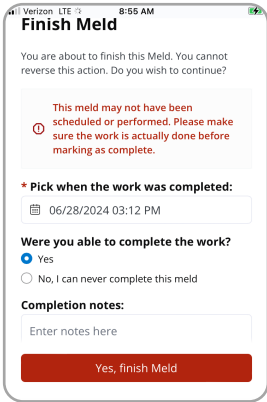


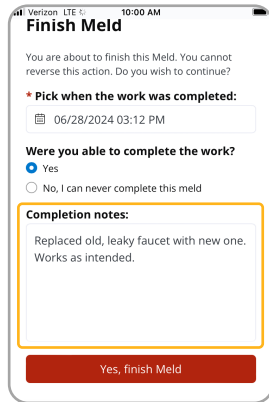
AppFolio Guide

Never miss an invoice again, stop chasing vendors, and set up your AppFolio integration for success with Property Meld.

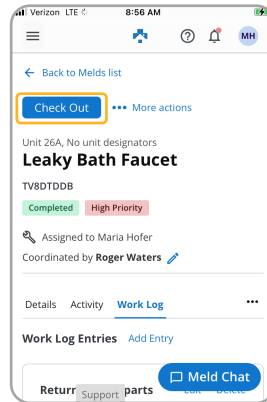
Finishing Melds > Internal Technicians



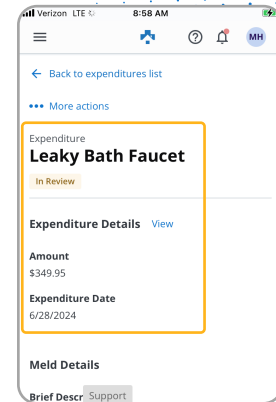
1. Meld is **closed** by linked Tech.



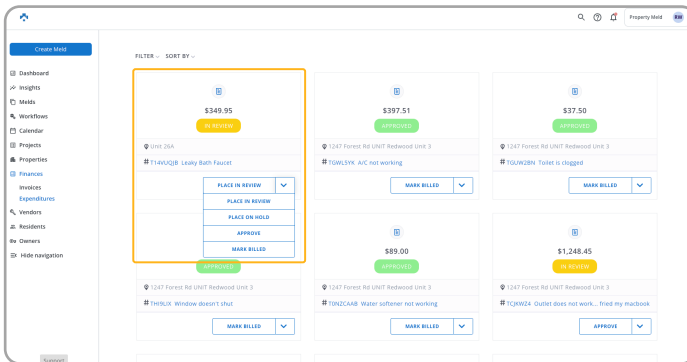
2. Tech adds **completion notes**.



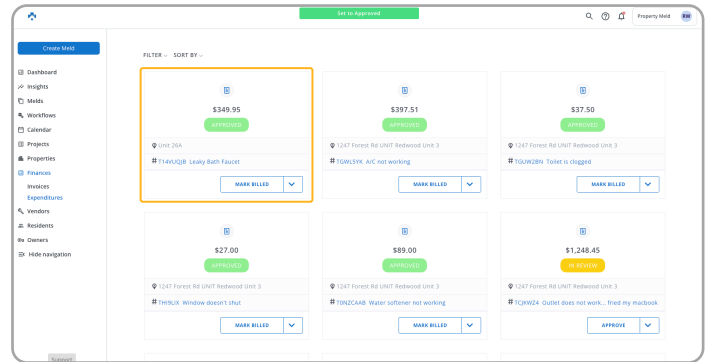
3. Tech **checks out** of Meld.



4. Tech or MC **creates expenditure**.



5. MC or PM reviews the closed Meld and **verifies the expenditure** is ready for billing.



6. The expenditure must be in **approved status** in order to sync over.

Last Steps Inside AppFolio

7. Approved **expenditures** appear as billable line items on Work Order and the **expenditure PDFs** are attached to the Work Order. You will also see the receipts attached as files to the Work Order, if the tech adds them.

