

MARKET CENTER ADMINISTRATOR GUIDE

KW Financial Statement

(KWFS)

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Table of Contents

- Overview 2
- Navigate the KWFS..... 2
 - Access the KW Financial Statement..... 2
 - Identify Components of the Home Page..... 3
 - Use the Balance Sheet and Income Statement 4
 - Understand the Account History View 5
- Submit Monthly Data to KWFS from Your Accounting Package 6
 - If you use AccountEdge in the U.S.: 6
 - If you use LoneWolf or AccountEdge in Canada: 8
- Review and Submit Monthly Data 10
- Frequently Asked Questions 10
- Troubleshooting..... 12
 - Invalid Account Mapping 12
 - Out of Balance Error 12
 - Invalid Market Center Number 12
 - Missing or Invalid Security Key 13

Overview

The KW Financial Statement (KWFS) produces the KW-specific formatted Balance Sheet and Income Statement using the KW approved chart of accounts. It ensures alignment of financial data between WinMORE and the Market Center accounting package (AccountEdge or Lone Wolf) during the transmittal process.

Using the KW Financial Statement, financial data can be saved as often as you like. Once saved, the information will then feed into the Reports Financial Statement. This allows financial information from the Market Center's weekly soft close process to be accessible by the Market Center leadership team via the myKW online reports.

The KW Financial Statement shows the accounting data that has been submitted from your accounting package, which means prior month information may not be the same as your transmitted numbers. If you have made a change to a prior month, you will need to move the change to the current period to ensure your current data matches transmitted data.

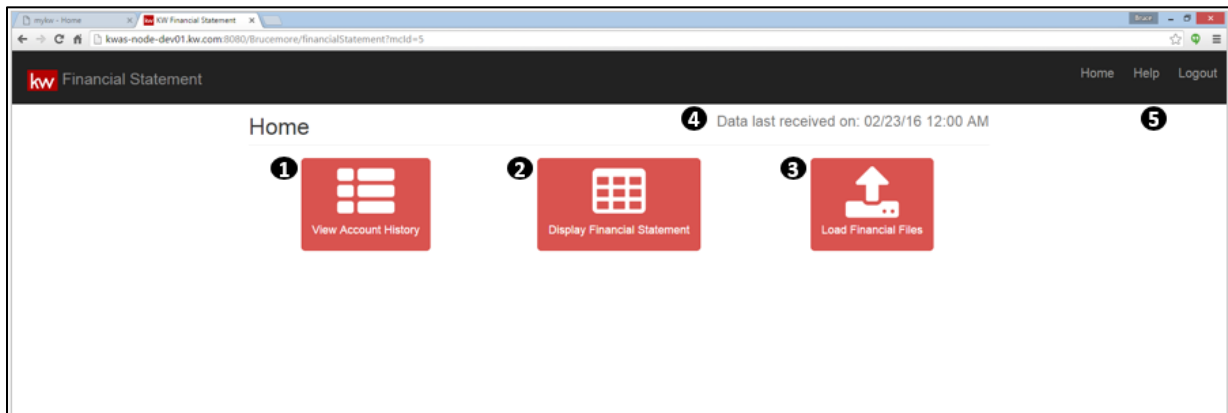
The method for submitting accounting data to the tool will vary by the accounting software used by the Market Center. Once reviewed, the current month data must be saved in order for WinMORE and the myKW reports to use the information.

