



National Association of Residential Property Managers

Accounting Standards

Chart of Accounts & Conversion Guide

About the Authors

The NARPM® Accounting Standards was authored by the industry finance professionals and researchers at ProfitCoach: Jordan Muela, Daniel Craig, David Craig, and Alicia McClurg.

About ProfitCoach: We fuel entrepreneurial freedom by growing broker/owner profits through authoritative PM accounting practices & services, definitive PM finance benchmarks, real-time metrics dashboards, and PM-specialized CFO coaching.

For more information about ProfitCoach, please visit: www.PMProfitCoach.com.

Acknowledgements

This guide would not have been possible without the input, experience, feedback, and encouragement of many people. We are very grateful for the contributions of the following people.

NARPM® Accounting Standards Committee: Brad Larsen, Vickie Gaskill, Mike Nelson, Susan Albern, Erin Landis, Douglas Skipworth, Andrew Dougill, Marco Montes, and Gail Phillips.

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Feedback & Questions

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Introduction

Congratulations! You're on your way to understanding your financials like never before. The purpose of the NARPM® Accounting Standards Chart of Accounts is to provide a basis for standardizing, analyzing, and understanding financial performance in the residential property management industry.

In addition, this standardized Chart of Accounts (and the metrics derived from it as detailed in the NARPM® Accounting Standards Financial Metrics Guide) will provide a common language for comparing financial performance among property management companies. We believe this will result in many rich and meaningful conversations among peers and will allow the discovery of many new insights and fresh ideas for action.

NARPM® Chart of Accounts Overview

The NARPM® Chart of Accounts is designed for practical accounting and reporting that reflects the reality of your property management business. Because of this focus, it does not always align with the generally accepted accounting principles (GAAP) chart of accounts, nor is it intended to. You need reports that speak to your specific situation, not reports that follow a generic template.

As you start to implement the NARPM® Chart of Accounts, you may notice several accounts that don't fit your specific situation. **Feel free to pick and choose the accounts that apply to your company.** In fact, you need to pick and choose. The COA zeroes in on accounts that make sense for property management, but it also makes accommodations for other ancillary divisions, such as maintenance and brokerage. **If certain**

accounts don't apply to you, don't try to use them. Just select the relevant accounts for your business and start rolling.

Custom NARPM® Chart of Accounts Generator

A full, uncustomized version of the NARPM® Chart of Accounts is included at the end of this document. However, to generate a chart of accounts specific to your business needs, check out our custom NARPM® Chart of Accounts generator available at www.PMProfitCoach.com/coa.

How to Use the Chart of Accounts

The chart of accounts has been structured to require consistent usage across many companies, while at the same time allowing for customization to accommodate the unique needs of each business. To accomplish this, it is organized in a four-digit numbering system, containing a defined set of four-digit codes. While **this set of four-digit codes is to be left unaltered**, there are several specific options for customizing the chart of accounts. So here are the dos and don'ts.

General Rule: DO NOT Add to Or Modify the COA Structure

No additional four-digit codes, no altering the numbering system. For example, even though there is no account 4127 defined in the structure, you are not free to use that four-digit code for another account. The COA is to remain completely intact. That being said, you do have options for customization.

How to Customize the Income Statement

DO add subaccounts to any existing income statement account. If you need further detail in any account, you have the option to add up to 99 subaccounts using a two-digit decimal extension. For example, under account 4124, Other Owner Paid Fees, you may add accounts 4124.01 through 4124.99 to track the breakout of specific owner-paid fees.

Don't see a logical place to book a transaction? The following example will illustrate how to customize the chart of accounts by adding a subaccount to allow for more detailed tracking of three specific transactions: **a car detailing expense, a vehicle recycling expense, and a parking lot repair expense. Here we go!**

1. Identify the most logical parent category for your new decimal subaccount. The parent categories in the COA are the four-digit codes ending in -00 (e.g. 6100—Facilities). They can be found in the “Parent” column in the table at the end of this document. In this case, the 6100—Facilities category is the obvious choice.
2. Review the child categories to see if your new code could logically fit in any of these. The child categories are the four-digit codes ending in -0 (e.g. 6110—Auto). They can be found in the “Child” column in the table at the end of this document. In the case of the car detailing expense, the 6110—Auto child category is the obvious choice.
 - a. If you find a logical child category match (as we have for the car detailing expense), review the accounts under this child category (if applicable) to see if your new code could fit in one of these (e.g. 6111—Auto Lease; 6112—Auto Repairs & Maintenance). These accounts are called “Sub-Child” accounts and can be found in

the “Sub-Child” column in the table at the end of this document.

- i. If you find a logical sub-child account match:
 1. One possibility is to book your transaction directly to this sub-child account. For example, you may want to book your car detailing expense directly to 6112—Auto Repairs & Maintenance. (Do car detailing expenses really need to be tracked separately?)
 2. If you do need more specific tracking, add a two-digit decimal extension to the existing sub-child account code to create a new decimal subaccount (e.g. 6112.01—Car Detailing). **Congratulations! Now you have your very own car detailing expense account for your car detailing expense!**
- ii. If you don't find a logical sub-child account match:
 1. Look for the sub-child “Other” account within the child category section. Sub-child “Other” accounts always end in -9 (e.g. 6119—Auto - Other). These will be found in the “sub-child” column of the chart of accounts.
 2. Consider booking your transaction directly to this “Other” account in the child category. For example, you may want to book your vehicle recycling expense directly to 6119—Auto - Other. (Do vehicle recycling expenses really need to be tracked separately?)
 3. If you do need more specific tracking, add a two-digit decimal

extension to the “Other” account to create a new decimal subaccount (e.g. 6119.01—Vehicle Recycling Expense). **Congratulations! Now you have your very own vehicle recycling expense account for your vehicle recycling expense!**

- b. If you don’t find a logical child category match, look for the “Other” account at the bottom of the parent section. Child “Other” accounts always end in -99 (e.g. 6199—Facilities - Other). These will be found in the “child” column of the chart of accounts.
 - i. One possibility is to book your transaction directly to this Other account. For example, you may want to book your parking lot repair expense directly to 6199—Facilities - Other. (Do parking lot repair expenses really need to be tracked separately?)
 - ii. If you do need more specific tracking, add a two-digit decimal extension to the “Other” account to create your decimal subaccount (e.g. 6199.01—Parking Lot Repairs). **Congratulations! Now you have your very own parking lot repairs expense account for your parking lot repair expense!**

How to Customize the Balance Sheet

DO add new four-digit child account codes for certain balance sheet child categories, but only for the child account categories specified below. The balance sheet COA is designed to be very flexible. You may have multiple accounts that would fit in one of the child categories below, so the COA gives you the option to add multiple account codes under each category. For cleaner reports, we recommend that you add account codes in increments of 10 (e.g. 1110, 1120, 1130) rather

than increments of 1 (e.g. 1101, 1102, 1103).

- The **Cash Account** child category starts with **1110**. Add checking accounts and other operating bank accounts from 1110-1190 (allows for 9 options).
- The **Loan Receivable** child category starts with **1510**. Add specific accounts from 1510-1590 (allows for 9 options).
- The **Credit Card** child category starts with **2210**. Add specific credit card accounts from 2210-2290 (allows for 9 options).
- The **Line of Credit** child category starts with **2310**. Add specific credit card accounts from 2310-2390 (allows for 9 options).
- The **Short-Term Loan** child category starts with **2410**. Add specific accounts from 2410-2490 (allows for 9 options).
- The **Note Payables** child category starts with **2610**. Add specific accounts from 2610-2690 (allows for 9 options).

DO add subaccounts to any existing balance sheet account. If you need further detail in any account, you have the option to add up to 99 subaccounts using a two-digit decimal extension. For example, under account 1740, Computers & Software, you can add accounts 1740.01 through 1740.99 to track the breakout of specific computer or software purchases.

Don’t see a logical place to book a transaction?

The procedure for adding decimal subaccounts to the balance sheet is identical to the procedure for adding decimal subaccounts to the income statement outlined above (see the How to Customize the Income Statement section).

Conversion Overview

There are two options for implementing the NARPM® Accounting Standards COA into your financial software. The option you choose depends on what level of historical detail and comparison is valuable to you.

Option 1: COA Merge without Reclassification

With Option 1, you'll completely switch over to the NARPM® COA at a point in time and you'll merge your historical COA into the NARPM® COA.

Implementing Option 1 is a three-step process. First, import the new COA accounts from our [prepared CSV file](#). Second, take a month or two to operate with the new COA accounts and get acclimated. Think of it as a test run to be sure this system will work for you. Third, once you're comfortable with the new flow of data, merge or subordinate all old accounts to the corresponding NARPM® accounts. Once this is complete, you'll be ready to start fully operating and reporting with the new NARPM® COA.

Specific implementation instructions are provided for QuickBooks Online (page 8) and QuickBooks Desktop (page 13).

