

# TransactionDESK®

## FIVE EASY STEPS TO SEND YOUR COMPLETED TRANSACTION TO OUR ACCOUNTING DEPARTMENT.

On the [Details Tab](#), make sure to fill out these five blue fields once your transaction is complete and ready to be sent to accounting. These are the following:

PROPERTY TYPE ♦ PURCHASE PRICE ♦ OFFER DATE  
CLOSING DATE ♦ CLASSIFICATION

Under your [Checklist Tab](#), you should have all of the mandatory forms for accounting department including your Disbursement Authorization form (DA). Refer to [www.URGFL.com](http://www.URGFL.com) for a complete list of mandatory forms.

## **HOW TO SEND YOUR FILES TO ACCOUNTING FROM TRANSACTION DESK.**

**Close** Create Transaction **Create**

Name \* Property Address

Type Choose your template ▼

Import Data (optional) Choose where you want your data from ▼

Add me as the What are you to this transaction ▼

Use Wizard

*Remember to \*Uncheck the Wizard\*  
You'll be directed to the Details Tab. All other tabs are on the right side of your screen.*

**DETAILS** -Five Blue Fields are found here. **Property Type, Purchase Price, Offer Date, Closing Date and Classification**

**CONTACT**- Add all contacts to the transaction.

**FORMS** - All forms from the template are here

**SIGNINGS** -Where to send you documents to sign.

**DOCUMENTS**- Add any Uploads

**CHECKLIST** - All documents, signed forms need to be inside the checklist. This is done by “attaching each individual form” to the related checklist. Once attached you’ll see “Submitted” icon. Accounting has received this document. If you need to add

any additional documents/forms to the checklist, simply click the plus sign.

## **SAMPLE OF CHECKLIST**

Checklist		Complete	0%		<a href="#">What's This?</a>
<input type="text" value="Search"/>		All Checklists			
	Sales Contract PURCHASE CONTRACT	3 days after Offer Date	Mandatory		Submitted
	Sales Recap Sheet PURCHASE CONTRACT	3 days after Offer Date	Mandatory		<input type="radio"/>
	MLS Printout PURCHASE CONTRACT	3 days after Offer Date	Mandatory		<input type="radio"/>
	Real Property Sales Disclosure PURCHASE CONTRACT	3 days after Offer Date	Mandatory		<input type="radio"/>
	Copy of Escrow Check PURCHASE CONTRACT	3 days after Offer Date			<input type="radio"/>
	Walk-through Inspection PURCHASE CONTRACT	3 days after Closing Date	Mandatory		<input type="radio"/>
	Disbursement Authorization PURCHASE CONTRACT	3 days before	Mandatory		<input type="radio"/>

