















TRANSMITTAL CHECKLIST











This checklist is for both AccountEdge and Lonewolf processes. Click on the application used in your market center for a link to the instructions on how to perform each task. Click on the video icon to view a short video for the corresponding step.

* If you are new to transmittal, watch [this video](#) before you begin.

#	TASK/STEP	APPLICATION	VIDEO	DONE
1	Verify System and Data Files	WinMORE and AccountEdge/Lonewolf		
2	Print and Review EOM/Projected Closings (day or two before transmittal)	WinMORE / Lonewolf		
3	Verify WinMORE Entries match Accounting	WinMORE / Lonewolf		
4	Validate Listings Taken Metrics	CloudMORE Listings		
5	Print the Anniversary DA List	WinMORE		
6	Print EOM Reports (See full list of required and recommended reports in Instructions)	WinMORE		
7	Print Market Center specific EOM reports (see section at end of checklist to create list)	MC Defined		
8	Print and Review Associate List	WinMORE		
9	Print and Review YTD Closed Production	WinMORE		
10	Create Initial Invoice to KWRI	WinMORE and AccountEdge/Lone Wolf		
11	Ensure all receivables have been collected. Sync AccountEdge Connect. View video starting at minute 44 for instructions to sync AE Connect.	AccountEdge/AE Connect, Lonewolf		
12	Verify Receivables	AccountEdge/Lone Wolf		

#	TASK/STEP	APPLICATION	VIDEO	DONE
13	Verify Payables	AccountEdge/Lone Wolf		
14	Verify KW Debt, Depreciation, and/or Amortization	AccountEdge/Lone Wolf		
15	Verify Payroll Tax Payable (if payroll is in-house)	AccountEdge/Lone Wolf		
16	Review Undeposited Funds Account	AccountEdge/Lone Wolf		
17	Account for E&O (U.S. only)	AccountEdge		
18	Review Clearing Commission	AccountEdge/Lone Wolf		
19	Send Monthly Data to KWFS, Save Your KWFS, and Calculate Preliminary Set Costs	AccountEdge(US)/Accountedge(CA)/Lone Wolf, KWFS, and WinMORE		
20	Print Preliminary Profit Share Calculation	WinMORE		
21	Verify Bonuses have been booked (if applicable)	AccountEdge/Lonewolf		
22	Verify Income Tax Has Been Booked (if profitable)	AccountEdge/Lonewolf		
23	Send Monthly Data to KWFS, Save Your KWFS, and Calculate Preliminary Set Costs	AccountEdge(US)/Accountedge(CA)/Lone Wolf, KWFS, and WinMORE		
24	Print Second Preliminary Profit Share Calculation	WinMORE		
25	Update Invoice to KWRI (Royalties, Profit Share, KW Cares, KW Commercial)	WinMORE and AccountEdge/Lonewolf		
26	Verify HST/QST has been booked (Canada Only)	AccountEdge/ Lonewolf		
27	Record Direct Withdrawal to KWRI	AccountEdge/Lonewolf		
28	Send Monthly Data to KWFS, Save Your KWFS, and Calculate Final Set Costs	AccountEdge(US)/Accountedge(CA)/Lone Wolf, KWFS, and WinMORE		

#	TASK/STEP	APPLICATION	VIDEO	DONE
29	Print Final Monthly Profit Share Calculation	WinMORE		
30	Review Production Reports Review Balance Sheet Review Income Statement with Team Leader and OP	AccountEdge/Lone Wolf	  	
31	Check Key Numbers	WinMORE and AccountEdge/Lone Wolf		
32	Verify Debits and Credits Match	AccountEdge/Lone Wolf		
33	Lock the Month	AccountEdge/Lonewolf		
34	EOM Backup	External Backup		
35	Prepare the Transmittal	WinMORE		
36	Upload Transmittal Files to KWRI	WinMORE		

If you have questions or need help, email mcasupport@kw.com.

Add custom steps for your Market Center here:

Make notes of observations or questions for your TL or OP here: