PROPERTY MANAGEMENT · OWNER ACCOUNTING OPERATIONS

Financial reporting and owner statements

Automatically generates comprehensive financial reports and owner statements by consolidating rental income, expenses, and maintenance costs from property management systems. Delivers personalized financial statements to property owners on schedule.

01 WORKFLOW TRIGGER

Monthly reporting cycle begins (typically last day of month)

BLUEPRINT OVERVIEW

What this workflow accomplishes

This workflow connects AppFolio, Buildium, and Yardi ledgers to Excel calculations and PDF statement generation, then routes finished owner statements through email and owner portals. Automation handles the data pull, expense categorization, NOI math, and delivery on the monthly cycle. The property accountant and portfolio manager retain authority over ledger cutoff, expense reclassification, trust account reconciliation, and final release of any statement to an owner.

01

OUTPUTS

Monthly owner financial statements, Per-property performance reports, Expense categorization summaries, Archived portal statement copies

02

SUCCESS MEASURES

Report generation time, Owner satisfaction scores, Statement delivery success rate, Statements requiring reissue

03

CORE SYSTEMS

AppFolio, Buildium, Yardi, Excel, PDF Generator, Email Service

HOW TO USE THIS BLUEPRINT

Portfolio managers: read the stage map to know where you sign off before statements leave the office.

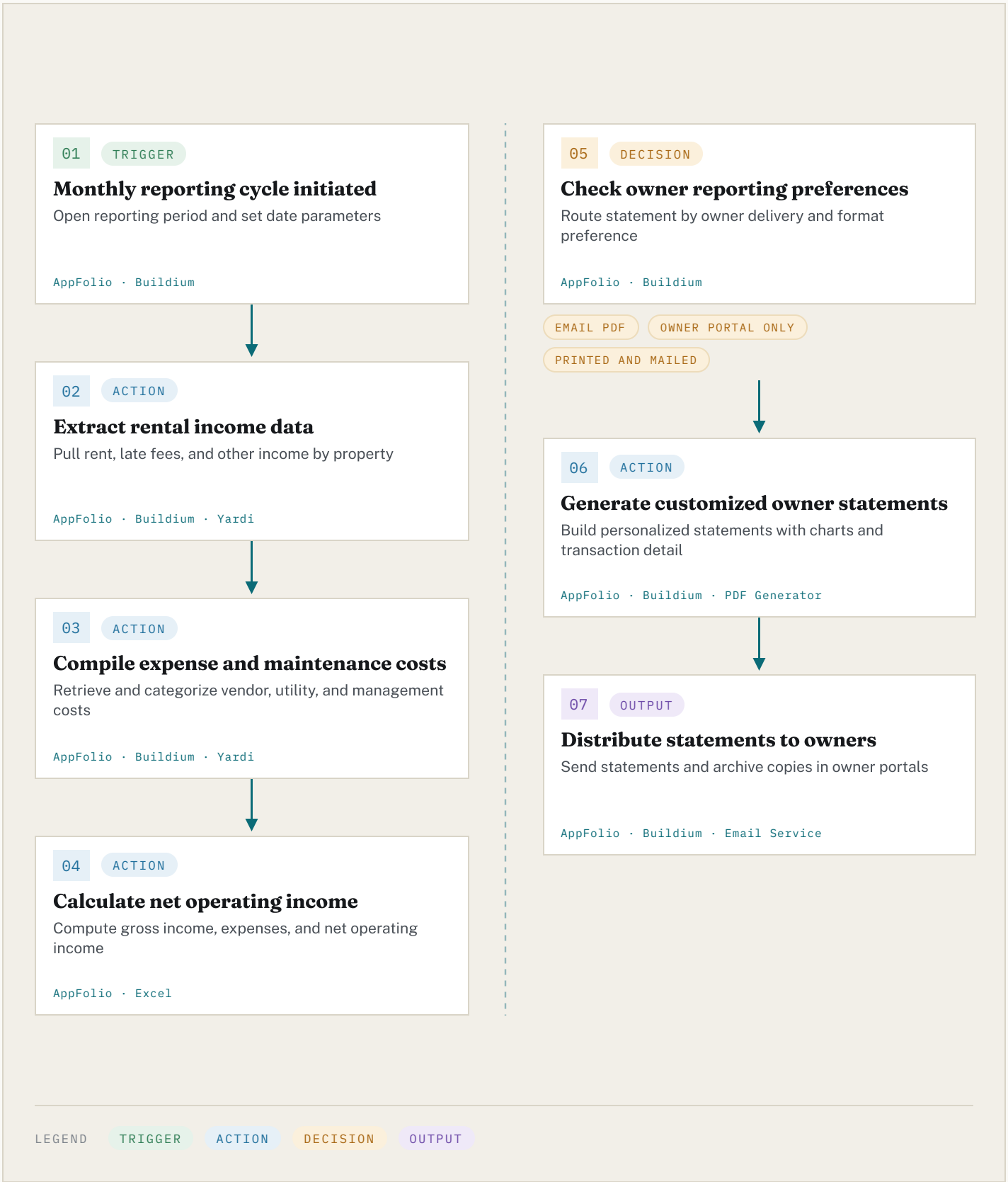
Property accountants: use the control points as your month-end close checklist, especially ledger cutoff and expense reclass.

