaction has closed & our performance obligation is completed. 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 Unit 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 are provided to the client (non-retainer deals) or the end date of our monthly services (retainer deals). 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'.

HOW TO ADD A TENANT

1. Click on the [Find Tenant](#) hyperlink.

A screenshot of a web-based search interface. It features a text input field labeled "Tenant:" on the left, a large yellow rectangular highlight covering the middle section of the form, and a blue "Find Tenant" button on the right.

Figure 29

2. Enter the whole name or part of the tenant's name in the **Tenant Name** field as illustrated below. Click on the **Search**.

A screenshot of a "Search/Add Tenant" interface. At the top, there is a "Tenant Name" input field and a "Search" button highlighted with a red box. Below this is a table with two columns: "Tenant Name" and "Type". The first row shows "Dorsey & Whitney, LLP" in the "Tenant Name" column and "Client" in the "Type" column. There are "Add" and "Search" buttons at the bottom of the table.

Figure 30

3. Click on the [Select](#) hyperlink to choose the Tenant (if applicable) and click on the **Save** button in the **Tenant Editor** section as illustrated below. To delete the selected tenant, click on the [Remove](#) link.

A screenshot of the "Add/Search Tenant" dialog box. The "Selected Tenant" section shows a table with one row containing "Dorsey & Whitney, LLP" in the "Tenant Name" column and "Client" in the "Type" column. The "Save" and "Cancel" buttons are visible. Below this is the "Search/Add Tenant" interface, which is identical to Figure 30, showing the search results for "Dorsey & Whitney".

Figure 31

4. To add a new Tenant, click on the **Add** button.

The screenshot shows a search interface titled "Search/Add Tenant". It has a "Tenant Name" input field and "Search" / "Clear" buttons. Below is a table with columns "Tenant Name" and "Type". At the bottom left is an "Add" button, which is highlighted with a blue rectangle.

Figure 32

5. Enter the **Tenant's Name** as illustrated below and click **Save**.

The screenshot shows the same search interface. The "Tenant Name" input field contains "ABC Realty". The "Save" button at the bottom left is highlighted with a blue rectangle.

Figure 33

6. Click on the Select hyperlink.

The screenshot shows the search interface with a table. One row is selected, and its "Select" hyperlink is highlighted with a blue rectangle. The table columns are "Tenant Name" and "Type". A "Edit" hyperlink is also visible in the same row.

Figure 34

7. The tenant information will populate in the **Tenant Editor section**. To delete the selected tenant, click on the Remove hyperlink.

Tenant Editor

Selected Tenant

Tenant Name	
Remove	ABC Realty

Save **Cancel**

Figure 35

- Click on the **Save** button and the information will populate in the **Tenant:** field.

Tenant: **ABC Realty** [Find Tenant](#)

Figure 36

HOW TO ADD A LANDLORD

- Click on the [Find Landlord](#) hyperlink.

Landlord: [Find Landlord](#)

Figure 37

- In the **Search/Add Landlord** section, enter data in one or a combination of fields. Click **Search**.
- Click on the [Select](#) hyperlink to choose the Landlord (if applicable) and the information will populate in the Landlord field.
- If Dealio **does not** return any search results, click on the **Add** button.

Search/Add Landlord

Company Name	<input type="text"/>	Contact Name	<input type="text"/>																						
City	<input type="text"/>	State/Province	<input type="text"/> <Select>																						
Country	<input type="text"/> United States																								
<input type="button" value="Search"/> <input type="button" value="Clear"/> <table border="1"> <thead> <tr> <th></th> <th>Company Name</th> <th>Address1</th> <th>Address2</th> <th>City</th> <th>State/Province</th> <th>Zip/ Postal Code</th> <th>Country</th> <th>Contact Name</th> <th>Contact Phone</th> <th>Contact Email</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add"/></td> <td></td> </tr> </tbody> </table>					Company Name	Address1	Address2	City	State/Province	Zip/ Postal Code	Country	Contact Name	Contact Phone	Contact Email	<input type="button" value="Add"/>										
	Company Name	Address1	Address2	City	State/Province	Zip/ Postal Code	Country	Contact Name	Contact Phone	Contact Email															
<input type="button" value="Add"/>																									

Figure 38

- Enter the landlord's information as illustrated below and click **Save**.

Search/Add Landlord

Company Name	<input type="text"/>	Contact Name	<input type="text"/>							
City	<input type="text"/>	State/Province	<input type="text"/> <Select>							
Country	<input type="text"/> United States									
Search Clear										
	Company Name	Address1	Address2	City	State/Province	Zip/ Postal Code	Country	Contact Name	Contact Phone	Contact Email
Save	ABC Inc.	301 Elm St.		Dallas	Texas	75002	United States	John Smith	123-456-789	John.Smith
Cancel										

Figure 39

- Click on the [Select](#) hyperlink.

Search/Add Landlord

Company Name	<input type="text"/>	Contact Name	<input type="text"/>							
City	<input type="text"/>	State/Province	<input type="text"/> <Select>							
Country	<input type="text"/> United States									
Search Clear										
	Company Name	Address1	Address2	City	State/Province	Zip/ Postal Code	Country	Contact Name	Contact Phone	Contact Email
Select	ABC Inc.	301 Elm St.		Dallas	TX	75002	US	John Smith	123-456-7890	John.Smith@abcinc.com
Edit										
Add										

Figure 40

- The information will populate in the **Landlord:** field as illustrated below.

Landlord:	<input type="text"/> ABC Inc.	Find Landlord
-----------	-------------------------------	-------------------------------

Figure 41

LEASE OPTIONS

The **Lease Options** section provides an area to track any options detailed in the lease. This is currently informational-only as there are no email alerts or option reports based on this information.

Lease Options			
	Option Notes	Option Date	Description
Add			

Figure 42 – Lease Option

HOW TO ADD LEASE OPTIONS

To Add a Lease Option:

1. Click on the **Add** button
2. Select the type of **Option Notes** (i.e. Contraction, Expansion, Other, Renewal Option, Termination, Lease Expansion, or Close).
3. Enter the **Option Date** directly in the box or you select the date finder icon to pick the date.
4. Enter a **Description** in the free-form text field (if applicable).
5. Click **Save**.

PROPERTY

Property

Property Info
Region: <input type="text" value="Americas"/>
Property Type: <input type="text" value="<Select>"/>
Quality: <input type="text" value="<Select>"/>
Co-Star Market: <input type="text" value="<Select>"/>
Co-Star Submarket: <input type="text" value="<Select>"/>
Special Use: <input type="text" value="<Select>"/>
Build To Suit: <input type="checkbox"/>
Property Location Market: <input type="text" value="<Select>"/>
Save Cancel

Figure 43 – Property Info

PROPERTY SEARCH

To search for an existing property:

1. Click on the **Property Info** button. (See Figure 43)
2. In the **Search** window, complete each field and click **Search**.

The screenshot shows a 'Search' interface with the following fields:
- PROPERTY NAME: An input field.
- ADDRESS: An input field.
- CITY: An input field.
- STATE: A dropdown menu labeled '<Select>' with a downward arrow.
- COUNTRY: A dropdown menu labeled 'United States' with a downward arrow.
- POSTAL CODE: An input field.
Below the fields are two buttons: 'SEARCH' (red) and 'Clear'.
A note at the bottom states: 'To expand search results, do not include property name or street suffixes'

Figure 44

6. If your search does not return any results, you can add a property to Dealio.

The screenshot shows a 'Search Results' interface with the following buttons:
- USE SELECTED
- NOT FOUND - I want to CREATE NEW
- Label

Figure 45

HOW TO ADD NEW PROPERTY

To add a new property:

1. Click on the “NOT FOUND – I want to CREATE NEW” button, as illustrated in Figure 45.
2. In the **Add New Property** window, enter the property details. Click **Add**.
3. Click the [Back](#) hyperlink and the information will populate in the **Property** section.
4. Complete the remaining required fields in the **Property** section and click on the **Save** button.
5. The details will populate in Property section, as shown in Figure 46.

Add New Property	
PROPERTY NAME	ABC Corporation
ADDRESS	123 Main St
CITY	Fort Worth
STATE	Texas
POSTAL CODE	76179
COUNTRY	United States
Add	

Property	
<input checked="" type="button"/> Property Info	
Building Name:	ABC Corporation
Street Address:	123 Main St
City:	Fort Worth
State/Province:	TX
Country:	US
Zip/Postal Code:	76179
County:	
Region:	Americas
Property Type:	Office
Quality:	<Select>
Co-Star Market:	Dallas/Ft. Worth Office
Co-Star Submarket:	Ft Worth CBD
Special Use:	<Select>
Build To Suit:	<input type="checkbox"/>
Property Location Market:	AM1400 - Dallas Region
Save Cancel	

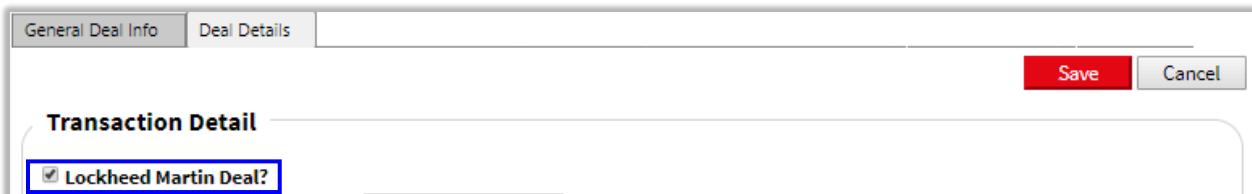
Figure 46

LOCKHEED MARTIN DEALS

The Lockheed Martin tab is used by the Corporate Solutions team that runs the Lockheed Martin account. This tab will appear when a Business Line Group (other Capital Markets) is selected on the 'General Deal Info' tab, and the **Lockheed Martin Deal?** checkbox is selected on the 'Deal Details tab'. (See Figure 47)

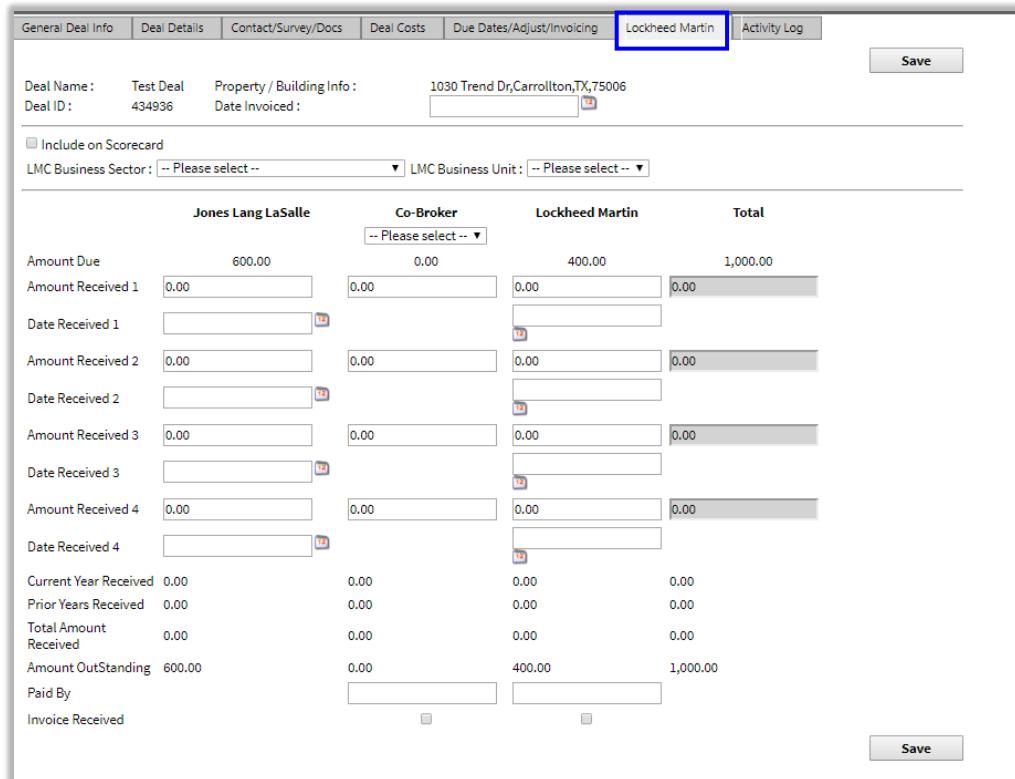
It is designed to record all cash receipts, client rebates, and JLL payments. Descriptions of each field can be following page 41. Data captured in this tab is reflected in the following LMC reports:

- LMC Current Year Billed SSRS
- LMC Current Year Collected SSRS
- LMC Outstanding Revenue SSRS
- LMC Scorecard SSRS



This screenshot shows the 'Deal Details' tab of the Dealio interface. At the top, there are two tabs: 'General Deal Info' and 'Deal Details'. Below the tabs, there are two buttons: 'Save' and 'Cancel'. A section titled 'Transaction Detail' contains a checkbox labeled 'Lockheed Martin Deal?'. The checkbox is checked and has a blue border around it, indicating it is selected.

Figure 47



This screenshot shows the 'Lockheed Martin' tab of the Dealio interface. At the top, there are several tabs: 'General Deal Info', 'Deal Details', 'Contact/Survey/Docs', 'Deal Costs', 'Due Dates/Adjust/Invoicing', 'Lockheed Martin' (which is highlighted with a blue border), and 'Activity Log'. Below the tabs, there are input fields for 'Deal Name' (Test Deal), 'Property / Building Info' (1030 Trend Dr, Carrollton, TX, 75006), 'Deal ID' (434936), and 'Date Invoiced'. There are also dropdown menus for 'Include on Scorecard', 'LMC Business Sector', and 'LMC Business Unit', both set to '-- Please select --'. The main area displays a grid of transaction history. The columns are 'Jones Lang LaSalle', 'Co-Broker', 'Lockheed Martin', and 'Total'. The rows show various transactions: Amount Due (600.00), Amount Received 1 (0.00), Date Received 1 (empty), Amount Received 2 (0.00), Date Received 2 (empty), Amount Received 3 (0.00), Date Received 3 (empty), Amount Received 4 (0.00), Date Received 4 (empty), Current Year Received (0.00), Prior Years Received (0.00), Total Amount Received (0.00), Amount OutStanding (600.00), Paid By (empty), and Invoice Received (empty). At the bottom right of the grid is a 'Save' button.

Figure 48 – Lockheed Martin Tab

Table 6 - 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	A dropdown menu which includes the following departments at LM. *Aeronautics *Corporate *Electronics *Information Systems & Global Services *Missiles & Fire Control *Mission Systems & Training *Space Systems
LMC Business Unit	A dropdown menu which includes subcategories for each department at Lockheed. Business Units are different from business section. *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.

CHAPTER 6: CONTACT/SURVEY/DOCS TAB

The purpose of the **Contact/Surve/Docs** tab is to track contacts and documents associated with a deal.

Survey Information

Do Not Survey

Name	Email Address
------	---------------

Add Survey Contact

Contact & Bill-To Address Information

Contact Type	Attention To	Company Name	Address 1	Address 2	City	State/Province	Zip/ Postal Code	Country	Email	Phone
--------------	--------------	--------------	-----------	-----------	------	----------------	------------------	---------	-------	-------

Add Contact

Documents

Add Doc

Figure 49

SURVEY INFORMATION

To store client survey information:

- Click on the **Add Survey Contact** button.
- Enter the client's name and email.
- Click on the **Add** button.

Survey Information

Do Not Survey

Name	Email Address
------	---------------

Add Survey Contact

Important: In some cases, the broker prefers not to survey their clients. To prevent the client from being surveyed, click on the **Do Not Survey** checkbox.

CONTACT & BILL-TO ADDRESS INFORMATION

The **Contact & Bill-To Address Information** section is used to add an additional billing address if you are billing someone other than the owner/landlord.

To add a billing address:

1. Click on the **Add Contact** button.
2. Complete the specified fields and click on the **Save** button.
3. Once the new contact is saved, the information will be displayed in the table shown above.

Contact Type	Attention To	Company Name	Address 1	Address 2	City	State/Province	Zip/Postal Code	Country	Email	Phone
Add Contact										

UPLOAD DOCUMENTS

The **New Documents** section allows the user to upload or drag and drop all documents that are required to close a deal (i.e. leases, brokerage agreements, invoices, free sharing agreement, closing statements, etc.).

To upload a document:

1. Select the applicable **Document Type** from the dropdown.
2. Click on **Choose File** button to select a local file.
3. Enter a description and click **Upload**.
4. If you no longer want to upload the file, select **Cancel**.

To drag & drop a document:

5. Select the applicable **Document Type** from the dropdown.
6. Navigate to a folder in File Explorer and select the document.
7. Use your mouse to long press on the file you've selected and drag the file to the '**Drag and Drop a file here**' box.
8. Click **Upload**.
9. Click **Delete** to remove a file.

New Document

Enter the information below to add a new document.