Option 2: COA Merge with Reclassification

With Option 2, you'll completely switch over to the NARPM® COA from the beginning of relevant

history (we suggest at least two years). You'll adjust the historical COA (as above) and you'll reclassify historical transactions into the corresponding NARPM® categories. In other words, if, for example, you used to book your new owner advertising and your vacancy advertising expenses to the same "Advertising" account, you will separate these two types of transactions historically (again, going back at least two years) into the separate accounts provided in the NARPM® COA. **Option 2 is the most labor-intensive but translates into the most value, giving you the ability to make accurate historical comparisons and watch trends over time.**

Implementing Option 2 is a four-step process. First, import the new COA accounts from our [prepared CSV file](#). Second, take a month or two to operate with the new COA accounts and get acclimated. Think of it as a test run to be sure this system will work for you. Third, once you're comfortable with the new flow of data, merge or subordinate all old accounts to the corresponding NARPM® accounts. Fourth, break out historical transactions that were originally coded to the same account but belong in different NARPM® accounts. Once this is complete, you'll be ready to start fully operating and reporting with the new NARPM® COA.

Specific implementation instructions are provided for QuickBooks Online (page 10) and QuickBooks Desktop (page 16).

QuickBooks Online Instructions

QuickBooks Online Instructions: Option 1

Turn On Account Numbering (If Needed)

- In QuickBooks Online, navigate to the gear icon > Account and Settings > Advanced.
- Under “Chart of accounts” (third section on the list), check that “Enable account numbers” is set to “On.”
 - If “Enable account numbers” is set to “Off”:
 - Click the pencil icon on the right side of the page across from “Chart of accounts”.
 - Check the box for “Enable account numbers”.
 - Check the resulting box for “Show account numbers”.
 - Click “Save” and close out of the Account and Settings view.

Import All New Accounts

- Download the NARPM® COA CSV file from our custom chart of accounts generator here: www.PMProfitCoach.com/coa. This file is preformatted for import with the following fields:
 - Account Number (e.g. 4100)
 - Account Name (e.g. Residential PM Income)
 - Type (e.g. Income)
 - Detail Type (e.g. Service/Fee Income)
- Select the gear icon and click “Import Data” in the Tools column.
- Select “Chart of Accounts”.

- Browse for the CSV file and select it. Click “Next”.
- Map the columns (use the column names above). Click “Next”.
- Review and click “Import”.
- If there are import errors, QBO will display only the lines with errors and will highlight the fields causing trouble in red.
 - Account Number: There should be no Account Number issues in importing this file.
 - Account Name: This indicates that an account already exists with that name. Typical accounts caught here: Accounts Receivable, Retained Earnings, Fixed Assets, Interest Income, Interest Expense, Opening Balance Equity, Amortization. These accounts will not import.
 - For each duplicate account, navigate to QBO’s Chart of Accounts, locate the account, and edit it to match the number, type, and detail type found in the imported COA.
 - Type/Detail Type: These will be red if they don’t exactly match QBO’s categories. We worked to eliminate all Type/Detail Type errors, but please let us know if you have this error and which account the error appeared on. To fix, simply choose the closest match from the dropdown menu.
 - You may see this notice: “Changing the type or detail type of an account may affect your accounting and reporting. Are you sure you want to do this?”
 - Yes. The NARPM® COA is, by design, treating accounts in a slightly different way than QBO’s default COA.
 - Lines with no red fields:

- Often these are sub-accounts of other accounts that had import errors. Correct the parent account error, and these will be imported.
 - If a sub-account is set to a different Type/Detail Type than its parent account, it will not import but will also not show a red field. Review the COA PDF to see if this is the issue. We worked to eliminate this error, but please let us know if you experience it.
- To fix import errors, correct any red fields and click Import again.

Take It for a Spin

Start coding transactions to the new COA, but leave your historical accounts alone for a while — perhaps a month or two. Use this time to become thoroughly comfortable with the new system. Once you're familiar with it and enthusiastic about it, move to the next step.

Merge Every Old Account with a New Account

Note: Before beginning the merge, we recommend that you compare your current COA to the NARPM® COA and determine how each account corresponds. In most cases, one or more original accounts will merge with one corresponding NARPM® account. Some accounts will be able to merge directly, while others may be added as decimal subaccounts. In some cases, you may need to break out individual transactions or vendors within one original account to two or more NARPM® accounts. Complete this exercise **before beginning the merge** to have a clear map of your merge process.

- Have the import CSV file and the results of your merge mapping (above) available for easy reference.
- Navigate to Accounting > Chart of Accounts.

- To merge accounts:
 - Search for the account name of the old account to pull it up in QBO.
 - If it has subaccounts, these will need to be disassociated before merging. To do this:
 - Search for the account name of the subaccount.
 - Click the dropdown arrow next to “Run report” and select “Edit”.
 - Uncheck the “Is subaccount” checkbox.
 - Save and close.
 - Click the dropdown arrow next to “Run report” and select “Edit”.
 - Change the Name and Detail Type to match the account with which it will merge.
 - NOTE: Do NOT enter the account number.
 - If merging with a subaccount, set the parent account to match.
 - Click “Save” and “Yes” to confirm the merge.
- To turn an old account into a subaccount of a new account:
 - Locate the four-digit number of the new account (e.g. 4221).
 - Search for the account name of the old account.
 - Click the dropdown arrow next to “Run report” and select “Edit”.
 - In the account number field, enter the number of the new parent account, a decimal point, and a two-digit identifier for the subaccount (e.g. 4221.01).
 - Check the “Is subaccount” checkbox and set it as a subaccount to the new account (e.g. 4221.01 is now a subaccount of 4221).
 - Save and close.

You're done! Start operating with the new NARPM® COA.

QuickBooks Online Instructions: Option 2

Turn On Account Numbering (If Needed)

- In QuickBooks Online, navigate to the gear icon > Account and Settings > Advanced.
- Under “Chart of accounts” (third section on the list), check that “Enable account numbers” is set to “On.”
 - If “Enable account numbers” is set to “Off”:
 - Click the pencil icon on the right side of the page across from “Chart of accounts”.
 - Check the box for “Enable account numbers”.
 - Check the resulting box for “Show account numbers”.
 - Click “Save” and close out of the Account and Settings view.

Import All New Accounts

- Download the NARPM® COA CSV file. This file is preformatted for import with the following fields:
 - Account Number (e.g. 4100)
 - Account Name (e.g. Residential PM Income)
 - Type (e.g. Income)
 - Detail Type (e.g. Service/Fee Income)
- Select the gear icon and click “Import Data” in the Tools column.
- Select “Chart of Accounts”.
- Browse for the CSV file and select it. Click “Next”.
- Map the columns (use the column names above). Click “Next”.
- Review and click “Import”.

- If there are import errors, QBO will display only the lines with errors and will highlight the fields causing trouble in red.
 - Account Number: There should be no Account Number issues in importing this file.
 - Account Name: This indicates that an account already exists with that name. Typical accounts caught here: Accounts Receivable, Retained Earnings, Fixed Assets, Interest Income, Interest Expense, Opening Balance Equity, Amortization. These accounts will not import.
 - For each duplicate account, navigate to QBO’s Chart of Accounts, locate the account, and edit it to match the number, type, and detail type found in the imported COA.
 - Type/Detail Type: These will be red if they don’t exactly match QBO’s categories. We worked to eliminate all Type/Detail Type errors, but please let us know if you have this error and which account the error appeared on. To fix, simply choose the closest match from the dropdown menu.
 - You may see this notice: “Changing the type or detail type of an account may affect your accounting and reporting. Are you sure you want to do this?”
 - Yes. The NARPM® COA is, by design, treating accounts in a slightly different way than QBO’s default COA.
 - Lines with no red fields:
 - Often these are sub-accounts of other accounts that had import errors. Correct the parent account error, and these will be imported.
 - If a sub-account is set to a different Type/Detail Type than its parent account, it will not import but will also not show a red field. Review the COA PDF to see if this is the issue. We worked to eliminate this error, but

please let us know if you experience it.

- To fix import errors, correct any red fields and click Import again.

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Merge Every Old Account with a New Account

Note: Before beginning the merge, we recommend that you compare your current COA to the NARPM® COA and determine how each account corresponds. In most cases, one or more original accounts will merge with one corresponding NARPM® account. Some accounts will be able to merge directly, while others may be added as decimal subaccounts. In some cases, you may need to break out individual transactions or vendors within one original account to two or more NARPM® accounts. Complete this exercise **before beginning the merge** to have a clear map of your merge process.

- Have the results of your merge mapping (above) available for easy reference.
- Navigate to Accounting > Chart of Accounts.
- To merge accounts:
 - Search for the account name of the old account to pull it up in QBO.
 - If it has subaccounts, these will need to be disassociated before merging. To do this:
 - Search for the account name of the subaccount.
 - Click the dropdown arrow next to

“Run report” and select “Edit”.

- Uncheck the “Is subaccount” checkbox.
- Save and close.
- Change the Name and Detail Type to match the account with which it will merge.
- Click “Save” and “Yes” to confirm the merge.
- To turn an old account into a subaccount of a new:
 - Locate the four-digit number of the new account (e.g. 4221).
 - Search for the account name of the old account.
 - Click the dropdown arrow next to “Run report” and select “Edit”.
 - In the account number field, enter the number of the new parent account, a decimal point, and a two-digit identifier for the subaccount (e.g. 4221.01).
 - Check the “Is subaccount” checkbox and set it as a subaccount to the new account (e.g. 4221.01 is now a subaccount of 4221).
 - Save and close.

Reclassify Transactions to the NARPM® Categories

Choose one of the following two methods:

- (1) Use the Reclassification Tool (requires Accountant user access to QBO).
 - Have the results of your merge mapping available for easy reference.
 - Navigate to the briefcase icon near the top left of the screen > Reclassify Transactions.
 - Set the date range for the range desired to change.
 - Select an account containing transactions that need to be reclassified.

- Select all transactions that will be reclassified to the same account (e.g. if you're reclassifying transactions in "Marketing", and some transactions will be reclassified to Website while other transactions will be reclassified to other accounts, select all transactions to be reclassified to Website).
 - At the bottom right of the screen, check the "For all selected transactions, change" checkbox.
 - Select the new account (e.g. Website) from the dropdown.
 - Click "Reclassify".
 - Repeat as needed until all transactions are reclassified to the correct account in the NARPM® COA.
- (2) Manually reclassify transactions (does not require Accountant user access).
 - This options requires that you reclassify transactions one at a time:
 - Open the transaction.
 - Change the account to the new/ correct account name.
 - Save and close.

You're done! Start operating with the new NARPM® COA.

QuickBooks Online Troubleshooting

For troubleshooting help, visit www.PMProfitCoach.com/coa.

QuickBooks Desktop Instructions

QuickBooks Desktop Instructions: Option 1

BEFORE MAKING ANY CHANGES:
Make a backup copy of your company file.

Turn On Account Numbering (If Needed)

- In QuickBooks, navigate to Edit > Preferences > Accounting > Company Preferences.
- Under “Accounts” (first section), check that “Use account numbers” is checked.
 - If it is not already checked, check it.

Import All New Accounts

- Download the NARPM® COA CSV file from our custom chart of accounts generator here: www.PMProfitCoach.com/coa. This file is preformatted for import with the following fields:
 - Type (e.g. Income)
 - Account Number (e.g. 4100)
 - Account Name (e.g. Residential PM Income)
- Navigate to File > Utilities > Import > Excel Files.
- Select “Advanced Import” on the right side of the dialog box to open the “Import a file” window.
- Click “Browse” and locate/select the NARPM® COA CSV file.
- Wait a few seconds for it to load. You should see a “Starting Excel” notification appear on the screen. If not, try clicking any blank space in the “Import a file” window to push it forward.

- In the dropdown menu under “Choose a sheet in this Excel workbook”, select the sheet to import. There should only be one option.
- Under the “Choose a mapping” dropdown, select “< Add New >”. A new “Mappings” window will open.
- For the mapping name, enter “NARPM COA”.
- For the import type, select “Account”.
- Map the columns to the QuickBooks fields.
 - Type > Type
 - Account Number > Number
 - Account Name > Name
- Save.
- Click Preview and review for errors.
 - If there are errors, choose the option “Do not import rows with errors.”
- Click “Import”.
 - If the system warns you of duplicate entries during import, choose the option to keep the original and discard the new import entry.
- When the system notifies you that the import is complete, take note if there are errors and save the error log to your desktop or other easily locatable spot. Open the error log and review column D for the specific errors. For troubleshooting help, visit www.PMProfitCoach.com/coa.
- Navigate back to Edit > Preferences > Accounting > Company Settings and check the box for “Show lowest subaccount only”.

Take It for a Spin

Start coding transactions to the new COA, but leave your historical transactions alone for a while—perhaps a month or two. Use this time to become thoroughly comfortable with the new system. Once you're familiar with it and enthusiastic about it, move to the next step.

Merge Every Old Account with a New Account

Note: Before beginning the merge, we recommend that you compare your current COA to the NARPM® COA and determine how each account corresponds. In most cases, one or more original accounts will merge with one corresponding NARPM® account. Some accounts will be able to merge directly, while others may be added as decimal subaccounts. In some cases, you may need to break out individual transactions or vendors within one original account to two or more NARPM® accounts. Complete this exercise **before beginning the merge** to have a clear map of your merge process.

- Have the results of your merge mapping (above) available for easy reference.
- Navigate to Lists > Chart of Accounts.
- To merge bank accounts into the NARPM® structure:
 - The bank accounts should be at the top of the QuickBooks COA.
 - For the primary operating account:
 - Select your operating account.
 - Click the dropdown arrow next to “Account” at the lower left corner of the window and select “Edit Account”.
 - Add the account number 1110. Set as subaccount of 1100—Cash.
 - Save and close.
 - Delete the NARPM “1110—Cash Account 1.”
 - For all other bank accounts:
 - Edit the account and add the account number as the next increment of 10 (e.g. 1120). Set as subaccount of 1100—Cash.
 - Save and close.
- To merge accounts:
 - Search for the account name of the old account to pull it up in QuickBooks.
 - Enter the account name in the search field under “Look for account name or number” and click “Search”.
 - If it has subaccounts, these will appear in the search results and will need to be disassociated before merging. To do this:
 - Select the subaccount from the COA search results.
 - Click the dropdown arrow next to “Account” at the lower left corner of the window and select “Edit Account”.
 - Uncheck the “Subaccount of ” checkbox (remember the parent account if you want to recreate the hierarchy).
 - Save and close.
 - Change the Detail Type to match the account with which it will merge.
 - Enter the number of the account with which it will merge.
 - If applicable, set as a subaccount to the parent of the account with which it will merge.
 - Click “Save” and “Yes” to confirm the merge.
 - If it had subaccounts, locate the old subaccounts and recreate the hierarchy.
 - Search for the name of the old subaccount. Select the old subaccount.
 - Click the dropdown arrow next to “Account” at the lower left corner of the window and select “Edit Account”.

- Check the “Subaccount of” checkbox and enter the name of the new parent account.
 - Save and close.
- To turn an old account into a subaccount of a new:
 - Locate the four-digit number of the new account (e.g. 4221).
 - Search for and select the old account in the QuickBooks COA.
 - Click the dropdown arrow next to “Account” at the lower left corner of the window and select “Edit Account”.
- In the account number field, enter the number of the new parent account, a decimal point, and a two-digit identifier for the subaccount (e.g. 4221.01).
 - Check the “Subaccount of” checkbox and set it as a subaccount to the new account (e.g. 4221.01 is now a subaccount of 4221).
 - Save and close.

You're done! Start operating with the new NARPM® COA.

QuickBooks Desktop Instructions: Option 2

BEFORE MAKING ANY CHANGES:
Make a backup copy of your company file.

Turn On Account Numbering (If Needed)

- In QuickBooks, navigate to Edit > Preferences > Accounting > Company Preferences.
- Under “Accounts” (first section), check that “Use account numbers” is checked.
 - If it is not already checked, check it.

Import All New Accounts

- Download the NARPM® COA CSV file from our custom chart of accounts generator here: www.PMProfitCoach.com/coa. This file is preformatted for import with the following fields:
 - Type (e.g. Income)
 - Account Number (e.g. 4100)
 - Account Name (e.g. Residential PM Income)
- In QuickBooks, navigate to File > Utilities > Import > Excel Files.
- Select “Advanced Import” on the right side of the dialog box to open the “Import a file” window.
- Click “Browse” and locate/select the NARPM® COA CSV file.
- Wait a few seconds for it to load. You should see a “Starting Excel” notification appear on the screen. If not, try clicking any blank space in the “Import a file” window to push it forward.
- In the dropdown menu under “Choose a sheet in this Excel workbook”, select the sheet to import. There should only be one option.
- Under the “Choose a mapping” dropdown,

select “< Add New >”. A new “Mappings” window will open.

- For the mapping name, enter “NARPM COA”.
- For the import type, select “Account”.
- Map the columns to the QuickBooks fields.
 - Type > Type
 - Account Number > Number
 - Account Name > Name
- Save.
- Click Preview and review for errors.
 - If there are errors, choose the option “Do not import rows with errors.”
- Click “Import”.
 - If the system warns you of duplicate entries during import, choose the option to keep the original and discard the new import entry.
- When the system notifies you that the import is complete, take note if there are errors and save the error log to your desktop or other easily locatable spot. Open the error log and review column D for the specific errors. For troubleshooting help, visit www.PMProfitCoach.com/coa.
- Navigate back to Edit > Preferences > Accounting > Company Settings and check the box for “Show lowest subaccount only”.

Take It for a Spin

Start coding transactions to the new COA, but leave your historical transactions alone for a while—perhaps a month or two. Use this time to become thoroughly comfortable with the new system. Once you’re familiar with it and enthusiastic about it, move to the next step.

Merge Every Old Account with a New Account

Note: Before beginning the merge, we recommend that you compare your current COA to the NARPM® COA and determine how each account corresponds. In most cases, one or more original accounts will merge with one corresponding NARPM® account. Some accounts will be able to merge directly, while others may be added as decimal subaccounts. In some cases, you may need to break out individual transactions or vendors within one original account to two or more NARPM® accounts. Complete this exercise **before beginning the merge** to have a clear map of your merge process.