Navigate the KWFS

Access the KW Financial Statement

1. Log in to **mykw.kw.com**.
2. Click **Technology** at the top of the screen.
3. Click **KW Financial Statement**.

Identify Components of the Home Page



1. **Account History:** The account history view allows you to view the details of the submitted data. You can see each account submitted along with each month's budget numbers, activity by month in the current year, and the last year ending balance. This button is not available until after the first time data is submitted.
2. **Display Financial Statements:** Displays the Balance Sheet with a toggle button to view the Income Statement. You will always initially see the current accounting month view with the option to switch the view to a different month in the current accounting year. The current accounting year is determined by the WinMORE system. This button is not available until after the first time data is submitted.
3. **Load Financial Files/Display Security Key:**
 - **Load Financial Files:** LoneWolf and Canadian AccountEdge users will use this button to upload their financial data to the KW Financial Statement. The files require for upload vary depending on the accounting program being used.
 - **Display Security Key:** U.S. AccountEdge users will use this button to collect their Market Center's security key for use in AccountEdge.
4. **Date of Last Data Upload:** This date and time stamp shows you the last time you submitted data to the KW Financial Statement. If changes have been made within your accounting software, you will need to submit the updated information to the KW Financial Statement.
5. **Menu:**
 - The **Home** button will take you back to the KWFS Home screen.
 - The **Help** button allows you to download the KW Financial Statement Guide for Market Centers.
 - **Logout** will log you out of myKW.

Use the Balance Sheet and Income Statement

Balance Sheet -

ASSETS		LIABILITIES & EQUITY	
Current Assets		Current Liabilities	
Cash-Operating Checking	\$184,114.13	Accounts Payable	(\$85.00)
Cash-Money Market/Repository	\$36,074.31	KWRI Excess E&O Reserve/Payable	\$5,000.00
Cash-MC User Defined	\$62,956.14	Special Events Payable	\$62,956.14
Cash - Escrow/Trust	\$0.00	Payroll Tax Payable - FICA	\$0.00
Cash-Escrow Commission Trust (Canada Only)	\$0.00	Payroll Tax Payable - FUTA	\$0.00
Cash-Trust Term Account (Canada Only)	\$0.00	Payroll Tax Payable - SUTA	\$0.00
Cash-MC User Defined	\$10,451.91	Payroll Tax Payable	\$0.00
Cash-MC User Defined	\$0.00	Escrow/Trust Payable	\$0.00
Cash-MC User Defined	\$0.00	Consortium Fee	\$0.00
Other Asset - MC User Defined	\$0.00	TOTAL LIABILITIES	\$92,195.67
Other Asset - MC User Defined	\$0.00	Stockholder Equity	
Other Asset - MC User Defined	\$0.00	Common Stock	\$0.00
Other Asset - MC User Defined	\$0.00	Owner Dividends	(\$2,945,344.65)
Other Asset - MC User Defined	\$0.00	Paid in Capital	\$0.00
Other Asset - MC User Defined	\$0.00	Beginning Retained Earnings	\$3,366,464.21
Other Asset - MC User Defined	\$0.00	Current Period Profit (Loss)	\$35,448.76
KW Debt Contra	\$433,780.73	TOTAL STOCKHOLDER'S EQUITY	\$455,568.32
AD KW Debt	\$0.00	TOTAL LIABILITIES AND EQUITY	\$547,763.99
Bank Reconciliation Adts.	\$27.00		
TOTAL OTHER ASSETS	\$590,288.40		
TOTAL ASSETS	\$547,763.99		

- 1. Financial Statement Switch:** Allows you to switch between the Balance Sheet and Income Statement views.
- 2. Month Menu:** Allows you to switch the view to another month within the current accounting year.
- 3. Date of Last Data Upload:** This time stamp is the last date and time that data was submitted to the KW Financial Statement. If changes have been made within your accounting software, you will need to submit the updated information to the KW Financial Statement.
- 4. Print Button:** Displays a PDF view of the financial statement you are currently viewing. The PDF will be a WYSIWYG (What You See Is What You Get) view. If ranges are expanded on the screen, they will be expanded on the PDF.
- 5. Expand/Contract:** Several line items on the KW Financial Statements are ranges of accounts totaled. This button allows you to expand the view to see what amounts make up these totals or contract it back to the single line item.
- 6. Save:** Since the only period that can be saved is the current accounting period, this button will only display when viewing the current accounting period of your market center. This saves the data you have submitted to the KWFS to the KWRI servers for use by WinMORE and the myKW reports. Best practice is to perform a soft close each week and save the data to KWRI during that soft close process.