Document Type: No file chosen

File:

OR

Drag and Drop a file here

Description:

Upload Cancel

Documents

	Document Type	Date Inserted	Created By	Description	Finalized	
<input checked="" type="checkbox"/>	Executed Lease	2/12/2021 11:17:13 AM	Tanya.Watkins			<input type="button" value="Delete"/>

Finalize

Figure 50

After creating the final version of an invoice on **Due Dates/Adjust/Invoicing** tab, you can finalize the document in the **Documents** table.

To finalize an Invoice:

1. Select the **Finalize** checkbox
2. At the bottom of the **Documents** table, click on the **Finalize** button. A required date field will populate at the bottom of the table.
3. Enter a date in the required field.
4. Click on the **Finalize** button.

Important: It is imperative that the appropriate document type is selected during the upload process. The information stored in this section is tied to the Deal Docs Report, which allows the Finance team to gauge which transactions are nearing the 'Executed/Closed' phase. **Please refrain from using the documents types 'All' and 'Other' whenever possible.**

CHAPTER 7: DEAL COSTS TAB

The **Deal Costs** tab provides a summarized view of all expenses applied in PeopleSoft Accounts Payable and applied to a specific deal. It is also the place where adjustments can be made to deal cost allocations. The interface from PeopleSoft A/P to Dealio to update Deal Cost information runs daily at 1 a.m.

Expense Date	Deal Cost Amount	Account	Description	Market	Business Line	Period Deducted	Year Deducted	Originator

Figure 51 – Deal Cost Tab

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	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”.
Deal Cost	The total of all expenses applied to the deal.

Important: The Deal Cost ID will not be available in PeopleSoft until an active ‘Sold-To Customer’ is saved to the deal in the ‘General Deals Info’ tab.

DEAL COST DETAIL

This **Deal Cost Detail** section provides detail for each of the expenses that have been applied to the deal. It is also used to make adjustments to deal costs. This section is only available to users who have the *Accounting* or *Office Assistant* role.

The screenshot shows a user interface for managing deal costs. At the top, there is a header bar with the title "DEAL COST DETAIL". Below the header, there are two main sections: "Deal Cost Detail" and "Deal Cost Split".

Deal Cost Detail: This section contains a table with columns: Expense Date, Deal Cost Amount, Account, Description, Market, Business Line, Period Deducted, Year Deducted, and Originator. The "Deal Cost Amount" column is highlighted in red.

Deal Cost Split: This section contains the following fields:

- Adjustment Type: A dropdown menu showing "Deal Cost Adjustment".
- Description: An input field.
- Amount: An input field.
- Commission Year: A dropdown menu showing "2019".
- Commission Period: A dropdown menu showing "<Select>".

At the bottom right of the form are three buttons: "Save" (red), "Cancel" (gray), and "Export" (gray).

Figure 52 – Deal Cost Details

- In the **Deal Cost Splits:** section, complete each field and select the **Save** button. Descriptions of each field can be found below.

Deal Cost Split:

Adjustment Type:	Deal Cost Adjustment
Description:	
Amount:	
Commission Year:	2008
Commission Period:	<Select>

- The adjustments will populate in a table, as shown below. To make additional updates, click on the 'Edit' icon or select 'Delete' icon to remove the adjustment.

Type	Description	Amount	Commission Date	Reversal Date	Date Created	CreatedBy		
Deal Cost Adjustment	Test	100.00	2019 - 15		7/24/2019 4:37:41 PM	Tanya.Watkins		View Audit Log
100.00								

Figure 53

Field	Description
Adjustment Type	A dropdown menu with two options: <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.

CHAPTER 8: DUE DATES/ADJUST/INVOICING TAB

TAB LAYOUT

The **Due Dates/Adjust/Invoicing** tab is divided into four main sections – (1) **Due Dates Summary**, (2) **Amounts Summary**, (3) **Accounting Use Only**, and (4) **Generated Invoices**.

The screenshot shows the 'Due Dates/Adjust/Invoicing' tab interface. At the top, there are tabs: General Deal Info, Deal Details, Contact/Survey/Docs, Deal Costs, Due Dates/Adjust/Invoicing (which is highlighted in blue), and Activity Log.

Section 1: Due Dates Summary

Select a due date below to view the details, adjustments, history, and invoicing.

	Due Date	%	JLL Amt	Cobroker Amt	Rebate Amt	Total Deal Commission	Revenue Recognition	Trade Receivable	Invoice ID	
Select	01/24/2022	100.00	1.00	0.00	0.00	1.00	No	No	<Select> <input type="button" value="▼"/>	<input type="button" value="Save"/>
		100.00	\$1.00	\$0.00	\$0.00	\$1.00				<input type="button" value="Adjust Rounding"/>

Section 2: Amounts Summary

Revenue: 0.00 Assets: 0.00 Constrained: 1.00 Amounts Correct

Section 3: Accounting use only

Accounting Date: Approver Name:
PeopleSoft Message:
Revenue State: Do not Interface

Section 4: Generated Invoices

The following is a list of generated invoices:

DUE DATE SUMMARY

The **Due Dates Summary** table is used to add expected cash collection due dates for new deals. Each due date line breaks down total deal commission into **3 components** – (1) **JLL amount**, (2) **Co-Broker amount**, and (3) **Rebate amount**. Revenue Recognition (RR) and Trade Receivable (TR) flags will default to 'No' for each due date line. An **invoice ID** selection is required on every due date where RR and TR = yes. The dropdown will auto-populate the invoice once an invoice is generated or manually loaded to the deal. Once the deal is posted, Dealio will send the invoice ID to PeopleSoft 9.2. If the "None" option is selected from the dropdown, Dealio will send the LMProject ID to PeopleSoft once the deal is posted. Additional features includes the "Adjust Rounding". ***Note:** Once the deal is in a closed status, only **Accounting Users** can update the **Due Date Summary** table.

Important: Dealio will automatically add 24 days to the revenue forecast dates (in the General Deal Info tab) and then populate those dates in the **Due Dates Summary**. Example: If the Revenue Forecast Date is as of 8/1/2018, then 8/25/2018 due date will populate in the Due Dates Summary.

Once the due dates are edited, the link between the General Deal Info tab will be broken. Any additional changes made in the 'General Deal Info' tab needs to be manually updated on the 'Due Dates/Adjust/Invoicing' tab.

By default, the details of each due date line is collapsed in the **Due Dates Summary** table. To expand the due date details, click on the Select hyperlink. The illustration below shows an expanded view of 10/24/2020 due date line. To collapse the **Due Date Details** section, click on the **Close Due Date Details** button.

The screenshot illustrates the Dealio software interface for managing due dates. It consists of three main sections:

- Due Dates Summary:** This section displays a table of due dates. A specific row for "10/24/2020" is highlighted with a blue border. A blue callout points from the text "Select a due date below to view the details" to this row. Another blue callout points from the "Total Deal Commission" header to the same row. The table includes columns for Due Date, %, JLL Amt, Cobroker Amt, Rebate Amt, Total Deal Commission, Revenue Recognition, Trade Receivable, Invoice ID, and various action buttons like Add/Edit Dates, Create Invoice, and Save.
- Expanded View:** A blue callout points to a detailed view of the selected due date. This view shows a single row for the selected date (10/24/2020) with values: 100.00, 26,880.00, \$0.00, \$0.00, and \$26,880.00. It also includes columns for Recog. Comment, Trade Receivable, and TR Comment.
- Due Date Details:** This section is enclosed in a dotted blue oval. It contains two tables:
 - Due Date Allocation Details:** A table showing the breakdown of the total due date amount. It has four columns: JLL Amt, CoBroker Amt, Rebate Amt, and Total Due Date Amount. The data is: 26,880.00, 0.00, 0.00, and 26,880.00.
 - JLL Revenue Splits by Broker Details:** A table showing revenue splits by broker. It has columns for Professional, Business Line, Broker Market, Business Unit, %, and Amount. The data is:

Professional	Business Line	Broker Market	Business Unit	%	Amount
	200013 - Agency - General	AM1411 - US Dallas - Project Bike	US002	20.00000000	5,376.00
	200013 - Agency - General	AM1411 - US Dallas - Project Bike	US002	80.00000000	21,504.00
				100.00	26,880.00

A blue arrow points from the "Edit Splits" button in the Due Date Details section back to the "Select" link in the Due Dates Summary section. A blue box labeled "Close Due Date Details" is located at the bottom right of the Due Date Details section.

For Accounting Users Only:

The **Due Date Details** section allows for adjusting broker allocations and co-broker details. In addition, you can post subsequent due date lines on closed deals in the **Revenue Recognition Details** table. (See page 53)

AMOUNTS SUMMARY

In the **Amount Summary** section, user can confirm the accuracy of their Revenue Recognition and/or Payment Term selections before posting the deal. Once a deal is posted, the total deal commission amount will populate in the following categories based on revenue recognition classification:

Category	Revenue Recognition	Trade Receivables
Revenue	Yes	Yes
Assets	Yes	No
Constrained	No	No

ACCOUNTING USE ONLY

The **Accounting Use Only** section is utilized by Accounting Users to post deals. When a deal is moved to a closed status (i.e. Executed/Closed) the **Revenue State** will default to the state from the **Property Info** section in the **Deal Details** tab. Otherwise, this field will default to the state of the lead broker.

HOW TO CREATE AN INVOICETo create an Invoice:

1. Click on the **Create Invoice** button next to the **Due Date Summary** table.
2. In the **Create New Invoice** table, click on the checkbox in the **Select** column to identify the installment being invoiced, as shown in Figure 54.

Figure 54 – Create New Invoice

3. Select the customer from the **Bill-To** dropdown. Enter comments as needed.

Important: When the **Contact & Bill-To Address Information** is populated in the **Contact/Survey/Docs** tab, the Bill-To Customer will populate in the **Bill-To** dropdown.

4. By default, your contact information, along with the “Standard Comm Calc” and company information will populate in the **Detail Information** section. You can choose a **Print Invoice Option** (i.e. Commission, Invoice Comments, etc.) before previewing or generating an invoice.

Figure 55

5. To verify the accuracy of the invoice, click on the **Preview Invoice** button. The invoice will populate as a .pdf document.
6. To create an email with the generated invoice attached, click on the ‘Send me an email’ checkbox and click on the **Generate Invoice** button. The [Invoice Report](#) hyperlink will populate in the “Generated Invoices” section, as shown in Figure 56. ***Note:** The invoice is sent to the person who generated the invoice.

Generated Invoices	Date Inserted	Created By	Description	Finalized
Invoice Report	7/25/2019 3:08:58 PM	Tanya.Watkins	Invoice Number -LM00000081402001	<input type="checkbox"/>

Figure 56

For invoices loaded manually, please refer to the following instructions:

1. Go to the **Contact/Survey/Docs** tab and select the following Document Type = “**Invoice Report**”
2. Click on “Choose File” or drag & drop the file.
3. Enter an invoice ID in the required field. **Note:** The ID must be alpha-numerical, no spaces and no longer than 17 characters.
4. Click on the **Upload** button and the invoice ID will appear in the dropdown next to each due date line in the Due Date Summary.

REVIEW AND RECOGNITION - (FOR ACCOUNTING USERS ONLY)

REVENUE CLASSIFICATION

The following table describes how **Revenue Recognition** and **Trade Receivables** translate into revenue, contract assets, and constrained.

	Revenue Recognition (RR)	Trade Receivable (TR)
Revenue	Yes	Yes
Assets	Yes	No
Constrained	No	No

INITIAL DEAL POST

To classify an individual due date as recognizable **Revenue**:

1. Go to the 'Due Date Summary' table and click on **Add/Edit Dates** button.
2. Select the **Revenue Recognition checkbox** and enter **RR Comments**.
3. Select the **Trade Receivables checkbox** and enter **TR comments**
4. Click **Save**

Due Date Info								
	Invoice Due Date	JLL	Co-Broker	Rebate	Total	Revenue Recognition	Recog. Comments	Trade Receivable
	10/24/2020	26880.00	0.00	0.00	26,880.00	<input checked="" type="checkbox"/>	Test	<input checked="" type="checkbox"/>
Add		\$26,880.00	\$0.00	\$0.00	\$26,880.00			

NOTE: The Trade Receivable checkbox is not editable **UNLESS** the Revenue Recognition checkbox is checked.

Figure 57

To classify an individual due date as a **Contract Asset**:

1. Click on **Add/Edit Dates** button
2. Enter a breakdown of total commission in the following fields as needed: **JLL amount**, **Co-Broker**, and **Rebate amount**.
3. Select **Revenue Recognition checkbox** and enter **RR Comments**.
4. Leave the **Trade Receivables checkbox blank** AND enter **TR Comments**.
5. Click **Save**.

The screenshot shows the 'Add Due Date' dialog box with the 'Due Date Info' tab selected. The table contains the following data:

	Invoice Due Date	JLL	Co-Broker	Rebate	Total	Revenue Recognition	Recog. Comments	Trade Receivable	TR Comments
	10/24/2020	26880.00	0.00	0.00	26,880.00	<input checked="" type="checkbox"/>	Test	<input checked="" type="checkbox"/>	Test
Add		\$26,880.00	\$0.00	\$0.00	\$26,880.00				

Buttons at the bottom include 'Refresh Subtotals', 'Save' (highlighted with a red arrow), and 'Cancel'.

NOTE: If the Trade Receivable checkbox is left blank, the TR comments are **REQUIRED** in order to Save.

Figure 58

To classify and individual due date as a **Constrained** revenue:

1. Click on **Add/Edit Dates** button.
2. Enter a breakdown total commission in the following fields as needed: **JLL amount, Co-Broker, and Rebate amount**.
3. Leave the **Revenue Recognition** checkbox blank and enter **RR Comments**.
4. Leave the **Trade Receivables** checkbox blank and enter **TR comments**.
5. Click **Save**.

The screenshot shows the 'Add Due Date' dialog box with the 'Due Date Info' tab selected. The table contains the following data:

	Invoice Due Date	JLL	Co-Broker	Rebate	Total	Revenue Recognition	Recog. Comments	Trade Receivable	TR Comments
	10/24/2020	26880.00	0.00	0.00	26,880.00	<input type="checkbox"/>	Test	<input type="checkbox"/>	Test
Add		\$26,880.00	\$0.00	\$0.00	\$26,880.00				

Buttons at the bottom include 'Refresh Subtotals', 'Save' (highlighted with a red arrow), and 'Cancel'.

NOTE: Comments are **REQUIRED** in order to Save when the corresponding checkbox is left blank.

Important: Dealio will not pass constrained due date lines to PeopleSoft 9.2.

To post a deal:

6. Verify that the revenue, assets, and constrained totals are correct in the **Amounts Summary** section.
7. Click on the **Amounts Correct** checkbox. (See Figure 59)

The screenshot shows the 'Amounts Summary' section with the following data:

Revenue:	10,000.00	Assets:	7,000.00	Deferred:	619.55	<input checked="" type="checkbox"/> Amounts Correct
----------	-----------	---------	----------	-----------	--------	---

Figure 59

8. In the **Accounting Use Only** section, enter the **Accounting Date**. (See Figure 60)
9. Select a **Revenue State**.

Important: Before posting a deal, make sure the Deal Cost Status on the Deal Cost tab is '**Approved**'.

10. Click on the **Post** button.
11. To check the posting status, refer to the **General Deal Details** tab.

The screenshot shows a form titled "Accounting use only". It contains several input fields and a button. On the left, there are fields for "Accounting Date" (with a calendar icon), "Approver Name", "PeopleSoft Message", and "Revenue State" (with a dropdown menu showing "<Select>"). On the right, there is a red "Post" button and a checkbox labeled "Do not Interface" which is highlighted with a blue border.

Figure 60

Important: The 'Do Not Interface' checkbox should only be checked if you do not want the revenue to feed into PeopleSoft. If this box is checked, no revenue will be recorded in PeopleSoft 9.2 and no further updates will feed into PeopleSoft 9.2. For most deals, you should not have to use this option.

SUBSEQUENT DEAL POST

Revenue Recognition Details:

- The **Revenue Recognition Details** table allows users to review recognition details for individual due date lines.
- When RR and/or TR are met for a selected due date, you can populate details in the table and post the deal.
- Comments from the initial post are reflected in the "RR Comments" and "TR Comments" fields and they are read-only.

The screenshot shows a table titled "Revenue Recognition Details". The table has 14 columns with the following headers: InvDue Date, Amount, Ready To Post(RR), Rev Rec Date, Constraint Commentary, Rev Recognized by, Rev Rec Acct Date, Ready To Post(TR), Trade Rec Date, CA Commentary, Trade Rec Recognized by, Trade Rec Acct Date, Revenue Posted by, Trade Rec Posted by, and Do Not Interface. At the bottom right of the table is a "Submit" button.