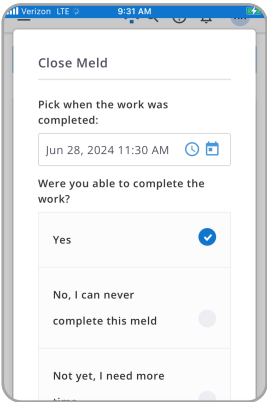
8. **Meld Work Logs** appear under "Labor" in the Work Order.



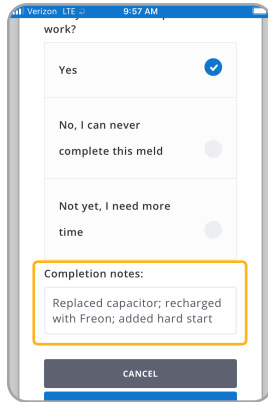
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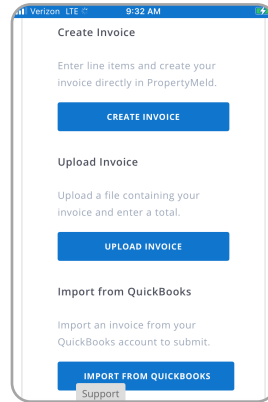
Finishing Melds > Vendors



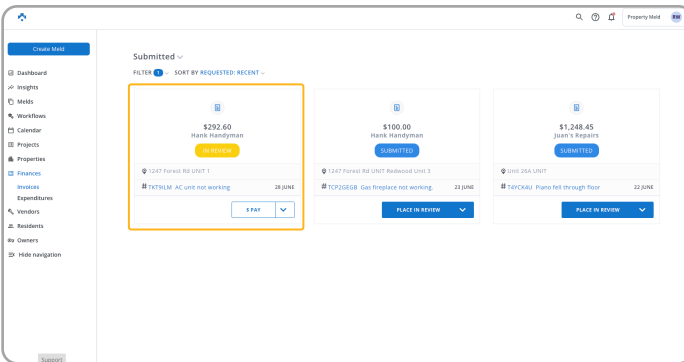
1. Meld is **closed** by linked Vendor.



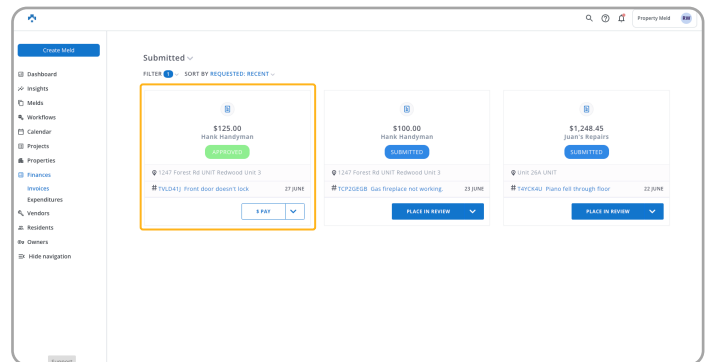
2. Vendor adds **completion notes**.



3. Invoice is **attached, created, or uploaded from Quickbooks**.



4. MC or PM reviews the closed Meld and **verifies the invoice** is ready for billing.



5. MC or PM **approves invoice**.

Last Steps Inside AppFolio

6. Approved **invoices** appear as bills or billable line items on Work Order.

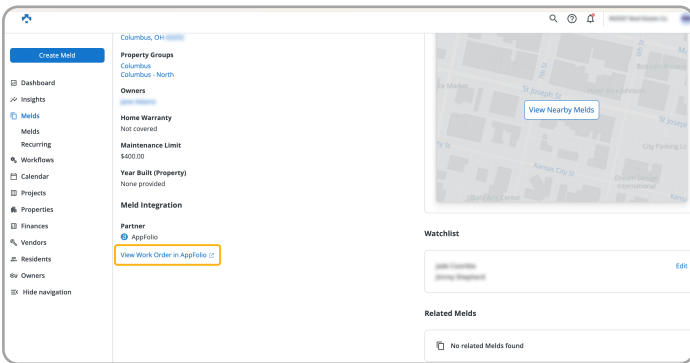
7. Approved **invoice PDFs** are attached to Work Order.