Understand the Account History View

The account history view allows you to view the activity in an account by month in the current year.

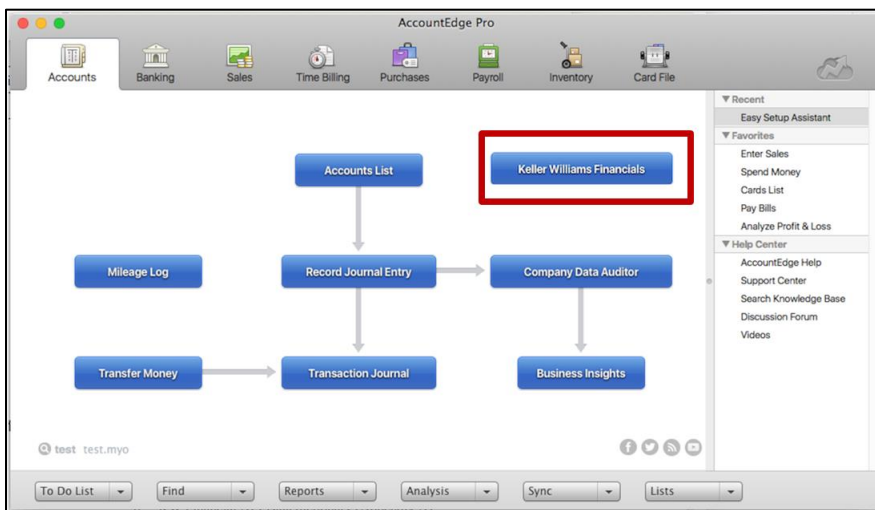
Account #	Name	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	P13 Budget	Jan CY	Feb CY	Mar CY	Apr CY	May CY
1-0100	Cash - Operating Wells Fargo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,068.16	\$7,566.23	(\$11,665.25)	\$8,927.55	(\$1,442)
1-0200	Cash - Depository Wells Fargo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$72,937.37)	\$5,990.26	\$33,880.54	\$9,645.87	(\$16,591)
1-0300	Cash - EAO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,401.87	(\$4,169.23)	\$4,469.67	\$5,280.95	\$8,111
1-0400	Cash - Escrow/Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-0500	Cash - Canada Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-0600	Cash - Canada Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-0700	Cash - Special Accounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.65	\$0.26	\$343.42	\$135
1-0800	Line of Credit Draw Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-1000	General Trust Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-1100	Undeposited Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-1200	Returned Checks on Hand	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$246.54	(\$171.54)	\$0
1-1220	Petty Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-1230	Transfers between Cash Accts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,851.41)	\$0.00	\$189.75	(\$343.16)
1-1310	Accounts Receivable - Agents	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,182.52	\$2,482.74	(\$215.40)	(\$9,655.61)	\$566
1-1320	Accounts Receivable - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

1. **Prepare Statement:** Displays the Balance Sheet with a toggle button to view the Income Statement. You will always be taken to the current accounting month view with the option to switch the view to a different month in the current accounting year. The current accounting year is determined by the WinMORE system. This button is not available until after the first time data is submitted.
2. **Date of Last Data Upload:** This time stamp is the last date and time that data was submitted to the KW Financial Statement. If changes have been made within your accounting software, you will need to submit the updated information to the KW Financial Statement.

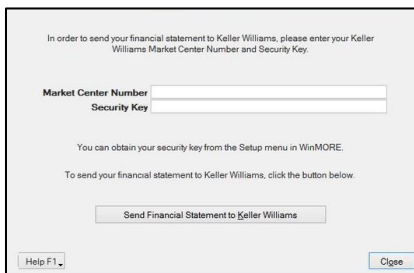
Submit Monthly Data to KWFS from Your Accounting Package

If you use AccountEdge in the U.S.:

1. Log into **mykw.kw.com**.
2. Click **Technology** at the top of the screen.
3. Click **KW Financial Statement**.
4. At the same time, open AccountEdge.
5. From the AccountEdge Accounts control panel, click **Keller Williams Financials**.



