

Accounting Manual

Atlas Property Management



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Accounting: Receivables



General Guidelines for Receivables

- 1. Deposit receipts as soon as they clear the bank account**
- 2. Deposit date and amount should match the one in the bank account**
- 3. Operating account – deposit each move-out security deposit clearing separately**
- 4. Do not use an EXPENSE GL account as income unless it is a reimbursement/credit**
- 5. Attach supporting documentation to ALL “Other Receipts” created**

~ Recording & Depositing Payments ~

Enter a Tenant Receipt

1. Type "**Tenant Receipt**" into the search bar and click the matching **Task** from the results. You can also find this task on the Dashboard page, tenant's profile page, or under accounting > Receivables, or you can type the tenant's name into the search bar and click "Enter Receipt" under their name in the results (there are many ways to find this task!).
2. You will land on a **New Tenant Receipt** form. Enter the following details:
 - **Tenant** - Enter the tenant's name if not already there.
 - **Amount** - Amount of the payment received.
 - **Date** - Date the payment was received.
 - **Reference** - Enter the check/money order number here.
 - **Remarks** - (optional) It is common to enter exactly what the payment is for. This appears on the Tenant Ledger.
 - **Cash Account** - Leave as Automatic. This will default to the cash account that the GL account of the charge being paid is offset to. The cash account represents the bank account the payment will eventually be deposited into on the related property.
 - **Payment Type** - (optional) Recording the payment type allows you to track which payment methods your tenants are using. This can help identify tenants that may be better suited for adopting online payments.
 - **Description** - Enter exactly what the payment is for.
 - **Make Prepayment checkbox** (optional) - Only check this box if this payment is meant to pay future dated charges.

New Tenant Receipt

Repeat Receipt

Tenant *	Amount *	Receipt Date *
<input type="text" value="Start typing to search"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="05/14/2019"/>
Remarks	Reference	
<input type="text" value="e.g. November Rent"/>	<input type="text" value="e.g. Check #123"/>	
Cash Account	Payment Type	
<input type="text" value="Automatic"/>	<input type="text" value="Start typing to search"/>	

[Clear Amounts](#)

GL Account	Date	Description	Balance	Amount To Pay
				Total:
				\$0.00

[Save & Add Another](#) [Save](#) [Cancel](#)

Notes [?](#) [Download PDF](#) [Add Note](#)

Attachments

Drag Files Here or [Choose Files to Add](#)

3. Any open charges on the tenant's account appear below the receipt. In the **Amount to Pay** fields next to the charges, enter the **amount** of the charge(s) being paid.
 - **Note: Pay from oldest to newest charge**

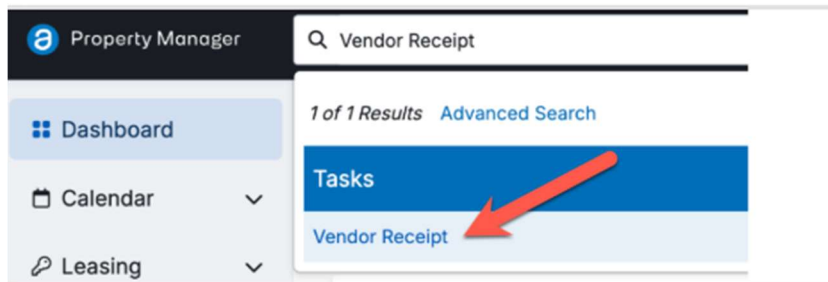
4. Add any notes or attachments (optional), then click **Save** to post the payment to the tenant's account or click **Save & Add Another** to post the payment and immediately enter another.
5. In the **Tasks** menu on the right, click **New Bank Deposit** to complete a bank deposit for a receipt. If you deposited this receipt along with others, simply include it in the correct deposit in AppFolio.

Enter a “Vendor Receipt”

If an account needs to be set up for a new Payor, please email accounting for the setup request. This includes accounts for laundry and vending income or any other payer account wherein payments are received on a regular basis.

If you receive a payment from a vendor, you need to record it in AppFolio as a Vendor Receipt before you can make a bank deposit.

1. Type **Vendor Receipt** into the search bar and click the matching **Task** from the results.



2. On the **New Vendor Receipt** form, enter the following details:
 - **Vendor** - Enter the vendor's name if not already there.
 - **Receipt Date** - The day the payment was received.
 - **Posting Date** - Only make this different than the Receipt Date if it will post on a different day.
 - **Cash Account** - Select your operating or escrow cash account according to what bank account this payment is being deposited into.
 - **Property** - The property receiving the funds. Select **Add Another Line** to select more than one property for another vendor receipt from the same vendor on the same date.
 - **Unit** - Select a specific unit in the property if applicable.
 - **GL Account** - The GL account to apply the funds to. If this receipt is a refund, it is a common practice to use the same GL account the funds originally came out of.

- **Amount** - The amount of the received payment.

3. Click **Save**. Or click **Save & Add Another** to save and immediately enter another Other Receipt.
4. In the **Tasks** menu on the right, click **New Bank Deposit** to complete a bank deposit for this receipt. If you deposited this receipt along with others, simply include it in the correct deposit in AppFolio.

Enter an “Other Receipt”

For use of checks received as refund, credits, or any other form of income. These DO NOT show up on the tenant ledger or vendor ledger so **only use if no tenant account or vendor account exists**.

1. Click **Accounting**, select **Receivables**, then in the **Tasks** menu on the right click **Other Receipt**.

2. On the **New Other Receipt** enter the following:
 - **Received From** - Type the entire payee's name. Even if this is a vendor entered in AppFolio, the name will not auto fill in this field.

- **Receipt Date** - The day the payment was received.
 - **Reference** – type invoice number for credits, or any other information received, add in ACH if nothing else is provided
 - **Remarks** – add the reason it was received
 - **Cash Account** – Leave this as automatic
 - **Property** - The property receiving the funds.
 - **Unit** - Select a specific unit in the property if applicable.
 - **GL Account** - The GL account to apply the funds to. If this receipt is a refund, use the same GL account the funds originally came out of. If this receipt is a refund, use the same GL account the funds originally came out of. If you need to apply this refund to multiple GL accounts, create separate lines for each GL account.
 - **Description** – Descriptions entered on the Other Receipt will appear on the General Ledger and detailed financial reports. The default description is the name of the GL account selected on the receipt.
 - **Amount Received** - The amount of the payment.
Exclude from pay management fees calculation - Select this if you are refunding or waiving an already collected additional fee.
3. Click **Save** or click **Save & Add Another** to save and immediately enter another Other Receipt.
 4. Attach copies of the check, credit memo, invoice, etc.
 5. In the **Tasks** menu on the right, click **New Bank Deposit** to complete a bank deposit for a receipt. If you deposited this receipt along with others, simply include it in the correct deposit in AppFolio

Create a Bank Deposit

1. Type "**New Bank Deposit**" into the search bar at the top right and click the matching **Task** from the results.
2. Use the **Bank Account** menu to select the specific bank account you wish to record a deposit for or select **All** to make deposits for all bank accounts at once.
3. Use the **User** menu to select **All** in case multiple people are entering receipts into AppFolio.

Receipts Charges Bank Deposits

New Bank Deposit

To view receipts to deposit, select a bank account and click Search.

Bank Account: Heatherstone Operating

User: All

Search

Heatherstone Operating Deposit

Deposit Date: 05/14/2019 Deposit Number: 223 Description:

✓	Date	Payer	Property	Check #	Total Amount
✓	05/11/2019	[REDACTED]	Heatherstone - 9730 E. 33rd St Tulsa, OK 74146 (0723)	17813368506	232.00
✓	05/11/2019	[REDACTED]	Heatherstone - 9730 E. 33rd St Tulsa, OK 74146 (0521)	001092	575.00

4. Click **Search**.
5. All undeposited receipts appear below, **grouped by bank account**.
6. Select the **receipt(s)** to deposit, enter a deposit date (**same date as it appears on the bank account**), a deposit number (defaults to following number) and a description if applicable.

7. Click **Make Deposit**.

Add a Receipt to an Existing Bank Deposit

If a receipt is entered late or must be reversed and recreated, it can be added back into an existing bank deposit if that bank deposit hasn't been reconciled.

Example scenario: A receipt was created and deposited in AppFolio with the incorrect payee name. To correct this, you must reverse and recreate the receipt. Once the receipt is back in AppFolio correctly, you should add it back to the original bank deposit, so the amount of the deposit is not affected.

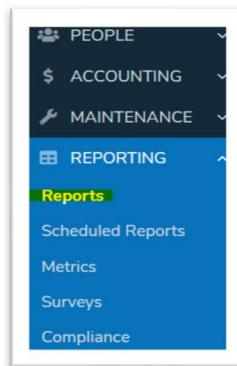
Instructions

1. Open the corrected receipt details and at the top right, click **Edit**.
2. Type the bank deposit number in the **Add to Deposit** field and select the correct **deposit** number and date. Only unreconciled deposits with the same bank account association as the receipt are available to select from.
3. Click **Save**. The **Bank Deposit** number on the receipt and the amount of the bank deposit in AppFolio will update immediately.

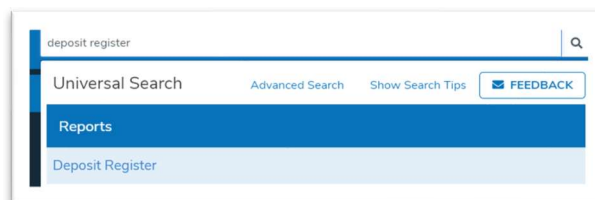
Compare Deposits in AppFolio to Chase Bank

Pull Deposit Register:

1. Pull Deposit Register Report (There are two ways to pull the report)
 - a. Go to Reporting → Reports on the left-hand side of AppFolio and find “Deposit Register” under “Transaction Reports”



- b. Search “Deposit Register” in the search bar at the top of AppFolio



2. Under “Customize Report” adjust the information for the month you are working in and the account you are looking at.
NOTE: Only choose one of your bank accounts at a time.
3. Pull up your bank account in Chase Bank (either Operating OR Tenant)
4. Compare the deposits in the bank (positive amounts) with the deposits listed in AppFolio. You can do this under “**account activity**” by adjusting the “**Showing**” filter to “**All credit transactions.**” This will pull only the transactions that are putting money into your account.

Manually Process NSF for a Tenant Receipt (Checks or Money Orders)

1. Navigate to the page of the person whose payment was returned and open their account ledger.
2. From the ledger, click the amount of the rejected payment to open the receipt details. In the Tasks menu on the right click Process NSF (If you do not see this task, it means the payment is not yet included in a bank deposit in AppFolio).



3. Enter the following details in the Process NSF window.
 - NSF Date - Enter the date the check was returned.
 - Tenant Charge - Enter the amount (\$35.00) to charge the tenant or homeowner.
 - Tenant Charge Account - Enter your NSF Fee GL account.

4. Click Process NSF to create the following transactions:
 - A reversal receipt and NSF charge (if entered) are posted to the payee's account.

ACH Payment (Reference #8218-03E0) Reversed by NSF		616.00
NSF reversal receipt for Reference #8218-03E0		-616.00
NSF Fees Collected - NSF Charge	35.00	

Move-in M.O./Checks (DEPOSIT & RENT PAID WITH ONE M.O./CHECK)

If a tenant pays the move-in charges and the mgmt. held security deposits with ONE check/M.O. follow example below.

Example scenario: Jane Doe brought in a \$600 check (#9999) to pay for the following:

- move-in charges \$250
 - Security deposit \$350
1. Go to tenant page and enter a receipt
 - Amount – amount of move in charges: **\$250**
 - Receipt Date – date the receipt was received: **7/23/19**
 - Reference – enter the check number or money order: **Check #9999**
 - Cash account – 1150: Operating Cash
 - Payment type – check
 - Apply to move-in charges and save
 2. Enter a second receipt
 - Amount – amount of the security deposit: **\$350**
 - Receipt Date – date the receipt was received: **7/23/19**
 - Reference – enter the same check number or money order: **Check #9999**
 - Cash account – 1160: Security Deposit Cash
 - Payment type – check
 - Apply to the mgmt. held security deposits balance and save
 3. Go to your Receivables
 - New Bank Deposit
 - Bank Account: Operating
 - Check the receipt(s) to deposit: **\$250 (if deposited by itself)**
 - Click make deposit
 4. Go to your Receivables
 - New Bank Deposit
 - Bank Account: Tenant
 - Check the receipt to deposit: **\$350(by itself)**
 - Click make deposit
 5. Send an email to accounting and we will request the transfer.
 6. Example of what is needed in the email:

I entered a \$600 check twice with the same reference number, 9999.

\$350 went to deposit

\$250 went to rent

I deposited the \$600 (by itself) to the operating account. Can we please transfer \$350 to the tenant?

❖ **Note: If you did not deposit the check/M.O. by itself in the bank please include the total of the bank deposit**

INCLUDE THE LINK TO TENANT LEDGER

https://atlaspm.appfolio.com/buffered_reports/tenant_ledger

~ Adding Charges ~

Enter a One-Time Tenant Charge

Any time a tenant owes money to the property outside of their recurring charges (posted automatically by AppFolio) you must post a charge to their account.

Instructions

Users with permission to edit charges can complete the following task.

1. Type "**Tenant Charge**" into the search bar and click the matching **Task** from the results. Alternatively, click **Accounting**, select **Receivables**, then from the **Tasks** menu on the right click **Tenant Charge**.
2. You will land on a **New Tenant Charge** form. Enter the following:
 - **Tenant** - Type a tenant's name and select the correct tenant from the list.
 - **Amount** - Amount of the total charge
 - **Date** - Date you are charging the tenant
 - **GL Account** - Type a GL account name or number and select it from list (pulls from your current chart of accounts). Use income accounts, otherwise ask accounting for assistance
 - **Description** - Appears on the Tenant Ledger.
 - **Notes & Attachments** - Any notes or attachments you add to the tenant charge are for internal reference only. Tenants will not be able to see this information.

The screenshot shows the 'New Tenant Charge' form. At the top, there are tabs for 'Receipts', 'Charges', and 'Bank Deposits', with 'Charges' selected. A 'Repeat Charge' button is in the top right. The form title is 'New Tenant Charge'. Below the title are several input fields: 'Tenant*' (a dropdown menu with 'Start typing to search'), 'Amount*' (a text box with '\$ 0.00'), 'Charge Date*' (a date picker showing '05/14/2019'), 'GL Account*' (a dropdown menu with 'Start typing to search'), and 'Description' (a text box). Below these fields are three buttons: 'Save & Add Another' (highlighted in blue), 'Save', and 'Cancel'. Underneath is a 'Notes' section with a 'Download PDF' button and an 'Add Note' button. At the bottom is an 'Attachments' section with a dashed box containing the text 'Drag Files Here or Choose Files to Add'.

3. Click **Save** to complete and post the charge or click **Save & Add Another** to post this charge and immediately enter another. To repeat the same charge for another tenant, click **Save & Add Another** then click **Repeat Charge** button at the top right - all you need to change is the person and the other details will automatically fill in.
4. The charge(s) immediately posts to the Tenant Ledger for the unit.
 - **Tip:** If you need to post the same charge to all units in a property, enter a **Common Charge** to save time and post them all at once.

Charge Late Fees

Run the Late Fees function to calculate and post late fees for all accounts eligible for late fees at once. All late fee types except flat fee and percent of total owed will only look in the current month for late charges.

It is best practice to have all on-time payments posted in AppFolio before late fees are charged to prevent the need to reverse invalid late fee charges. Also, be sure that all the GL account subject to late fees have been marked as "Subject to Late Fees."

1. Type "**Charge Late Fees**" into the search bar and click the matching Task from the results. Alternatively, click **Accounting**, select **Receivables**, then from the **Tasks** menu on the right click **Charge Late Fees**.
2. You will land on a filter page. Enter specific Properties, Associations, Property Groups, Homeowners, or Tenants if desired. Leave this field blank to view all tenants and homeowners with an outstanding balance subject to late fees.
3. Click **Calculate** to pull up the list of those eligible to be charged late fees:
 - To the right of any resident name, click the carrot icon to see how the late fee amount was calculated and if multiple late fees are generated, you can select which late fees you wish to post.
 - If any occupancy has any unused credits that are equal to or greater than their outstanding balance, late fees will not be assessed
 - If an occupancy has a prepayment that has not been applied to any charges, it will not be counted as a credit and late fee charges will still be assessed.
4. Select residents or individual late fee charges you wish to assess.

Note: When you charge an individual late fee, all previous late fees that have not been charged will be waived
5. Click **Charge**, alternatively, click **Waive** if you wish to waive late fees.

~ Entering & Applying Credits ~

Enter & Apply a Tenant Credit

A tenant credit can be used to fully or partially pay a charge in place of cash. For example, you might use a credit to show a discount on rent.

It is **best practice** is to tie the credit to a charge, with same GL account if possible. while entering the credit, which you can do in AppFolio. Otherwise, it might be automatically applied the next day to a past or current charge.

Instructions

Users with permission to edit credits can complete the following task.

1. Type "**Tenant Credit**" into the search bar and click the matching **Task** from the results. Alternatively, navigate to a tenant's page and in the **Tasks** menu on the right click **Enter Credit**.
2. On the **New Tenant Credit** form, enter the following:
 - **Tenant** - Enter the tenant's name (will auto-populate if started from the tenant page).
 - **Amount** - Enter the amount of the credit.
 - **Credit Date** - The date you are issuing the credit, this will show on the Tenant Ledger and Online Portal
 - **GL Account** - Select a GL account. If it's a credit for a charge, use the same GL account of the charge.
 - **Description** – Give reason for the credit.
3. All open charges on the account dated today or in the past appear below the credit if started from the tenant page. Enter the amount of the credit you wish to apply to the charge(s) in the **Amount to Pay** field(s).

Unpaid Charges Clear Amounts

GL Account	Date	Description	Balance	Amount To Pay
6420: Gas	08/01/2018	<input type="text"/>	\$50.00	\$ 50.00
6420: Gas	02/01/2019	<input type="text"/>	\$50.00	\$ 50.00
			Amount Unapplied:	\$0.00
			Total:	\$100.00

4. Click **Save**. **The credit is automatically applied to the charge with a zero-dollar receipt. If the credit automatically applied to the incorrect charge(s), reverse the zero dollar receipt then use the Apply Credits task to tie it to the charge(s) of your choice.**

Description --

Used By

Date	Check #	Receipt Amount	Amount Applied to credit
02/01/2019	--	0.00	-100.00
			Total: -100.00

Apply Credits & Prepayments to Charges

Use the Apply Credits page to manually pay an open charge with existing prepayment or credit. The Apply Credits task can be found on a tenant's page, or in the Tasks menu under Accounting > Receivables.

Please note: You will not see this task on a tenant page if they don't have both an open charge and unused prepayment or credit.

Instructions

1. Navigate to the tenant page for the person with open charges and unused prepayments or credits.
2. In the **Tasks** menu on the right click **Apply Credits**.
 - **Note:** If the Apply Credits task is missing, they do not have both unpaid charges and unused prepayments or credits. Enter the missing transactions at this time, if necessary. If the prepayment or credit and charge exist and are both unused/unpaid, continue to step 3.



3. The **Apply Credits** page opens with the tenant's name auto populated at the top. All open charges and unused prepayments or credits on their account appear on the page.
4. In the **Amount to Apply** column, enter the amount of the credit or prepayment being used in the appropriate box.
5. In the **Amount to Pay** column, enter the amount of the charge being paid in the appropriate box.

Available Credits & Prepayments Clear Amounts

GL Account	Date	Description	Balance	Amount To Apply
5600-02: Renter's Insurance	04/05/2017	Discount for insurance ⓘ	\$100.00	\$ 57.00
2020: Prepaid Rent	04/27/2017	Prepaid Any	\$800.00	\$ 0.00
			Amount to Apply:	\$57.00

Unpaid Charges

GL Account	Date	Description	Balance	Amount To Pay
4855: Utility Reimbursement	04/27/2017		\$57.00	\$ 57.00
1225: Land Improvements	04/30/2017	May Rent	\$800.00	\$
			Amount Applied:	\$57.00

6. Confirm the Amount to Apply and Amount Applied are **equal**. Click **Save & Add Another** to apply another prepayment or credit to a charge or click **Save** do be done.
 - **Note:** It is best practice to apply one prepayment or credit to one charge at a time, because only one transaction (receipt for \$0) is created to tie them together. The \$0 receipt is dated the same as the transaction dated most recently. If you find you need to apply a prepayment or credit to a different charge, see **Reverse a Zero Dollar Receipt** to free up both transactions, then return to the Apply Credits page.

~ Troubleshooting Receivables Transactions ~


Reverse a Zero Dollar Receipt

1. Navigate to the tenant or homeowner page with the prepayment or credit you need to free up and open their Ledger.
2. Click on the linked amount of **charge** the prepayment or credit is applied to (if you don't know, click the prepayment or credit amount in question and click the charge in the details) and it will open in a new tab.
3. In the **Paid by** or **Used By** section at the bottom of the transaction detail, click the **0.00** receipt amount to open the zero-dollar receipt.

Description --

Used By

Date	Check #	Receipt Amount	Amount Applied to credit
02/01/2019	--	0.00	-100.00
			Total: -100.00



4. From the **Tasks** menu on the right, click **Reverse Receipt**.
5. A **Reverse Receipt** window will appear. Leave the **Reversal Date** as is then click **Reverse Receipt**.

Reapply a Receipt

Reapply a manually entered or online receipt to pay different charge(s) than it is currently paying.

Instructions

1. Open the receipt from the Tenant Ledger by clicking on the desired amount in the “payments” column of the report, or from the Receivables index page (Accounting > Receivables) then use the filters to search and click on the correct receipt from the list.
2. On the receipt detail page in the **Tasks** menu on the right click **Reapply Receipt**.
3. The receipt opens in edit mode, and you'll see all charges available to pay below the receipt, including the charges originally paid by the receipt.
4. In the **Amount to Pay** fields next to each applicable charge, enter the **amount** to apply towards each of those charges (they'll all be reset to \$0). To put any funds in prepaid rent, select **Make Prepayment** and fill out the **Amount to Pay** field as necessary.
5. Make sure the total amount of the receipt equals the total shown below the charges, then click **Reapply**.

The original receipt will be reversed. Please enter new receipt details below.

Clear Amounts

GL Account	Date	Description	Balance	Amount To Pay
4000: Rent/Lease Income	04/01/2016		\$700.00	\$ 700.00
6410: Electricity	04/10/2016		\$26.83	\$ 26.83
5400-03: Trash Collection	05/10/2016		\$10.13	\$ 0.00
<input checked="" type="checkbox"/> Make Prepayment? ?				
2020: Prepaid Rent	--	Prepaid Any	--	\$ 10.13
Automatically apply to		Any		
			Total:	\$736.96

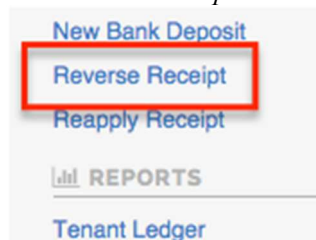
Edit a Tenant Receipt

1. Type the tenant's name into the search bar and click the "**Tenant Ledger**" link under the matching **Tenant** in the results.
2. On the ledger, click the **amount** of the receipt to open the receipt details.
3. At the top right of the receipt click **Edit**.
 - If the receipt is **not deposited** - Date, remarks, reference, description, and cash account can be edited.
 - If the receipt is **deposited** - Date, remarks, reference, and description can be edited.
4. Click **Save** when done making changes.

Reverse a Tenant Receipt

You can reverse a tenant receipt if it is not included in a reconciled bank deposit, and it is not an online payment. If you're reversing a receipt that has already been deposited, **note the deposit number and add the receipt back into the same bank deposit once it's recreated.**

1. Type the tenant's name into the search bar and click the "**Tenant Ledger**" link under the matching **Tenant** in the results.
2. On the ledger, click the **amount** of the receipt to open the receipt details.
3. On the receipt details page in the **Tasks** menu on the right click **Reverse Receipt**.
 - This task is hidden if the receipt is included in a reconciled deposit. Contact accounting to temporarily mark the deposit as unreconciled in order to reverse the receipt. *This is not recommended unless you intend to recreate the receipt and include it in the same bank deposit.*



4. A confirmation message shows the **Reversal Date** as the original receipt date. Leave this as is and click **Reverse Receipt**.

- When a receipt is reversed, AppFolio creates a **reverse receipt** to offset the original **reversed receipt**. The positive funds of the original receipt are offset with matching negative funds of the reverse receipt. The reverse receipt (shows a negative amount paid) is assigned the Reversal Date shown in the step below.

Amount
\$ 4,820.00

Original Receipt Date
02/01/2016

Reversal Date * ←
02/01/2016

Reverse Receipt Cancel

Edit a Charge

Any detail of an unpaid charge can be edited after it is posted.

1. Open the **Tenant Ledger** containing the charge you want to edit.
2. Click the linked **amount** of the charge to open the charge details.
3. Click **Edit**, make necessary changes, then click **Save**

Reverse a Charge (NO ACCESS FOR MANAGERS)

1. Open the **Tenant Ledger** containing the charge you want to edit.
2. Click the linked **amount** of the charge to open the charge details.
3. From the **Tasks** menu on the right click **Reverse Charge**.



Change the GL Account on a Paid Charge

1. Open the **Tenant Ledger** containing the charge you want to edit.
 2. Click the linked **amount** of the charge to open the charge details.
 3. Click **Edit** and change the GL account, then click **Save**.
-

Refund a Tenant's Overpayment

Refund a tenant, should they request it. The steps below assume the tenant has a credit balance (negative total balance) on their account, and the extra funds are currently applied to your prepaid rent GL account because there are no open charges for it to apply to. When refunded, the prepayment balance will return to 0 and not be applied to future charges.

1. Type the name of the desired tenant into the search bar and select the matching page to land on their tenant page. In the **Tasks** menu on the right of the tenant's page, click **Enter Charge**. Fill in the following fields:
 - **Amount** - The amount being refunded.
 - **Date** - The day the refund is processed.
 - **GL Account** - Select your "rent" as the GL account.
2. When done, click **Save**. The existing credit will automatically apply to the charge just entered with a **zero-dollar receipt**.
3. Return to the tenant's page. In the **Tasks** menu on the right of the tenant's page, click **Tenant Payable**.
4. On the **New Tenant Payable** page, enter in the following information:
 - **Amount** - The amount being reimbursed.
 - **Bill Date** - The day the reimbursement is processed.
 - **Due Date** - The due date will be auto fill.
 - **Cash Account** - Leave as Automatic or select operating cash.
 - **GL Account** - Select "rent" as the GL account
 - **Notes & Attachments** - Add notes
5. Once completed, click **Save**.

Refund a Credit Card Payment

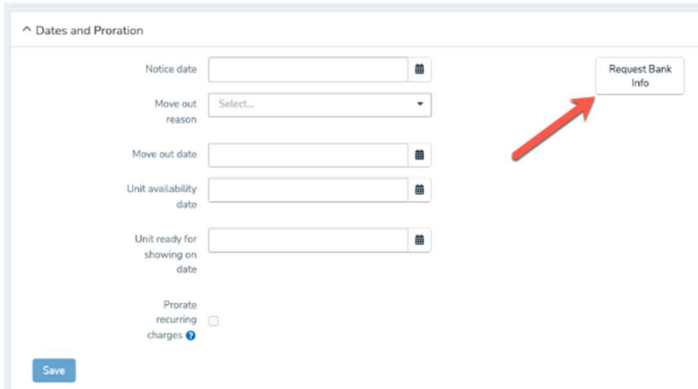
If a tenant makes a payment with a credit card, any refund will be held for 50 days before a refund is issued. This will allow for the dispute period with credit card companies to expire and prevent chargebacks.

~ Move Out: Accounting ~

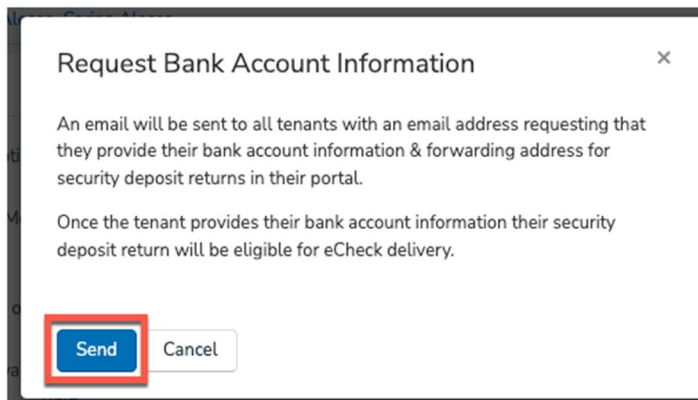
Security Deposit Refund

Security deposit refunds need to be issued via echeck as much as possible. To do this, the request must be sent as part of the move out flow.

1. Go to the Tenant Page and click the **Continue Move Out Tenants** task. If the move out has not yet been started, select **Move Out Tenants**.
2. In the **Dates and Proration** section of the move out, click the **Request Bank Info** button.



3. Click Send:



4. The tenant will receive an email with a link that will allow them to enter their account information for a refund.

This can **ONLY be filled out by the tenant through their tenant portal.*


This **CANNOT be changed once the 'post accounting' has been completed.*

*If no bank account information is filled in a check will be issued. Please **ALWAYS** make sure to add the forwarding address in the move out flow to prevent checks being mailed to incorrect addresses.*

Splitting the Refund Between Tenants

If multiple Financially Responsible Tenants provide refund information through the [Notice to Vacate](#) or [Request Bank Info](#) flow, the electronic refund can be split accordingly.

1. In the Outstanding Charges and Credits section of [the move out](#), select the **Split Between Tenants** option. The eCheck eligible tenants will be listed above.

Outstanding Charges and Credits 

Occurred on	Type	Remarks	Amount
-------------	------	---------	--------

Split Refund

\$300.00 is owed to Ryan Aleman (eCheck eligible), and Rene Aleman (eCheck eligible).

Refund Method Single Payment Split Between Tenants

Refund Recipient Ryan Aleman **ECHECK** Rene Aleman **ECHECK** All tenants (via single paper check)

Payment Preview

\$300	Total	→	\$300	Ryan Aleman	ECHECK
\$0	Refund		\$0	Rene Aleman	

2. Enter the refund amount for each of the tenants.

Split Refund

\$300.00 is owed to Ryan Aleman (eCheck eligible), and Rene Aleman (eCheck eligible).

Refund Method Single Payment Split Between Tenants

Enter refund amount for each financially responsible tenant:

Ryan Aleman **ECHECK**

Rene Aleman **ECHECK**

Sum of individual tenant refunds: \$300.00

Payment Preview

\$300	Total	→	\$180	Ryan Aleman	ECHECK
\$0	Refund		\$120	Rene Aleman	ECHECK

3. After confirming your Transfer Method, click **Post Accounting** to create the eCheck refund bills.

Enter refund amount for each financially responsible tenant:

Ryan Aleman **ECHECK**

Rene Aleman **ECHECK**

Sum of individual tenant refunds: \$300.00

Transfer Method

If there is an amount that needs to be transferred from Wells Fargo Money Market to Wells Fargo Operating, how will you be moving those funds?

Deposit will be transferred with a printed check
(Posting accounting will generate a Bill and a Receipt)

Deposit will be transferred with an online transfer
(Posting accounting will generate an incomplete Bill transfer) [How does this work?](#)

Complete Move Out Accounting

Because we hold security deposit funds in a separate bank account, you must select an option to transfer the funds from the tenant account to the operating account as part of the move out process. Once all charges and credits have been added in the “charges and credits” step of the move out, you can do this.

**Note: accounting will request the transfer in the bank but you must process the steps in Appfolio*

The bank account setup at the related property looks similar to the image below:

Cash GL Account	Bank Account
1150: Operating Cash	TC Chase Operating (Operating Cash Account)
1160: Security Deposit Cash	TC Chase Tenant (Escrow Account)

NEW METHOD: Move Out Bank Transfers

Select a Security Deposit Transfer Method

Note: AppFolio does not initiate a bank transfer on your behalf; once you initiate the online transfer through your bank account, mark the transfer as completed in AppFolio.

1. Under Transfer Method, select how you will be moving security deposit funds:
2. Deposit will be transferred with an online transfer – Select the highlighted option

Deposit will be transferred with a printed check
(Posting accounting will generate a Bill and a Receipt)

Deposit will be transferred with an online transfer
(Posting accounting will generate an incomplete Bank Transfer)


You must select a transfer method

3. Click **Save for Later** to finalize the accounting another time or click **Post Accounting** to finalize the accounting now. Right after this step follow the instructions below to complete the bank transfer.

Complete an Individual Bank Transfer

Click **Transfer Funds** in the Accounting Status section of the tenant move out. Alternatively, click **Accounting > Bank Transfers** then locate the bank transfer in the **Incomplete Transfers** tab.

Accounting Status

Transfer funds from Tenant Deposit Account to Chase Bank Trust 

Refund security deposit to Emily Anderson, Robert Anderson Refund Tenant

Refund Bills

- Refund Bill for Robert Anderson UNPAID
- Refund Bill for Emily Anderson UNPAID

Transfer Funds

Click Mark as Completed. The Audit Log will update to reflect the completion.

Bank Transfer

Transfer Details Edit

Status	INCOMPLETE	Date	03/09/2021
Amount	\$3,000.00	Created	
For Move Out	Emily Anderson and Robert Anderson	Date Transferred	--
Remarks	Emily Anderson, Robert Anderson, Danjur Luxury Towers - 202; Security Deposit Transfer	Reference	--

Transfer Summary

Transferred From	Transferred To
-\$3,000.00	+\$3,000.00
Tenant Deposit Account Danjur Luxury Towers	Chase Bank Trust Danjur Luxury Towers

Mark as Completed

Or another option:

1. Under accounting status click “transfer funds” – the system will take you to the “Bank Transfer”
2. Under the Transfer Details click “transfer funds.”

Transferred From	Transferred To
-\$150.00	+\$150.00
Tenant	Operating

Transfer Funds

OLD METHOD: PLEASE AVOID!!

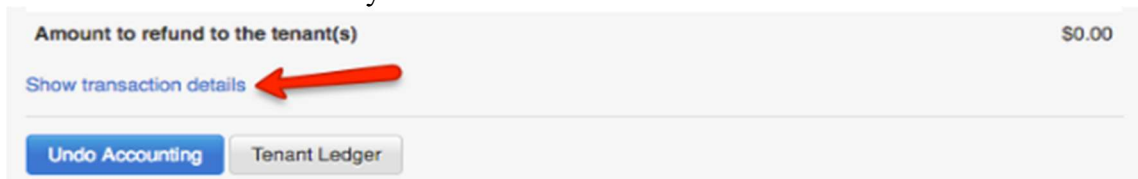
Step 1: Complete the Transfer from Security Deposit Cash to the Operating Account

AppFolio automatically initiates the transfer of funds with a **Bill** out of the escrow account and an **Other Receipt** into the operating account. **It is your responsibility to pay the bill and deposit the “other receipt” in AppFolio to reflect the transfer that happens at the bank level.**

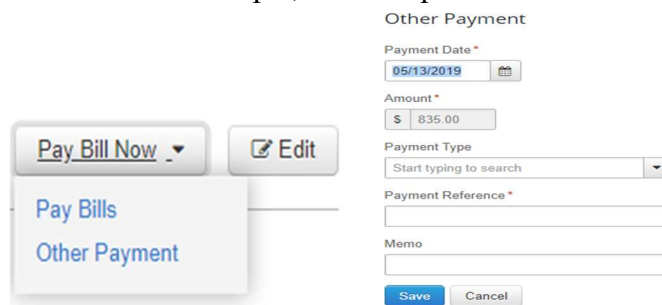
Instructions – Two Ways

First Option:

1. Navigate to the tenant's move out page if not already there - from their past tenant page click **Review/Edit Move Out** in the **Tasks** menu on the right.
2. Expand the **Credits and Charges** section and click the **Show transaction details** link under the move out summary.



3. Find and click the **Bill and Receipt** with "Security Deposit Transfer" in the remarks. These transactions will open in new browser windows.
4. **Bill** - On the bill detail page click **Pay Bill Now**. Click other payment, payment date should be the same date as the bill. Choose payment type “bank ach” and include a payment reference for example, “ACH April 2019.” And click save.



5. **Receipt** - Click **New Bank Deposit** in the **Tasks** menu on the right. Find the receipt that belongs to the move-out. Check it, deposit date should be the same as the receipt. Make deposit.
 - **Note: Do not deposit more than one tenant move-out receipt together**

Second Option:

Receivables –

1. Navigate to the Receivables
2. Find and click **New Bank Deposit** under the Tasks
3. Enter the Operating bank account for the property
4. Uncheck all the receipts (if any) that the payer is NOT Atlas Property Management

5. The deposit date should be the same as the receipt date
6. Make a deposit for **ONE** receipt at a time

Payables –

1. Navigate to the Payables – the bills page will come up
2. Click the “click here to search” option
3. Fill in the blanks
 - Property
 - Payees – Atlas Property Management
 - GL Accounts – 2104 Security Deposits Clearing
 - Bill Status- Unpaid
 - Bill Date – Any range from the move-out dates

Filter bills with the options below.

Properties

Show Active Properties

Payees

GL Accounts

Payment Type

Bill Status

Bill Date* to

4. Click on the amount in blue

Bills

[Click here to search](#)

Payee	Ref. #	Bill Date	For	Account	Due Date	Amount	Status	
Atlas Property Management	--	08/12/2019	Summerstone - B35-01810	2104. Security Deposits Clearing	08/12/2019	100.00	Unpaid	

5. **Bill** - On the bill detail page click **Pay Bill Now**. Click other payment, payment date should be the same date as the bill. Choose payment type “bank ach” and include a payment reference for example, “ACH August 2019.” And click save.

Step 2: Create the Security Deposit Refund Payment

A **Tenant Payable** for the refund is automatically created as part of the move out accounting.

- **Note:** Accounting will send an echeck/print out a check for the refund on the next check run. Once the refund payment is recorded it will appear on the Tenant Ledger and bring the balance to zero (if the tenant was receiving a refund).

Unused Prepayments for Past Tenants

Move Out Flow Has Not Been Completed

Track tenants within progress move outs from the Dashboard. If the move out flow has not been completed for a tenant, this line item will disappear when the move out accounting is processed. See “Move Out Tenants” for steps on completing the move out workflow.

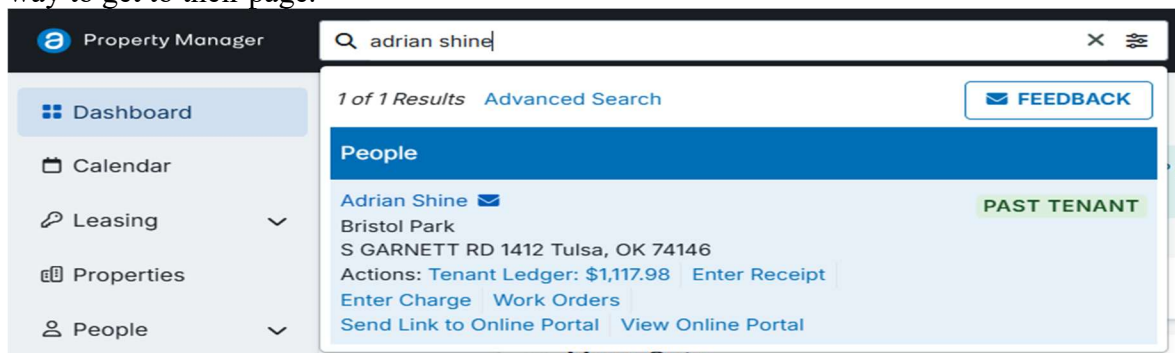
Move Out Flow Has Been Completed

If the move out flow has been completed for the tenant, the prepayment liability will need to be reduced manually.

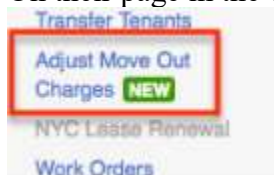
1. Click the tenant **name** to navigate to the tenant page.
2. Check to see if the **Apply Credits** task appears under the **Tasks** menu on the righthand side of the tenant page. If so, **Apply Credits** to remove the prepayment balance.
3. If the **Apply Credits** task is unavailable, zero out prepayment balances with one of the two options depending on:
 - **A refund needs to be processed:** If a tenant refund needs to be processed see **Refund a Tenant's Overpayment**.
 - **No refund needs to be processed:** If no refund needs to be processed, **enter in a charge** to the appropriate GL account that specifies the amount owed by the tenant.

Adjust Move Out Charges

1. Type the past tenant's name into the search bar (or their property or unit) and click the matching **tenant** from the results (displays "Past" with their name). This is the fastest way to get to their page.



2. On their page in the **Tasks** menu on the right click **Adjust Move Out Charges**.



3. Expand the **Adjustments** section and use the **Add Charge** and/ or **Add Credit** buttons to add your additional transactions. Review the updated refund amount at the

bottom. **Tip:** Expand the **Posted Charges and Credits** section to see what was already posted.

The screenshot shows a web form titled "Adjustments" with an "EDITED" status. The "Adjustment Date" is set to 10/13/2017. Under "Charges:", there is a field for amount (\$ 55.00), a dropdown menu for account (6815: Window Cleanin...), and a text field for description. Below this is a green "Add Charge" button. Under "Credits:", there is a green "Add Credit" button. The "Adjustment summary:" section shows "Adjustment" as \$55.00 and "Amount to refund to the tenant(s) after adjustment" as \$1835.00, with a red arrow pointing to the latter value.

4. Check the box to download a new **disposition letter**, then click **Post Additional Charges and Credits** to post the new transactions to the tenant's account. Please note, the original refund payable remains the same, but an additional payable or credit is created.

The screenshot shows a checkbox labeled "Download disposition letter upon posting charges and credits?" which is checked. Below it is a blue button labeled "Post Additional Charges and Credits" with a red arrow pointing to it.

Cancelled Tenant Ledger (NO ACCESS FOR MANAGERS)

If you already cancelled the move-in and the tenant is still moving in, please email accounting and include the following information:

- Tenant Name
- Unit Number
- Cancelled Reason

If the tenant is NOT moving in anymore and the deposit will NOT be refunded:

- Go to the tenant page,
- Click on "enter charge"
- Add all the information it asks
- Use **GL account 4050: Escrow deposit forfeiture**
- Click save

Go to Bank Transfers and complete the transfer for that tenant

If the tenant is NOT moving in anymore and the deposit will be refunded:

- Go to bank transfers and complete the transfer for the tenant

NOTE: If you are having trouble with the process email or call accounting

Accounting: Payables



General Guidelines for Payables

- 1. Do not pay anything without a current invoice, only pay the current balance reflected**
- 2. Do not pay based on a statement, call to request current invoices**
- 3. Attach supporting documentation on ALL BILLS created in AppFolio**
- 4. Enter each bill with invoice number separately NOT all in one**
- 5. Enter the invoice number exactly as it appears on the invoice, including spaces and symbols – this will prevent duplicate payments as the system will notify you if the invoice number has been used**
- 6. Enter invoices and bank account activity daily**
- 7. Review and approve invoices before entering in AppFolio – by entering an invoice the manager is giving approval**
- 8. Enter invoices daily including those sent by Corporate**
- 9. Include unit numbers on the bills in AppFolio**
- 10. Follow up with vendors if you do not receive an invoice that you are expecting**
- 11. Review vendor ledgers for accuracy and duplicate payment entries**
- 12. Consider whether the expense is an operational expense or one-time expense**
- 13. Process move-outs ASAP**
- 14. DO NOT hold checks**
- 15. Do not use an INCOME GL account as an expense account unless it is a refund**

~ Post and Pay Vendor Bills ~

Enter a Bill

Note: More than one invoice CANNOT be entered under the same bill.

1. Type "**Enter Bill**" in the search bar and click the matching **Task** from the results.
2. Enter the following details on the **New Bill** page:
 - **Payee** – Type and select a vendor name. If this vendor isn't in your system yet, please email accounting
 - **Amount** – Total amount the vendor is owed
 - **Bill Date and Due date** – The Due date will match the Bill date by default unless edited. Bill date should be the day entered
 - **Reference** – Invoice number exactly as it appears on the bill received.
 - **Remarks** – Any internal notes – can be the same as the reference
 - **Memo for Check** – Invoice number exactly as it appears on the bill received. To appear on the check or other payment
 - **Cash Account** – Leave as 'Automatic'
 - **Property** – Select the related property and unit (unit if applicable).
 - **GL Account** – Select a GL account to categorize the expense. If your vendor has a default GL account selected on their contact page, this will automatically fill in.
 - **Description** – Type a brief description of the expense
 - **Add Another Line** – Click if you need to separate expenses between different GL accounts, ONLY if it's under the same invoice.
 - **Attachments** – Attach a copy of the bill

Repeat Bill

New Bill

Payee * Add New Vendor Total Amount * Bill Date * Due Date *

\$ 0.00 05/13/2019 05/13/2019

Reference Remarks

e.g. Invoice #123 e.g. November Bill

Cash Account Memo for Check

Automatic e.g. Account #123456

Allocation

Property *	Unit	GL Account *	Description	Amount *
<input type="text" value="Start typing to search"/>		<input type="text" value="Start typing to search"/>		\$ 0.00

Add Another Line

Total: \$0.00

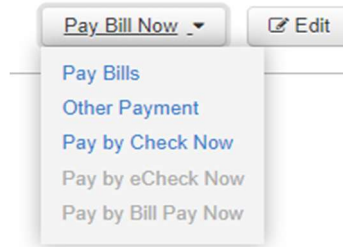
Save & Add Another Save Cancel

Notes Download PDF Add Note

Attachments

Drag Files Here or Choose Files to Add

3. Click **Save** to post the bill or **save & Add Another** to enter another bill. This creates an unpaid bill(s) in your system to be paid via check, other payment, or eCheck.
4. **If the bill is autodraft click the “pay bill now” and choose the “other payment” option.**



5. Enter the payment date for the ACH bill, choose payment type “bank ach” and include a payment reference for example, “ACH April 2019.” And click save

Payment Date *
04/25/2019

Amount *
\$ 37.44

Payment Type
Start typing to search

Payment Reference *

Memo
inv: 0908-7

Save Cancel

NOTE: DO NOT PAY BILLS BY CHECK

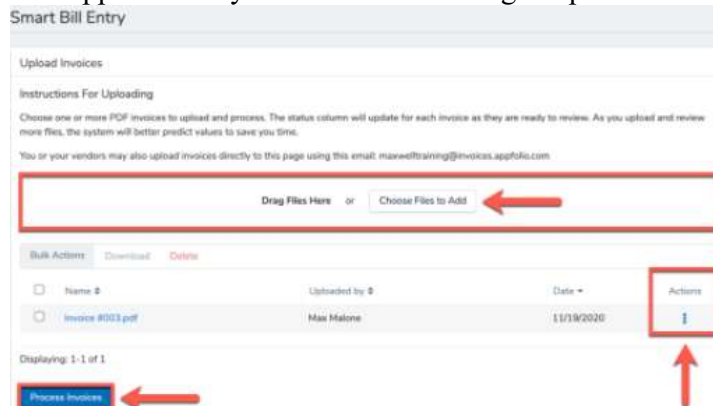
Smart Bill Entry

Note: Accounting does not review bills listed in smart bill entry

Upload Invoices Manually

Choose one or more PDF invoices to upload and process. AppFolio will pre-fill fields such as **vendor**, **property** and **amount** whenever possible. The pre-filled fields will become more accurate as you upload and review more invoices.

1. Type **Smart Bill Entry** in the search bar or navigate to the task by clicking **Accounting > Payables > Smart Bill Entry**.
2. Drag and drop PDF invoices in the **Attachments** field or click **Choose Files to Add** to select the file(s) from your computer.
3. Click the **: icon** under **Actions** to Download, Preview, Rename, or Delete any uploaded files. When finished, click **Process Invoices**. Your invoices will be submitted, and each will take approximately 30 seconds on average to process.



Smart Bill- Generate Bills

Generate bills for uploaded invoices once they have been processed. AppFolio will pre-fill fields such as **vendor**, **property**, **reference number** and **amount** whenever possible, **review the invoices for accuracy. Be sure the reference number, payee, amount, etc. are correct.** If your vendor has a **default GL account** selected on their contact page, this will automatically fill in as well. If you associate a purchase order to the bill, the PO line items will appear as bill line items.

1. Type **Smart Bill Entry** in the search bar or navigate to the task by clicking **Accounting > Payables > Smart Bill Entry**.
2. Click **Ready to Review** on an invoice.

*Tip: If you wish to review only invoices you uploaded, click the **Uploaded By** header to sort by your invoices.*

Invoices

Bulk Actions		Delete					
<input type="checkbox"/> Name	Vendor	Property	Amount	Ref. #	Uploaded By	Status	
<input type="checkbox"/>	Westlake_split_1.pdf	Westlake Ace Hardware	Berwick Apartments	62.16	--		Ready to review
<input type="checkbox"/>	Westlake_split_2.pdf	Westlake Ace Hardware	Berwick Apartments	40.39	--		Ready to review

3. You will land on a New Bill page that pre-fills **vendor**, **property** and **amount** whenever possible. **Review the pre-filled values for accuracy and fill out additional highlighted information for the bill.** You can also click **Full Screen View** to see a larger preview of the invoice without having to download the file itself.

Note: AppFolio only looks at the 1st page of a PDF file. If you have a multi-page invoice, see Split Invoice PDFs.

