AppFolio Bookkeeping Service  
  
  
Why choose for AppFolio Bookkeeping Support?  
AppFolio is among the strongest property management software solutions available, but to reap its full benefits takes specialized expertise, ongoing data management, and precise financial procedures.  
  
That's where Pacerline Outsourcing Service Pvt Ltd enters the picture. With more than 13 years of practical experience working directly on AppFolio with hundreds of U.S.-based property management firms, we offer end-to-end virtual bookkeeping services—all customized specifically for AppFolio users.  
  
No matter if you handle residential properties, HOAs, or commercial ones, our expert staff assists you in streamlining your operations, maintaining compliance, and having books audit-ready.  
  
Who We Help  
• Property Management Companies (Residential & Commercial)  
  
• Real Estate Investors & Landlords  
  
• HOA and Community Managers  
  
• Real Estate Asset Managers  
  
• AppFolio Users Coming from Other Platforms  
  
We cater to firms of all scales—startups with 50 doors to large-scale managers having 10,000+ doors.  
  
  
Full-Service AppFolio Bookkeeping Solutions  
  
Our AppFolio bookkeeping services are formatted to seamlessly fit into your current workflow. You'll receive U.S.-style reports, auditable ledgers, and records ready for auditing—without an expensive in-house staff to manage.  
  
AppFolio Software Setup & Onboarding  
We take care of the setup of your portfolios, properties, tenants, vendors, and chart of accounts properly in AppFolio. Clean setup ensures no future trouble and enables accurate tracking of income and expenses since day one.  
  
AppFolio Software Migration  
We are migrating accounting processes to AppFolio from other accounting software ensures accurate data transfer, including ledgers, charts of accounts and historical transactions. AppFolio’s dedicated onboarding support simplifies the transition, maintaining financial integrity. Post-migration, users benefit from automated accounting process, real-time reporting and a unified system that enhances accuracy, compliance and operational efficiency  
  
Corporate Account Setup  
AppFolio software helps to setup corporate account in the software. We can prepare separate Chart of Accounts for the Corporate accounts. This feature is not available in the most of the property management software. We are able create a chart of account as Management fee, Late Fee, NSF fee etc are an income category.   
  
Tenant Ledger Management  
We keep tenant ledgers up to date by posting rent payments, late charges, Section 8 subsidies, utility charges, security deposits, and additional charges. We have good knowledge to post a credit in the tenant ledger. We will setup late fee as an auto charge in the tenant ledger if the rent payment delayed. We also reconcile move-out balances and deposits, keeping you accurate and compliant.  
  
Lease Entry & Updates  
Our staff enters and modifies lease terms, tenant data, rent figures, due dates, auto charge amounts, and more within AppFolio. This makes your leases up-to-date and current with the actual agreements.  
  
Accounts Payable (Vendor Bill Processing)  
We enter vendor invoices, assign expenses to the appropriate GL codes, add invoices, and automate payment scheduling in AppFolio. AppFolio providing Smart bill entry feature to save time. If you have owners or tenants you charge markups to, we make sure those are posted correctly.  
  
Owner Statements & Ledger Maintenance  
We create and deliver monthly or quarterly owner statements. Every report contains income, expenses, distributions, and contributions-tied to a completely reconciled general ledger.  
  
Bank Reconciliation   
We will help you to sync bank accounts with AppFolio. It helps to save time for bank reconciliation. If you do not want to sync the bank account then we download and post transactions from bank feeds, apply them to the correct accounts, and complete monthly reconciliations. You’ll always know your books match your bank balances.  
  
Credit Card Reconciliation  
We provide credit card reconciliation services in AppFolio. We ensuring that all credit card transactions are accurately matched to your bank ledger and property accounts. We help identify discrepancies, streamline payments and ensure proper expense categorization. Our process ensures smooth reconciliation, accurate financial records and timely reporting for your property management business.  
  
Accurate 3-Way reconciliation   
We provide accurate 3-way reconciliation services in AppFolio software, ensuring the bank statement, AppFolio bank ledger, and property balances are perfectly matched. Our team reviews and reconciles all transactions monthly to maintain compliance with trust accounting regulations. With our expertise, you can rely on clean, audit-ready books and complete financial transparency across your property management portfolio.  
  
Move-In & Move-Out Processing  
We facilitate your leasing process by entering move-in fees, prorated rent, security deposits, and cleaning fees. Then we will setup online rent payment setup like ACH, Credit card or other enabled method for the tenant. At move-outs, we determine tenant charges, final pro rated rent, damage fee, utility bills, refunds the security deposit partially or fully via check or electronic transfer, and ledger closing.  
  
CAM (Common Area Maintenance) Reconciliation  
We determine actual CAM charges, compare them to estimates, and proportionally divide them among tenants. We generate year-end reconciliation reports that you can mail with confidence.  
  
General Ledger & Month-End Close  
We handle journal entries, balance adjustments, and monthly closing preparation. Our staff ensures everything is reconciled out through sub-ledgers and AppFolio reports, providing you a clean month-end.  
  
Budgeting Support  
We assist in creating property-level and portfolio-level budgets within AppFolio based on history and market trends. This aids in more intelligent decision-making and accurate owner projections.  
  
Diagnostic Review & Error Cleanup  
We locate discrepancies, incorrectly applied charges, or GL errors in your AppFolio database and clean them out. This process is perfect at software transitions, audits, or year-end preparations.  
  
Work Order Invoice Entry & Mark-Up  
We enter vendor invoices, add approved markups, and link them to closed work orders in AppFolio. Every charge is recorded for simple reporting and owner billing.  
  
Financial Reports (P&L, Balance Sheet, Custom Reports)  
We compile and audit your essential financial reports, such as Profit & Loss, Balance Sheets, Trial Balances, and tailored statements. All reports will be prepared according to U.S. standards.  
  
IRS 1099 Filing & Compliance  
We gather W-9s, create 1099s within AppFolio, and file them with the IRS and vendors prior to the deadline. We save you from penalties and provide complete compliance with U.S. tax law.  
  
Frequently Asked Questions (FAQ)  
Q: Do you work directly inside our AppFolio account?  
Yes, we work directly in your live AppFolio environment, providing real-time updates and complete transparency.  
  
Q: Are your staff trained in U.S. accounting procedures?  
Absolutely. Our staff is trained in U.S. GAAP, IRS regulations, and property management-specific processes.  
  
Q: Do you assist with AppFolio software Setup and Migration?  
Yes. We help with data migration from other systems, chart of accounts setup and initial configuration to ensure a smooth transition into AppFolio.  
  
Q:Can you manage multiple entities or properties in AppFolio?  
Yes, we can manage multi-entity operations using AppFolio’s corporate-level accounting features, ensuring accurate reporting across all properties.  
  
Q: How do you provide data confidentiality?  
We employ secured access protocols, NDAs, and cloud-based processes to maintain 100% data privacy and security.  
  
Q:What is included in AppFolio accounting services?  
AppFolio accounting services typically include bank reconciliation, rent roll management, owner statements, accounts payable and receivable, general ledger maintenance, Error clearance and monthly financial reporting.  
  
Q: What if we require support for something other than AppFolio?  
We also integrate with Buildium, Propertyware, Rentvine, and QuickBooks. You can scale your services along with your growth.