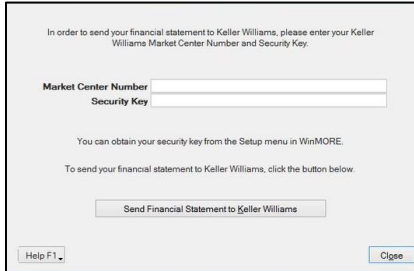
6. In AccountEdge, you will be prompted to enter your Market Center number and the Security Key.

A screenshot of a dialog box titled 'In order to send your financial statement to Keller Williams, please enter your Keller Williams Market Center Number and Security Key.' It contains two input fields: 'Market Center Number' and 'Security Key'. Below the fields, there is a note: 'You can obtain your security key from the Setup menu in WinMORE.' and another note: 'To send your financial statement to Keller Williams, click the button below.' A 'Send Financial Statement to Keller Williams' button is located at the bottom center. There are also 'Help F1' and 'Close' buttons at the bottom left and right respectively.

7. Type your Market Center number without any extra numbers, like preceding zeros.
8. Switch to the KWFS. Click **Display Security Key**.

KW FINANCIAL STATEMENT (KWFS)

- Copy the Security Key. Switch to AccountEdge and paste it into the Security Key field. **Note:** *The Security Key is case sensitive.* After you've initially entered this information, you will just need to confirm it on subsequent data uploads.
- In AccountEdge, click **Send Financial Statement to Keller Williams.**



In order to send your financial statement to Keller Williams, please enter your Keller Williams Market Center Number and Security Key.

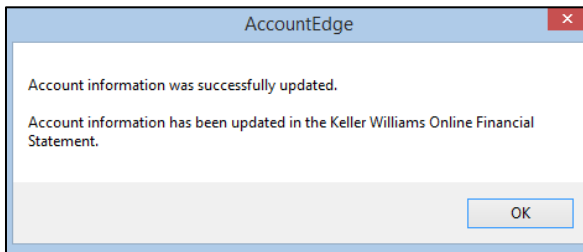
Market Center Number

Security Key

You can obtain your security key from the Setup menu in WinMORE.

To send your financial statement to Keller Williams, click the button below.

- Upon successful upload you will receive the following confirmation message. See the troubleshooting section if you receive any other message.



- Switch to the KW Financial Statement.
- Confirm your accounting data.
- Click **Save.**

If you use LoneWolf or AccountEdge in Canada:

1. Following the directions specific to your accounting package, export the required files to be uploaded to the KWFS

LoneWolf: Requires banks.txt, caseware.txt, and lwbudgets.xls

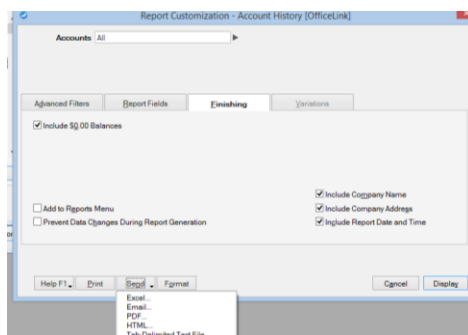
- 1) Go to F.F.9



- 2) Enter month end date.
- 3) Click **Send Report to – EXPORT** save to the WinMORE location (C: or W: drive) WinMORE3/MDAT/SEND
- 4) This will create a caseware.txt file and a banks.txt file
- 5) To create the budgets file, see Creating a Budget file in the Year End Processes manual.