Figure 61

To move an Asset line to fully recognized Revenue:

1. Select the **Ready for Post (TR)** checkbox. (See Figure 62).
2. Enter a **Trade Rec Date**.
3. Click on the **Submit** button and the deal will move to '*Adjusted*' status:
 - a. The user ID will appear in the "**Trade Rec Recognized By**" field.
 - b. The **Amounts Summary** table will update to reflect recognition changes (after tab is refreshed).
 - c. The **Accounting Use Only** section will populate.

Revenue Recognition Details

InvDue Date	Amount	Ready To Post(RR)	Rev Rec Date	Constraint Commentary	Rev Recognized by	Rev Rec Acct Date	Ready To Post(TR)	Trade Rec Date	CA Commentary	Trade Rec Recognized by	Trade Rec Acct Date	Revenue Posted by	Trade Rec Posted by	Do Not Interface	Submit
10/31/2020	700.00	<input checked="" type="checkbox"/>	12/10/2020 <input type="button" value="Calendar"/>	Invoiced by PDS	Tanya.Watkins		<input checked="" type="checkbox"/>	2/10/2021 <input type="button" value="Calendar"/>	Invoiced by PDS	Tanya.Watkins				No	<input type="button" value="Submit"/>

Figure 62

Post Deal:

4. In the **Account Use Only** section, enter the **Accounting Date**, as described on page 52.
5. Populate the **Revenue State** (if applicable)
6. Click **Post**. To check the posting status, refer to the **General Deal Info** tab.

To move Constrained revenue into Assets:

1. Select the **Ready for Post (RR)** checkbox. (See Figure 63)
2. Enter **Rev Rec Date**.
3. Click **Submit** button and the deal will move to '*Adjusted*' status:
 - a. The user ID will appear in the "**Rev Recognized by**" field.
 - b. The **Amounts Summary** table will update to reflect recognition changes (after tab is refreshed).
 - c. The **Accounting Use Only** section will populate.

Revenue Recognition Details

InvDue Date	Amount	Ready To Post(RR)	Rev Rec Date	Constraint Commentary	Rev Recognized by	Rev Rec Acct Date	Ready To Post(TR)	Trade Rec Date	CA Commentary	Trade Rec Recognized by	Trade Rec Acct Date	Revenue Posted by	Trade Rec Posted by	Do Not Interface	Submit
10/31/2020	700.00	<input checked="" type="checkbox"/>	2/10/2021 <input type="button" value="Calendar"/>	Invoiced by PDS	Tanya.Watkins		<input type="checkbox"/>		Invoiced by PDS					No	<input type="button" value="Submit"/>

Figure 63

Post Deal:

4. In the **Accounting Use Only** section, enter the **Accounting Date**, as described on page 52.
5. Populate the **Revenue State** (if applicable)
6. Click **Post**. To check the posting status, refer to the **General Deal Info** tab.

To move Constrained revenue to fully recognized Revenue:

1. Select the **Ready for Post (RR)** checkbox and enter **Rev Rec Date**. (See Figure 63)
2. Select the **Ready for Post (TR)** checkbox and enter **Trade Rec Date**. (See Figure 63)
3. Click **Submit** to change deal to '*Adjusted*' status:
 - a. The user ID will appear in the "**Rev Recognized By**" and "**Trade Rec Recognized by**" fields.
 - b. The **Amounts Summary** table will update to reflect recognition changes (after tab is refreshed).
 - c. The **Accounting Use Only** section will populate.

Post Deal:

1. In the **Accounting Use Only** section, enter the **Accounting Date**, as described on page 52.
2. Populate the **Revenue State** (if applicable).
3. Click **Post**. To check the posting status, refer to the **General Deal Info** tab.

ADJUSTMENTS – (FOR POSTED DEALS ONLY)**HOW TO ADD NEW DUE DATE:**

1. In the **Due Date Summary** table, click on the **Add Due Date** button.
2. In the **Add New Due Date** window, complete the following required fields, as shown in Figure 64.
 - a. New Due Date and Comments
 - b. JLL Revenue
 - c. Professional % or New Amount.

Important: You can add JLL Revenue by entering the percentage (%) or the new amount.

- d. Select the **Revenue Recognition** and **Trade Receivable** boxes, if applicable.
- e. Enter **Recog. Comments** and **TR Comments**.
- f. Click **Save** and the deal will move to “Adjusted” status.

Figure 64

Post Deal:

3. Enter the **Accounting Date**, as described on page 52.
4. Populate the **Revenue State** (if applicable).
5. Click **Post**. To check the posting status, refer to the **General Deal Info** tab.

ADJUST TOTAL DUE DATE COMMISSION:

1. In the **Due Date Summary** table, click on the Select hyperlink next to the applicable due date.

Due Dates Summary

Select a due date below to view the details, adjustments, history, and invoicing.

	Due Date	%	JLL Amt	Cobroker Amt	Rebate Amt	Total Deal Commission	Revenue Recognition	Trade Receivable	Invoice ID		
Select	11/23/2020	50.00	27,594.13	0.00	0.00	27,594.13	Yes	Yes	None ▾		
Select	01/21/2021	50.00	27,594.12	0.00	0.00	27,594.12	Yes	No	<Select> ▾	Save	
100.00 \$55,188.25 \$0.00 \$0.00 \$55,188.25											

Figure 65

2. In the **Due Date Details** section, click on the **Adjust Amount** button, as shown below.

Due Date Details

Due Date Allocation Details

JLL Amt	CoBroker Amt	Rebate Amt	Total Due Date Amount	
27,594.13	0.00	0.00	27,594.13	Adjust Amounts
27,594.13	0.00	0.00	27,594.13	Select Cobroker

Figure 66

3. In the **Adjust Total Due Date Commission** window, you can increase/decrease the **Total Due Date Commission** by entering the amount in the **Adjustment(+/-)** fields as shown in Figure 67. Enter required comments and click **Save**.

The screenshot shows the 'Adjust Total Due Date Commission' dialog box. At the top, it says 'Enter the information below to make an adjustment to the total deal commission for this due date'. Below this is a 'Due Date' section with a 'Due Date: 11/23/2020'. The main area is titled 'Total Due Date Commission' and contains a table:

	<u>Current Amount</u>	<u>Adjustment(+/-)</u>	<u>New Amount</u>
JLL Revenue:	27,594.13	-5,000.00	22,594.13
Co-Broker Amount:	0.00	0.00	0.00
Rebate Amount:	0.00	0.00	0.00
Total Due Date Commision:	27,594.13	-5,000.00	22,594.13
Comments:	Test		

At the bottom right are 'Save' and 'Cancel' buttons.

Figure 67

HOW TO ADD A CO-BROKER

1. In the **Due Date Summary** section, select the applicable due date.
2. Click on the **Adjust Amount** button to add the co-broker amount. (See *Adjust Total Commission* section – pg. 56)
3. Click on the **Select Co-broker** button. The **Edit Cobroker** window will appear.
4. In the **Add New Co-Broker** section, click on the co-broker icon.

The screenshot shows the 'Edit Cobroker' dialog box. It has sections for 'Due Date' and 'Co-Broker Allocations'. The 'Add New Co-Broker' section is highlighted with a blue box and contains:

- Outside Broker: TBD
- Selected Cobroker: (button with a person icon)
- Add button

At the bottom right are 'Save' and 'Cancel' buttons.

5. In the **Search Outside Broker** section, add the co-broker to the deal. (See pages 23-26)

Selected Outside Broker

Search Outside Broker

Broker Name :	<input type="text"/>
Company Name :	<input type="text"/>
Email :	<input type="text"/>
City :	<input type="text"/>
State :	<input type="text"/>

Search **Clear**

	Broker Name	Company	Email	Phone	Address 1	City	State	Zip/Postal Code	Country
Add									

6. On the **Edit Cobroker** window, the co-broker's name will appear in the **Selected Cobroker** field, as illustrated below.

Edit Cobroker

Due Date

Due Date	06/23/2019
Cobroker Amount	100.00
Pending Adjustment Amount	100.00

Co-Broker Allocations

Add New Co-Broker

Outside Broker	TBD
Selected Cobroker	John Doe

Add

Save **Cancel**

7. Click on the **Add** button and the co-broker will appear in the **Co-Broker Allocations** section.

The screenshot shows three windows:

- Edit Cobroker**: A modal window with a 'Due Date' section containing fields for Due Date (06/23/2019), Cobroker Amount (100.00), and Pending Adjustment Amount (100.00). Below it is a 'Co-Broker Allocations' table with one row for 'John Doe' at 'WeWork' with an adjustment amount of 0.00.
- Co-Broker Allocations**: A table showing the allocation details.
- Add New Co-Broker**: A form with fields for 'Outside Broker' (TBD) and 'Selected Cobroker' (dropdown menu). A blue box highlights the 'Add' button. At the bottom are 'Save' and 'Cancel' buttons.

8. Enter the **Adjustment Amount** in the required field. Click **Save**.

ADJUST JLL BROKER ALLOCATIONS:

1. Click on the Select link next to the applicable due date.

The screenshot shows a 'Due Dates Summary' table with the following data:

	Due Date	%	JLL Amt	Cobroker Amt	Rebate Amt	Total Deal Commission	Revenue Recognition	Trade Receivable	Invoice ID		
Select	10/24/2020	25.00	211.40	0.00	0.00	211.40	No	No	<Select> ▾	Save	Adjust Date
Select	11/24/2020	25.00	211.40	0.00	0.00	211.40	No	No	<Select> ▾	Save	Adjust Date
Select	12/24/2020	25.00	211.40	0.00	0.00	211.40	No	No	<Select> ▾	Save	Adjust Date
Select	01/24/2021	25.00	211.40	0.00	0.00	211.40	No	No	<Select> ▾	Save	Adjust Date
		100.00	\$845.60	\$0.00	\$0.00	\$845.60					

On the right side of the table, there are four buttons:

- Add Due Date
- Create Invoice
- Adjust All Splits
- Adjust Rounding

Figure 68

2. In the **JLL Revenue Splits by Broker Details** section, click on the **Adjust Splits** button.

JLL Revenue Splits by Broker Details					
Professional	Business Line	Broker Market	Business Unit	%	Amount
	200028 - Ten Rep - General	AM1401 - Dallas: Dallas	US002	100.00000000	211.40

100.00 211.40

Adjust Splits

Figure 69

3. In the **JLL Broker Allocations** table, click on the **Add** button.

JLL Broker Allocations

Enter the information below to make an adjustment to all JLL broker allocations.

Professional	Broker Market	Business Line	Business Unit	New %	New Amount
	AM1401 - Dallas: Dallas	200028 - Ten Rep - General	US002	100.00000000	211.40

Add

Adjustment Comment:

Refresh Subtotals **Save** **Cancel**

Note: Adjustments posted to JLL broker splits may NOT be reflected in the generation credit allocation percentages. Please review after posting.

Figure 70

4. Choose a **Professional** from the dropdown.

- a. By default, the **Broker Market**, **Business Line** and **Function** fields will auto-populate when the **Professional** is selected.

JLL Broker Allocations

Enter the information below to make an adjustment to all JLL broker allocations.

Professional	Broker Market	Business Line	Business Unit	New %	New Amount
Save	AM1401 - Dallas: Dallas	200028 - Ten Rep - General	US002	100.00000000	211.40

Cancel

Adjustment Comment:

Refresh Subtotals **Save** **Cancel**

Note: Adjustments posted to JLL broker splits may NOT be reflected in the generation credit allocation percentages. Please review after posting.

Figure 71

5. Enter the **New %** or **New Amount** in the required fields.

6. Enter the **Adjustment Comment:** in the required field.

7. Click on the **Save** button to a new record.

8. Click on the **Refresh Subtotals** button. Click on the **Save** button located at the bottom of the window.

ACCOUNTING ENTRY TYPES

Each post from Dealio to PeopleSoft generates an entry type. The following illustration describes the entry type naming convention.

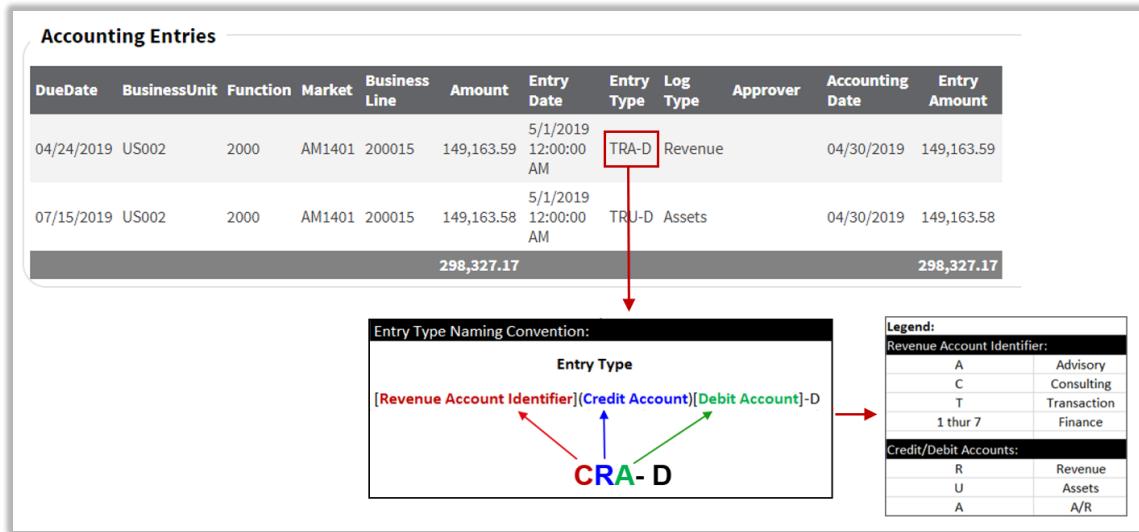


Figure 72

ACCOUNTING ENTRY LOGIC

The following table provides an overview of how accounting entries feed into PeopleSoft.

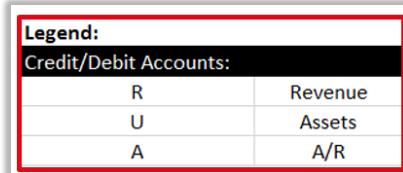


Figure 73

CHAPTER 9: FINANCE AUDIT TAB - (FOR ACCOUNTING USERS ONLY)

General Deal Info Deal Details Contact/Survey/Docs Deal Costs Due Dates/Adjust/Invoicing **Finance Audit**

The **Finance Audit** tab provides a consolidated list of documents that are required before a deal can be posted. It contains a chart listing the documents that are required based on the total commission. This tab must be completed on all deals where the total commission is greater than or equal to \$25k.

In the **Documentation Sign Off** section, accounting personnel can confirm the documents have been reviewed by selecting the **SignOff** or **N/A** checkbox. The documents will automatically populate into each section when they are uploaded to the deal. When a document is added, the system will require a Document Type selection. If the documents are scanned together, the “All” Document Type should be selected. The ‘All’ option will populate the documents into each section on the tab.

Documentation Sign Off

	SignOff	N/A	Name	Date
Relevant Pages of Lease/Amendment Executed Lease	<input type="checkbox"/>	<input type="checkbox"/>	<Select>	<input type="text"/> <input type="button" value="Calendar"/>
Lease Commission Calculation	<input type="checkbox"/>	<input type="checkbox"/>	<Select>	<input type="text"/> <input type="button" value="Calendar"/>
Relevant pages/sections of signed Brokerage Commission Agreement or Agreement Letter Brokerage Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<Select>	<input type="text"/> <input type="button" value="Calendar"/>
Co-Broker Agreement (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<Select>	<input type="text"/> <input type="button" value="Calendar"/>
Fee split - Other BU notified/paperwork submitted	<input type="checkbox"/>	<input type="checkbox"/>	<Select>	<input type="text"/> <input type="button" value="Calendar"/>
Received payment (Copy of check/Wire attached)	<input type="checkbox"/>	<input type="checkbox"/>	<Select>	<input type="text"/> <input type="button" value="Calendar"/>
Audit Memo	<input type="checkbox"/>	<input type="checkbox"/>	<Select>	<input type="text"/> <input type="button" value="Calendar"/>
MSA/Real Estate Services	<input type="checkbox"/>	<input type="checkbox"/>	<Select>	<input type="text"/> <input type="button" value="Calendar"/>

Figure 74

REQUIRED DOCUMENTATION

Note: Amounts listed in the following table represent the Total Commission Amount of the deal, including rebates to client and/or amount payable to any Co-Broker.

