

4 Things You **MUST** Do In AppFolio To Protect Your Accounting

Most property management companies are unaware of the hundreds of options and settings available in AppFolio. As your business grows, so do the accounting tasks making it hard to keep up when you're focused on growing your business. Here are 4 crucial things you need to know about to protect your accounting and your business.

ENABLE TWO FACTOR AUTHENTICATION

AppFolio suggests that two factor authentication is not required for users who don't have access to sensitive information. Did you know that any user with access to a Tenant page can see sensitive information? When an applicant is initially screened, it's likely that they've attached bank statements, drivers license, paystubs, etc. to their online application. AppFolio automatically transfers these documents to the Tenant page when the applicant is approved.

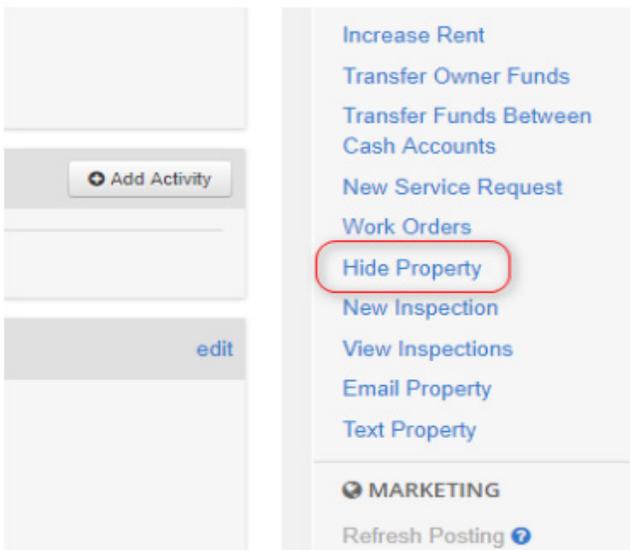
TIP: Be sure to protect this information by requiring every user to use two factor authentication when logging in.



We don't recognize the device you are logging in from.

To keep your data secure against malware, the administrator has asked us to protect your account with two-factor authentication via SMS text message.

Send Verification Code



DISABLE "HIDE" PERMISSIONS

AppFolio has a flaw that can cause problems with your accounting. Users with permission to "Hide" a property have the ability to make numbers disappear from your accounting without you noticing. When a property is hidden the general ledger is also hidden, regardless if the property has an account balance or deficit. A good spot check is to run a Trust Account Balance report and filter to "Show Hidden Properties" only. You may be surprised by what you find.

TIP: Submit an AppFolio support request to disable Hide permissions for all users except President and Accountant roles.

Online Payables

Use Online Payables

Payment Method Bill Pay eCheck

Owner Bank Routing Number 123456789

Owner Bank Account Number 9998887777

Savings Account?

Save Cancel

PRESIDENT ROLE FOR COMPANY OWNERS

AppFolio makes paying Owners and Vendors easy through the eCheck function. To use this feature a payee's bank account information must first be entered into the payee's page in AppFolio. This information can easily be edited by anyone with President role permission. There is no notification or audit trail when the account is edited. Don't risk money getting diverted to unauthorized accounts.

TIP: Ensure that only company owners are assigned the President role permission.

RECONCILE DAILY

This one simple task can prevent complex problems later on. Think of reconciliations as your accounting's security alarm system. You want the alarm to sound with the slightest disruption. That's what daily reconciliations do. They alert you to mistakes, omissions, and possibly fraud in almost real-time. The longer you wait to reconcile your accounts the more difficult it becomes to easily identify and correct problems.

TIP: Reconcile your accounts daily, or better yet, let us Reconcile Daily for you.

Bank Reconciliation

Account Information

Account to Reconcile
Security Deposit Trust

Beginning Balance	Ending Balance *	Beginning Statement Date	Ending Statement Date *
\$925,918.00	\$ 925918	02/15/2019	02/16/2019

Reconciliation Summary

\$925,918.00 ✓ Ending Balance	\$925,918.00 ✓ Cleared Balance	\$925,918.00 ✓ Adjusted Cash Balance
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Numbers You Can Trust

We understand it's hard to be experts at trust accounting when you're focused on building your business. Reconcile Daily is a simple service that helps you accurately balance your books and keep you on track, so you have peace of mind knowing you're 100% compliant. Every day.

Never Lose Sleep Again

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