- Have the results of your merge mapping (above) available for easy reference.
- Navigate to Lists > Chart of Accounts.
- To merge bank accounts into the NARPM® structure:
 - The bank accounts should be at the top of the QuickBooks COA.
 - For the primary operating account:
 - Select your operating account.
 - Click the dropdown arrow next to “Account” at the lower left corner of the window and select “Edit Account”.
 - Add the account number 1110. Set as subaccount of 1100—Cash.
 - Save and close.
 - Delete the NARPM “1110—Cash Account 1.”
 - For all other bank accounts:
 - Edit the account and add the account number as the next increment of 10 (e.g. 1120). Set as subaccount of 1100 Cash.
 - Save and close.
- To merge accounts:
 - Search for the account name of the old account to pull it up in QuickBooks.
 - Enter the account name in the search field under “Look for account name or number” and click “Search”.
 - If it has subaccounts, these will appear in the search results and will need to be disassociated before merging. To do this:
 - Select the subaccount from the COA search results.
 - Click the dropdown arrow next to “Account” at the lower left corner of the window and select “Edit Account”.
 - Uncheck the “Subaccount of ” checkbox (remember the parent account if you want to recreate the hierarchy).
 - Save and close.
 - Change the Number and Detail Type to match the account with which it will merge.
 - Click “Save” and “Yes” to confirm the merge.
 - If it had subaccounts, locate the old subaccounts and recreate the hierarchy.
 - Search for the name of the old subaccount. Select the old subaccount.
 - Click the dropdown arrow next to “Account” at the lower left corner of the window and select “Edit Account”.
 - Check the “Subaccount of ” checkbox and enter the name of the new parent account.
 - Save and close.
- To turn an old account into a subaccount of a new:
 - Locate the four-digit number of the new account (e.g. 4221).
 - Search for and select the old account in the QuickBooks COA.
 - Click the dropdown arrow next to “Account” at the lower left corner of the window and select “Edit Account”.
 - In the account number field, enter the

number of the new parent account, a decimal point, and a two-digit identifier for the subaccount (e.g. 4221.01).

- Check the “Subaccount of” checkbox and set it as a subaccount to the new account (e.g. 4221.01 is now a subaccount of 4221).
- Save and close.

Reclassify Transactions to the NARPM® Categories

Choose one of the following two methods.

- **(1)** Use the Batch Reclassify Tool (requires QuickBooks Enterprise or QuickBooks Desktop Accountant):
 - Have the results of your merge mapping available for easy reference.
 - Navigate to Accountant (from the top ribbon menu) > Client Data Review > Reclassify Transactions.
 - Set the date range for the range desired to change.
 - In the dropdown menu below the date range, make sure the right type of account (e.g. Profit & Loss, Expense) is set to display.
 - From the account listing on the left side, select an account containing transactions that need to be reclassified.

- From the transaction listing in the main pane, select all transactions that will be reclassified to the same account (e.g. if you’re reclassifying transactions in “Marketing”, and some transactions will be reclassified to Website while other transactions will be reclassified to other accounts, select all transactions to be reclassified to Website).
- At the bottom of the pane, check the “For all selected transactions, change” checkbox.
- Select the new account (e.g. Website) from the dropdown.
- Click “Reclassify”.
- Repeat as needed until all transactions are reclassified to the correct account in the NARPM® COA.

- **(2)** Manually reclassify transactions (does not require Enterprise or Desktop Accountant user access).
 - This options requires that you reclassify transactions one at a time:
 - Open the individual transaction.
 - Change the account to the new/ correct account name.
 - Save and close.

You’re done! Start operating with the new NARPM® COA.

QuickBooks Desktop Troubleshooting

For troubleshooting help, visit www.PMProfitCoach.com/coa.

Chart of Accounts

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|----------------------|------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1000 | ASSETS | | | SECTION OVERVIEW: Includes all assets. | |
| 1100 | Cash | | | SECTION OVERVIEW: Includes all cash. | |
| 1110 | | Cash Account 1 | | Includes operating bank accounts and any other type of bank account used for the operations of the business. Trust accounts are not included. | |
| 1200 | Accounts Receivable | | | The balance of amounts owed to the company for goods or services delivered but not yet paid for by customers. | |
| 1210 | | Allowance for Bad Debt | | Estimate of receivables that will not be collected from customers. | |
| 1299 | | Other Receivables | | Refers to amounts owed to the company for anything other than goods or services delivered. | |
| 1300 | Inventory Asset | | | Goods held for sale. | |
| 1400 | Other Current Assets | | | SECTION OVERVIEW: Includes all other current assets. | |
| 1410 | | Advances to Employees | | Advance payment to employees, to be repaid by reimbursement or payroll withholdings. | |
| 1420 | | Loan to Shareholder | | Funds lent to a shareholder expected to be repaid within a year. This is a sticky account for tax/possible audit purposes, so be sure to maintain clear documentation. | |
| 1430 | | Prepaid Expense | | Used in accrual accounting for a future expense paid in advance and then charged to expense over the usage period. For example, XYZ Company acquires a \$1200 insurance policy covering a 12-month period. Instead of expensing the full \$1200 in month 1, only \$100 would be expensed in month 1 while the remaining \$1100 is coded to Prepaid Expense and expensed in \$100 monthly increments over the duration of the policy. A best practice is to use Prepaid Expense only for larger expenses that will be used up within a year. Set your own threshold for what is considered "larger" — what makes sense in your context. For example, a threshold of \$1000 means that future expenses under \$1000 are directly expensed while future expenses at or over \$1000 are treated as Prepaid Expenses. Put the threshold in writing and enforce it. | |
| 1440 | | Reimbursable Expense | | Expenses paid out of pocket by the property management company to be reimbursed by owners or tenants. | |
| 1450 | | Undeposited Funds | | Undeposited Funds is a special account created by QuickBooks as a clearing account for payments that have been received but not yet deposited into the bank account. The easiest way to picture this account is as the top desk drawer. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|------------------|------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1499 | | Other Current Assets - Other | | Includes Other Current Assets that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 1510 | | Loan Receivable 1 | | Refers to funds lent by the company expected to be repaid in less than one year. | |
| 1600 | Long-Term Assets | | | SECTION OVERVIEW: Includes all long-term assets. | |
| 1610 | | Security Deposit | | Deposits made by the property management company for securing such things as office space leases. This does not include tenant security deposits. | |
| 1699 | | Long-Term Assets - Other | | Includes Long-Term Assets that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 1700 | Fixed Assets | | | SECTION OVERVIEW: Includes all fixed assets. | |
| 1710 | | Accumulated Depreciation | | Accumulation of depreciation expense. The net of fixed assets and accumulated depreciation is the book value of the assets. | |
| 1720 | | Building | | Depreciable cost of any enclosed structures with a roof; includes all attached systems (e.g. HVAC); does not include the land. | |
| 1730 | | Building Improvements | | Depreciable cost of major repairs or improvements that either increase the value or extend the useful life of the building. | |
| 1740 | | Computers & Software | | Depreciable cost of computers, purchased software, and other technology. Every business needs to set a capitalization policy with a specific threshold. We recommend consulting with a tax advisor to ensure that the capitalization policy aligns with tax regulations. If a computer or technology expenditure is under the policy threshold, expense it. If the expenditure is over the policy threshold, code it here for future depreciation. | |
| 1750 | | Furniture | | Depreciable cost of movable furniture not attached to the structure of the building. Every business needs to set a capitalization policy with a specific threshold. We recommend consulting with a tax advisor to ensure that the capitalization policy aligns with tax regulations. If a furniture expenditure is under the policy threshold, expense it. If the expenditure is over the policy threshold, code it here for future depreciation. | |
| 1760 | | Land | | Cost of real property plus any improvements needed to make it ready for use. Not depreciated. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|---------------------------|---------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1770 | | Other Equipment | | Other depreciable equipment (meeting thresholds for cost and useful life). Every business needs to set a capitalization policy with a specific threshold. We recommend consulting with a tax advisor to ensure that the capitalization policy aligns with tax regulations. If an equipment expenditure is under the policy threshold, expense it. If the expenditure is over the policy threshold, code it here for future depreciation. | |
| 1780 | | Vehicles | | Depreciable cost of vehicles purchased for company use. | |
| 1799 | | Fixed Assets - Other | | Includes Fixed Assets that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 1800 | Intangible Assets | | | SECTION OVERVIEW: Includes all intangible assets. | |
| 1810 | | Accumulated Amortization | | Accumulation of amortization expense recorded against intangible assets. | |
| 1820 | | Goodwill | | The excess cost of an acquisition above the fair value of the net assets purchased. | |
| 1830 | | Leasehold Improvements | | Tenant-paid improvements to leased space. | |
| 1840 | | Organization Costs | | Costs to organize or incorporate the property management company. | |
| 1850 | | Other Company Acquisition Costs | | Includes other types of acquisition costs not referenced specifically in intangible assets. | |
| 1899 | | Intangible Assets - Other | | Includes Intangible Assets that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 2000 | LIABILITIES | | | SECTION OVERVIEW: Includes all liabilities. | |
| 2100 | Accounts Payable | | | Short-term amounts due to suppliers, lenders, or other creditors. | |
| 2200 | Credit Cards | | | | |
| 2210 | | Credit Card 1 | | Credit card(s) used for company purchases. | |
| 2300 | Other Current Liabilities | | | | |
| 2310 | | Line of Credit 1 | | Credit extended to the property management company from a financial institution. | |
| 2410 | | Short-Term Loan 1 | | Loan to be repaid within a year. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------|-------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 2510 | | Accrued Expense | | Used in accrual accounting for expenses incurred but not yet paid: e.g. wages payable, interest payable. For example, XYZ Company makes a \$500 loan interest payment for the month of December on the 5th of the following month of January. XYZ has an accounting year-end of December 31 and wants to recognize the interest expense of \$500 in the financial statements of that year, even though it was paid in the following year. This expense is accrued in December by recording a journal entry debiting interest expense and crediting Accrued Expenses. The payment issued on the 5th of January will be coded to Accrued Expenses, thereby zeroing out the liability. A best practice is to use Accrued Expenses only for larger expenses that will be due within a year. Set your own threshold for what is considered “larger” — what makes sense in your context. For example, a threshold of \$500 means that future expenses under \$500 will be expensed when paid, while future expenses at or over \$500 are treated as Accrued Expenses. Put the threshold in writing and enforce it. | |
| 2520 | | Earnest Money Payable | | Used for earnest money payments made to the property management company brokering a real estate transaction. | |
| 2530 | | Loan from Shareholder | | Loan to the company from the shareholder which must be repaid within the year. This is a sticky account for tax/possible audit purposes, so be sure to maintain clear documentation. | |
| 2540 | | Payroll Liabilities | | Accrued payroll taxes (employer or withheld), benefits, and garnishments to be remitted. The most common of these are included in the following list. If desired, you break out these payroll liabilities using up to 99 decimal subaccounts (e.g. 2540.01 - Federal Withholding). <ul style="list-style-type: none"> - 401(k) - Child Support - Dental - Direct Deposit Payable - Federal Withholding - FICA (Employee and employer portion of social security and medicare tax) - FUTA (Federal unemployment tax) - Local Withholding - S-Corp Health Insurance - State Withholding - SUTA (State unemployment tax (employer)) - Wage Garnishment - Worker’s Compensation | |
| 2550 | | Retirement Plan Payable | | Amount owed for the company’s retirement plan. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|-----------------------|-----------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 2560 | | Sales Tax Payable | | Refers to the sales taxes that a business has collected from customers on behalf of a governing tax authority. The business is the custodian of these funds and is liable for remitting them to the government on a timely basis. | |
| 2599 | | Other Current Liabilities - Other | | Includes Other Current Liabilities that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 2600 | Long-Term Liabilities | | | SECTION OVERVIEW: Includes all long-term liabilities. | |
| 2610 | | Note Payable 1 | | Unpaid principal on outstanding promissory note(s). | |
| 2699 | | Long-Term Liabilities - Other | | Includes Long-Term Liabilities that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 3000 | EQUITY | | | SECTION OVERVIEW: Includes all equity. | |
| 3010 | | Owner's Capital | | Owner's interest in a sole proprietorship or LLC. | |
| 3020 | | Owner's Draw | | Owner's withdrawals from a sole proprietorship or LLC. | |
| 3030 | | Owner Contributions | | Owner's interest in an S-corp. | |
| 3040 | | Owner Distributions | | Owner's withdrawals from an S-corp. | |
| 3050 | | Capital | | Shareholders' interest in a corporation. | |
| 3051 | | | Additional Paid-In Capital | Additional (above par) gain on sales of stock. | |
| 3052 | | | Common Stock | Par value of sales of common stock. | |
| 3053 | | | Preferred Stock | Par value of sales of preferred stock. | |
| 3054 | | | Treasury Stock | Par value of repurchased stock. | |
| 3060 | | Dividends | | Shareholders' portion of corporation profits. | |
| 3070 | | Opening Balance Equity | | Default Quickbooks account created during the initial Quickbooks setup to record the opening balances of bank or credit accounts. This should be zeroed out by a journal entry that moves these balances to the corresponding equity account — move the opening bank balances to a capital/contributions account and the opening credit balances to a draw/distributions account. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|-----------------------|-------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3080 | | Retained Earnings | | Accumulated profit less owner draws/owner distributions/dividends. | |
| 3090 | | Net Income | | Profit from the income statement. | |
| 3099 | | Equity - Other | | Includes Equity that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 4000 | INCOME | | | SECTION OVERVIEW: Includes all operating income. | |
| 4100 | Residential PM Income | | | SECTION OVERVIEW: Includes all income from residential long-term rental property management. | Does not include Commercial PM Income, Community Association PM Income, Lease Only (or Placement Only) Income, or Maintenance Income. NOTE: Reimbursement for pass-through expenses should not be booked as income anywhere in the income section of the COA. All reimbursable expenses and reimbursements from owners or tenants should be booked to 1440 - Reimbursable Expense (on the balance sheet). |
| 4110 | | Management Fees | | Includes income from the base management fee. | Does not include any ancillary fees. Only the base management fee. |
| 4120 | | Ancillary Fees | | Parent account for all Residential PM Ancillary Fees. | |
| 4121 | | | Application Fees | Includes Application Fees income. | Does not include any offsetting application fee expenses. Offsetting application fee expenses should be booked below under 6611 - Application Fees Expense. |
| 4122 | | | Leasing Fees | Includes Leasing Fees income. | Does not include any offsetting leasing commissions expenses. Leasing commissions should be booked in the Direct Labor (6300s) section below. |
| 4123 | | | Renewal Fees | Includes Renewal Fees income. | |
| 4124 | | | Other Owner Paid Fees | Includes all other Owner Paid Fees. NOTE: Up to 99 additional decimal subaccounts may be added to break out owner paid fees into individual accounts (e.g. 4124.01 - Eviction Protection Program). | Does not include any offsetting cost of services expenses. These should be booked under Direct PM Expense (6610s). |
| 4125 | | | Other Tenant Paid Fees | Includes all other Tenant Paid Fees: NOTE: Up to 99 additional decimal subaccounts may be added to break out tenant paid fees into individual accounts (e.g. 4125.01 - NSF Fees). | Does not include any offsetting cost of services expenses. These should be booked under Direct PM Expense (6610s). |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|-----------------|-------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4126 | | | Owner Maintenance Coordination Fees | Includes income from adding a markup or upcharge to owners on 3rd-party maintenance vendor bills. | Does not include the pass-through portion of any bill for 3rd-party maintenance services billed directly from the 3rd-party vendor to the owner. Such pass-through maintenance expenses should be booked to 1440 - Reimbursable Expense. |
| 4127 | | | Vendor Maintenance Referral Income | Includes referral income received from 3rd-party maintenance vendors. This may include (but is not limited to) Prompt Payment Discounts and Vendor Marketing Programs, etc. | |
| 4129 | | | Other Fees | Includes other fees which are not exclusively either owner paid or tenant paid fees. NOTE: Up to 99 additional decimal subaccounts may be added to break out other fees into individual accounts. | |
| 4199 | | Residential PM Income - Other | | Includes Residential PM Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 4200 | Other PM Income | | | SECTION OVERVIEW: Includes all property management income that is not included in Residential PM Income. | |
| 4220 | | Commercial PM Income | | Parent account for all Commercial PM Income. | |
| 4221 | | | Commercial Management Fees | Includes income from the base commercial management fee. | |
| 4222 | | | Commercial Ancillary Fees | Includes income from all commercial management ancillary fees. | |
| 4223 | | | Commercial Maintenance Income | Includes maintenance markup, referral, or services income from commercial properties under management. | |
| 4229 | | | Commercial PM Income - Other | Includes Commercial PM Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 4230 | | CA PM Income | | Parent account for all Community Association PM Income. | |
| 4231 | | | CA Management Fees | Includes income from the base community association management fee. | |
| 4232 | | | CA Ancillary Fees | Includes income from all community association management ancillary fees. | |
| 4233 | | | CA Maintenance Income | Includes maintenance markup, referral, or services income from community associations under management. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------------------|------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4239 | | | CA PM Income - Other | Includes Community Association PM Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 4240 | | Short-Term PM Income | | Parent account for all Short-Term PM Income. | |
| 4241 | | | Short-Term Management Fees | Includes income from the base short-term management fee. | |
| 4242 | | | Short-Term Ancillary Fees | Includes income from all short-term management ancillary fees. | |
| 4243 | | | Short-Term Maintenance Income | Includes maintenance markup, referral, or services income from short-term properties under management. | |
| 4249 | | | Short-Term PM Income - Other | Includes Short-Term PM Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 4250 | | Lease Only Fees | | Includes gross income from lease- or placement-only services. | Does not include any offsetting leasing commissions expenses. Leasing commissions should be booked in the Direct Labor (6300s) section below. |
| 4260 | | PM Referral Income | | Includes income from referring owner or tenant leads to another property management company. | |
| 4299 | | Other PM Income - Other | | Includes Other PM Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 4700 | Maintenance Income | | | SECTION OVERVIEW: Includes maintenance services income derived from residential properties under management. | |
| 4710 | | Maintenance & Repairs Income | | Includes income from maintenance and repairs services provided by in-house technicians or 3rd-party vendors (whose services are billed to owners directly from the management company). NOTE: Up to 99 additional decimal subaccounts may be added to break out various types of maintenance & repairs services (e.g. 4710.01 - Plumbing). | Does not include reimbursements for 3rd party maintenance vendor services that are billed directly from the vendor to the owner and are temporarily covered by the management company. |
| 4720 | | Project Coordination Income | | Includes income from maintenance project coordination. | |
| 4799 | | Maintenance Income - Other | | Includes Maintenance Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 4800 | Brokerage Income | | | SECTION OVERVIEW: Includes all income from real estate brokerage services. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------|------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4810 | | PM Brokerage Income | | Includes income from brokerage services, related to owners or tenants receiving in-house property management services. | Does not include income from brokerage clients not receiving property management services. |
| 4811 | | | PM Brokerage Listing Income | Includes income from brokerage listing commissions, related to owners or tenants receiving in-house property management services. | Does not include any offsetting brokerage listing commissions expenses. Brokerage commissions expenses should be booked in either the Brokerage COS (5800s) section (for contractors) or 6870 - Brokerage Wages (for W2 Employees). |
| 4812 | | | PM Brokerage Sales Income | Includes income from brokerage sales commissions from owners or tenants receiving in-house property management services. | Does not include any offsetting brokerage listing commissions expenses. Brokerage commissions expenses should be booked in either the Brokerage COS (5800s) section (for contractors) or 6870 - Brokerage Wages (for W2 Employees). |
| 4813 | | | PM Brokerage Referral Income | Includes income from referring brokerage listing or sales leads to another brokerage, related to owners or tenants receiving in-house property management services. | |
| 4819 | | | PM Brokerage Income - Other | Includes PM Brokerage Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 4820 | | Other Brokerage Income | | Includes income from brokerage services related to clients not receiving property management services. | |
| 4821 | | | Other Brokerage Listing Income | Includes income from brokerage listing commissions, related to clients not receiving property management services. | Does not include any offsetting brokerage listing commissions expenses. Brokerage commissions expenses should be booked in either the Brokerage COS (5800s) section (for contractors) or 6870 - Brokerage Wages (for W2 Employees). |
| 4822 | | | Other Brokerage Sales Income | Includes income from brokerage sales commissions, related to clients not receiving property management services. | Does not include any offsetting brokerage listing commissions expenses. Brokerage commissions expenses should be booked in either the Brokerage COS (5800s) section (for contractors) or 6870 - Brokerage Wages (for W2 Employees). |
| 4823 | | | Other Brokerage Referral Income | Includes income from referring brokerage listing or sales leads to another brokerage, related to clients not receiving property management services. | |
| 4829 | | | Other Brokerage Income - Other | Includes Other Brokerage Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|-------------------------|----------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4899 | | Brokerage Income - Other | | Includes Brokerage Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 5000 | COST OF SERVICES | | | SECTION OVERVIEW: Includes cost of services for residential Maintenance and Brokerage departments. | |
| 5700 | Maintenance COS | | | Parent account for residential maintenance cost of services. | |
| 5710 | | Maintenance Contractors COS | | Includes cost of sales for 3rd-party vendors whose services are billed to owners directly from the management company. | Does not include expenses for 3rd-party maintenance vendor services that are billed directly from the vendor to the owner and are temporarily covered by the management company. |
| 5720 | | Maintenance Supplies & Materials COS | | Includes cost of services for supplies and materials for in-house residential maintenance services. | |
| 5799 | | Maintenance COS - Other | | Includes Maintenance Cost of Services that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 5800 | Brokerage COS | | | Parent account for Brokerage Cost of Services. | |
| 5810 | | Brokerage Commissions Paid COS - PM | | Includes cost of services for all contractor commissions paid to brokerage agents and specialists for brokerage services related to owners or tenants receiving in-house property management services. | Does not include W-2 commissions paid out to brokerage agents and specialists. |
| 5820 | | Brokerage Commissions Paid COS - Other | | Includes cost of services for all contractor commissions paid to brokerage agents and specialists for brokerage services related to clients not receiving in-house property management services. | Does not include W-2 commissions paid out to brokerage agents and specialists. |
| 5830 | | Brokerage Royalties COS | | Includes cost of services for brokerage royalties. | |
| 5840 | | Brokerage Transaction Fees COS | | Includes cost of services for brokerage transaction fees. | |
| 5899 | | Brokerage COS - Other | | Includes Brokerage Cost of Services that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6000 | EXPENSES | | | SECTION OVERVIEW: Includes all operating expenses. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|------------|--------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6100 | Facilities | | | SECTION OVERVIEW: Includes all property management-related facilities expenses. | Does not include any facilities expenses exclusively related to Brokerage or Maintenance departments. These may be separated out into the Direct Brokerage or Direct Maintenance expense sections below. |
| 6110 | | Auto | | Parent account for Auto expenses. | Does not include any maintenance-related auto expenses. |
| 6111 | | | Auto Lease | Includes auto lease expenses. | Does not include any maintenance-related auto expenses. |
| 6112 | | | Auto Repairs & Maintenance | Includes auto maintenance and repair expenses. | Does not include any maintenance-related auto expenses. |
| 6113 | | | Gas & Mileage Reimbursement | Includes gas and mileage reimbursement expenses. | Does not include any maintenance-related auto expenses. |
| 6119 | | | Auto - Other | Includes Auto expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | Does not include any maintenance-related auto expenses. |
| 6120 | | Office | | Parent account for Office expenses. | |
| 6121 | | | Equipment Rental/Lease | Includes equipment rental/lease expenses. | Does not include any maintenance-related equipment rental/lease expenses. |
| 6122 | | | Office Equipment | Includes office equipment expenses. | |
| 6123 | | | Office Furniture | Includes office furniture expenses. | |
| 6124 | | | Office Rent/Lease | Includes office rent or lease expenses. | |