	Under \$25K	\$25K - \$50K	\$50 – \$499K	Above \$500K
Lease Pages:	<ul style="list-style-type: none"> ▪ Date 1st Page ▪ Signed pages 	<ul style="list-style-type: none"> ▪ Legal entities involved ▪ Effective date of lease ▪ Lease term ▪ RSF ▪ Co-Broker involvement ▪ Any reference to termination option ▪ Signature pages 	<ul style="list-style-type: none"> ▪ Legal entities involved ▪ Effective date of lease ▪ Lease Term ▪ RSF ▪ Co-Broker involvement ▪ Any reference to termination option ▪ Signature pages ▪ Rent schedule ▪ Free Rent or Rent Abatement ▪ Tenant Improvements & Operating Expenses 	<ul style="list-style-type: none"> ▪ Entire Lease
Invoice: (If not system generated)	Required	Required	Required	Required
Calculation: (In accordance with Brokerage Agreement)		Required	Required	Required
Agreement:	<ul style="list-style-type: none"> ▪ Co-Broker Agreement 	<ul style="list-style-type: none"> ▪ Brokerage Agreement (if not on file with Coroparate Acct) ▪ *Co-Broker Agreement (if applicable) 	<ul style="list-style-type: none"> ▪ Brokerage Agreement (if not on file with Coroparate Acct) ▪ Co-Broker Agreement (if applicable) 	<ul style="list-style-type: none"> ▪ Brokerage Agreement (if not on file with Coroparate Acct) ▪ Co-Broker Agreement (if applicable)

APPROVAL THRESHOLDS

For deal where the 'Total Commission' is greater than or equal to \$400k gross revenue, additional levels of approval are required. A list of accountants who meet the approval authority are listed in the dropdown menu for each level.

The user completing the **Finance Audit** tab should select the appropriate accountant. An email will be sent to the designated person to notify them that a specific deal is ready for their review. The recipient should review the documents and sign-off. If the 'Total Commission' is greater than or equal to \$400k, a Senior Accountant should select the appropriate Manager from the dropdown menu. The levels of required approval are as follows:

Threshold Level	Required Approval
\$1 to \$399,999	Senior Analyst
\$400,000 to \$1,999,999	Manager (in addition to Senior Analyst)
\$2,000,000 or higher	Senior Manager (in addition to Manager)

The Approvals section displays three rows of selection fields. Each row contains a checkbox, a dropdown menu labeled '<Select>', and a text input field with a small calendar icon. The first row is for 'To \$399,999 Senior Analyst', the second for '\$400,000 - \$1,999,999 Manager', and the third for '>= \$2,000,000 Senior Manager'.

The **Comments** section is a text field where the approvers can enter notes during the review process. Comments can be used for the following reasons:

- To direct the reviewer's attention to a specific page in the documents
- Explain the thought process that lead to revenue recognition
- Explain a commission calculation
- Ask for the reviewer's opinion on a subject matter
- Detail the documents that were loaded on the 'Invoicing & Docs' tab with a type of 'Other' as they will not appear in this section as a hyperlink.

The Comments section features a single large text input field with a placeholder 'Comments' at the top left. The entire section is enclosed in a light gray rounded rectangle.

CHAPTER 10: CAPFORCE FEE ALLOCATIONS

General Deal Info Deal Details Contact/Survey/Docs Deal Costs Due Dates/Adjust/Invoicing Finance Audit **Capforce Fee Allocations**

The **Capforce Fee Allocations** tab displays approved and unapproved fee allocations that merge from Capforce into Dealio. This tab will populate in deals where the Business Line Group is Capital Markets and the deal status is Executed/Closed or Under Review.

CapForce Fee Allocations

<input type="checkbox"/> Capforce Fee Allocations Approved	Approval Date:																																																														
<input type="checkbox"/> Finance Fee Allocations Reviewed	Finance Reviewer:																																																														
	Review Date: 2/12/2021																																																														
Verify the review date before approving.																																																															
Flattened Fee Sheet View																																																															
<table border="1"> <thead> <tr> <th>Professional</th> <th>Market</th> <th>Business Line</th> <th>Business Unit</th> <th>Holdback</th> <th>%</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>AM2401</td> <td>250007</td> <td>US002</td> <td></td> <td>94.42424242</td> <td>222,015.00</td> </tr> <tr> <td></td> <td>AM2401</td> <td>250007</td> <td>US002</td> <td></td> <td>2.78787879</td> <td>6,555.00</td> </tr> <tr> <td></td> <td>AM2401</td> <td>250007</td> <td>US002</td> <td></td> <td>2.78787879</td> <td>6,555.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>100.00000000</td> <td>\$235,125.00</td> </tr> <tr> <td colspan="7"> <table border="1"> <thead> <tr> <th>Type</th> <th>%</th> <th>Amount</th> <th>Comments</th> <th>Outside Broker</th> </tr> </thead> <tbody> <tr> <td>Jones Lang LaSalle</td> <td>100.00000000</td> <td>235125.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>100.00000000</td> <td>\$235,125.00</td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> </tbody> </table>							Professional	Market	Business Line	Business Unit	Holdback	%	Amount		AM2401	250007	US002		94.42424242	222,015.00		AM2401	250007	US002		2.78787879	6,555.00		AM2401	250007	US002		2.78787879	6,555.00						100.00000000	\$235,125.00	<table border="1"> <thead> <tr> <th>Type</th> <th>%</th> <th>Amount</th> <th>Comments</th> <th>Outside Broker</th> </tr> </thead> <tbody> <tr> <td>Jones Lang LaSalle</td> <td>100.00000000</td> <td>235125.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>100.00000000</td> <td>\$235,125.00</td> <td></td> <td></td> </tr> </tbody> </table>							Type	%	Amount	Comments	Outside Broker	Jones Lang LaSalle	100.00000000	235125.00				100.00000000	\$235,125.00		
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The **Capforce Fee Allocations** tab includes the following features:

- **Capforce Fee Approval indicator** and **Approval Date** to indicate when the final fees are approved in the Capforce system. ***Note:** the indicator (checkbox) is read-only and can only be populated by Capforce.
- **Finance Fee Allocations Reviewed checkbox:**
 - Automatically checked when Capforce Fees are approved prior to the deal posting.
 - This checkbox can only be edited by users with the “Accounting” role. Once the checkbox is updated by an accounting user, the system will populate the Finance Reviewer’s name and date.
 - The Finance Fee Allocations **Review Date** is editable prior to populating the checkbox.
 - Once the deal is posted, the checkbox is locked and cannot be updated by the user.
- Read-only **Flattened Fee Sheet View** of all brokers and holdbacks allocated to the deal.

CHAPTER 11: COLLECTION LOG TAB – (FOR ACCOUNTING USERS ONLY)

General Deal Info Deal Details Contact/Survey/Docs Deal Costs Due Dates/Adjust/Invoicing Finance Audit Capforce Fee Allocations **Collection Log**

The **Collection Log** tab reflects the collection status of the deal. This tab is not visible to the user until the deal is posted. Most payments are applied in PeopleSoft and transferred to Dealio periodically via the '**Dealio DL PS Collections**' job. Once the '**AR Update**' has processed, the payments will be applied in the Collection Log. User with 'Accounting' access have the ability to edit information on this tab.

PREPAID CASH

The **Prepaid Cash** section is used to apply a manual payment that has been received, but cannot be applied in PeopleSoft because the revenue has not yet been recognized. Entering constrained cash in this section allows you to search for deals with constrained cash from the Advanced Search page and run reports for constrained cash.

To indicate **Prepaid Cash** has been received:

1. Select the '**Prepaid Cash Received**' checkbox.
2. Enter the **Check #**.
3. Enter the **Amount**.
4. Add an **Accounting Date**, either manually or by clicking on the calendar icon.
5. Enter the **Batch Number**.
6. Enter the **Lockbox Number**.
7. Click on the **Add Check** button. The user's name will populate in the **Check Applied By**: field and the effective date will populate in the **Date Applied**: field.

Prepaid Cash

Prepaid Cash Received:	<input type="checkbox"/>
Check #:	<input type="text"/>
Amount:	<input type="text"/>
Accounting Date:	<input type="text"/> 
Batch Number:	<input type="text"/>
Lockbox Number:	<input type="text"/>
Add Check	
Check Applied By:	<input type="text"/>
Date Applied:	<input type="text"/>

Deselect the **Prepaid Cash Received** checkbox when applying the cash to the **Collection Log**.

Important: Commission will be paid out when the payment is applied even though the revenue has not been recognized (Brokerage Only). To initiate commission payments, you must also enter a manual check. Refer to '**Check Info**' section.

PREPAID CASH HISTORY

The **Prepaid Cash History** section displays a record of all constrained cash that has been entered in Dealio as illustrated below. Below is a description of each field in the Prepaid Cash History table.

Prepaid Cash History								
Prepaid Check RowId	Constrained Date	Constrained By	Check#	Amount	Accounting Date	BatchId	LockBox#	

Figure 75

Table 7 – Prepaid Cash Field Descriptions

Field	Descriptions
Prepaid Cash Received	A checkbox used to indicate constrained cash has been received.
Prepaid Check Row ID	The row number for constrained cash.
Constrained Date	The date on which constrained cash is received.
Constrained By	The name of user who entered the constrained 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.

CASH RECEIPT LOG (CMG USERS ONLY)

The **Cash Receipt Log** is used to log payments received but not applied because a Capital Markets deal hasn't posted. The cash received and cash applied date fields now interface to Capforce to allow deal teams to see when fees have been received and when the deal is ready for commission payments

Cash Receipt Log						
	Check No	Receipt Date	Amount Paid	Comments	CreatedBy	DateCreated
<input checked="" type="checkbox"/>	00555	09/11/2020	85,000.00	Deal not posted		9/24/2020 2:56:11 PM
Add						

PS WRITE-OFF

The **PS Write-Off** section is used to indicate if a collection balance has been written off to bad debt.

The screenshot shows a form titled "PS Write-Off". It contains three fields: "PS Write-Off Amount" with a text input box, "PS Write-Off Comments" with a text area, and "PS Write-Off" with a checkbox.

Figure 76

1. As illustrated in the image above, enter the **PS-Write Off Amount**
2. Enter commentary in the **PS Write-Off Comments box** (if applicable)
3. Click on the **PS Write-Off** checkbox. Once the checkbox is checked, Dealio will display a validation message stating the information is been updated, as illustrated here.

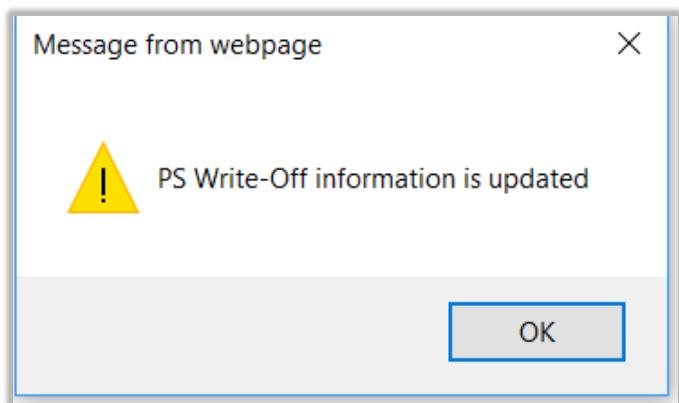


Figure 77

Below is a description of each field in the PS Write-Off section.

Table 8 - PS Write-Off Field Descriptions

Field	Descriptions
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 INFO (MANUAL CHECKS)

The **Check Info** section is used to apply a manual payment that has been received, but not applied in PeopleSoft. Below is a description of each field in the **Check Info** section.

Check Info

Check #:	<input type="text"/>
Amount Applied:	<input type="text"/>
Acctg / Eligibility Date:	<input type="text"/>
Reason:	<Select>
Alt Account/Comments:	<input type="text"/>

Figure 78

Field	Descriptions
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:	A dropdown menu that includes the following options: *Constrained 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.

Once the information has been added in the ‘**Check Info**’ section, navigate to the **Collection Summary** section and select the “**Apply Check**” button next to the line item you are applying the payment to. (See Figure 79) The details listed in this section auto-populate based on the information entered on the following tabs:

- General Deal Info
- Deal Details
- Due Date/Adjust/Invoicing

Collection Summary						
Due Date	Constrained	Posted	Amount Due	Amount Paid	Outstanding Amount	
06/08/2018	No	Yes	10,350.45	10,350.45	0.00	Apply Check
			\$10,350.45	\$10,350.45	\$0.00	

Figure 79

Below is a description of each field in the **Collection Summary**.

Field	Descriptions
Due Date	The date the commission is payable based on the Brokerage Agreement.
Constrained	The designation if the revenue should be constrained
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.

Important: When adding a manual and electronic check to the same deal, you should use a different check # (i.e. add a prefix or suffix to the check #). The following table describes how Dealio functions when a payment with the same check # is applied to the Collection Log.

Action:	Impact:
If a manual payment is applied to the Collection Log and then the PY payment is applied afterwards...	The PY payment will not interface to Dealio if the check # or PeopleSoft payment ID is the same.
If the PY payment is applied to the Collection Log and then a manual payment is applied with the same check #...	The manual payment will overwrite the PY payment.

CHECK / RECEIPT SUMMARY

The **Check / Receipt Summary** section displays all payments applied to the deal. Any payment applied in PeopleSoft will be updated here based on the AR update schedule. Any manual payments will appear in this section once the ‘**Apply Check**’ button is selected in the ‘**Collection Summary**’ section.

‘Delete Check’ is visible on manual payments and can be selected to remove the payment

Check / Receipt Summary

Eligibility Date	Check #	Amount Paid	EntryType	Applied by	Reason	Comments	LockBox#	BatchId	Accounting Date	Journal Id
07/09/2018	100581	10,350.45	PY							
\$10,350.45										

Figure 80**COLLECTION DETAILS**

The **Collections Details** section displays the payment details that appear in the ‘**Check / Receipt Summary**’ section.

Collection Details

	Due Date	Market	BL	Constrained	Check #	Acctg Date	Amount Paid	Eligibility Date	Application Date	Entry Type
Edit Collection	06/08/2018	AM1203	200028	No		07/09/2018	1,035.05	07/09/2018	07/09/2018	PY
Edit Collection	06/08/2018	AM1203	200013	No		07/09/2018	9,315.40	07/09/2018	07/09/2018	PY
\$10,350.45										

Figure 81

- Click on the ‘**Edit Collection**’ button to update the collection details.
- Click on ‘**Save**’ to save changes or ‘**Cancel**’ to return to the original information.

Entry Type(s)	Descriptions
PY	Payment applied in PeopleSoft
WO	Write-Off applied in PeopleSoft
MT	Items ‘maintenanced’ in PeopleSoft AR
Manual	Manual Check

CHAPTER 12: COMMISSIONS – (FOR ACCOUNTING USERS ONLY)

The commissions payment process consists of several steps performed in Dealio throughout each bi-weekly period. These steps will be outlined in this document. For any questions concerning commissions or this process, please contact Finance Commissions (US) at Finance.Commissions@am.jll.com.

BI-WEEKLY VALIDATION PROCESS

Throughout the commission period, there are some validation steps that can be performed to ensure that the commission process runs smoothly. The steps are as follows:

1. Run the “Commission Deal Details Report” to validate cash collections and broker splits.
2. Run the “Deal Recap Report” and send it to participating professionals to validate cash collections and broker splits.
3. Run the Office Collections and Broker Collections reports to track incoming cash.
4. Compensation data is interfaced from PeopleSoft the weekend after a commission pay date. This includes annual salary, annual draw, YTD commissions paid, YTD draw recovered and draw balance information. The “Draw Report” and “Salary Report” can be run to validate the compensation amounts.

COMMISSION DEAL DETAIL REPORT

The “Commission Deal Detail Report” provides the details of the deals and the components used to calculate the commission payments for each professional. A commission calc (discussed later in this guide) must be processed before running this report.

DEAL RECAP REPORT

The “Deal Recap Report” provides a summary of the cash collections in a commission eligible Market, Business Line, and Department.

DRAW REPORT

The “Draw Report” provides bi-weekly draw information for each professional in a commission eligible Market, Business Line, and Department.

SALARY REPORT

The “Salary Report” provides bi-weekly salary information for each professional in a commission eligible Market, Business Line and Department.

BI-WEEKLY COMMISSION PROCESS

Each year a commission calendar will be distributed similar to the calendar in Figure 82.