Implementation teams: build to the checks panel, particularly owner-level permissions and statement retention in the portal.

THE WORKFLOW

End-to-end stage map

Seven stages carry the month from ledger close to owner inbox. The decision point at stage five governs delivery method and statement format per owner agreement, not whether the numbers are correct.



IMPLEMENTATION DETAIL

Stage-by-stage breakdown

Each stage states the operational intent, the human control point, and the systems likely to take part. System names are examples, not a required architecture.

01 TRIGGER

Monthly reporting cycle initiated

Workflow automatically triggers on the last day of each month to begin financial report generation. Sets date parameters for the reporting period.

CONTROL POINT

Property accountant confirms the ledger is closed and posts any late journal entries before the period is locked.

SYSTEMS AppFolio Buildium

02 ACTION

Extract rental income data

Pulls all rent payments, late fees, and other income streams for each property from the property management system. Organizes data by property and owner.

CONTROL POINT

Accountant reconciles extracted income against trust account deposits and flags any unapplied payments or NSF reversals.

SYSTEMS AppFolio Buildium Yardi

03 ACTION

Compile expense and maintenance costs

Retrieves all property-related expenses including maintenance requests, vendor payments, utilities, and management fees. Categorizes expenses by type and property.

CONTROL POINT

Portfolio manager reviews the expense categorization and reclassifies capital improvements out of routine maintenance.

SYSTEMS AppFolio Buildium Yardi

04 ACTION

Calculate net operating income

Performs financial calculations to determine gross income, total expenses, and net operating income for each property. Generates profit/loss summaries.

CONTROL POINT

Accountant verifies management fee calculation and owner draw against the management agreement before the P and L is finalized.

SYSTEMS AppFolio Excel

COMPLETION AND MEASUREMENT

Closing stages and results

The closing stages produce the statement each owner actually reads and preserve an archived copy in the portal for year-end and audit.

05 DECISION

Check owner reporting preferences

Determines delivery method and report format based on each owner's preferences (email, portal, printed). Routes to appropriate output generation.

CONTROL POINT

Client services confirms each owner's recorded preference and contact record is current before routing.

SYSTEMS AppFolio Buildium

06 ACTION

Generate customized owner statements

Creates personalized financial statements for each property owner with their specific properties, formatted according to their preferences. Includes charts and transaction details.

CONTROL POINT

Portfolio manager spot checks statements for multi-property owners and any property with a negative owner balance.

SYSTEMS AppFolio Buildium PDF Generator

07 OUTPUT

Distribute statements to owners

Automatically sends completed financial statements to property owners via their preferred delivery method. Archives reports in owner portals for future reference.

CONTROL POINT

Client services releases the batch, then works the bounce and delivery failure list within one business day.

SYSTEMS AppFolio Buildium Email Service

DELIVERABLES

- Monthly owner financial statements
- Per-property performance reports
- Expense categorization summaries
- Archived portal statement copies

KEY METRICS

- Report generation time
- Owner satisfaction scores
- Statement delivery success rate
- Statements requiring reissue

IMPLEMENTATION CHECKS

- Owner sees only their properties
- Ledger cutoff locked before extract
- Statement retention set for year-end
- Approval routing to accountant first
- Delivery log kept per owner

NEXT STEP

Turn this blueprint into an implementation plan.

Map each stage to your own systems, permissions, and approval routing before selecting tools or building automation.

packfoundry.app/assessment

PROPERTY MANAGEMENT WORKFLOW PACKS AND A FREE ASSESSMENT