| 6129 | | | Office - Other | Includes Office expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | Does not include general office supplies. Office supplies should be booked under 6656 - Office Supplies & Expenses. |
| 6130 | | Office Maintenance | | Parent account for Office Maintenance expenses. | Does not include any expenses related to the maintenance department. This section is only for office space maintenance expenses. |
| 6131 | | | Cleaning | Includes office cleaning expenses. | |
| 6132 | | | Landscaping | Includes office landscaping expenses. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------|--------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 6133 | | | Renovations & Repairs | Includes office renovations and repairs expenses. | |
| 6139 | | | Office Maintenance - Other | Includes Office Maintenance expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6140 | | Technology | | Parent account for Technology expenses. | |
| 6141 | | | Hardware | Includes computer, server, and network hardware and accessory expenses. | |
| 6142 | | | Software | Includes desktop and cloud-hosted software expenses. | |
| 6149 | | | Technology - Other | Includes Technology expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6150 | | Utilities | | Parent account for Utilities expenses. | Does not include any reimbursable utilities expenses paid on behalf of owners or tenants. |
| 6151 | | | Electric | Includes office electric expenses. | |
| 6152 | | | Gas (Utilities) | Includes office gas expenses. | |
| 6153 | | | Internet/Cable | Includes office internet or cable expenses. | |
| 6154 | | | Phone | Includes office phone (including landline, mobile, and/or fax) expenses. | |
| 6155 | | | Sewer | Includes office sewer expenses. | |
| 6156 | | | Trash | Includes office trash service expenses. | |
| 6157 | | | Water | Includes office water expenses. | |
| 6159 | | | Utilities - Other | Includes Utilities expenses not otherwise categorized. | |
| 6199 | | Facilities - Other | | Includes Facilities expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|-----------------------|-------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6200 | New Owner Advertising | | | SECTION OVERVIEW: Includes only advertising expenses for acquiring new management contracts. | Does not include any advertising expenses related to Brokerage or Maintenance departments. These may be separated out into the Direct Brokerage or Direct Maintenance expense sections below. Also, does not include any vacancy advertising expenses (which should be booked in the Vacancy Advertising section below (6620s)). |
| 6210 | | Internet Lead Generation | | Includes internet advertising expenses for new owner lead generation. It is recommended that you create subaccounts for tracking expenses from each internet lead source individually (e.g. "6210.01 Google Adwords"). | |
| 6220 | | Non-Internet Lead Generation | | Includes trackable non-internet advertising expenses for owner lead generation. "Trackable" refers to advertising expenses which generate new owner leads that may be tracked back to the corresponding advertising expense. For example, a postcard mailer with a trackable promo code should be considered a trackable "Non-Internet Lead Generation" expense. It is recommended that you create subaccounts for tracking expenses from each non-internet lead source individually (e.g. "6220.01 Postcard Campaign"). | |
| 6230 | | Referral Fees Expense | | Includes any referral fees or revenue share paid to passive referral sources for acquiring new management contracts. Passive referral sources include individuals or companies which do not provide any ongoing management services for the property(s) being referred. | Does not include any referral fees or revenue share paid to referral sources who provide ongoing management services for the property(s) being referred. Such fees should be booked in the Direct Labor (6300s) section below. |
| 6240 | | Website | | Includes all website hosting, development, and SEO expenses. | |
| 6299 | | New Owner Advertising - Other | | Includes New Owner Advertising expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6300 | Direct Labor | | | SECTION OVERVIEW: Includes all property management-related direct labor expenses. NOTE: Direct Labor includes any employee or contractor who spends 50% or more of their time providing owner or tenant-facing value. This includes (but is not limited to) office admin and accounting staff, leasing agents, maintenance coordinators, property managers, inspectors and virtual assistants. | Does not include any expenses related to the Brokerage or Maintenance departments. These may be separated out into the Direct Brokerage or Direct Maintenance expense sections below. |
| 6310 | | Direct Labor Wages | | Parent account for all Direct Labor W-2 wages. | Does not include any contractor labor expenses. |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------|--------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 6311 | | | Admin & Accounting Wages | Includes admin and accounting wages. | |
| 6312 | | | Leasing Wages | Includes leasing agent wages. | |
| 6313 | | | Maintenance Coordination Wages | Includes maintenance coordinator wages. | |
| 6314 | | | Property Management Wages | Includes property manager wages. | |
| 6315 | | | Commercial PM Wages | Includes commercial property management wages. | |
| 6316 | | | CA PM Wages | Includes community association property management wages. | |
| 6317 | | | Short-Term PM Wages | Includes short-term property management wages. | |
| 6319 | | | Direct Labor Wages - Other | Includes Direct Labor Wages that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6320 | | Direct Labor Contractors | | Parent account for Direct Labor Contractors expenses. | Does not include any W2 wages. |
| 6321 | | | Admin & Accounting Contractors | Includes admin and accounting contractor expenses. | |
| 6322 | | | Call Center Services | Includes call center service expenses. | |
| 6323 | | | Inspection Contractors | Includes inspection contractor expenses. | |
| 6324 | | | Leasing Contractors | Includes leasing agent contractor expenses. | |
| 6325 | | | Maintenance Coordination Contractors | Includes maintenance coordinator contractor expenses. | |
| 6326 | | | Property Management Contractors | Includes property management contractor expenses. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|------------------|------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 6327 | | | Commercial PM Contractors | Includes commercial property management contractor expenses. | |
| 6328 | | | CA PM Contractors | Includes community association property management contractor expenses. | |
| 6331 | | | Short-Term PM Contractors | Includes short-term property management wages. | |
| 6339 | | | Direct Labor Contractors - Other | Includes Direct Labor Contractors expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6400 | Management Labor | | | SECTION OVERVIEW: Includes all management labor expenses. NOTE: Management Labor includes any employee or contractor who DOES NOT spend 50% or more of their time providing owner or tenant-facing value. This includes (but is not limited to) owners, a director of operations, a director of HR, and any sales and marketing staff. | |
| 6410 | | Owner 1 Wages | | Includes wages paid to the primary owner. | |
| 6420 | | Owner 2 Wages | | Includes wages paid to the secondary owner. If there are more than two owners active in the business, please add a decimal subaccount under 6440 - Other Management Wages (e.g. 6440.01 - Owner 3 Wages). | |
| 6430 | | PM Sales & Marketing Labor | | Parent account for property management sales and marketing labor. | |
| 6431 | | | PM Sales Wages | Includes property management sales wages. | |
| 6432 | | | PM Sales Contractors | Includes property management sales contractor expenses. | |
| 6433 | | | PM Marketing Wages | Includes property management marketing wages. | |
| 6434 | | | PM Marketing Contractors | Includes property management marketing contractor expenses. | |
| 6440 | | Other Management Wages | | Includes wages paid to management staff who are neither owners nor sales and marketing staff. | |
| 6450 | | Other Management Contractors | | Includes expenses for management contractors who are not sales and marketing contractors. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|------------------------|--------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 6500 | Payroll Tax & Benefits | | | SECTION OVERVIEW: Includes all payroll taxes and benefits expenses for property management employees. | Does not include payroll taxes and benefits expenses for the Maintenance or Brokerage departments. |
| 6510 | | Employee Gifts | | Includes employee gift expenses. | |
| 6520 | | Employee Insurance | | Parent account for Employee Insurance expenses. All PM-related employee insurance expenses may be booked to this account if additional breakout is not desired. In other words, use of the subaccounts below is not required (with the exception of any non-deductible insurance expenses which must be broken out). | |
| 6521 | | | Dental Insurance | Includes the employer portion of dental insurance expenses. | |
| 6522 | | | Group Term Life Insurance | Includes the employer portion of group term life insurance expenses. | |
| 6523 | | | Health Insurance | Includes the employer portion of health insurance expenses. | |
| 6524 | | | Owner's Life Insurance | Includes owner's life insurance expenses. NOTE: these expenses are non-deductible. | |
| 6525 | | | S-Corp Owners' Health Insurance | Includes S-Corp owners' health insurance expenses. | |
| 6526 | | | Short-Term Disability Insurance | Includes short-term disability insurance expenses. | |
| 6527 | | | Workers' Comp Insurance | Includes workers' compensation insurance expenses. | |
| 6529 | | | Employee Insurance - Other | Includes the employer portion of Employee Insurance expenses that are not otherwise categorized (e.g. Vision Insurance). | |
| 6530 | | Payroll Taxes | | Includes the employer portion of payroll tax expenses. All PM-related payroll tax expenses may be booked to this account if additional breakout is not desired. In other words, use of the subaccounts below is not required. | |
| 6531 | | | Federal Payroll Taxes | Includes the employer portion of federal payroll tax expenses. | |
| 6532 | | | SUI | Includes the employer portion of state unemployment insurance expenses. | |
| 6539 | | | Employer Taxes - Other | Includes employer Payroll Taxes expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|-------------------------|--------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6540 | | Retirement | | Includes the employer portion of retirement expenses (e.g. 401(k) expense). | |
| 6599 | | Payroll Tax & Benefits - Other | | Includes Payroll Taxes & Benefits expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6600 | Other Operating Expense | | | SECTION OVERVIEW: Includes all other property management-related operating expenses. | Does not include any brokerage or maintenance-related other operating expenses. Direct Maintenance or direct Brokerage expenses may be booked to the Direct Maintenance Expense (6700s) or Direct Brokerage Expense 6800s) sections below. |
| 6610 | | Direct PM Expense | | Parent account for Direct Property Management Expense. Direct expenses are expenses incurred that vary with changes in the volume of services provided. | |
| 6611 | | | Application Fees Expense | Includes application handling expenses. | |
| 6612 | | | Evictions/PM Legal Expense | Includes evictions and property management legal expenses. | |
| 6613 | | | Lockboxes/Self-Showing Services | Includes lockboxes and self-showing services expenses. | |
| 6614 | | | Owner & Tenant Concessions | Includes owner and tenant concession expenses. | |
| 6615 | | | Postage & Shipping | Includes postage and shipping expenses. | |
| 6616 | | | Tenant/Renter Insurance Expense | Includes tenant/renters insurance expenses. | |
| 6617 | | | Other Owner Direct Expense | Includes other owner direct expenses. | |
| 6618 | | | Other Tenant Direct Expense | Includes other tenant direct expenses. | |
| 6619 | | | Direct PM Expense - Other | Includes Direct PM Expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6620 | | | Vacancy Advertising | Parent account for Vacancy Advertising expenses. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------|----------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 6621 | | | Photography | Includes property management photography expenses for units under management. | Does not include photography expenses for brokerage listings. |