Pay Period*	Paperwork Deadline	Lockbox Deadline (Cash Cutoff)	Pay Date
1	Thursday, January 04, 2018	Friday, January 05, 2018	Friday, January 19, 2018
2	Friday, January 19, 2018	Monday, January 22, 2018	Friday, February 02, 2018
3	Friday, February 02, 2018	Monday, February 05, 2018	Friday, February 16, 2018
4	Friday, February 16, 2018	Monday, February 19, 2018	Friday, March 02, 2018
5	Friday, March 02, 2018	Monday, March 05, 2018	Friday, March 16, 2018
6	Friday, March 16, 2018	Monday, March 19, 2018	Friday, March 30, 2018
7	Friday, March 30, 2018	Monday, April 02, 2018	Friday, April 13, 2018
8	Friday, April 13, 2018	Monday, April 16, 2018	Friday, April 27, 2018
9	Friday, April 27, 2018	Monday, April 30, 2018	Friday, May 11, 2018
10	Friday, May 11, 2018	Monday, May 14, 2018	Friday, May 25, 2018
11	Friday, May 25, 2018	Monday, May 28, 2018	Friday, June 08, 2018
12	Friday, June 08, 2018	Monday, June 11, 2018	Friday, June 22, 2018
13	Thursday, June 21, 2018	Friday, June 22, 2018	Friday, July 06, 2018
14	Friday, July 06, 2018	Monday, July 09, 2018	Friday, July 20, 2018
15	Friday, July 20, 2018	Monday, July 23, 2018	Friday, August 03, 2018
16	Friday, August 03, 2018	Monday, August 06, 2018	Friday, August 17, 2018
17	Friday, August 17, 2018	Monday, August 20, 2018	Friday, August 31, 2018
18	Friday, August 31, 2018	Monday, September 03, 2018	Friday, September 14, 2018
19	Friday, September 14, 2018	Monday, September 17, 2018	Friday, September 28, 2018
20	Friday, September 28, 2018	Monday, October 01, 2018	Friday, October 12, 2018
21	Friday, October 12, 2018	Monday, October 15, 2018	Friday, October 26, 2018
22	Friday, October 26, 2018	Monday, October 29, 2018	Friday, November 09, 2018
23	Wednesday, November 07, 2018	Thursday, November 08, 2018	Wednesday, November 21, 2018
24	Friday, November 23, 2018	Monday, November 26, 2018	Friday, December 07, 2018
25	Friday, December 07, 2018	Monday, December 10, 2018	Friday, December 21, 2018
26	Tuesday, December 18, 2018	Wednesday, December 19, 2018	Friday, January 04, 2019
27	Wednesday, January 02, 2019	Monday, December 31, 2018	Friday, January 18, 2019

Figure 82

The following steps should be performed each commission period to calculate and validate the commission amounts.

1. Starting on Wednesday of the commission week, the ‘Commission Calc’ for each Market and Business Line will run automatically by the system nightly.
2. Validate the schema % for each professional to ensure the commission amounts are correct. Update the compensation schema for any professional that is not correct. The process for updating the schemas is reviewed in the ‘Compensation Schema’ section.
3. Run “Approver’s Commission (Draw) Report” to validate commission amounts.
4. Enter any necessary ‘Commission Adjustments’, re-run the ‘Commission Calc’, and review the reports. The process of entering commission adjustments is reviewed in the ‘Adjustments – Holdback and Commissions’ section.
5. Once commission amounts are validated, approve the ‘Commission Calc’.
6. The “Employee Commission Report” (ECR) is available to run or distribute to the professionals.

COMMISSION CALC

Before commissions can be reviewed on the “Approver’s Commission (Draw) Report”, “Commission Deal Detail Report”, or the “Employee Commission Report”, the commission amounts must first be calculated.

1. On the menu bar, navigate to Commission > Decentralized Commission.

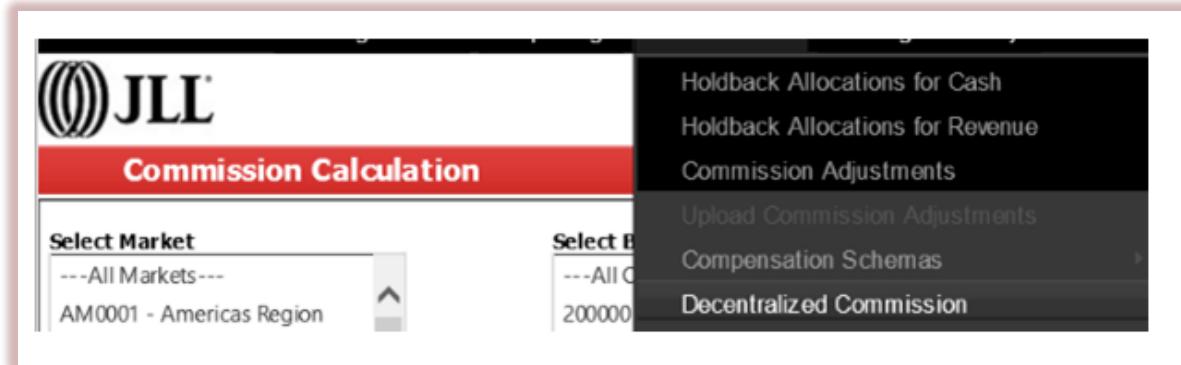


Figure 83

2. Click on the ‘Select’ link and a list of professionals in the market/Business Line will appear in a table at the bottom of the screen.

The screenshot shows the 'Commission Calculation' interface. It includes dropdowns for 'Select Market' (AM0001 - Americas Region) and 'Select Business Line' (200000 - Agency - Industrial). There are also fields for 'Year' (2019) and 'Period' (10 - 05/02/2019 - 05/15/2019). A table at the bottom displays commission details for a selected entry: AM0001, 200043, Pending Approval, 5/16/2019 1:31:00 AM, System. The 'Select' button in the bottom navigation bar is highlighted with a blue box.

Figure 84

3. From this list, you can override the commission payment for a professional with a different amount than what has been calculated. (This should only be used as a last resort as most changes can be achieved via ‘Commission Adjustment’). Select the ‘Edit’ icon next to a specific professional and enter the amount in the ‘Updated Comm Payable (shortage)’ field.

Professional Name	Commissionable Cash	Comm %	Stepped Comm	Less: Deal & Prospect Cost	Less: Prior Year sal Deficit	Less: Annual Salary	Calc Comm (deficit)	Less: YTD CommPaid	Less: Prior Year Draw	Less: Annual Draw	Calc Comm Payable (shortage)	Updated Comm Payable (shortage)	UpdatedBy
	631,003.84	52.87	333,602.29	2,699.59	0.00	0.00	330,902.70	273,363.07	979.00	0.00	56,560.63	56,560.63	
	136,579.91	50.00	68,289.96	1,336.70	0.00	0.00	66,953.26	13,590.84	0.00	0.00	53,362.42	53,362.42	

Figure 85

4. Select the ‘Update’ link to apply your changes or the ‘Cancel’ link to cancel your changes. (The override will only apply for the period in which it is entered. If you want to override the payment for a professional for the entire year, you will need to update the amount every period.)

Professional Name	Commissionable Cash	Comm %	Stepped Comm	Less: Deal & Prospect Cost	Less: Prior Year sal Deficit	Less: Annual Salary	Calc Comm (deficit)	Less: YTD CommPaid	Less: Prior Year Draw	Less: Annual Draw	Calc Comm Payable (shortage)	Updated Comm Payable (shortage)	UpdatedBy
	631,003.84	52.87	333,602.29	2,699.59	0.00	0.00	330,902.70	273,363.07	979.00	0.00	56,560.63	56,560.63	
Updated Comm Payable(shortage): <input type="text" value="56,560.63"/>													

Figure 86

5. After you have reviewed the commission amounts on the ‘Approver’s Commission (Draw) Report’ for your market/Business Line, and made any necessary commission adjustments, come back to this section and select the ‘Approve’ button next to your market/Business Line.

EMPLOYEE COMMISSION REPORT

The “Employee Commission Report” (ECR) is printed and/or distributed to the professionals in your market. It provides the detail for each deal included in the commission calculation, as well as a the various components used to calculate the commission payment. As discussed earlier, a commission calc must be processed before running this report.

APPROVER’S COMMISSION (DRAW) REPORT

The “Approver’s Commision (Draw) Report” provides the same information that is available on the “Approver’s Commission Report” in addition to two columns – Current Month Draw Revover and Updated Commission Payable – that are used to calculate the net cash commission to submit to Payroll. As discussed earlier, a commision calc must be processed before running the report.

HOLDBACK ALLOCATIONS FOR CASH

The **Holdback Allocation for Cash** page is used to allocate cash or process commission-supported bonus payments for brokers, analyst and admins. The allocation type each professional is eligible for is driven by their transactor flag. Professionals are not eligible to receive distributions for all accounts.

The screenshot shows the 'Holdback Allocations for Cash' page with the following sections:

- Holdback Detail:**
 - Criteria:** Includes fields for Holdback Account (dropdown), Holdback Account Type (dropdown), Market (dropdown), Business Line (dropdown), and Year (dropdown).
 - Balances:** Displays CY Cash Collected, Prior Year Carryover, Total Cash value, Less CY Cash Allocations, Current Balance, and Remaining Balance. Buttons for 'View Cash History' and 'View Allocation History' are also present.
- Holdback Allocation:**
 - Professional Selection:** A list box with 'Add To Allocation List' and 'Clear' buttons.
 - Selected Professionals:** A list box with 'Remove' and 'Generate Allocation Lines' buttons.
- Accounting use only:**
 - Commission Period (dropdown), Approver Name (dropdown), Description (text area), and Finance Explanation (text area).
 - A checkbox labeled 'Approved By Accounting' and a red 'Finalize' button.

Figure 87 – Holdback Allocation for Cash

1. Navigate to **Commission > Holdback Allocation for Cash**. Descriptions of each field can be found on page 76-77.
2. **Criteria Pane:** This pane is used to select the holdback account, year, market and business line. The holdback account type will be displayed under the holdback account once selected.
3. **Balance Pane:** After the holdback account criteria have been selected, this section will display the YTD Revenue Balance and Current Balance. If allocation lines are generated, the remaining balance will display the amount remaining to be distributed.

4. **Holdback Allocation:** The **Professional Selection** field will display all brokers allocated to the major market. Users should select the professional they wish to make allocations for and click '**Add to Allocation List**' to move them to the **Selected Professionals** field. To remove a selected professional, click on the **Remove** button.
5. Once the selected list is populated, click on the **Generate Allocation Lines** button.
6. Select the amount or percent radio button - and enter the amount to be allocated to each professional. (see Figure 88) Note that amounts paid out of bonus pool holdback will be paid dollar for dollar via the manual payment page. They will not appear on the ACR/ER.
7. After you have entered the desired '**Percentage**' or '**Amount**', select the '**Calculate Grid**' button to calculate the holdback allocation. Once you have made your allocations, select the '**Save**' button.

Collector	Allocation Type	Total:
Alvarez , Carlos	<input checked="" type="radio"/> Percent <input type="radio"/> Amount	10.00 11,162.40

Save Calculate Grid

Figure 88

Table 9 - Holdback Allocation for Cash Field Descriptions

Field	Description
Holdback Account	A dropdown menu that contains a list of holdback accounts.
Holdback Account Type	A read-only that displays the <u>type</u> of account assigned to each holdback. The three types are: *Broker Holdback: Used to hold cash that will be allocated to brokers in the current year. Bonus Pool Holdback: This account is used to hold cash used to fund support bonus pools. *Non-commissionable Revenue: Represents cash used to cover cost (lease admin cost, T&E, etc.)
Market	A dropdown menu that contains a list of markets for the corresponding holdback account selected.
Business Line	A dropdown menu that contains a list of applicable Business Lines (BL) for the related holdback account.
Year	A free-form text field where user can view yearly data.

CY Cash Collected	Current year cash collected
View Cash History	This link will display the deal activity for the account and will tie to the YTD Cash Collected. Changes to this amount can only be done by changing allocations on the General Deal Info tab.
CY Bonus Pool Value	Current year cash collected
Prior Year Carry Over	Prior year cash collected carried over into current year.
Bonus Pool Value	Total cash collected available for distribution.
Less YTD Allocated	Total year to date cash distributed.
View Allocation History	This link will show allocaton amounts allocated by date. Clicking on 'Select' for a given accounting date will display professional level detail for the revenue allocation.
Available For Distribution	Current avaiable cash for distributions.
Professional	This section will display all professionals allocated to the major market to receive distributions from this account.
Commission Period	A dropdown list of commission periods.
Approved by Accounting	A checkbox that should be checked before posting the adjustment.
Approver's Name	A read-only text box that will automatically populate with the user who post the allocations.
Description	A free-form text field to explain the adjustment
Finance Explanation	A free-form text field to provide more detail about the adjustment.

HOLDBACK ALLOCATION FOR REVENUE

The **Holdback Allocation for Revenue** works similar to cash, however balances pull from recognized revenue and **DO NOT** affect commissions. This process should be done quarterly to ensure commission accrual rates accurately reflect revenue production by broker. Descriptions of each field can be found on page 78-79.

Figure 89 - Holdback Allocation for Revenue

Table 10 - Holdback Allocation for Revenue Field Descriptions

Field	Description
Holdback Account	A dropdown menu that contains a list of holdback accounts.
Holdback Account Type	A read-only field that displays the <u>type</u> of account assigned to each holdback. The three types are: *Broker Holdback: Used to hold cash that will be allocated to brokers in the current year.

	Bonus Pool Holdback: This account is used to hold cash used to fund support bonus pools. *Non-commissionable Revenue: Represents cash used to cover cost (lease admin cost, T&E, etc.)
Market	A dropdown menu that contains a list of applicable markets for the related holdback account.
Business Line	A dropdown menu that contains a list of applicable Business Lines (BL) for the related holdback account.
Year	A free-form text field where you will enter the applicable year.
YTD Revenue Balance	A read-only field that displays year to date revenue balance based on the holdback account, year, market and business line selected.
Current Balance	A read-only field that displays the current balance based on the holdback account, year, market and business line selected.
Remaining Balance	A read-only field that displays the remaining balance of the holdback account after you have made your allocations to the associated personnel.
View Balance Details	This link will display the deal activity for the account and will tie to the YTD Revenue Balance. Changes to this amount can only be done by changing allocations on the General Deal Info tab.
View Allocation History	This link will show allocations amounts allocated by date. Clicking 'Select' for a given accounting date will display professional level detail for the revenue allocation.
Professional	This section will display all professionals allocated to the major market to receive distributions from this account.
Accounting Date	The date on which the revenue allocation is posted.
Approved by Accounting	A checkbox that should be checked before posting the allocation.
Approver's Name	A read-only field that will automatically populate with the user who posts the allocations.
Description	A free-form text field to explain the allocations.
Finance Explanation	A free-form text field to provide more detail about the adjustment.

COMMISSION ADJUSTMENTS

The **General Commission Adjustments** section is used to manually adjust a field or value within the commission calculation. A description of each field can be found on pages 81-82.

Commission Adjustments

General Commission Adjustments

Year: 2019

Employee: (dropdown)

Type: (dropdown) Recourse

Description: (text area)

Finance Explanation: (text area)

Year: 2019 ▾ **Period:** <Select> ▾

Ongoing Reversal

Adjustment: (text area)

Save

Figure 90 – General Commission Adjustments

Once the adjustment amount has been ‘Saved’, the details will appear in a table, as illustrated below.

Adjustment:								
Entry Type	Start Date	End Date	Reversal Date	Adjustment	Description	Frequency	Recourse	Updated By
Reversal	01/05/2012		02/16/2012	1,000.00	Test Data		N	Carlos.Alvarez

Figure 91

Important: The professional’s manager or HR contact should make all salary corrections or non-hybrid labor allocation changes in PeopleSoft. Any hybrid or draw changes should be submitted via email to Finance Commissions at Finance.Commissions@am.jll.com.

The **Compensateon Schema % - By Deal** section is used to adjust the commission percent for a specific deal. After completing each field in this section, click on the ‘Save Compensation %’ button to save your updates.

Compensation Schema % - By Deal

Open Deals Closed Deals

Deal ID:

Percentage:

Figure 92

Table 11 - Commission Adjustments Field Descriptions

Field	Description	
Year	The year being adjusted	
Type	A dropdown menu with the following choices:	
	Earned Collected Revenue	Adjusted cash collections on revenue that has been earned or recognized.
	Bad Debt	If the broker previously received a payment, enter a negative amount of bad debt write-off or represent 2018 AR charges
	Prospecting Charges	Adjust prospecting charges that have interfaced from PeopleSoft.
	PY Draw Deficit	Adjust a prior year draw deficit. Email Finance Commissions (US) at Finance.Commissions@am.jll.com
	Annual Draw	Adjust annual draw if the information is incorrect for the commission calculation. Email Finance Commissions (US) at Finance.Commissions@am.jll.com to update the amount.
	YTD Commission Paid	Correct errors in YTD commission paid data interfaced from PeopleSoft. Email Finance Commissions (US) at Finance.Commissions@am.jll.com
	Draw Balance	Correct errors in draw balance data interfaced from PeopleSoft. Email Finance Commissions (US) at Finance.Commissions@am.jll.com to update the amount.
	YTD SOP Withheld	Correct errors in YTD SOP Withheld interfaced from PeopleSoft. Email Finance Commissions (US) at Finance.Commissions@am.jll.com to update the amount.

Employee	A dropdown menu of all professionals. Begin typing the last name and the professional will appear in the list.	
Description	A free-form text field to explain the adjustment. This field will appear on the commission report.	
Finance Explanation	A free-form text field to provide more detail about the adjustment. This field will not appear on the broker commission reports. However, the adjustment will appear on the 'Commission Adjustment' report.	
Year	A dropdown menu of the year you want to adjust.	
Period	A dropdown menu of the commission periods.	
Ongoing	A checkbox to denote that the adjustment is ongoing. When you select 'Ongoing' checkbox, the following fields will be displayed:	
	Start Year	The beginning year for the adjustment.
	Start Period	The beginning commission period for the adjustment.
	End Year	The ending year for the adjustment.
	End Period	The ending commission period for the adjustment.
	Frequency	A dropdown menu where you can select Bi-Weekly, Monthly, or Quarterly.
Reversal	A checkbox to denote if the adjustment is reversing. When you select the 'Reversal' checkbox, the following field(s) will be displayed.	
	Year	The year to reverse the adjustment.
	Period	The commission period to reverse the adjustment.
	Adjustment	The amount of the adjustment. For negative adjustments, enter the amount as a negative number.