## **SAMPLE OF WHEN ATTACH IS SELECTED**

**Close** Sales Recap Sheet

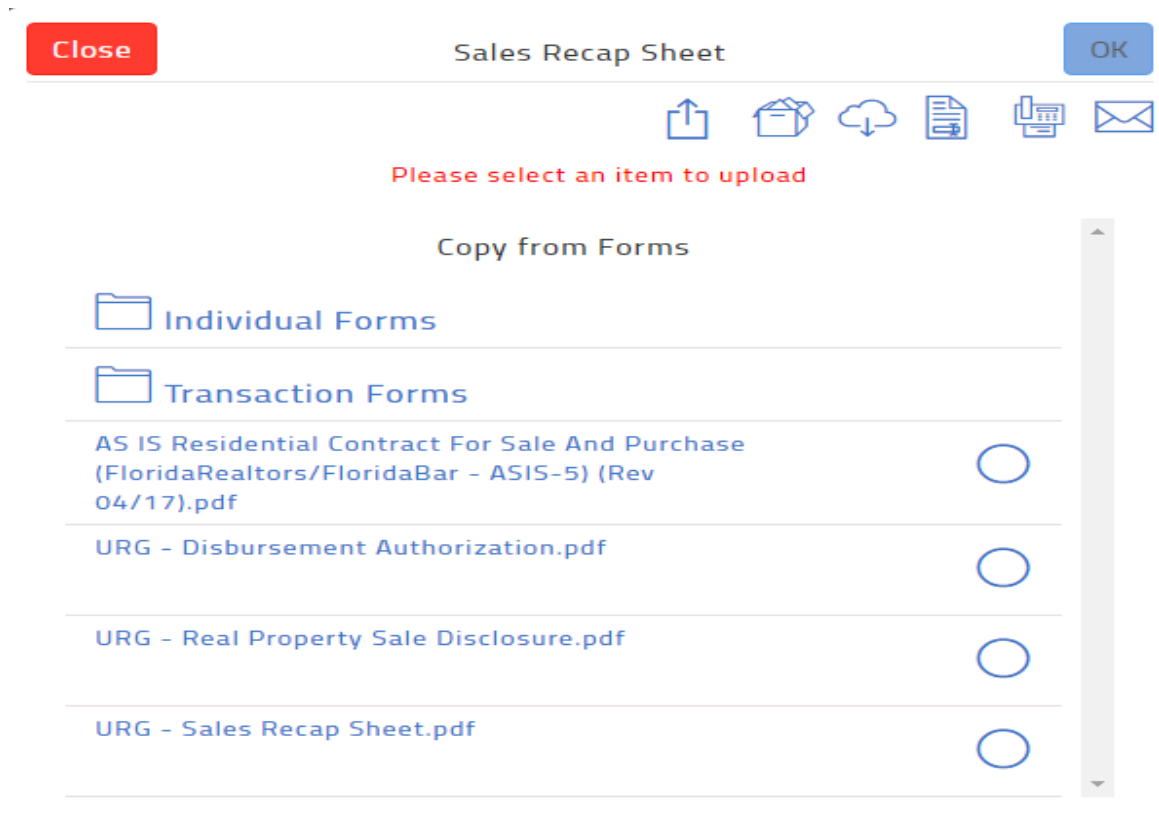
**Copy from Forms**

Upload from device/computer

Drag & Drop files here or click to upload

- *Select Copy from forms*

**SAMPLE OF WHEN COPY FROM FORMS IS SELECTED**



- *Select form that you wish to attach you will get a green check mark then press ok.*

*Once you have submitted all required documents under the Checklist Tab, mark your transaction **Pending** and accounting will review all documents for DA approval.*

**SAMPLE OF WHERE TO CHANGE YOUR TRANSACTION  
TO PENDING AND CLOSED**

The screenshot shows a user interface for managing transactions. On the left, there is a button labeled "Add Photo". To its right is a text input field containing "ashley aybar". Below this field are labels for "Address:", "Buyer:", and "Agent: Vingianza Aybar". Further down is a "Complete" checkbox. A "Checklist" section is visible at the bottom left. On the right side, there is a dropdown menu currently set to "Open". The dropdown list includes the following options: "Open", "Active", "Closed", "Closed-File Complete", "Expired", "Open" (highlighted in blue), "Pending", and "Withdrawn". To the right of the dropdown are icons for a checkmark, an envelope, a document, and a vertical ellipsis. A "What's This?" link is located at the bottom right of the interface.

- *On the top of your checklist you will see a tab that has the word Open on it select and a drop box will appear this is where you will change your transaction activate.*

*Once the transaction has closed, mark it **Closed**.*

*Accounting will mark the transaction **Closed File-Complete** once file has funded.*

# TRANSACTION DESK CHECK LIST ITEMS

## RENTAL LISTING/LANDLORD

- RENTAL LEASE
- CONTRACT TO LEASE
- RENTAL RECAP SHEET
- TENANT APPLICATION
- ADDITIONAL ADDENDUM
- APPROVAL
- MLS PRINT OUT
- RENTAL DISBURSEMENT FORM
- WALK THROUGH INSPECTION
- OFFICE ONLY \*\*

## RENTAL LEASE/TENANT

- LISTING NOTICE
- LISTING AGREEMENT
- RENTAL RECAP SHEET
- CONTRACT TO LEASE
- TENANT APPLICATION
- RENTAL LEASE – TENANT
- MLS PRINT OUT
- APPROVAL
- RENTAL DISBURSEMENT FORM
- WALK THROUGH INSPECTION
- OFFICE ONLY\*\*

## PURCHASE CONTRACT/BUYER

- SALES CONTRACT
- SALES RECAP SHEET
- MLS PRINTOUT
- REAL PROPERTY SALES DISCLOSURE
- COPY OF ESCROW CHECK
- WALK-THROUGH INSPECTION
- DISBURSEMENT AUTHORIZATION
- AGENT COMMISSION- CHECK
- OFFICE ONLY\*\*

## LISTING SALE/ SELLER

- LISTING AGREEMENT
- LISTING NOTICE
- MLS PRINT OUT
- REAL PROPERTY SALES DISCLOSURE
- SALES RECAP SHEET
- SALES CONTRACT
- ADDITIONAL ADDENDUMS
- DISBURSEMENT AUTHORIZATION
- AGENT COMMISSION CHECK-COPY
- OFFICE ONLY \*\*

**\*\* OFFICE ONLY – Accounting uploads the CD, copy of commission check. Agents do not need to add anything in this checklist.**