Payee * Add New Vendor

Westlake Ace Hardware

Westlake Ace Hardware
P.O. Box 219370
Kansas City, MO 64121-9370

Total Amount *

\$ 62.16

Bill Date * Due Date *

07/22/2021 07/22/2021

Posting Date

07/22/2021

Purchase Order #

Start typing to search

Work Order

Start typing to search

Reference

e.g. Invoice #123

Remarks

e.g. November Bill

Cash Account Memo for Check

Automatic e.g. Account #123456

Allocation

Download Split PDF 1 Page

Customer Information	Store Location	Invoice Information
BERWICK APARTMENTS 3300 E HANCOCK ST MUSKOGEE, OK 74003 918-683-2502	828 CFC Tulsa 708 S Aspen ACEI #13102 Broken Arrow, OK 74012 918-284-1261	Customer Number: 304778 Web Order Number: 9233400 Invoice Date & Time: 7/15/2021 13:00:54 Customer PO Number: 067 Kluchen Store No.: 060 Invoice Number: 70030822
Remit To		
Westlake Ace Hardware P.O. Box 219370 Kansas City, MO 64121-9370 913-889-2111 Kansas City Area 800-882-7017 Toll Free		

Quantity	Item Description	SKU	Unit Price	Amount
1	2 HOLE KIT CP N/SPRAYR	494442	\$56.95	\$56.95

Notes: Charged to account by Card Number 000

	Subtotal: \$56.95 Tax Amount: \$5.21 Total Amount: \$62.16 Instant Savings: \$ 0.00 Coupons: \$ 0.00 Amount Due: \$62.16
--	---

Line Items

Property *

Berwick Apartments - 3300 E Hancock St Muskogee, OK ... x

Unit

Start typing to search

GL Account *

Start typing to search

Description

Amount *

\$ 62.16

+ Add Another Line

Total: \$62.16

Save & Review Next

Save
Skip
Cancel
Delete

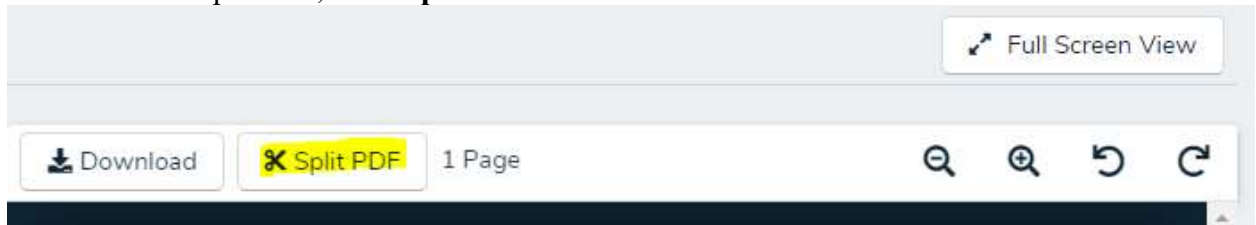
4. When satisfied select either option to create the bill:

- **Save & Review Next** - Create this bill and review the next invoice that is **Ready to Review**.
- **Save** - Create this bill and land on the Bill Index page.

Split Invoice PDFs

AppFolio only looks at the 1st page of a PDF file to pre-fill bill information. If you have a multi-page file with multiple invoices, you can split the PDF into multiple files for AppFolio to process each invoice individually.

1. Type **Smart Bill Entry** in the search bar or navigate to the task by clicking **Accounting > Payables > Smart Bill Entry**.
2. Click **Ready to Review** on an invoice.
3. Above the PDF preview, click **Split PDF**.



4. By default, each page of the original will be separated. Use the following actions to combine pages to make one file for each invoice:
 - **Plus Icon** - Click the **Plus Icon** between two files to combine them.
 - **Scissor Icon** - Once a page has been combined, click the **Scissor Icon** to separate the pages.

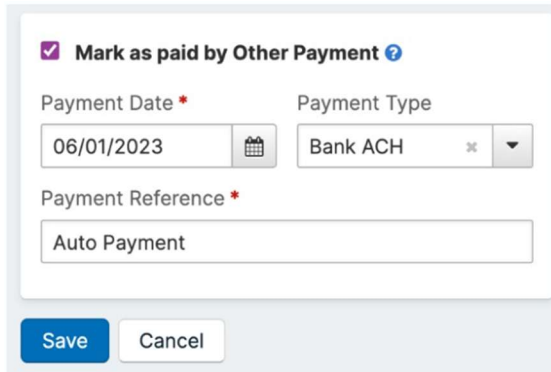


5. The **Save** button will display the number of PDF files the system will create. When satisfied click **Save __ PDFs**. The new PDFs will save to the Smart Bill Entry page and begin processing.

Mark as Paid by Other Payment In Smart Bill

For vendors paid via ACH, you can now mark them as paid by Other Payment directly in Smart Bill Entry. When the bill is saved, an Other Payment with the payment details will automatically get created for the bill.

1. When entering the bill in Smartbill:
2. Select the checkbox labeled Mark as paid by Other Payment.
3. Enter a Payment Reference (required) and the Payment Type (optional).



The screenshot shows a form titled "Mark as paid by Other Payment" with a checked checkbox. Below the title are three input fields: "Payment Date" with the value "06/01/2023", "Payment Type" with the value "Bank ACH", and "Payment Reference" with the value "Auto Payment". At the bottom of the form are two buttons: "Save" and "Cancel".

4. When satisfied select either option to create the bill:
 - a. **Save & Review Next** - Create this bill and review the next invoice that is Ready to Review.
 - b. **Save** - Create this bill and land on the Bill Index page.
5. Once saved, an Other Payment with the payment details will automatically get created for the bill.

Smart Bill Utility Bill View and Autofill

Any bill from a vendor that is categorized as “Vendor Type = Utility” on the top of the vendor profile page. When a vendor is categorized as a utility vendor, Smart Bill Entry will try to capture **account number** and **service dates** from the invoice.

Smart Bill Entry will auto-generate customized text for Remarks, Memo for Check, and Description using a mix of fields captured from your invoices and entered text.

The auto-generated text settings are displayed in the Smart Bill Entry form so you know what text will be added to each field before saving the bill.

The settings for utility bills will capture the account number and service dates and copy it to fields according to this setup:

Payee * Add New Vendor

×

Oklahoma Natural Gas
PO Box 219296
Kansas City, MO 64121

Total Amount *

\$ 228.47

Bill Date *

Posting Date

Show Utility Bill View

Project

Account Number

Reference

Remarks

Cash Account Memo for Check

Line Items

Property *

Unit

GL Account *

Description

Amount *

Service From Service To

Copy a Bill

Use the **Copy Bill** task to duplicate an existing bill. Once copied, you can edit all bill fields as desired.

1. Navigate to the bill you would like to copy by clicking **Accounting**, selecting **Payables**, and locating the bill in the index.

2. On the **Bill Details** page, click the **Copy Bill** task in the **Tasks** menu on the right.

★ TASKS

Enter Bill

Automated AP **NEW**

Smart Bill Entry

Enter Utility Bill

Enter Credit

Pay Bills

Tenant Payable

Transfer Owner Funds

Transfer Funds Between

Cash Accounts

New Recurring Bill

Manually Post Bills

Upload Bulk Bills

Charge this Bill to Tenant

Copy Bill

3. The **New Bill** page will open in a separate tab and any information on the existing bill will be pulled into the appropriate fields for your new bill. Edit the information as desired and click **Save** when completed.

Enter a Vendor Credit – For Checks ONLY

1. Type "**Enter Credit**" in the search bar at the top right and select the matching **Task** from the results or click on the payables tab and select the "**Enter Credit**" under the **Tasks** on the right side.
 2. On a **New Credit** form, enter the following details:
 - **Payee** - Select any vendor. This must match the vendor on the bill you intend to pay with the credit.
 - **Total Amount** - The amount that needs to be credited or reimbursed.
 - **Credit Date** - The date you wish to issue the credit.
 - **Reference** – The credit number
 - **Remarks** – The original invoice number (if applicable)
 - **Property** - The property that overpaid the vendor. This must match the property on the bill you intend pay with the credit.
 - **GL Account** - Select the same GL account of the original overpayment.
 - **Description** – Enter a description explaining what the credit is for.
 3. Add **Notes** and **Attachments** (can be done after you save the credit as well) and click **Save** when done.
-

Enter a Vendor Credit – For ACH Payments ONLY

For Credits less than the bill amount:

1. Follow the same “**Enter a Bill**” steps above. Total amount should equal the bill amount minus the credit amount.
2. Before saving, enter another line item
 - **Property** - The property that overpaid the vendor. This has to match the property on the bill you intend pay with the credit.
 - **GL Account** - Select the same GL account of the original overpayment
 - **Description** - Enter a description explaining what the credit is for and include the credit number
 - **Amount** – Enter the credit amount as a negative

Property *	Unit	GL Account *	Description ?	Amount *
Bristol Park - 4414 South Garnett R x		7010: Flooring x	Carpet replacement	\$ 500.00
Bristol Park - 4414 South Garnett R x		7010: Flooring x	Credit Number 123456	\$ -250.00

[Add Another Line](#)

Total: \$250.00

3. Click save and upload the bill and credit
4. Follow steps 4 & 5 from “**Enter a Bill**” instructions

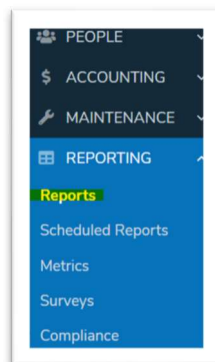
For Credits with the same bill amount:

1. Follow the steps to enter a bill
2. Follow the steps to enter a credit
3. Send accounting an email and include the links to the bill and credit

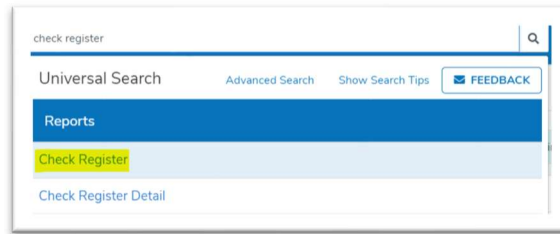
Compare Bills in AppFolio to Chase Bank

Pull Check Register:

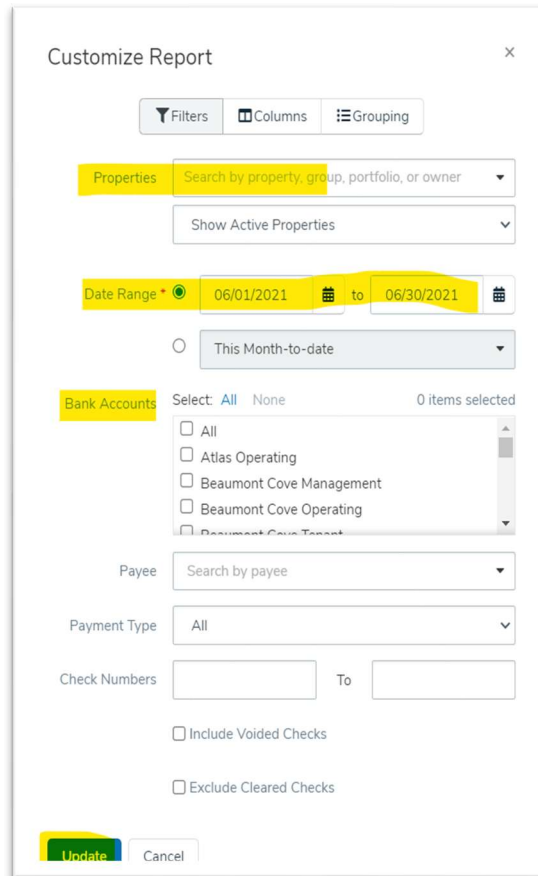
1. Pull Check Register Report (**There are two ways to pull the report**)
 - a. Go to Reporting → Reports on the left-hand side of AppFolio and find “Check Register” under “Transaction Reports”



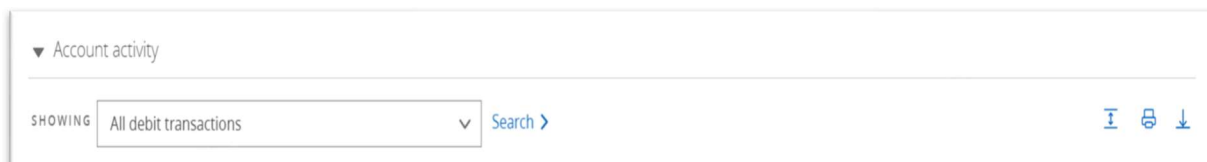
b. Search “Check Register” in the search bar at the top of AppFolio



2. Under “Customize Report” put your property under “Properties”, adjust the information for the month you are working in and click on the account you are looking at. **NOTE: Only choose one of your bank accounts at a time.**



3. Pull up your bank account in Chase Bank (either Operating OR Tenant)
4. Compare the payments in the bank (negative amounts) with the bills listed in AppFolio. You can do this under “**account activity**” by adjusting the “**Showing**” filter to “**All debit transactions.**” This will pull only the transactions that are taking money from your account.



~ Troubleshooting Payables Transactions ~

Edit an Unpaid Bill

1. Open the **unpaid bill** you wish to edit. You can edit any detail of an unpaid.
 2. Click **Edit**, make desired changes, then click **Save**.
-

Edit a Paid Bill

1. Open the **paid bill** you wish to edit.
 2. Click **Edit**. You can only edit the following details on a paid bill:
 - Dates
 - Reference
 - Remarks
 - Memo
 - Description
 - **Amount** - Can only be increased. If you increase the amount of a bill or add another line item, it will become a partially paid bill.
 - **GL account**
 - **Unit** - If you selected the incorrect unit from a multi-family property, you can edit the unit, but not the property.
 3. When done making changes click **Save**.
-

Reverse an Unpaid Bill

1. Open the **bill** you wish to reverse.
2. In the **Tasks** menu on the right click **Reverse Bill**.



New Recurring Bill
Manually Post Bills
Charge this Bill to Tenant
Reverse Bill

3. Enter a **Reversal date** (will default to today's date), then click **Reverse**.
-

Reverse a Paid Bill

You can only reverse an unpaid bill, so you must void the payment in order to reverse the bill.

1. Open the **bill** you wish to reverse. Right click the check or reference number under **Status** to open the payment in a new tab.

Amount	Status	Pay Date
\$357.59	Paid Check 3341	04/30/2019

- On the payment details page in the **Tasks** menu on the right click **Void Payment**. If you do not see this task it is because the payment has been reconciled, so a user with advanced accounting permissions will need to temporarily unreconcile the payment before you can void it.

[New Recurring Bill](#)
[Manually Post Bills](#)
[Void Payment](#)
[Mark as Reconciled](#)

- Once the payment has been voided, go back to the tab with the **bill** and refresh the page. In the **Tasks** menu on the right click **Reverse Bill**.
- Enter a **Reversal date** (will default to today's date), then click **Reverse**.

Void a Check or Other Payment

You can only void a payment on other payments. **DO NOT void checks!** If for some reason a check needs to be voided contact accounting.

- Find and open the payment you want to void. There are multiple ways to find a check or other payment in AppFolio. The quickest way is to type the check number, other payment confirmation number or the amount of the payment in the **universal search** bar, or use a **Check Register** or **Check Register Detail** report. You can also use the **Payables** index page.
- Once located, click the **row** or linked amount of the payment to open the transaction details.
- In the **Tasks** menu on the right click **Void Payment**. This task is **not available** if the payment has been **reconciled**.

Receivables Payables Bank Accounts Journal Entries Bank Transfers GL Accounts Diagnostics Online Payments

Bills Payments Recurring Loans Payments Batches

Edit

Other Payment

Atlas Property Management Berwick Operating Date: 10/11/2022
 Atlas Property Management JP Morgan Chase Bank Payment Reference: ACH
 701 W Queens St Ste 400 4101 South Garnett Road
 Broken Arrow, OK 74012 Tulsa, OK 74146

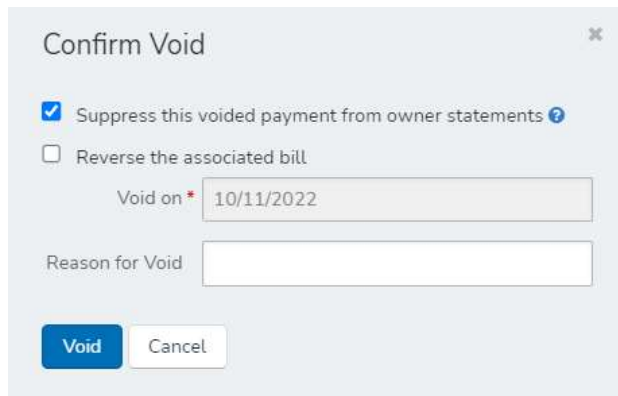
Pay to the order of: **LOWES**
 This amount: FOUR HUNDRED SEVENTY-FIVE AND 95/100 DOLLARS \$475.95

903681 MEMO SIGNATURE

Property	Unit	Account	Amount	Description
----------	------	---------	--------	-------------

★ TASKS
 Enter Bill
 Automated AP **NEW**
 Smart Bill Entry
 Enter Utility Bill
 Enter Credit
 Pay Bills
 Tenant Payable
 Transfer Owner Funds
 Transfer Funds Between Cash Accounts
 New Recurring Bill
 Manually Post Bills
 Upload Bulk Bills
Void Payment
 Mark as Reconciled

4. In the Void Payment confirmation select if you wish to "Suppress this voided payment from owner statements" (**default, recommended**), and if you wish to "**Reverse the associated bill**".



5. Click **Save**. Please note, a payment that is voided and suppressed from the Owner Statement will not show in a bank reconciliation. This is because the original and voided payment are dated the same day, so do not affect the property or bank balance.

Notes about reversing the associated bill:

- If a check pays multiple bill line items across multiple bills, you see the option to reverse the number of bill line items the check is paying, one for each line item on the check. For example, if a check pays 23 line items across 15 bills, you see the option to reverse the 23 line items.
- If a bill is paid with both a check and a credit, the credit is marked as unused when the bill is reversed.
- If a bill is partially paid with a check the entire bill is reversed when the check is voided.
- If a bill is paid with two or more separate checks, you cannot reverse the bill when voiding only one of the checks. You will see an error message.

Vendor Ledger

The Vendor Ledger shows all paid and unpaid bills tied to a vendor for a set period of time. By default, it is grouped by GL account and has the option to show reversed bills. **To see a report that includes vendor receipts, use the new Vendor Ledger (enhanced).**

Open the Report

Open the Vendor Ledger report through these three methods.

Method 1:

1. Enter the **vendor's name** on the search

2. Click on **vendor ledger**. This will open the report pre-filtered for the vendor for the last 30 days. Customize to the bill date range preferred

Public Service of Oklahoma

Universal Search Advanced Search Show Search Tips FEEDBACK

People

Public Service of Oklahoma **VENDOR**

PO BOX 371496, Pittsburgh, PA 15250-7496 Phone: (888) 216-3523

Actions: Enter Bill Bill Details **Vendor Ledger**

Method 2:

1. Type "Vendor Ledger" into the search bar and click the matching report from the results.

vendor ledger

Universal Search Advanced Search Show Search Tips FEEDBACK

Reports

Vendor Ledger

2. Enter the vendor's **name** in the **Payee** section and adjust the other filters such as **Properties** and **Bill Date Range**.

Customize Report

Filters Columns Grouping

Payee * Public Service of Oklahoma

Properties Search by property, group, portfolio, or owner

Show Active Properties

Bill Date Range * 06/01/2021 to 06/30/2021

Last 30 Days

Show Reversed Transactions

Update

3. Click **Update** when satisfied.

Method 3:

1. Click **Reporting** and select **Reports**.
2. Under **Owner & Vendor Reports** click **Vendor Ledger**. Star it to have it listed on the Favorite Reports



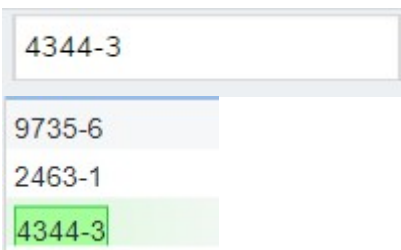
3. Enter the vendor's **name** in the **Payee** section and adjust the other filters such as **Properties** and **Bill Date Range**.
4. Click **Update** when satisfied.

Search for Invoices

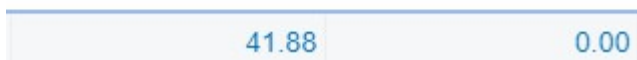
1. Type the invoice number as it appears on the invoice on the **“Find in Report”** option.
First option



2. Once the invoice is typed, if it was entered in AppFolio it will be highlighted in green.



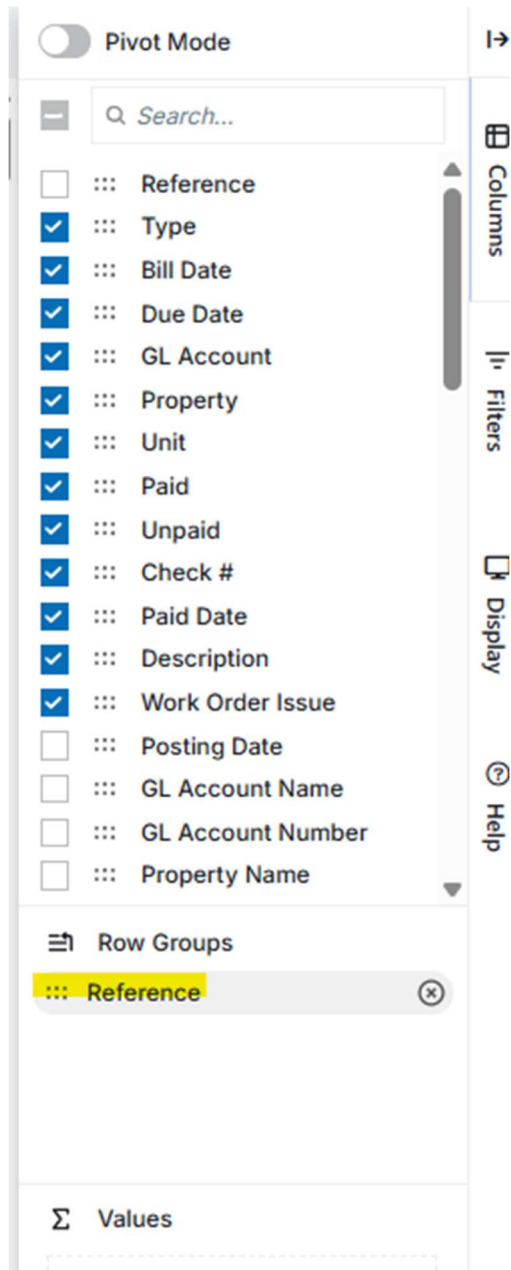
3. If there are more than one, make sure it is the same invoice by clicking on the paid or unpaid amount.



NOTE: By default, this report is grouped by GL account.

Verify Duplicate Invoices

1. On the right-hand side under Pivot Mode, drag the six dots next to “reference” and drop on “Row Groups”



2. Once updated, search for the invoice number
 - The total amount of all the GL accounts, if there are more than one, should equal the total amount on the actual invoice received from the vendor.

- If there are two highlighted reference numbers in green, that means there is a duplicate bill/invoice entered
- Look at the paid and unpaid side. If both show paid. The vendor should refund one. **Let accounting know for further instructions.**
- If there is one that shows unpaid, click on the amount and it will take you to the bill details. Click on “**reverse bill**” option under **Tasks**
- If both show unpaid, click one and reverse

~Projects~

Create a Project

AppFolio’s Project Budgeting feature allows you to track and manage expenses and job costs for large-scale renovation and rehab projects. Any projects for this setup should be \$5,000 or more in scope and should include more than 1 transaction.

Example- parking lot repaving for \$10,000 that will be done over 6 months and will include several invoices.

Example of items that DO NOT need project tracking- parking lot re-paving for \$2,000, done all at once and all shows up on 1 invoice

To create a project, email accounting with the following information (managers do not have access to set this up):

- **Name (required)** - Type in the name of the project.
- **Property (required)** - Select the property involved in the project.
- **Unit(s) (optional)** - Select the unit involved in the project.
- **GL Account (accounting will assign this)**
- **Start Date (optional)** - Enter the start date of the project.
- **End Date (optional)** - Enter the end date of the project.
- **ACM-** Is ACM involved in the project (yes/no)

Note: The start and end date of the project may be added later if they are not currently set.

Tie Transactions to a Project

Assign a project to a new or existing bill or purchase order to track expenditure. If you have at least one non-completed project, a new optional Project field will show up on Bills and Purchase Orders. Projects with a **Cost Category** basis will also include a Cost Category field on bills.

