

Housing Transactions

Entering a Rent Payment or Security Deposit

Enter a New Transaction by selecting the type of rent payment from the APC Housing Label dropdown menu and clicking the New Transaction button.

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Household Transactions Summary

Program Name: COMM SH-CASE MGMT-LAN-TRANS SRVS/SO LANE

HH Enrollment Date: 03-10-2009

Client (click client to view enrollment summary)	Entry Assessment	Enrolled	Exit Assessment	Ended	Relation
DEPUTY DOG		03-10-2009			Other
POLLY PUREBRED		03-10-2009			Applica

Housing Transactions (click APC housing label to view/edit)

APC Housing Label - Housing Name	Start Date	End Date	Transaction Type
<div style="border: 1px solid black; background-color: white; padding: 2px;"> <ul style="list-style-type: none"> HSP RENT HSP MOVE-IN EHA RENT EHA MOVE-IN HSC RENT HSC MOVE-IN </div>			<input type="button" value="New Transaction"/>

Service Transactions (click service type to edit)

Intake Worker	Start Date	End Date	Service Name	# of Units

A **Rent** payment is a regular monthly rental payment. A **Move-In** payment is a security deposit, cleaning deposit, key deposit. (**Utility deposits** are service transactions.)

Fill out the Shelter Transaction New screen as in the example below.

Shelter Transaction New

Program Name: COMM SH-CASE MGMT-LAN-TRANS SRVS/SO LANE

APC Housing: HSC RENT

Facility Name:

HH Member (Choose the Applicant(App) and all the clients(C) receiving)

App	C	Client	Unit #
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	DEPUTY DOG	<input type="text"/>
<input type="radio"/>	<input checked="" type="checkbox"/>	POLLY PUREBRED	<input type="text"/>

Shelter Details:

Start Date: End Date:

of Days:

Dollar Value:

Grant	Amount

Facility (Program) Name: This field automatically populates with the name of the transaction, but you can over write with a note such as "Deposit", "Cleaning Deposit", "Last Month's Rent", or "03/2009 Rent"

HH Member: Be sure to click on the box next to all the household members who reside in the unit.
Example: Deputy Dog and Polly Purebred

Unit #: This is an optional field. *Example: Unit # 12*

Start & End Dates: Days in the month covered by the rent payment.
*Example: Start Date 03/01/09
End Date 03/31/09*

If the rent assistance is for more than one month, create one transaction for each month

of Days: Number of days between start and end date.
Example: 31

Dollar Value: Amount of the subsidy you are providing. *Example: \$500*