| 6622 | | | Signage | Includes property management signage expenses for units under management. | Does not include signage expenses for brokerage listings. |
| 6623 | | | Vacancy Listings Expense | Includes vacancy listing expenses for units under management. | Does not include expenses for brokerage listings. |
| 6629 | | | Vacancy Advertising - Other | Includes Vacancy Advertising expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6631 | | Bad Debt | | Includes bad debt expenses. Bad debt expenses refer to the loss that a company experiences when it provided services but failed to receive payment for services billed. | |
| 6632 | | Bank Service Charges | | Includes bank service charges expenses. | |
| 6633 | | Charitable Donations | | Includes charitable donation expenses. | |
| 6634 | | Education & Training | | Includes education and training expenses. | |
| 6635 | | Employee Recruiting | | Includes employee recruiting expenses. | |
| 6636 | | Fines & Penalties | | Includes fines and penalties expenses. | |
| 6640 | | Insurance | | Parent account for Insurance expenses. | |
| 6641 | | | Auto Insurance | Includes auto insurance expenses. | |
| 6642 | | | Directors & Officers Insurance | Includes directors and officers insurance expenses. | |
| 6643 | | | E&O Insurance | Includes errors and omissions insurance expenses. | |
| 6644 | | | General Liability Insurance | Includes general liability insurance expenses. | |
| 6645 | | | Property/Renters Insurance | Includes property/renters insurance expenses. Typically, this is for insurance expenses related to a company's office space. | Does not include insurance expenses incurred for tenants under management |
| 6649 | | | Insurance - Other | Includes Insurance expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------|------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 6650 | | Meals & Entertainment | | Parent account for Meals and Entertainment expenses. | |
| 6651 | | | Meals & Entertainment (100%) | Includes meal and entertainment expenses which are 100% deductible. | |
| 6652 | | | Meals & Entertainment (50%) | Includes meal and entertainment expenses which are 50% deductible. | |
| 6653 | | | Meals & Entertainment (0%) | Includes meal and entertainment expenses which are 0% deductible. | |
| 6654 | | Licenses & Permits | | Includes licenses and permits expenses. | |
| 6655 | | Merchant Service Fees | | Includes merchant service fees expenses. | |
| 6656 | | Office Supplies & Expenses | | Includes office supply expenses. | |
| 6657 | | Payroll Processing Fees | | Includes payroll processing fees expenses. | |
| 6658 | | Professional Dues | | Includes professional dues expenses. | |
| 6660 | | Professional Fees & Services | | Parent account for Professional Fees & Services expenses. | |
| 6661 | | | Accounting | Includes year-end or one-time accounting expenses. | Does not include routine accounting or bookkeeping expenses. |
| 6662 | | | Broker Fees | Includes fees paid to a broker of record. | |
| 6663 | | | Coaching/ Consulting | Includes coaching and consulting expenses. | |
| 6664 | | | IT Services | Includes IT services expenses. | |
| 6665 | | | Legal | Includes legal expenses. | Does not include evictions or other property management legal expenses. |
| 6669 | | | Professional Fees & Services - Other | Includes Professional Fees & Services expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|----------------------------|---------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 6670 | | Taxes | | Parent account for Tax expenses. | Does not include federal or state income tax. |
| 6671 | | | Property Taxes | Includes property tax expenses. | |
| 6672 | | | State & Local Taxes | Includes state and local operating taxes. | Does not include state income tax. |
| 6679 | | | Taxes - Other | Includes Tax expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6680 | | Travel | | Parent account for Travel expenses. | Does not include any non-operating travel expenses. Deductible non-operating expenses may be booked to 8999 - Other Expenses - Other |
| 6681 | | | Lodging | Includes lodging expenses. | |
| 6682 | | | Parking & Tolls | Includes parking and tolls expenses. | |
| 6683 | | | Transportation | Includes travel-related transportation expenses. | |
| 6689 | | | Travel - Other | Includes Travel expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6691 | | Reconciliation Discrepancies | | Includes reconciliation discrepancies. | |
| 6692 | | Royalty & Franchise Fees | | Includes royalty and franchise fees expenses. | |
| 6693 | | Uncategorized Expense | | Includes uncategorized expenses | |
| 6699 | | Other Operating Expense - Other | | Includes Other Operating expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6700 | Direct Maintenance Expense | | | SECTION OVERVIEW: Includes all maintenance expenses which may be separated into the accounts below. | |
| 6710 | | Maintenance Auto | | Parent account for Maintenance Auto expenses. | |
| 6711 | | | Maintenance Auto Lease | Includes auto lease expenses related to the residential Maintenance department. | |
| 6712 | | | Maintenance Auto Repairs & Maintenance | Includes auto maintenance and repair expenses related to the residential Maintenance department. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------|------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 6713 | | | Maintenance Gas & Mileage Reimbursement | Includes gas and mileage reimbursement expenses related to the residential Maintenance department. | |
| 6714 | | | Maintenance Parking & Tolls | Includes parking and tolls expenses related to the residential Maintenance department. | |
| 6719 | | | Maintenance Auto - Other | Includes Maintenance Auto expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6720 | | Maintenance Bonding & Insurance | | Includes bonding and insurance expenses related to the residential Maintenance department. | |
| 6730 | | Maintenance Equipment Rental/Lease | | Includes equipment rental/lease expenses related to the residential Maintenance department. | |
| 6740 | | Maintenance Licenses & Permits | | Includes licenses and permits expenses related to the residential Maintenance department. | |
| 6750 | | Maintenance Payroll Tax & Benefits | | SECTION OVERVIEW: Includes all payroll taxes and benefits expenses for maintenance employees. | |
| 6751 | | | Maintenance Employee Gifts | Includes maintenance employee gift expenses. | |
| 6752 | | | Maintenance Employee Insurance | Includes all maintenance employee insurance expenses. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6753 | | | Maintenance Payroll Taxes | Includes the employer portion of payroll tax expenses for all maintenance employees. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6754 | | | Maintenance Retirement | Includes the employer portion of retirement expenses for all maintenance employees (e.g. 401(k) expense). | |
| 6759 | | | Maintenance Payroll Tax & Benefits - Other | Includes Maintenance Payroll Taxes & Benefits expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6760 | | Maintenance Wages | | Includes maintenance wages. | Does not include maintenance coordination wages. |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|--------------------------|------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 6770 | | Maintenance Tools & Equipment | | Includes tools and equipment expenses related to the residential Maintenance department | |
| 6799 | | Direct Maintenance Expense - Other | | Includes Direct Maintenance expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6800 | Direct Brokerage Expense | | | SECTION OVERVIEW: Includes all brokerage expenses which may be separated into the accounts below. | |
| 6810 | | Brokerage Advertising | | Parent account for Brokerage Advertising expenses. | |
| 6811 | | | Brokerage Internet Lead Gen | Includes internet advertising expenses for brokerage lead generation. It is recommended that you create subaccounts for tracking expenses from each internet lead source individually (e.g. "6811.01 Google Adwords"). | |
| 6812 | | | Brokerage Non-Internet Lead Gen | Includes trackable non-internet advertising expenses for brokerage lead generation. "Trackable" refers to advertising expenses which generate new brokerage leads that may be tracked back to the corresponding advertising expense. For example, a postcard mailer with a trackable promo code should be considered a trackable "Non-Internet Lead Generation" expense. It is recommended that you create subaccounts for tracking expenses from each non-internet lead source individually (e.g. "6812.01 Postcard Campaign"). | |
| 6813 | | | Brokerage Referral Fees Expense | Includes referral fees expenses related to the Brokerage department. | |
| 6814 | | | Brokerage Website | Includes all website hosting, development, and SEO expenses related to the Brokerage department. | |
| 6819 | | | Brokerage Advertising - Other | Includes Brokerage Advertising expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6820 | | Brokerage Dues | | Includes brokerage dues expenses. | |
| 6830 | | Brokerage Education & Training | | Includes brokerage education and training expenses. | |
| 6840 | | Brokerage Listing Advertising | | Parent account for Brokerage Listing Advertising expenses. | |
| 6841 | | | Brokerage Listings | Includes brokerage listings expenses. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|---------------------|----------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 6842 | | | Brokerage Photography | Includes brokerage photography expenses. | |
| 6843 | | | Brokerage Signage | Includes brokerage signage expenses. | |
| 6849 | | | Brokerage Listing Advertising - Other | Includes Brokerage Listing Advertising expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6850 | | Brokerage Payroll Tax & Benefits | | SECTION OVERVIEW: Includes all payroll taxes and benefits expenses for brokerage employees. | |
| 6851 | | | Brokerage Employee Gifts | Includes brokerage employee gift expenses. | |
| 6852 | | | Brokerage Employee Insurance | Includes all brokerage employee insurance expenses. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6853 | | | Brokerage Payroll Taxes | Includes the employer portion of payroll tax expenses for all brokerage employees. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6854 | | | Brokerage Retirement | Includes the employer portion of retirement expenses for all brokerage employees (e.g. 401(k) expense). | |
| 6859 | | | Brokerage Payroll Tax & Benefits - Other | Includes Brokerage Payroll Taxes & Benefits expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 6860 | | Brokerage Professional Fees & Services | | Includes brokerage professional fees and services expenses. | |
| 6870 | | Brokerage Wages | | Includes brokerage wages expenses. | |
| 6899 | | Direct Brokerage Expense - Other | | Includes Direct Brokerage expenses that are not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 7000 | OTHER INCOME | | | SECTION OVERVIEW: Includes all non-operating income. | |
| 7100 | | Consulting Income | | Includes income from property management consulting services. | |
| 7200 | | Interest Income | | Includes interest income. | |

| # | Parent | Child | Sub-Child | Definition | Notable Exclusions |
|------|-----------------------|------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 7999 | | Other Income - Other | | Includes Other Income that is not otherwise categorized. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |
| 8000 | OTHER EXPENSES | | | SECTION OVERVIEW: Includes all non-operating expenses. | |
| 8100 | | Amortization | | Includes amortization expenses. | |
| 8200 | | Depreciation | | Includes depreciation expenses. | |
| 8300 | | Income Taxes | | Includes federal and state income taxes. | |
| 8400 | | Interest Expense | | Includes interest expense. | |
| 8999 | | Other Expenses - Other | | Includes Other Expenses that are not otherwise categorized. This is where it is recommended to book deductible non-operating expenses. You should consult your tax counsel to confirm that any non-operating expenses are in fact deductible. NOTE: Up to 99 additional decimal subaccounts may be added under this account. | |