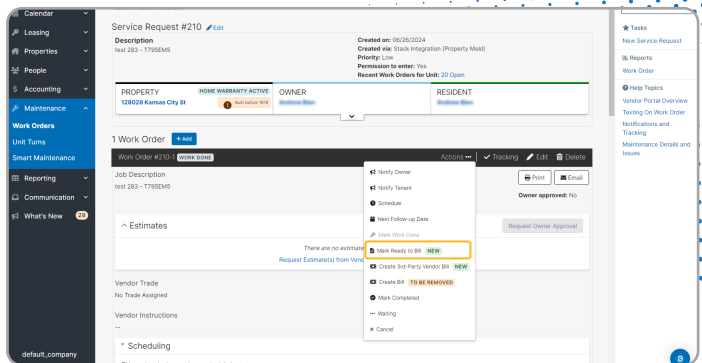
AppFolio Guide

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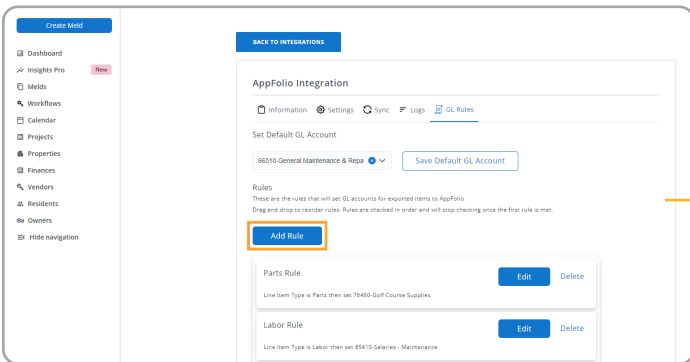
Pro Tips > Additional steps to ensure accurate billing



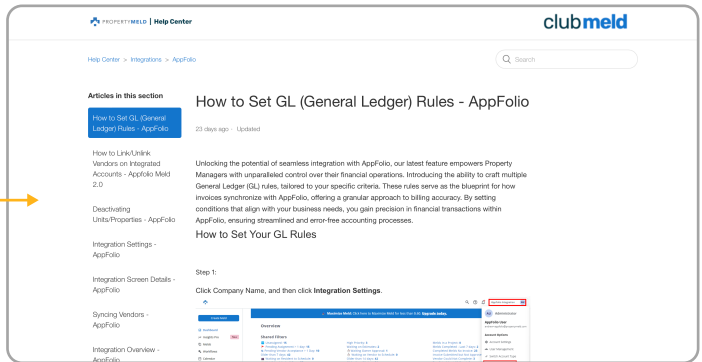
Click to go right to the AppFolio Work Order from inside the Meld.



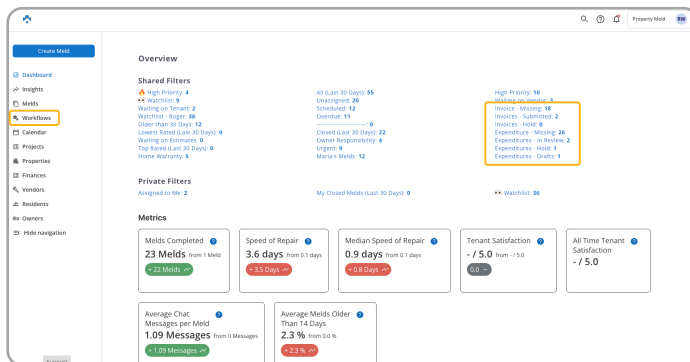
Have the MC change the AppFolio Work Order to *Ready to Bill* status for accounting ease.



Customize the GL mapping to the correct account within Property Meld.



Create custom GL rules in Property Meld to improve billing accuracy in AppFolio - [See how.](#)



Create **filters** and **automations (Workflows)** to follow-up with vendors and surface missing invoices or expenditures.