Canadian AccountEdge: Requires Accthist1.xlsx

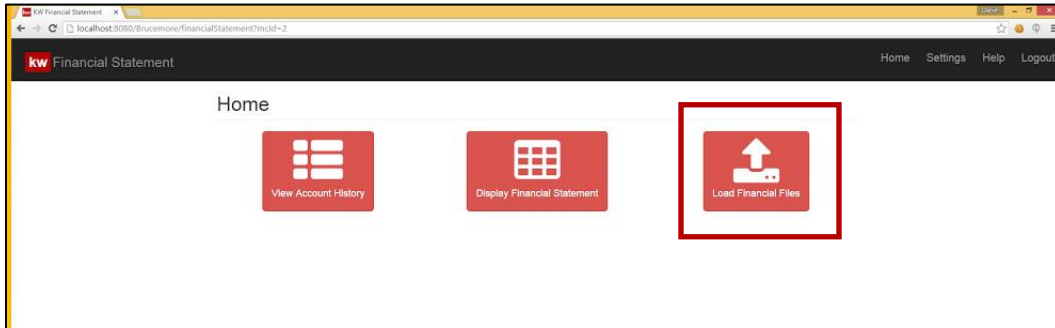
- 1) On the Accounts tab of the Command Center, click **Reports**.
- 2) Select Account History (Officelink) and Click **Customize**.
- 3) Select the **Finishing Tab**.
- 4) Check the box for **Include \$0.00 Balances**.
- 5) Click **Send – Excel**.



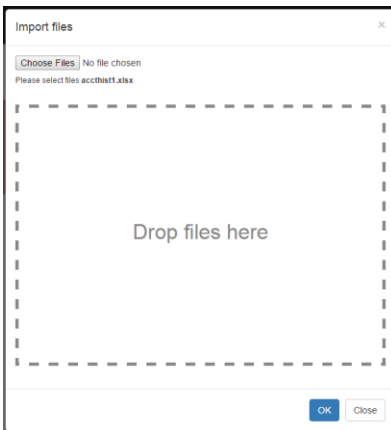
- 6) Save to the WinMORE location (C: or W: drive) WinMORE3/MDAT/SEND

KW FINANCIAL STATEMENT (KWFS)

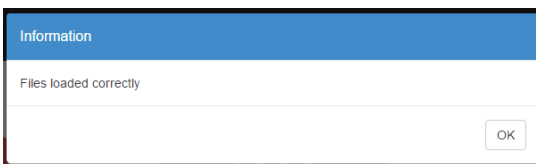
2. Log into **mykw.kw.com**.
3. Click **Technology** at the top of the screen.
4. Click **KW Financial Statement**.
5. Click **Load Financial Files**.



6. The upload window will list the required files.
 - Drag the required files onto the upload window
 - Alternately, click **Choose Files**. Navigate to your files and select them.



7. Click **OK**.
8. Upon successful upload you will receive the following confirmation message. See the troubleshooting section if you receive any other message.



9. Confirm your accounting data.
10. Click **Save**.

Review and Submit Monthly Data

As part of your weekly soft close, submit your financial data to the KWFS and Save. Once saved, your OP and TL will be able to review the financial data in Reports – Financial Statement.

Note: As part of your review process, ensure all MC user defined accounts that are in use have the correct name.

At transmittal, you will need to submit the latest data to complete the transmittal process.

Frequently Asked Questions

Q: I submitted new numbers from my accounting program, but I don't see the changes on the screen.

A. Go back to the KWFS home screen and click Display Financial Statements again. The KW Financial Statement reads the data upon preparation. New data won't be immediately visible, if you're viewing the financial statements.

Q: I made changes to my accounting numbers, but I don't see the changes in the KW Financial Statement.

A. Make sure you submit your updated data to the KW Financial Statement.

Q: I am part of multiple Market Centers. Will I have access to the KW Financial Statement in each Market Center?

A. Yes. When you click the KWFS link in myKW, you will see a list of Market Centers in which you have a role that grants you access to the KW Financial Statement. Select the appropriate Market Center.

Q: The numbers in prior months in the KWFS don't match what is on the online reports financial statement.

A. When viewing prior months in the KW Financial Statement, you are viewing the data as it comes from the accounting program, not prior month transmitted data. If you have made a change to a prior month, you would need to move the change to the current period to ensure your current data matches transmitted data.