If the commission adjustment is not reversing, you must select and upload documents before saving.

The screenshot shows a user interface for a 'Commission Adjustment' form. At the top right is a dropdown menu set to '2019'. Below it are two checkboxes: 'Ongoing' (unchecked) and 'Reversal' (unchecked). To the right of these checkboxes is a text input field labeled 'Adjustment' with an empty white box. At the bottom left is a label 'Documents:' followed by a file input field with a 'Select' button to its right.

COMPENSATION SCHEMAS

Navigate to **Commissions > Compensation Schemas > Employee Schema**. By selecting the 'Employee Schema' menu option, you will be able to view and update the schemas that have been assigned to a specific professional.

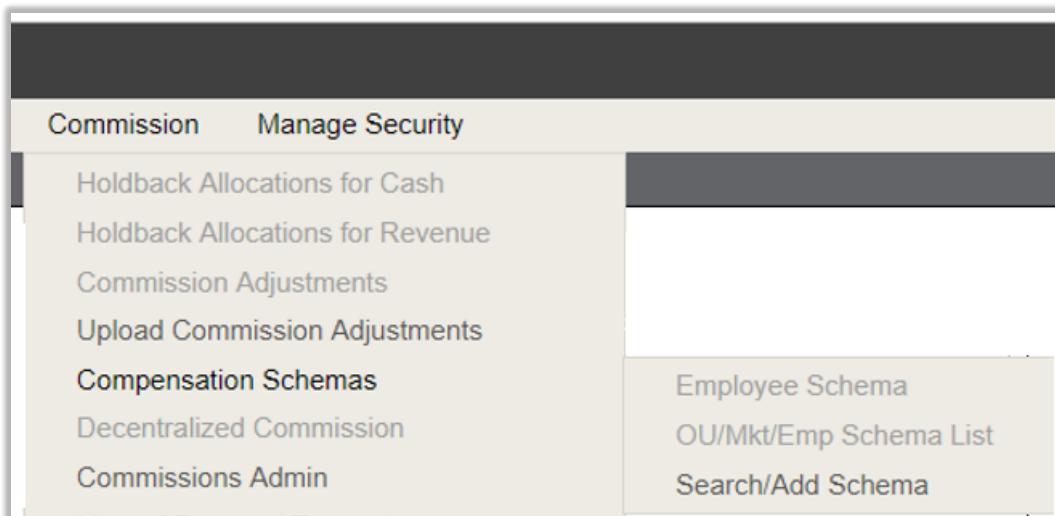


Figure 93

To add a new schema, complete the fields shown in Figure 94 and click **Save**. A descriptions for each field can be found on page 85.

Employee <input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Empld: Compensation Schema	Default: Def Type: Markets:	
<u>Select Schema</u>		
Schema Type <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Deal Cost Multiplier <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>	Start Year <input style="width: 50px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Period <input style="width: 50px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>	
End Year <input style="width: 50px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>	End Period <input style="width: 50px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>	
<input style="width: 100px; height: 30px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="Save"/>		

Figure 94

To view the schema history for a specific professional, select the name from the 'Employee' dropdown.

Employee

Empld:
Compensation
Schema

[Select Schema](#)

Schema Type

Deal Cost Multiplier

Start Year Start Period

End Year End Period

Default:
Def Type:
Markets:

Figure 95

For the selected professional, you can edit an existing schema by selecting the 'Edit' icon. To remove an existing schema, select the 'Delete' icon. (See Figure 96)

Important: The Start Date and End Date selected for each schema must be consecutive and cannot overlap.

	Employee	Compensation Schema	Deal Cost Multiplier	Start Date	End Date	Default Type	Markets	Comp Schema type	
		Plan B	50.00	01/06/2011	12/31/2013				
		Plan B	0.00	01/03/2014	03/09/2016				
		Plan B IC	0.00	03/10/2016	01/03/2019				

Figure 96

Table 12 – Compensation Schema Field Descriptions

Field	Description
Employee	The name of a specific professional
Compensation Schema	A dropdown list of existing schemas
Deal Cost Multiplier	The percentage of deal costs that the professional must cover (after the department and professional allocations are taken into consideration for each deal).
Start Year	The beginning year to apply the schema
Start Period	The beginning commission period to apply the schema.
End Year	The ending year to apply the schema
End Period	The ending commission period to apply the schema

DECENTRALIZED COMMISSIONS

Any time a commission adjustment is made, a manual payment is entered or an adjustment is made to a deal (broker split, etc.), you must do a commission recalc on the Decentralized Commission page. In order to approve commissions, you must first select the year and the period of the commission cycle. Also, select the appropriate Market and Business Line for the commission cycle you want to process.

Important: Please note approval access is only given to finance lead(s) in each market. Please reach out to your finance lead if you have any questions.

The screenshot shows the 'Commission Calculation' interface. On the left, there's a 'Select Market' dropdown containing options like 'All Markets', 'AM1101 - Austin: Austin', 'AM1102 - Austin: San Antonio', and 'AM1132 - US San Antno - SA'. Next to it is a 'Select Business Line' dropdown with options such as 'All Opunits', '200000 - Agency - Industrial', '200013 - Agency - General', and '200015 - Ten Rep - Industrial'. In the center, there are 'Year' and 'Period' selection boxes. The 'Year' box is set to '2019' and the 'Period' box is set to '15 - 07/18/2019 - 07/31/2019'. Below these are buttons for 'Process Commission Calculation' and 'Recalculate'. To the right, a table lists 'Components' and their 'Status': Employee/Collector (Updated as of 07/15/2019), Labor Allocation (Updated as of 10/15/2018), and Eligibility (Updated as of 07/11/2019). At the bottom, there's a table header for 'Market', 'Business Line', 'Status', 'Calc Status', 'Run Date', 'Processed By', and 'Updated By', followed by a message 'No records to display.'

Figure 97

CHAPTER 13: MANAGE SECURITY

The **Manage Security** menu allows you to manage your level of access in Dealio via the following menu options – Access Requisition and Delegations.

Access Requisition:

- Users can view their current level of access
- Users can request additional access to:
 - View transactions with a Business Line/Market
 - View transactions for a strategic client
 - View various pipeline reports
 - Allocate funds to various holdback accounts
- Users can request removal of specific access

Delegations:

- Users can provide other team members access to their deals via Delegated access
- Users can view/edit their existing delegations

By default, a user can only view a deal where there is a revenue allocation on the deal to the user. If you need to gain access to deals allocated to another JLL employee or have questions regarding your current security in Dealio, please have your manager submit a request to the local **Office Security Administrator (OSA)** in your market.

Below is a list of OSA's for each market or business line group.

Office Security Administrator (OSA)	Market / Business Line Group
Ana Meister	Great Lakes Region
Anna Gorka	VA, DC, MD
Ashton Wilburn	Dallas, Austin
Catherine Kong (primary) Terence Lei Yvette Erazo	Northwest Region
Leslie Yu	Canada Region
TBD	Philadelphia Region
Frank Fulton	NE Region
Megan Tooker	Capital Markets
Sarah Horner	NJ Region, NY Tri-State Area
Joseph Minik (primary) David Taylor	Midwest Region
Mike Fuller (CMG only) Bryan Senkel (Leasing/Retail)	NY Region
Wojtek Kowalczyk	Corporate Solutions
Nicole Brennan	Georgia, Florida, NC Region
Morgan Keoughan	Houston Region
Terence Lei (primary) Catherine Kong	S. California Region

ACCESS REQUISITION

Review Current Access:

- To review your current access and/or request additional access, navigate to **Manager Security > Access Requisition** menu option.



Figure 98

- The **Current Access** section will display your current **Role**, **Market/BL**, **Client**, **Reports**, and **Holdback** access.

A screenshot of the 'Current Access' section. It contains several dropdown menus:

- Role : [dropdown]
- Client : [dropdown]
- Holdback Screen: [dropdown]
- Market/Business Line : [dropdown]
- Holdback : [dropdown]
- Reports : [dropdown]
- Hide Broker Allocation : [checkbox]

Figure 99

Request Access:

- The **Request Access** section allows you to submit changes to your current security in Dealio.

The screenshot shows a 'Request Access' form. At the top left is the title 'Request Access'. Below it is a section labeled 'Request access to' with a 'Role:' label and a dropdown menu set to 'Broker Read Only'. To the right of this is a 'Comments:' text area with a large empty box. At the bottom left is a 'Submit Request' button.

Figure 100

To Request Access to a Specific Role:

1. In the 'Request Access' section – select a Role from the 'Request Access to' dropdown menu.
2. In the **Comments:** field, enter the reason for the request/change.
3. Click the **Submit Request** button. The request will be submitted to your local OSA.

This screenshot is similar to Figure 100, showing the 'Request Access' form. However, the 'Role' dropdown menu is open, displaying a list of options: Broker (which is highlighted in blue), Market/BL, Client, Reports, Holdback, Holdback Screen, Hide Broker Alloc, and Security Admin.

Figure 101

To Request Access to a Market/BL:

1. In the 'Request Access' section – select Market/BL from the 'Request Access to' dropdown menu.
2. Select a Business Line from the 'Market/Business Line:' dropdown menu.
3. Select a market from the list of options that appear. Hold down the **Ctrl** key to select multiple market(s).
4. In the **Comments** box, enter the reason for the request/change.
5. Click the **Submit Request** button. The request will be submitted to your local OSA.

The screenshot shows the 'Request Access' section of a software application. At the top, there is a dropdown menu labeled 'Market/BL' with a downward arrow. Below it, another dropdown menu is labeled 'Market/Business Line:' with the value '100000 - Other - Support Functions'. A scrollable list box contains four items: 'AM1132 - US San Antno - SA Travis Commr', 'AM3301 - West Region', 'AM3303 - Central Region', and 'AM3304 - South Region'. Below these lists are two input fields: 'Comments:' and a large text area for comments. At the bottom is a blue 'Submit Request' button.

Figure 102

To Request Access to a Specific Report:

1. In the '**Request Access**' section – select Reports from the 'Request Access to' dropdown menu.
2. Choose a report from the list of options that appear. Hold the **Ctrl** key to choose multiple reports.
3. In the **Comment** box, enter the reason for request/change.
4. Click the **Submit Request** button. The request will be submitted to your local OSA.

The screenshot shows the 'Request Access' section of a software application. At the top, there is a dropdown menu labeled 'Reports' with a downward arrow. Below it, another dropdown menu is labeled 'Reports:' with the value 'Adjustment Tracking Report SSRS'. A scrollable list box contains three items: 'Adjustment Tracking Report SSRS', 'Approver Commission(Old)', and 'Approver's Commission(Draw) SSRS'. Below these lists are two input fields: 'Comments:' and a large text area for comments. At the bottom is a blue 'Submit Request' button.

Figure 103

To Request Access to Holdback:

1. In the '**Request Access**' section – select Holdback from the 'Request Access to' dropdown menu.
2. Select a Business Line from the dropdown.
3. Select a market from the list of options that appear. Hold the **Ctrl** key to select multiple market(s).
4. In the **Comment:** box enter the reason for the request/change.

5. Click the **Submit Request** button. The request will go to your local OSA.

The screenshot shows a user interface for requesting access. At the top, it says "Request Access". Below that, there's a section for "Request access to" with a dropdown menu currently set to "Holdback". Underneath this, another dropdown is labeled "Holdback :" and contains the value "100000 - Other - Support Functions". Below these dropdowns is a scrollable list box containing four entries: "AM1132 - US San Antno - SA Travis Commr", "AM3301 - West Region", "AM3303 - Central Region", and "AM3304 - South Region". To the right of the scroll bar in the list box are up and down arrows. At the bottom of the form is a large text area for "Comments:" which is currently empty. Finally, at the very bottom is a "Submit Request" button.

Figure 104

Miscellaneous Access Types:

- Holdback Screen – indicates if you have access to a Holdback account.
- Hide Broker Allocation – this feature is used by CMB REIB employees only.
- Security Admin – reflects the Administrator responsible for approving all request access. You should not request access to this feature. “Yes” will be listed for the user with the Administrator role. All other users will show “No” on this feature.

Unapproved Request:

- Once a request has been submitted, it will appear in the ‘Unapproved Requests’ section and the ‘Status’ will reflect ‘Pending’. Always verify if the request appears in the ‘Unapproved Requests’ section to confirm it has gone through.
- When the request has been approved, it will be removed from the ‘Unapproved Requests’ section and appear in the ‘Current Access’ section. If the request is denied, the ‘Status’ will reflect ‘Denied’. If you do not see your request in the box, check your current access as it has probably already been granted.

DELEGATION

The Delegation feature gives brokers the ability to grant another user rights to access their pipeline and reports via the **Delegated Rights** section.

Note: If the delegated user has ‘Broker-Edit’ rights in Dealio, they will be able to edit the broker’s transactions. If the delegated user has ‘Read-Only’ access, they will only be able to view the broker’s transactions.

Employee Id	Employee Name	Role	Date Delegated

Figure 105

Inherited Rights:

- The **Inherited Rights** section displays a list of employees that have been given authorization to your deals. End-Users with Inherited Rights can also access the broker’s deals in the reports.

Employee Name	Employee Id	Delegated Employee	Role	Date Delegated

Figure 106

Request Delegated Access:

1. Select the **Add** button
2. Select a Market, Business Line, or Name from the dropdown menu.
3. Click on the **Search** button.
4. To move your selection over to the box on the right, click on the **>>** button.
5. Click on **Save** button. You will now see the employee listed with delegated rights and the 'Date Delegated'.

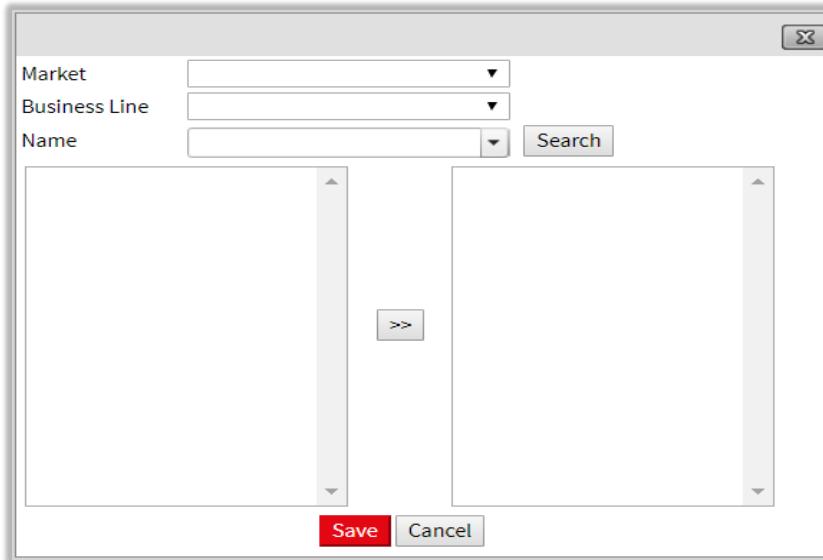


Figure 107

Important: In most situations, selecting the 'All' value is not recommended, as it may limit results since users don't always know how other users are allocated in PeopleSoft. Searching by Market/BL is recommended when adding multiple delegates. Searching by name is only recommended if you are just looking for one person or if they are not populating in the expected Market/BL search.

Removing Someone from Pipeline View:

- To remove a delegated employee, select the **Delete** icon next to the employee's name.

Delegated Rights				
Employee Name	Employee Id	Delegated Employee	Role	Date Delegated
Tanya Watkins	085361	Tracy Munion	Accounting	07/31/2019

Figure 108

ROLES & PERMISSIONS

The following is a list of roles for non-accounting users, along with a description of each role:

Broker Read-Only – users have view functionality based on pipeline access. This role automatically has access to the following reports:

- Broker WIP
- Employee Commission

Broker-Edit – users have edit functionality based on pipeline access. This role automatically has access to the following reports:

- Broker WIP
- Co-broker/Risk Rebate
- Daily AR Aging
- Deal Info (by Broker)
- Employee Commission
- LOS Details
- LOS Summary
- Open Pipeline
- Revenue Credit

Office Assistant – users have edit functionality based on pipeline access, along with the ability to set deal status to “Executed/Closed”. This role automatically has access to the following reports:

- Broker Targets Current
- Broker Targets History
- Co-broker/Risk Rebate
- Daily AR Aging (Approvers)
- Deal Info (by Broker)
- Constrained Payment Log
- Employee Commission
- Open Pipeline (Approvers)
- Revenue Credit

The following table outline roles and permissions for Accounting Users only:

	Accounting	Accounting Operations	Finance Business User
Edit Access to all Mkt/BLs	Yes	Yes	No
Enter Adjustments	Yes	Yes	No
Post Deals/Adjustments	Can Assign	No	No
Access to all tabs	Yes	Yes	Yes
Sign-off on Finance Audit Tab	Yes	No	No
Run Commission Calcs	Can Assign	Can Assign	No
Approve Commissions	Can Assign	No	No
Access to Holdback Pages	Can Assign	Can Assign	Can Assign
Posting Holdback Updates	Can Assign	No	No
Access to Finance Reports	Yes	Yes	Yes

APPENDIX I: DEALIO MARKET MAPPING TABLE

The following mapping tables describes broker markets in PeopleSoft 8.4 and the corresponding values in PeopleSoft 9.2 .

8.4 Market ID	9.2 Market ID	9.2 Market Description
1000	AM1000	AM1000 - Construction
1001	AM1001	AM1001 - Const -Construction Management
1002	AM1002	AM1002 - Const - Ground Up Construction
1003	AM1003	AM1003 - Const: Tenant Build Out
1004	AM1004	AM1004 - Const: Capital Improvements
1061	AM1061	AM1061 - US SE Atlanta - Atlanta MKP
1081	AM1081	AM1081 - US SE Atlanta - Atl Weyhaeuser
1100	AM1100	AM1100 - Public Institutions
1101	AM1101	AM1101 - PI - Overhead
1102	AM1102	AM1102 - PI: Local Markets
1132	AM1132	AM1132 - US San Antno - SA Travis Commr
1200	AM1200	AM1200 - Retail Support
1201	AM1201	AM1201 - Retail - Ret Ntl Practice
1202	AM1202	AM1202 - Retail - Ret Local Mkts
1203	AM1203	AM1203 - CAS - Ret Ntl Practice
1204	AM1204	AM1204 - Midwest: Minneapolis
1205	AM1205	AM1205 - Retail Leasing - Ret GGP Inv
1206	AM1206	AM1206 - Retail Leasing - Ret Ntl Pract
1207	AM1207	AM1207 - Retail Leasing Ret Local Mkts
1208	AM1208	AM1208 - CAS: Ret GGP Inv
1261	AM1261	AM1261 - US Midwest - Chicago MKP
1265	AM1265	AM1265 - US Midwest - St. Louis MKP
1300	AM1300	AM1300 - Valuation & Advisory Services
1301	AM1301	AM1301 - Great Lakes - Cincinnati
1302	AM1302	AM1302 - Great Lakes: Cleveland
1303	AM1303	AM1303 - Great Lakes: Columbus
1304	AM1304	AM1304 - Great Lakes: Detroit
1305	AM1305	AM1305 - Great Lakes: Michigan
1306	AM1306	AM1306 - Great Lakes: Louisville KY
1362	AM1362	AM1362 - US NE GL - Cleveland MKP
1364	AM1364	AM1364 - US NE GL - Detroit MKP

8.4 Market ID	9.2 Market ID	9.2 Market Description
1400	AM1400	AM1400 - Project Development Services
1401	AM1401	AM1401 - PDS - Variable
1402	AM1402	AM1402 - PDS - Outsource Acct
1403	AM1403	AM1403 - PDS - Development Management
1405	AM1405	AM1405 - PDS - Healthcare
1406	AM1406	AM1406 - PDS - Industrial
1407	AM1407	AM1407 - PDS - PDS OVH
1408	AM1408	AM1408 - PDS - LEED
1409	AM1409	AM1409 - PDS - Construction
1410	AM1410	AM1410 - PDS - Mission Critical
1461	AM1461	AM1461 - US Dallas - Dallas MKP
1500	AM1500	AM1500 - Brokerage
1501	AM1501	AM1501 - Brokerage - Leasing
1502	AM1502	AM1502 - Brokerage - Leasing - Tenant R
1560	AM1560	AM1560 - US Denver - Non Office MKP
1561	AM1561	AM1561 - US Denver - Denver MKP
1600	AM1600	AM1600 - Property Management
1601	AM1601	AM1601 - PM - Property Management
1602	AM1602	AM1602 - PM - Industrial PM
1603	AM1603	AM1603 - PM - PM OVH
1604	AM1604	AM1604 - Florida: Boca Raton
1605	AM1605	AM1605 - Florida: Jacksonville
1606	AM1606	AM1606 - Florida: Orlando
1607	AM1607	AM1607 - Florida: Tampa
1613	AM1613	AM1613 - US SE FL - Miami Project Fox
1666	AM1666	AM1666 - US SE FL - Orlando MKP
1700	AM1700	AM1700 - Capital Markets
1701	AM1701	AM1701 - CMG - Structured Capital
1702	AM1702	AM1702 - CMG - RE Investment Banking
1761	AM1761	AM1761 - US Houston - Houston MKP

8.4 Market ID	9.2 Market ID	9.2 Market Description
1800	AM1800	AM1800 - Markets Solutions Support
1801	AM1801	AM1801 - Markets Support
1802	AM1802	AM1802 - Markets East Support
1803	AM1803	AM1803 - Markets West Support
1804	AM1804	AM1804 - Markets Investor Sales
1805	AM1805	AM1805 - Markets PI Local Mrkt Support
1806	AM1806	AM1806 - Markets Platform Support
1807	AM1807	AM1807 - Non US MrktSolutions Platform
1808	AM1808	AM1808 - Northwest: Bellevue
1809	AM1809	AM1809 - Northwest: Reno
1810	AM1810	AM1810 - US Northwest - Region Redwood
1831	AM1831	AM1831 - US Northwest -E Bay MartinPotts
1834	AM1834	AM1834 - US Northwest - Seattle Wash Pt
1837	AM1837	AM1837 - US Northwest - Portland Cresa
1844	AM1844	AM1844 - US Northwest - Seattle Urbis
1867	AM1867	AM1867 - US Northwest - Portland MKP
1900	AM1900	AM1900 - S&S Investments
1901	AM1901	AM1901 - Car: Charlotte
1902	AM1902	AM1902 - Car: Raleigh
1903	AM1903	AM1903 - Car: Charleston
1911	AM1911	AM1911 - US SE Carolinas - Cha Keystone
1912	AM1912	AM1912 - US SE Carolinas - Ral Keystone
2000	AM2000	AM2000 - Mobile Engineering
2001	AM2001	AM2001 - MES - Mgmt
2002	AM2002	AM2002 - MES - Chiefs and Leads
2100	AM2100	AM2100 - ESS- Sustainability University
2101	AM2101	AM2101 - ESS - Mgmt
2102	AM2102	AM2102 - ESS - Business Partners
2200	AM2200	AM2200 - Healthcare
2201	AM2201	AM2201 - Healthcare - Outsourcing
2202	AM2202	AM2202 - Healthcare - Development
2222	AM2222	AM2222 – US NE NY – NY Surge Inv
2231	AM2231	AM2231 - US NE NY - NY Bob Gibson Inv
2241	AM2241	AM2241 - US NE NY - NY Smiths Inv
2251	AM2251	AM2251 - US NE NY - NY Surge Inv
2261	AM2261	AM2261 - US NE NY - NY Merritt & Harris
2271	AM2271	AM2271 - US NE NY - NY Martin Inv
2281	AM2281	AM2281 - US NE NY - NY GACK Inv
2291	AM2291	AM2291 - US NE NY - NY Panzer Inv

8.4 Market ID	9.2 Market ID	9.2 Market Description
2300	AM2300	AM2300 - LSAM - Platform
2301	AM2301	AM2301 - LSAM - Clients
2302	AM2302	AM2302 - Phil: PA Suburbs
2303	AM2303	AM2303 - Phil: Delaware
2304	AM2304	AM2304 - Phil: Southern NJ
2360	AM2360	AM2360 - US NE Phil - Non Office MKP
2400	AM2400	AM2400 - Commercial Solutions Construct
2401	AM2401	AM2401 - S Cal: Los Angeles
2402	AM2402	AM2402 - S Cal: Las Vegas
2403	AM2403	AM2403 - S Cal: Orange County
2404	AM2404	AM2404 - S Cal: El Segundo
2405	AM2405	AM2405 - S Cal: Phoenix
2406	AM2406	AM2406 - S Cal: San Diego
2407	AM2407	AM2407 - S Cal: Hawaii
2410	AM2410	AM2410 - US S Cal - Non Office Redwood
2417	AM2417	AM2417 - US S Cal -Hawaii Retail Invest
2433	AM2433	AM2433 - US S Cal - Orng C Martin Potts
2443	AM2443	AM2443 - US S Cal - Orange C 360 Ptners
2450	AM2450	AM2450 - US S Cal - Wilson Retail
2453	AM2453	AM2453 - US S Cal - Orange C Integra
2460	AM2460	AM2460 - US S Cal - CLEO
2461	AM2461	AM2461 - US S Cal - Los Angeles MKP
2500	AM2500	AM2500 - Lease Admin
2501	AM2501	AM2501 - Canada Lease Admin
2502	AM2502	AM2502 - VA/DC/MD: Washington DC
2503	AM2503	AM2503 - VA/DC/MD: Baltimore
2504	AM2504	AM2504 - VA/DC/MD: Bethesda
2505	AM2505	AM2505 - VA/DC/MD: McLean
2561	AM2561	AM2561 - US SE VA DC - Richmond Prj. MKP
2572	AM2572	AM2572 - US SE DC Mtro - DC SCON Invest
2581	AM2581	AM2581 - US SE VA DC - Richmond Colliers
2582	AM2582	AM2582 - US SE DC Metro - DC Colliers
2583	AM2583	AM2583 - US SE VA DC - Balt Colliers
2592	AM2592	AM2592 - US SE DC Metro - DC Sage
2593	AM2593	AM2593 - US E VA DC - Balt Sage

8.4 Market ID	9.2 Market ID	9.2 Market Description
2600	AM2600	AM2600 - EMEA IFM
2601	AM2601	AM2601 - Canada: Toronto
2602	AM2602	AM2602 - Canada: Montreal
2603	AM2603	AM2603 - Canada: Mississauga
2604	AM2604	AM2604 - Canada: Ottawa
2605	AM2605	AM2605 - Canada: Vancouver
2606	AM2606	AM2606 - Canada: Calgary
2607	AM2607	AM2607 - Canada: Manitoba
2608	AM2608	AM2608 - Canada: Nova Scotia
2609	AM2609	AM2609 - Canada: New Brunswick
2610	AM2610	AM2610 - EMEA IFM- JLL EngineeringSrvcs
2611	AM2611	AM2611 - Canada: Saskatchewan
2612	AM2612	AM2612 - Canada: Prince Edward Island
2613	AM2613	AM2613 - Canada: Edmonton
2614	AM2614	AM2614 - Canada: North Toronto
2700	AM2700	AM2700 - Transaction Management
2701	AM2701	AM2701 - CRS: Brokerage
2702	AM2702	AM2702 - Brazil: Rio de Janeiro
2703	AM2703	AM2703 - Brazil: Curitiba
2800	AM2800	AM2800 - CS - PDS Dedicated
2801	AM2801	AM2801 - Canada CS PDS Dedicated
2802	AM2802	AM2802 - Canada PDS MAC
2803	AM2803	AM2803 - Mexico: Tijuana
2804	AM2804	AM2804 - Mexico: Border Region
2805	AM2805	AM2805 - Mexico: Guadalajara
2806	AM2806	AM2806 - Mexico: Queretaro
2900	AM2900	AM2900 - CS - Leasing
2901	AM2901	AM2901 - Canada Transactions
2902	AM2902	AM2902 - SA N: Costa Rica
2903	AM2903	AM2903 - Canada Dedicated Leasing
2904	AM2904	AM2904 - SA N: Guatemala
2905	AM2905	AM2905 - SA N: Panama
2906	AM2906	AM2906 - SA N: Puerto Rico
2907	AM2907	AM2907 - SA N: South Florida
2908	AM2908	AM2908 - SA N: Venezuela
2909	AM2909	AM2909 - SA N: Dominican Republic

8.4 Market ID	9.2 Market ID	9.2 Market Description
3000	AM3000	AM3000 - Workplace Strategies
3001	AM3001	AM3001 - Canada - SCON
3002	AM3002	AM3002 - SA S: Bolivia
3003	AM3003	AM3003 - SA S: Chile
3004	AM3004	AM3004 - SA S: Paraguay
3005	AM3005	AM3005 - SA S: Peru
3006	AM3006	AM3006 - SA S: Uruguay
3007	AM3007	AM3007 - SA N: Honduras
3008	AM3008	AM3008 - SA N: Ecuador
3009	AM3009	AM3009 - SA N: Bahamas
3010	AM3010	AM3010 - SC: Strat Occupancy Planning
3011	AM3011	AM3011 - SA N: Haiti
3012	AM3012	AM3012 - SA N: Barbados
3013	AM3013	AM3013 - SA N: Nicaragua
3014	AM3014	AM3014 - SA N: Jamaica
3100	AM3100	AM3100 - Integrated Facility Mgmt
3101	AM3101	AM3101 - Canada - IFM
3200	AM3200	AM3200 - La Am - Country Overhead
3301	AM3301	AM3301 - Canada - USD
3302	AM3302	AM3302 - Canada - National Accounts
3303	AM3303	AM3303 - Canada - Shared Service USD
3304	AM3304	AM3304 - South Region
3400	AM3400	AM3400 - Commercial Solutions Platform
3401	AM3401	AM3401 - NY TriState Area – Rural PA
3402	AM3402	AM3402 - NY TriState Area – Rural NJ
3403	AM3403	AM3403 - NY TriState Area – Rural Long Island
3404	AM3404	AM3404 - NY TriState Area – Rural NY
9900	AM0001	AM0001 - Americas
9997	AM9997	AM9997 - Hotels
9998	AM9998	AM9998 - LIM
9999	AM9999	AM9999 - Global

APPENDIX II: DEALIO BUSINESS LINE MAPPING TABLE

The following mapping table describes operating units from Peoplesoft 8.4 and the corresponding business lines in PeopleSoft 9.2.

8.4_Operating_Units	9.2_Business Lines	9.2_Business Line Descriptions
1101	100006	Other - Vertical Platform (CS)
1190	100006	Other - Vertical Platform (CS)
1200	300004	Prop Mgmt - Retail
1201	300004	Prop Mgmt - Retail
1202	300007	Prop Mgmt - Retail Variable
1204	300004	Prop Mgmt - Retail
1205	300002	Prop Mgmt - Office
1206	200046	Agency - Ret - Prop Mgmt
1210	200021	Ten Rep - Retail
1213	200009	Agency - Retail
1214	300005	Prop Mgmt - Retail Develop
1220	200021	Ten Rep - Retail
1230	200021	Ten Rep - Retail
1231	300004	Prop Mgmt - Retail
1232	300004	Prop Mgmt - Retail
1236	200009	Agency - Retail
1290	300024	Prop Mgmt - Retail Platform
1291	300004	Prop Mgmt - Retail
1300	435021	Valuations - General
1400	350028	PDS - Project Mgmt - General
1401	350028	PDS - Project Mgmt - General
1404	350014	PDS - Multi Site
1407	350028	PDS - Project Mgmt - General
1411	350005	PDS - Hospitality
1412	350028	PDS - Project Mgmt - General
1420	350028	PDS - Project Mgmt - General
1420	350028	PDS - Project Mgmt - General
1421	350030	PDS - Commissioning & Building
1422	350014	PDS - Multi Site
1423	350005	PDS - Hospitality
1424	350015	PDS - Infrastructure

8.4_Operating_Units	9.2_Business Lines	9.2_Business Line Descriptions
1500	200043	Leasing - General
1501	200043	Leasing - General
1502	200028	Ten Rep - General
1503	200013	Agency - General
1504	200015	Ten Rep - Industrial
1505	200041	Leasing - MCS
1506	200043	Leasing - General
1507	200035	Leasing - GIS
1508	200036	Leasing - Land
1509	200043	Leasing - General
1510	200040	Leasing - Intl Desk
1511	200037	Leasing - BEI
1512	200038	Leasing - Data Cent Sol
1513	200013	Agency - General
1514	200039	Leasing - Healthcare
1520	200028	Ten Rep - General
1521	200013	Agency - General
1522	200000	Agency - Industrial
1523	250076	CM - General
1524	200029	Leasing - NBS
1526	250059	Debt/Financing - General
1527	250022	CM Sale & Acq - Mid Market
1528	250055	Debt/Financing - Specialty Fin
1529	200038	Leasing - Data Cent Sol
1530	415011	Consult - Development
1531	435021	Valuations - General
1532	250008	CM Sale & Acq - Retail
1533	250011	CM Sale & Acq - Residential
1534	415018	Consult - General
1600	300002	Prop Mgmt - Office
1601	300002	Prop Mgmt - Office
1603	300002	Prop Mgmt - Office
1620	415031	Consult - Occupancy Engmt
1621	300022	Prop Mgmt - General