In a regular bill entry:

Example New Bill:

New Bill Repeat Bill

Payee Add New Vendor Total Amount * Invoice Date * Due Date *

Premier Flooring x v \$ 3,000.00 12/07/2021 📅 12/22/2021 📅

Premier Flooring
3650 Kennesaw 75 Pkwy
Suite 140
Kennesaw, CA 30144

Posting Date 📅 12/07/2021 📅 Purchase Order # Start typing to search v

Work Order 📅 Start typing to search v Project v
Unit 101 Remodel x v

Reference e.g. Invoice #123 Remarks Flooring

Cash Account Automatic v Memo for Check 📅 e.g. Account #123456

Intercompany Payable 📧 FEEDBACK

Bill Details

Property *	Unit	Cost Category *	GL Account *	Amount *
Office Pla x v	101 x v	Flooring - Labor x v	1200-02: Buildings x v	\$ 1,000.00 ⊗
Description				
Office Pla x v	101 x v	Flooring - Materials x v	1200-02: Buildings x v	\$ 2,000.00 ⊗
Description				

➕ Add Another Line

Total: \$3,000.00

In a smart bill entry:

The screenshot shows a 'smart bill entry' form with the following fields and values:

- Payee ***: A dropdown menu with the placeholder text 'Start typing to search'. A blue link 'Add New Vendor' is located to the right.
- Total Amount ***: A text input field containing '\$ 0.00'.
- Bill Date ***: A date picker field set to '05/19/2026'.
- Due Date ***: A date picker field set to '05/19/2026'.
- Posting Date**: A date picker field set to '05/19/2026'.
- Show Utility Bill View**
- Purchase Order #**: A dropdown menu with the placeholder text 'Start typing to search'.
- Work Order** ⓘ: A dropdown menu with the placeholder text 'Start typing to search'.
- Project**: A dropdown menu with the placeholder text 'Start typing to search', highlighted in yellow.
- Reference**: A text input field containing '111-6695616-4478604'.
- Remarks**: A text input field containing 'e.g. November Bill'.
- Cash Account**: A dropdown menu set to 'Automatic'.
- Memo for Check** ⓘ: A text input field containing 'e.g. Account #123456'.

Note: the project code is for the ENTIRE bill so any orders for projects must be ordered/invoiced separately from non-project orders/invoices

Status Tab (tracking expenses)

The Status Tab of a project page shows the following information:

- **Project Status** - Shows if the project is upcoming or in progress based on the project start date.
- **Current Budget** - Original budget amount plus any revisions set for that GL account. Click this to be brought to the Budget tab.
- **Actuals** - Total amount paid toward this GL account. Click this to open up a General Ledger report filtered for this GL account and project.
- **Remaining** - Percentage of budget remaining after subtracting the Paid from the Current Budget.

Status Budget Revisions						
Project Status IN PROGRESS						
GL Account	Current Budget	Purchase Orders	Billed	Paid	Remaining	
6450-00: Plumbing	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
! 6510-00: Flooring	\$3,000.00	\$0.00	\$4,000.00	\$3,000.00	\$0.00	0.00%
6610-00: Appliances	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
6670-00: Light Fixtures	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
6680-00: Equipment/Tools	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
! 6850-00: HVAC (Heat, Ventilation, Air)	\$1,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	-66.67%
Totals	\$10,800.00	\$2,500.00	\$6,500.00	\$5,500.00	\$0.00	49.07%

Additionally, warning signs will display in the following situations:

- If items are not coded correctly per the setup designated, they will be highlighted for corrections

Project Status					
GL Account	Current Budget	Purchase Orders	Actuals	Remaining	
7000: REPAIRS & MAINTENANCE	\$0.00	\$0.00	\$142.88		
! 7075: Plumbing	\$0.00	\$0.00	\$142.88		
8000: CAPITAL EXPENSES	██████	██████	██████	██████	██████
8095: One Time Plumbing	██████	██████	██████	██████	██████

- If the paid amount exceeds the budgeted amount, a Red warning will appear on the line item.

! 6850-00: HVAC (Heat, Ventilation, Air)	\$1,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	-66.67%
---	------------	------------	------------	------------	--------	---------

Project Reporting

View the following reports for project related information:

- **Project Budget Detail Report** - Shows same information available on the status and budget tabs of a given project. This report can be shared with stakeholders who do not use AppFolio.

Project Budget Detail Find in Report ^ v Print to PDF ACTIONS Refresh Customize

Hide Details

Project: Unit 4 Remodel

GL Account	Original	Revision	Revised	Billed	Paid	Remaini	Remaini	Notes
6450-00: Plumbing	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	100.00	
6510-00: Flooring	3,000.00	3,000.00	6,000.00	4,000.00	3,000.00	3,000.00	50.00	
6610-00: Appliances	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	100.00	
6670-00: Light Fixture	500.00	0.00	500.00	0.00	0.00	500.00	100.00	
6680-00: Equipment/T	800.00	0.00	800.00	0.00	0.00	800.00	100.00	
6840-00: Parking Lot I	0.00	0.00	0.00	500.00	0.00	0.00		
6850-00: HVAC (Heat,	2,000.00	1,000.00	3,000.00	2,500.00	2,500.00	500.00	16.67	
Project Total	11,300.00	4,000.00	15,300.00	7,000.00	5,500.00	9,800.00	64.05	

- **Bill Detail & Purchase Order Report** - A Project filter, Project column, and Project ID column (PLUS only) have been added to these reports.

Date Range * 01/01/0001 to 12/30/9999

All Time

Project Search by Project

Show Active Projects

Update Cancel

- **General Ledger** - The ability to filter by project has been added to this report. Additionally, a Project and Project ID (Plus only) column have been added.

Accounting Basis Cash

Show Reversed Transactions

GL Account Map None - use master chart of accounts

Project Search by Project

Show All Projects

Update

Adding Vendors

Follow the steps below before scheduling any work on property or buying supplies/materials:

Type the vendor's name into the search bar at the top.

- If the vendor appears you may schedule work and/or enter bills
- If the vendor's name does not appear, email accounting, and ask if the vendor is already set-up. Accounting will then inform you if the vendor is hidden or not at all in the system.
- If the vendor is hidden, accounting will let you know the reason and will request the needed documents before scheduling work.

Vendor Packet:

For vendors providing services provide the following documents:

1. New Vendor Form- *must include email and phone number on vendor form*
2. W-9 Form
3. General Liability Insurance
4. Worker's Compensation (ATLAS as certificate holder) or Certificate of Non-Coverage
 - Affidavit of Exempt Status Form needs to be completed and mailed to Worker's Comp Commission or filled out online:
<https://caseok.wcc.ok.gov/aes/new>
 - *This affidavit can only be used if the vendor is an independent contractor who DOES NOT have employees*

NO WORK CAN BE PERFORMED BY A VENDOR PRIOR TO RECEIVING THE DOCUMENTS LISTED ABOVE!

For vendors not providing services, request:

1. New Vendor Form(recommended)
2. W-9 Form

EXAMPLES IN THE NEXT PAGES



701 W. Queens Street, Suite 400 ■ Broken Arrow, OK 74012 ■ (918) 779-0674

VENDOR APPROVAL FORM

To be added to our vendor database you are required to provide the following information.

Company Name		
Company Address		City, State, Zip
Invoice Payment Address		City, State, Zip
Phone	Fax	Email
Website		General Detail of Services/Goods
Company Contact Name		Date Company Established

Please Enclose the following forms

- Company Insurance Certificates (General Liability, Workers Comp Ins, etc.)
- W-9 Form

To complete the Worker's Compensation Exemption Status form please visit the state website:

<https://caseok.wcc.ok.gov/aes/new>

Check all that apply

Use the space available to Provide Insurance; Bonding; and/or Licensing Information

<input type="checkbox"/> Insured	_____
<input type="checkbox"/> Licensed	_____
<input type="checkbox"/> Bonded	_____

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Written Notice must be provided of any change in the status impacting the information provided within ten (10) days of said change. Insurance Policy Renewals should be submitted to our corporate offices promptly.

Printed/Type Name		Title	
Signature		Date	

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
OR				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding, later*.

CC-FORM-36A

File original and one (1) copy with the Workers' Compensation Commission (WCC) in-person or by mail, or file online at www.ok.gov/wcc.

Must be accompanied by a nonrefundable \$50 filing fee payable to the WCC.

CHECKS WILL NOT BE ACCEPTED.

WORKERS' COMPENSATION COMMISSION
1915 NORTH STILES AVENUE STE 231
OKLAHOMA CITY, OK 73105

THIS SPACE FOR COMMISSION USE ONLY

AFFIDAVIT OF EXEMPT STATUS UNDER THE ADMINISTRATIVE WORKERS' COMPENSATION ACT

Type of Filing (check one): Original Affidavit of Exempt Status - Expires at midnight two (2) years from the filing date.
 Renewal - Expires at midnight two (2) years from the expiration date indicated below.
If renewing a current Affidavit, provide: Affidavit # _____ and Expiration Date: _____

I, _____, state under penalty of perjury, as follows:

1. I, _____ (Name of individual), in my individual capacity or operating as _____ (business name), have read, signed and attached the Exempt Status Fact Sheet and understand the definition of "employee" and specific exceptions to that definition found in 85A O.S. §2(18). I also understand that an Independent Contractor is one who engages to perform certain services for another, according to his own manner, method, free from control and direction of his contractor in all matters connected with the performance of the service, except as to the result or product of the work. A Contractor may be either (i) the owner of a project or job or (ii) an Independent Contractor in any tier who has subcontracted with a subcontractor.
2. I understand that based upon the representations in this Affidavit of Exempt Status ("Affidavit"), I am requesting that the recipient of this Affidavit consider my business to either (i) be exempt from the definition of "employee" or (ii) be that of an independent contractor, and that no workers' compensation insurance premium be charged for the services performed by my business. I do not want workers' compensation insurance and understand that I am not eligible for workers' compensation benefits.
3. In the event changed circumstances make securing compensation pursuant to the requirements of the Administrative Workers' Compensation Act necessary, I will execute and file a Cancellation of Affidavit of Exempt Status with the Workers' Compensation Commission. I will obtain workers' compensation and employers' liability insurance for my employees if I have employees, unless they are otherwise exempt from the requirements of the Administrative Workers' Compensation Act.
4. The information I have provided is not the result of force, threats, coercion, compulsion or duress.
5. I understand that the execution of this Affidavit, if I am an independent contractor, shall establish a conclusive presumption that I am not an employee for purposes of the Administrative Workers' Compensation Act.
6. I understand that the execution of this Affidavit shall not affect the rights or coverage of any employee of the individual or business executing this Affidavit.
7. I understand if any contractor or its insurer shall become liable under the Administrative Workers' Compensation Act for the payment of compensation due to a compensable work related injury of my employee(s), the contractor or its insurer may recover from me the amount of such compensation paid or for which liability is incurred.
8. I understand that knowingly providing false information on an executed Affidavit of Exempt Status shall constitute a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00).

Affiant Signature

I declare under PENALTY OF PERJURY that I have examined all statements contained herein, and to the best of my knowledge and belief, they are true, correct and complete.

Affiant Name _____ Title _____ Phone _____

Business Name _____ Email _____

FEIN/EIN/TIN # _____ Mailing Address _____

Affiant Signature _____ Date _____

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both.

It is a crime to falsify the information on this form.