Q: Which roles have access to the KW Financial Statement?

A. MCA, Asst MCA, TL, Asst TL, and OP

Q: I am helping another Market Center transmit. How do I gain access to their KW Financial Statement, so I can save their financials for transmittal?

A. You will need one of the roles in that Market Center that grants access or you will need a member of the market center leadership team in that Market Center to log onto myKW for you.

Q: I am trying to complete the prepare text file step and I don't see that button in the new KW Financial Statement.

A. The new KW Financial Statement updates KW servers when you click the save button on the current month financial data. WinMORE then uses that information to verify your transmittal. There is no need for text files any longer.

Q: Can I save multiple times each month?

A. Yes! In fact, we encourage everyone to complete a weekly soft close and to save their data at that time. A best practice is to get into a habit of saving the data each time you submit new data to the KW Financial Statement.

Q: AccountEdge is asking me for a security key. Where do I find that?

A. On the home screen of the KW Financial Statement you will find a button to access your security key (U.S. Market Centers only).

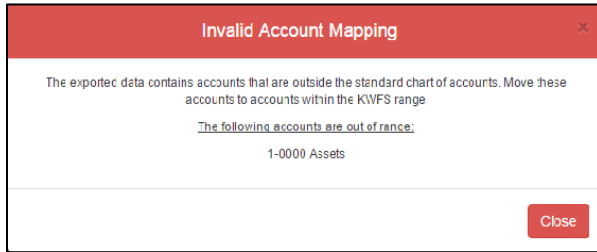
Q: Is this process the same for Multi-User AccountEdge?

A. Yes, you will follow the same steps for Multi-User AccountEdge.

Troubleshooting

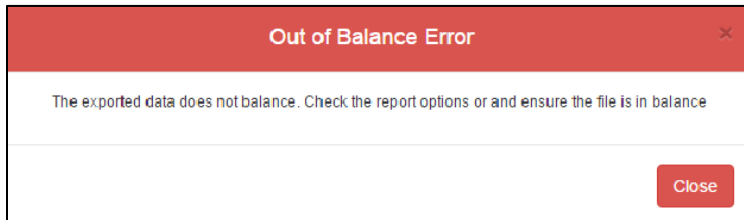
Invalid Account Mapping

This occurs when you use an account number that is not part of the KW approved chart of accounts. The error message will tell you which accounts aren't recognized. You will have to move entries in the unrecognized accounts to accounts that are part of the KW approved chart of accounts.



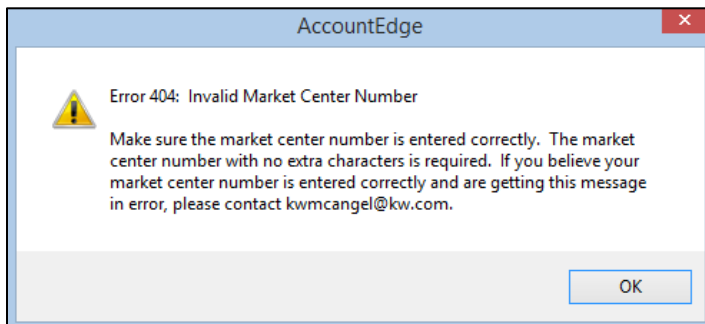
Out of Balance Error

This occurs when accounts are truly out of balance. It should rarely occur.



Invalid Market Center Number

AccountEdge will display this error if the Market Center number does not match your Market Center number stored in the KW Financial Statement. Make sure that you have entered your Market Center number with no extra numbers, like preceding zeros. If the number is correct, contact mcasupport@kw.com for assistance.



Missing or Invalid Security Key

AccountEdge will display this error if the security key field is blank or if the security key does not match your Market Center security key stored in the KW Financial Statement. To identify your security key, open the KW Financial Statement. On home page, click **Get Security Key**. Copy and paste the security key into AccountEdge.