8.4_Operating_Units	9.2_Business Lines	9.2_Business Line Descriptions
1700	250076	CM - General
1701	250063	Corp Fin - Structured Finance
1702	250059	Debt/Financing - General
1703	250006	CM Sale & Acq - Off - Gen
1704	250008	CM Sale & Acq - Retail
1705	250007	CM Sale & Acq - Ind/Log
1706	250017	CM Sale & Acq - Healthcare
1707	250044	Debt/Financing - Land
1708	250044	Debt/Financing - Land
1709	250044	Debt/Financing - Land
1710	250060	Corp Fin - Securities
1711	250011	CM Sale & Acq - Residential
1712	250062	Corp Fin - M&A
1713	250044	Debt/Financing - Land
1715	250059	Debt/Financing - General
1716	250049	Debt/Financing - Mort Orig
1717	250048	Debt/Financing - Servicing
1718	250016	CM Sale & Acq - Self Storage
1719	250062	Corp Fin - M&A
1720	200030	Leasing - Investments
1721	250076	CM - General
1722	250061	Corp Fin - Corp Finance
1723	250065	Corp Fin - Net Leasing Sales
1724	250066	Corp Fin - Net Leasing Debt
1725	250071	Corp Fin - General
1726	250068	Corp Fin - Global Funds Adv
1727	250067	Corp Fin - Net Leas Prop Group
1730	250050	Debt/Financing - Mort Platform
1731	250048	Debt/Financing - Servicing
1732	250025	CM Sale & Acq - Asset Managemt
1733	250057	Debt/Financing - Serv Mort Ins
1734	250051	Debt/Financing - Mort Product
1735	250052	Debt/Financing - Underwriting
1736	250053	Debt/Financing - HUD Underwrtg
1737	250054	Debt/Financing - Mort Closing

1738	250055	Debt/Financing - Specialty Fin
1800	100002	Other - Market Sol General
1801	100002	Other - Market Sol General
1802	100002	Other - Market Sol General
1803	100002	Other - Market Sol General
1806	100002	Other - Market Sol General
2000	325001	IFM - Mob Eng - Core
2011	325001	IFM - Mob Eng - Core
2100	415020	Consult - ESS Energy Del (CS)
2101	415020	Consult - ESS Energy Del (CS)
2102	415020	Consult - ESS Energy Del (CS)
2103	415020	Consult - ESS Energy Del (CS)
2104	415020	Consult - ESS Energy Del (CS)
2206	100006	Other - Vertical Platform (CS)
2207	100006	Other - Vertical Platform (CS)
2208	100006	Other - Vertical Platform (CS)
2410	415035	Consult - Archibus (CS)
2411	415036	Consult - IBM Tririga (CS)
2412	415037	Consult - Manhattan (CS)
2414	415039	Consult - UIQ (CS)
2430	415035	Consult - Archibus (CS)
2430	415035	Consult - Archibus (CS)
2431	415036	Consult - IBM Tririga (CS)
2432	415042	Consult - General TS (CS)
2434	415039	Consult - UIQ (CS)
2435	415037	Consult - Manhattan (CS)
2440	415035	Consult - Archibus (CS)
2490	415042	Consult - General TS (CS)
2491	415035	Consult - Archibus (CS)
2492	415036	Consult - IBM Tririga (CS)
2493	415037	Consult - Manhattan (CS)
2495	415039	Consult - UIQ (CS)
2497	415042	Consult - General TS (CS)

8.4_Operating_Units	9.2_Business Lines	9.2_Business Line Descriptions
2500	400013	Advisory - LA Sh Serv (CS)
2501	400013	Advisory - LA Sh Serv (CS)
2550	400013	Advisory - LA Sh Serv (CS)
2700	200021	Ten Rep - Retail
2710	415003	Consult - Retail Dev Strat
2720	415002	Consult - Retail Portfolio Opt
2730	200024	Ten Rep - TM Retail Restruct
2800	350011	PDS - Dedicated (CS)
2801	350011	PDS - Dedicated (CS)
2801	350011	PDS - Dedicated (CS)
2802	350013	PDS - Move Add Change (CS)
2810	350013	PDS - Move Add Change (CS)
2899	350011	PDS - Dedicated (CS)
2900	200027	Ten Rep - Trans Mgmt (CS)
2901	200027	Ten Rep - Trans Mgmt (CS)
2910	200027	Ten Rep - Trans Mgmt (CS)
2920	200027	Ten Rep - Trans Mgmt (CS)
2930	200027	Ten Rep - Trans Mgmt (CS)
2941	200027	Ten Rep - Trans Mgmt (CS)
2950	200027	Ten Rep - Trans Mgmt (CS)
2960	200027	Ten Rep - Trans Mgmt (CS)
2990	200044	Ten Rep - Trans Mgmt Pform(CS)
3001	415048	Consult - SCON Shared (CS)
3001	415048	Consult - SCON Shared (CS)
3010	415034	Consult - OP - General (CS)
3060	415048	Consult - SCON Shared (CS)
3099	415034	Consult - OP - General (CS)
3100	325000	IFM - Core Business
3101	325000	IFM - Core Business
3101	325000	IFM - Core Business
3102	415020	Consult - ESS Energy Del (CS)
3110	325009	IFM - On Demand
3111	325009	IFM - On Demand
3115	325000	IFM - Core Business
3120	325000	IFM - Core Business
3196	325000	IFM - Core Business
3199	325000	IFM - Core Business
3202	100002	Other - Market Sol General
3203	100004	Other - Corp Sol General (CS)
3205	100004	Other - Corp Sol General (CS)

8.4_Operating_Units	9.2_Business Lines	9.2_Business Line Descriptions
3206	100002	Other - Market Sol General
3209	200027	Ten Rep - Trans Mgmt (CS)
3210	300022	Prop Mgmt - General
3212	200028	Ten Rep - General
3220	250076	CM - General
3221	250007	CM Sale & Acq - Ind/Log
3223	435021	Valuations - General
3224	250011	CM Sale & Acq - Residential
3230	325000	IFM - Core Business
3240	300022	Prop Mgmt - General
3250	350028	PDS - Project Mgmt - General
3251	350011	PDS - Dedicated (CS)
3260	200018	Ten Rep - Office (CS)
3261	200014	Agency - General (CS)
3262	200045	Ten Rep - General (CS)
3290	325001	IFM - Mob Eng - Core
3294	325001	IFM - Mob Eng - Core
3300	100002	Other - Market Sol General
3300	100002	Other - Market Sol General
3301	100002	Other - Market Sol General
3301	100002	Other - Market Sol General
3303	100002	Other - Market Sol General
3305	325000	IFM - Core Business
3305	325000	IFM - Core Business
3306	325001	IFM - Mob Eng - Core
3306	325001	IFM - Mob Eng - Core
3309	415034	Consult - OP - General (CS)
3400	100004	Other - Corp Sol General (CS)
4000	100004	Other - Corp Sol General (CS)
4001	100004	Other - Corp Sol General (CS)
4001	100004	Other - Corp Sol General (CS)
4010	100004	Other - Corp Sol General (CS)
4020	100004	Other - Corp Sol General (CS)
4021	100004	Other - Corp Sol General (CS)

8.4_Operating_Units	9.2_Business Lines	9.2_Business Line Descriptions
4022	100004	Other - Corp Sol General (CS)
4030	100004	Other - Corp Sol General (CS)
4041	100004	Other - Corp Sol General (CS)
4042	100004	Other - Corp Sol General (CS)
4046	100004	Other - Corp Sol General (CS)
4050	100006	Other - Vertical Platform (CS)
4051	100006	Other - Vertical Platform (CS)
4052	100006	Other - Vertical Platform (CS)
4053	100006	Other - Vertical Platform (CS)
4054	100006	Other - Vertical Platform (CS)
4055	100006	Other - Vertical Platform (CS)
4056	100006	Other - Vertical Platform (CS)
4065	100006	Other - Vertical Platform (CS)
4068	100006	Other - Vertical Platform (CS)
4069	100006	Other - Vertical Platform (CS)
4070	100006	Other - Vertical Platform (CS)
4071	100006	Other - Vertical Platform (CS)
4074	100006	Other - Vertical Platform (CS)
4075	100006	Other - Vertical Platform (CS)
4076	100006	Other - Vertical Platform (CS)
4077	100006	Other - Vertical Platform (CS)
4078	100006	Other - Vertical Platform (CS)
4079	100006	Other - Vertical Platform (CS)
4080	100006	Other - Vertical Platform (CS)
4081	100006	Other - Vertical Platform (CS)
4082	100006	Other - Vertical Platform (CS)
4083	100006	Other - Vertical Platform (CS)
4084	100006	Other - Vertical Platform (CS)
4088	100006	Other - Vertical Platform (CS)
4099	100004	Other - Corp Sol General (CS)

APPENDIX III: ASSIGNMENT TYPES AND SUBTYPES

The following table includes each Assignment Type and Subtype in the drop-down list. A list of values will populate in the Assignment Type and Assignment Subtype drop-down lists based on the Business Line Group drop-down selection.

BRAZIL

Assignment Type	Assignment Subtype
Office Agency	Expansion/Downsize
	New
	Renewal/Extension
	Sublease
	Termination
Office Tenant Rep	Expansion/Downsize
	New
	Renewal/Extension
	Sublease
	Termination
Office Sale/Purchase	Agency Sale
	Investment Buy side
	Tenant Rep Purchase
Office Other	External Referral Fee
	General Consulting
	Valuation
Industrial Agency	Expansion/Downsize
	New
	Renewal/Extension
	Sublease
	Termination
Industrial Tenant Rep	Expansion/Downsize
	New
	Renewal/Extension
	Sublease
	Termination
Industrial Sale/Purchase	Agency Sale

	Investment Buy side
	Tenant Rep Purchase
Industrial Other	External Referral Fee
	General Consulting
	Valuation
Retail Agency	Expansion/Downsize
	New
	Renewal/Extension
	Sublease
	Termination
Retail Tenant Rep	Expansion/Downsize
	New
	Renewal/Extension
	Sublease
	Termination
Retail Sale/Purchase	Agency Sale
	Investment Buy side
	Tenant Rep Purchase
Retail Other	External Referral Fee
	General Consulting
	Valuation
Consulting	Expansion/Downsize
	New
	Renewal/Extension
	Sublease
	Termination
Research	Expansion/Downsize
	New
	Renewal/Extension
	Sublease
	Termination

BROKERAGE

Assignment Type	Assignment SubType
Agency - Acquisition	Expansion
	Extension
	New
	Renewal
Agency - Disposition	Building Sale
	Sale
	Sublease
	Termination
Agency - Other	Advisory
	Consulting
	EconInc
	Expansion
	External Referral Fee
	New
	Portfolio Management
	Renewal
	Sublease
Industrial Agency	Expansion
	Extension
	New
	Renewal
	Sublease
	Termination
Industrial Other	BEI
	External Referral Fee
	General Consulting
	Property Management
	Supply Chain Consulting
Industrial Purchase/ Sale	Agency Sale
	Tenant Rep Purchase
Industrial Tenant Rep	Expansion
	Extension
	New

	Renewal
	Sublease
	Termination
Tenant Rep - Acquisition	Expansion
	Extension
	New
	Purchase
	Renewal
	Sublease
Tenant Rep - Disposition	Buyout
	Sale
	Sublease
	Termination
Tenant Rep - Investment Sales	Building Sale
	Land Sale
	Multi-Family and Apartments
Tenant Rep - Other	Advisory
	Consulting
	EconInc
	External Referral Fee
	Portfolio Management

CANADA MARKETS

Assignment Type	Assignment SubType
Acquisition	Expansion
	Extension
	New
	Purchase
	Renewal
	Sublease
Agency - Acquisition	Expansion
	Extension
	New
	Renewal
Disposition	Buyout
	Sale
	Sublease
	Termination
Industrial Agency	Expansion
	Extension
	New
	Renewal
	Sublease
	Termination
Industrial Other	BEI
	External Referral Fee
	General Consulting
	Property Management
	Supply Chain Consulting
Industrial Purchase/Sale	Agency Sale
	Tenant Rep Purchase
Industrial Tenant Rep	Expansion
	Extension
	New
	Renewal
	Sublease
	Termination

Investment Sales	Building Sale
	Land Sale
	Multi-Family and Apartments
Other	Advisory
	Agency Consulting
	Consulting
	EconInc
	External Referral Fee
	Portfolio Management
	Tenant Rep Consulting
	Leasing
	Other
Tenant Rep - Disposition	Buyout
	Sale
	Sublease
	Termination
Financing	Permanent
	Construction
	Mezzanine
	Bridge
Equity Raise	Asset Level
	Programmatic
	Fund Equity
	Portfolio
Advisory / Consulting	General Consulting
	Opinion of Value
	Strategy and Planning

CAPITAL MARKETS

Assignment Type	Assignment SubType
Advisory / Consulting	General Consulting
	Opinion of Value
	Strategy and Planning
Asset Management	Asset Management
Equity Raise	Asset Level

	Programmatic
	Fund Equity
	Portfolio
Financing	Permanent
	Construction
	Mezzanine
	Bridge
Note Sale	Performing
	Non-Performing
Other	Leasing
	Other
Property Acquisition	Corporate
	Investor
Property Sale	Investment Sale
	Corporate Sale
	Sale / Leaseback

CORPORATE SOLUTIONS

Assignment Type	Assignment SubType
Acquisition	Expansion
	Extension
	New
	Purchase
	Renewal
	Sublease
Corporate Retail	Acquisition - Commission
	Acquisition - Consulting Fee
	Asset Management - Commission
	Asset Management - Savings Fee
	Asset Management - Touch Fee
	Disposition - Commission
	Disposition - Consulting Fee
	Relocation - Commission

	Relocation - Consulting Fee
	Renewal - Commission
	Renewal - Consulting Fee
Disposition	Buyout
	Sale
	Sublease
	Termination
Investment Sales	Building Sale
	Land Sale
	Multi-Family and Apartments
Other	Advisory
	Agency Consulting
	Consulting
	EconInc
	External Referral Fee
	Portfolio Management
	Tenant Rep Consulting
	Leasing
	Other
Retainer	Retainer

RETAIL

Assignment Type	Assignment SubType
Retail Agency Rep	Blocked/Kicked Out
	Expansion
	New
	Relocation
	Renewal
	Retainer
	Sale
	Sublease
	Termination
Retail Corporate Accounts	PO - Savings Fee
	PO - Savings Fee/Commissions

	PO - Touch Fee
	Research - Consulting Fee
	Retainer - Portfolio Optimization
	Retainer - Research
	Retainer - Transaction Management
	RS - Advisory Fee
	RS - Debt Restructure
	RS - Fee Sale
	RS - Lease Restructure
	RS - Lease Termination
	RS - Sublease
	TM - Deal Fee
	TM - Deal Fee/Commission
Retail Tenant Rep	Acquisition - New
	Blocked/Kicked Out
	Disposition
	Relocation
	Renewal
	Retainer
	Sale
	Sublease
	Termination

APPENDIX IV: PROPERTY TYPES

The following table includes each property type in the **Property Type** drop-down. Property types populate in the drop-down based on Business Line Group and Assignment Type selections.

Business Line Group	Assignment Type	Property Type
Brokerage	Tenant Rep/Agency	Office
		Mixed Use
		Other
		Retail
		Office and Land
		Land
		Multi- Family
		Hotel
		Condo
		Residential
		Build to Suit
		Flex/R&D
		Headquarters
		Medical
		School
		Executive Suite
		Call Center
		Data Center
	Industrial	General Industrial
		Industrial and Land
		Flex/R&D
		Manufacturing
		Whse/Distrib
		Land Industrial
Canada	Tenant Rep/Agency	Office
		Mixed Use
		Other
		Retail
		Office and Land
		Land
		Multi- Family
		Hotel
		Condo
		Residential
		Build to Suit
		Flex/R&D
		Headquarters

		Medical
		School
		Executive Suite
		Call Center
		Data Center
	Industrial	General Industrial
		Industrial and Land
		Flex/R&D
		Manufacturing
		Whse/Distrib
		Land Industrial
Capital Markets	All	Call Center
		Data Center
		Flex/R&D
		Healthcare / Medical / Office
		Hospitality
		Industrial
		Land
		Lodging / Gaming / Hotel
		Mixed Use
		Multi-family
Retail	ALL	Office
		Other
		Portfolio
		Residential
		Retail
		Self-Storage
		Senior Housing
		Student Housing
		Retail
		Office
Corporate Solutions	ALL	Mixed Use
		Other
		Retail
		Office and Land
		Land
		Multi- Family
		Hotel
		Condo
		Residential
		Build to Suit
		Flex/R&D
		Headquarters

		Medical
		School
		Executive Suite
		Call Center
		Data Center
		General Industrial
		Industrial and Land
		Manufacturing
		Whse/Distrib
		Land Idustrial