



Do's

Manually adjust lease charges if:

1. after move-in, inaccurate or duplicate lease charges are found.
2. Housing Authority changes their payment portion during the current lease term.
3. a To Date is entered in error (a lease charge that may end prematurely).
4. a change has occurred in rentable item or service charge amount or a rentable item charge has been duplicated.
5. the month-to-month function is processed prior to a renewal being entered.

Don'ts

System functions that do not require manual updates to lease charges are:

1. Move-ins
2. Renewals
3. Month-to-Month
4. Adding and releasing assignable rentable items

Note: Lease charge updates for a period that is already billed require a ledger adjustment. Updating the Lease Charges does not correct past period billing. Enter the appropriate ledger adjustment for prior period changes.

The steps for each scenario are included in this job aid. Locate the scenario above that applies to your situation and then jump to that number in the job aid (1-5).

Navigate to the **Review Resident** page. **Search** the resident and click the **Lease Charges** link in the **Data** section. The **Lease Charge** page is displayed.

Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last
rent	1,313.00	04/21/2015	04/20/2016		1	
rent	1,498.00	04/21/2016	04/21/2016		1	
rent	1,498.00	04/22/2016			1	

If there is any question regarding whether or not a manual adjustment should be made, and for cases where a move in or renewal was processed using incorrect dates, contact ast@essex.com for assistance. Additional corrections are necessary.



1a. Inaccurate Lease Charges are found after move-in:

- Correct an inaccurate amount that may have occurred due to typing error during a Move In or Renewal.
- Click the incorrect cell in the **Amount** column and update the cell with the correct amount.
- **Save** your changes.

City: Bellevue, WA 98004

Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last Posted	# this Mo	Hold	Rentable Item	Item Code	Split
rent	1,313.00	04/21/2015			1		0	<input type="checkbox"/>			Delete

Update the Amount (If Incorrect)

1b. Duplicate Lease Charges are found after move-in:

- Delete a duplicate charge, which may occur if the **Save** button is clicked twice during the **Move In** process.
- Delete the duplicated line item using the **Delete** button.
- **Save** your changes.

City: Bellevue, WA 98004

Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last Posted	# this Mo	Hold	Rentable Item	Item Code	Split
rent	1,500.00	04/20/2016			1		0	<input type="checkbox"/>			Delete
rent	1,500.00	04/20/2016			1		0	<input type="checkbox"/>			Delete

Delete the Duplicated Charge

2. Housing Authority changes their payment portion during the current lease term. Update the previous Housing Authority portion and rent:

- Enter a **To Date** - the date on which the lease charge ends -in the previous portion and the previous rent.
- Enter the **Code**, **Amount**, and **From Date** in the new lines to indicate the updated authority portion and rent amounts.
- **Save** your changes.

Enter the Code, new Amount, and From Date in the new line

Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last Posted	# this Mo	Hold	Rentable Item	Item Code	Split
reha	387.00	06/01/2015	04/30/2016					<input type="checkbox"/>			Delete
reha	442.00	05/01/2016			1		0	<input type="checkbox"/>			Delete
rent	515.00	06/01/2015	04/30/2016					<input type="checkbox"/>			Delete
rent	460.00	05/01/2016			1		0	<input type="checkbox"/>			Delete

Previous Authority Portion, Enter To Date

Previous Rent, Enter To Date

Update the rent according to the updated authority portion



3. A To Date - the date on which the lease charge ends - is entered in error (a lease charge that may end prematurely):

- Delete the text in the **To Date** field for the incorrect record.
- **Save** your changes.

City: Bellevue, WA 98004

Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last Posted	# this Mo	Hold	Rentable Item	Item Code	Split
rent	1,357.00	12/21/2013	12/20/2014		1		0				Delete
rent	1,462.00	12/21/2014	12/22/2014								Delete

Inaccurate To Date

4. If a change has occurred in a rentable item or service charge amount:

- Update the assigned line item with the new rate.
- Move the previous rate to a newly created line item and enter the **To Date**.

If a rentable item charge has been duplicated (as a regular and an assigned charge):

- Delete the duplicated regular line item using the **Delete** button.
- **Save** your changes.

Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last Posted	# this Mo	Hold	Rentable Item	Item Code
pkcp	20.00	04/08/2016			1		0		CARPORT	409
rent	1,330.00	03/07/2016			1		0			
pkcp	30.00	03/07/2016	04/07/2016		0					
pkcp	20.00	04/08/2016			0					

Move the previous rate (\$30) to a new line and add the **To Date**.

The rentable item's rate changed from \$30 to \$20. Update with the new rate.

Duplicate Amount (Entered as Regular)

Delete the Regular Item

5. The month-to-month function was processed prior to a renewal being entered:

- Delete the **Month-to-Month** line item(s) to be replaced by the renewal.
- **Save** your changes.

Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last Posted	# this Mo	Hold	Rentable Item	Item Code	Split
rent	1,576.00	04/26/2016			1						Delete
rent	1,332.00	05/26/2014	04/25/2015		1						Delete
rent	1,376.00	04/26/2015	04/25/2016		1		0				Delete
rent	1,476.00	04/26/2016			1		0				Delete

Month-to-Month Processed Prior to Renewal

Delete the Month-to-Month

Renewed Lease