Effective 1/2/19

GL ACCOUNTS CHEAT SHEET

Account Number	Account Name	Account Type	Sub-Account of	Notes
1150	Operating Cash	cash		Income & Expenses
1160	Security Deposit Cash	cash		Tenant Security Deposits ONLY
1170	Operating Other	cash		Bristol ONLY

1600 - DEPOSITS

1605	Utility Deposits	asset	1600	
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2100 - SECURITY DEPOSITS

2101	Mgmt Held Security Deposits	liability	2100	
2104	Security Deposits Clearing	liability	2100	
2107	Garage Remote Deposit	liability	2100	

4000 - RENTAL INCOME

4005	Rent	income	4000	
4010	One Time/Special Allowances	income	4000	
4025	Late Fee	income	4000	
4030	NSF Fees Collected	income	4000	
4035	Damages Charged to Residents	income	4000	
4040	Lease Termination Fees	income	4000	
4045	Month to Month Fees	income	4000	
4050	Escrow Deposit Forfeiture	income	4000	
4060	Past Tenant Income	income	4000	
4065	Eviction & Collection Fee Income	income	4000	
4070	Utilities & One Time Setup Fees	income	4000	
4071	Utility Overages	income	4000	
4080	Application Fee Income	income	4000	
4085	Pet Rent	income	4000	
4090	Pet Fee-Non Refundable (for initial fee)	income	4000	
4100	Vending Income	income	4000	
4105	Laundry Income	income	4000	
4115	Washer/Dryer Rental Income	income	4000	
4120	Parking Income	income	4000	
4121	Garage/Carport Fee	income	4000	
4130	Storage Space Rental	income	4000	
4135	Insurance Services	income	4000	
4140	Cox Communications Rebates	income	4000	
4145	Miscellaneous Income	income	4000	
4146	Admin Fee	income	4000	
4150	Transfer Unit	income	4000	
4155	Gym Fobs	income	4000	
4160	M.O./ Check Fees	income	4000	
4165	Lawn Service Income	income	4000	Brookstone ONLY

4400 - FEES

4470	Cox WiFi Income	income	4400	
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Account Number	Account Name	Account Type	Sub-Account of	Notes
5000 - ADMINISTRATIVE EXPENSES				
5005	Tenant Incentives	expense	5000	
5010	Background Checks	expense	5000	
5015	Data, Software, Subscriptions, IT Services	expense	5000	
5020	Advertising	expense	5000	
5025	Staging & Decorating Items	expense	5000	
5030	Phone Line Expense	expense	5000	
5035	Office Supplies and Office Equipment	expense	5000	
5040	Employee Incentives	expense	5000	
5050	Eviction / Court Fees	expense	5000	
5055	Collection Fee Expense	expense	5000	
5060	Licenses & Permits	expense	5000	
5065	Management Fees	expense	5000	
5070	Accounting	expense	5000	
5080	Legal Fees	expense	5000	
5090	Misc. Admin Expense	expense	5000	Check w/accounting before using
5105	Travel	expense	5000	
5110	Training	expense	5000	
5120	Cox Wi Fi Expense	expense	5000	

6200 - CLEANING & MAINTENANCE				
6220	Contract Labor	expense	6200	Summit ONLY

Account Number	Account Name	Account Type	Sub-Account of	Notes
7000 - REPAIRS & MAINTENANCE				
7010	Flooring	expense	7000	
7020	Parking Lot Expense	expense	7000	
7025	Supplies & Materials	expense	7000	
7030	Fire & Safety Supplies & Services	expense	7000	
7035	Security Supplies & Services	expense	7000	
7040	Equipment Rental	expense	7000	
7045	Appliances	expense	7000	
7050	BRL: Cleaning, Maintenance, Repairs	expense	7000	
7055	HVAC (Heat, Ventilation, Air)	expense	7000	
7060	Pool Supplies and Services	expense	7000	
7065	Painting Supplies & Services	expense	7000	
7070	Resurfacing	expense	7000	
7075	Plumbing	expense	7000	
7080	Electrical Supplies and Services	expense	7000	
7085	Roof Materials & Services	expense	7000	
7090	Building Exterior Repairs	expense	7000	
7095	Window and Door Supplies/Repairs	expense	7000	
7100	Property Gym Expense	expense	7000	
7105	Carpet Cleaning & Repairs	expense	7000	
7110	Garbage and Recycling	expense	7000	
7115	Pest Control	expense	7000	
7120	Landscaping	expense	7000	
7130	Appliance Rental	expense	7000	

7200 - UTILITIES				
7205	Electricity	expense	7200	
7210	Gas	expense	7200	
7215	Water	expense	7200	
7220	Sewer	expense	7200	

7300 - TAXES & INSURANCE				
7305	Property Insurance	expense	7300	Brookstone ONLY, Ask accounting
7330	Property Tax	expense	7300	<u>Ask accounting before using</u>
7345	Other Insurance	expense	7300	

Account Number	Account Name	Account Type	Sub-Account of	Notes
8000 - CAPITAL EXPENSES				
8005	One Time Equipment/Tools	other expense	8000	
8010	One Time Wi-Fi	other expense	8000	
8015	One Time Remodel	other expense	8000	
8020	One Time Furniture	other expense	8000	
8035	One Time Exterior	other expense	8000	
8040	One Time Interior	other expense	8000	
8065	One Time Appliances	other expense	8000	
8070	One Time Concrete	other expense	8000	
8075	One Time Flooring	other expense	8000	
8080	One Time In-House Labor	other expense	8000	
8085	One Time Misc	other expense	8000	
8090	One Time Office	other expense	8000	
8095	One Time Plumbing	other expense	8000	
8100	One Time Paint	other expense	8000	
8105	One Time Roof	other expense	8000	
8110	One Time Material	other expense	8000	
8115	One Time HVAC	other expense	8000	
8120	One Time Electrical Supplies/Services	other expense	8000	
8125	One Time Gate/Fence	other expense	8000	
8130	One Time Fitness	other expense	8000	
8135	One Time Legal	other expense	8000	
8140	One Time Windows & Doors	other expense	8000	
8145	One Time Utilities	other expense	8000	
8150	One Time Pool Supplies & Services	other expense	8000	
8155	One Time Granite	other expense	8000	
8160	One Time Laundry Remodel	other expense	8000	
8165	One Time Foundation	other expense	8000	
8170	Storm Damage Repairs	other expense	8000	
8185	One Time Advertising	other expense	8000	
8190	One Time Landscaping	other expense	8000	
8350	Bank Fees	other expense		Summit & Accounting ONLY

If you do not see a GL Account that is used by your property please inform accounting!

Rental Income - Items	GL Account
6 month lease rent	4005 Rent
After Hours lock out	4145 Miscellaneous Income
All damages done to the unit by tenant, carpet cleaning income	4035 Damages Charged to Residents
Break lease/Lease termination income	4040 Lease Termination Fees
Denial of Access Fee	4145 Miscellaneous Income
Eviction fees charged to tenant	4065 Eviction & Collection Fee Income
Garage/Carport Fee	4121 Garage/Carport
Gym Fobs	4155 Gym fobs
Income for having a pet	4090 Pet Fee - Non Refundable
Items replaced for current tenants ex. blinds	4145 Miscellaneous Income
Late fee income	4025 Late Fee
Laundry Fob	4105 Laundry Income
Lease Amendment Fee	4145 Miscellaneous Income
Move-in Specials, NOT TO BE USED AS A CREDIT FOR OTHER CHARGES	4010 One-Time/Special Allowances
Move-in utility set-up fee, utilities income, electric overage	4070 Utilities & One Time Setup Fees
NFS Fee Charge	4030 NSF Fees Collected
No 30-day notice	4005 Rent
No lease contract	4045 Month to Month Fees
Pest control income from tenant	4145 Miscellaneous Income
Pet Rent	4085 Pet Rent
Rent money	4005 Rent
Renter's insurance payments from tenant	4135 Insurance Services
Security Deposits kept after tenant cancels move-in	4050 Escrow Deposit Forfeiture
Tenant transfer fee/income	4150 Transfer Unit
Tenants that pay with money order/check - Fee income	4160 M.O./Check Fees

Administrative Expenses - Items	GL Account
Accounting Services	5070 Accounting
Any supplies bought for the office	5025 Office Supplies & Office Equipment
Apartments.com	5020 Advertising
Asset Recovery Management	5050 Eviction/Court Fees
Attorney Fees	5080 Legal Fees
Computers, printers, NO MAINTENANCE EQUIPMENT	8090 One Time Office
Court Expenses	5050 Eviction/Court Fees
Cox Internet BULK ONLY	5120 Cox Wi Fi Expense
Cox phone bills	5030 Phone Line Expense
Cox WiFi	5015 Data,Software, Subscriptions, IT Services
Cricket	5030 Phone Line Expense
Certified mail	5090 Misc Admin Expense
Employee Purchases	5040 Employee Incentives
Facebook	5020 Advertising
IT Services	5015 Data,Software, Subscriptions, IT Services
Permits for property, any licenses	5060 Licenses & Permits
Referrals	5005 Tenant Incentives
Settlement Expense	5080 Legal Fees
Staging expenses	5025 Staging & Decorating Items
Tenant Gift Cards	5005 Tenant Incentives
Tenant Party Supplies	5005 Tenant Incentives
Verizon	5030 Phone Line Expense
Welcome Baskets	5005 Tenant Incentives

Repairs & Maint. Expenses- Items	GL Account
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* Items that CANNOT be categorized	7050 Cleaning, Maintenance, Repairs
Air Filters	7055 HVAC
Anchors	7025 Supplies & Materials
Any equipment rental	7040 Equipment Rental
Asphalt	7025 Supplies & Materials
Batteries	7025 Supplies & Materials
Bowl Bolts	7075 Plumbing
Bulbs	7080 Electrical Supplies & Services
Capacitor	7055 HVAC
Caulking	7065 Painting Supplies & Services
Ceiling Texture	7065 Painting Supplies & Services
Cement	7025 Supplies & Materials
Cleaning Supplies & Services	7050 BRL: Cleaning, Maintenance, Repairs
Closet Boards	7025 Supplies & Materials
Closet Rods	7025 Supplies & Materials
Concrete	7025 Supplies & Materials
Deadbolts	7095 Window & Door Supplies/Repairs
Dishwasher	8065: One Time Appliances
Dishwasher Parts	7045 Appliances
Disposable Gloves	7050 BRL: Cleaning, Maintenance, Repairs
Drip Pans	7045 Appliances
Drywall	7065 Painting Supplies & Services
Elements	7045 Appliances
Extension Cord	7080 Electrical Supplies & Services
Faucet	7075 Plumbing
Fire Extinguisher	7030 Fire & Safety Supplies & Services
Flappers	7075 Plumbing
Freon	7055 HVAC
Fridge parts	7045 Appliances
Furnace, Condenser	8115 One Time HVAC
Coil	7055 HVAC
Garbage Disposal	7075 Plumbing
Grout	7025 Supplies & Materials
Large Gym Equipment	8130 One Time Fitness/Gym
Gym Supplies & Small Equipment	7100 Property Gym Expense
Hardware	7025 Supplies & Materials
Hot Water Tank	8095 One Time Plumbing
Killz Spray Paint	7065 Painting Supplies & Services
Light Fixtures	7080 Electrical Supplies & Services
Mailbox Locks	7095 Window & Door Supplies/Repairs
Mini Blinds	7095 Window & Door Supplies/Repairs
Mirrors	7025 Supplies & Materials
Nails	7025 Supplies & Materials
Outlet Covers	7080 Electrical Supplies & Services
Outlets	7080 Electrical Supplies & Services
Full Unit Paint	8100 One Time Paint
Paint	7065 Painting Supplies & Services
Passage Knobs	7095 Window & Door Supplies/Repairs
Pest Control Supplies & Services	7115 Pest Control
Pool Licenses (renewals)	5060 Licenses & Permits, Inspections
Pool Supplies & Services	7060 Pool Supplies & Services
Power Grab Tub Adhesive	7075 Plumbing
Pull Chains	7025 Supplies & Materials
Range	8065 One Time Appliances

Range parts	7045 Appliances
Receptacles	7080 Electrical Supplies & Services
Refrigerator	8065 One Time Appliances
Resurfacing sinks, tubs	7070: Resurfacing
Roller Drawer Packs	7025 Supplies & Materials
Safety Gloves	7030 Fire & Safety Supplies & Services
Screws	7025 Supplies & Materials
Security Camera	7035 Security Supplies & Services
Sheetrock	7065 Painting Supplies & Services
Shower Heads	7075 Plumbing
Shower Rods	7075 Plumbing
Shower Tiles	7075 Plumbing
Sink Stoppers	7075 Plumbing
Smoke Alarms	7030 Fire & Safety Supplies & Services
Space Heaters	7055 HVAC
Stems	7075 Plumbing
Supply Lines	7075 Plumbing
Tape	7025 Supplies & Materials
Thermostat	7055 HVAC
Toilet Seats	7075 Plumbing
Towel Bar	7075 Plumbing
Trim/quarter round	7025 Supplies & Materials
Tub Stoppers	7075 Plumbing
Tub Surround	7075 Plumbing
Vent Hood	7045 Appliances
Vent Hood Filter	7045 Appliances
Washers	8095 One Time Plumbing
Wax Rings	7075 Plumbing
Weatherstripping	7095 Window & Door Supplies/Repairs
Windows and repairs	7095 Window & Door Supplies/Repairs
Wood/Lumber	7025 Supplies & Materials
Work Gloves	7030 Fire & Safety Supplies & Services

Note: Items in this category may also fall under one-time expenses.

Other - Items	GL Account
ePremium expenses	7345 Other Insurance
Garage Remote Deposit	2107 Garage Remote Deposit
Passthru for transferring funds between GL accounts and cash accounts, refunding tenant deposits	2104 Security Deposits Clearing
Tenants Security Deposits ONLY	2101 Mgmt Held Security Deposits
Utility One-Time Deposit Payments & Refunds from Utility Companies ONLY	1605 Utility Deposits

