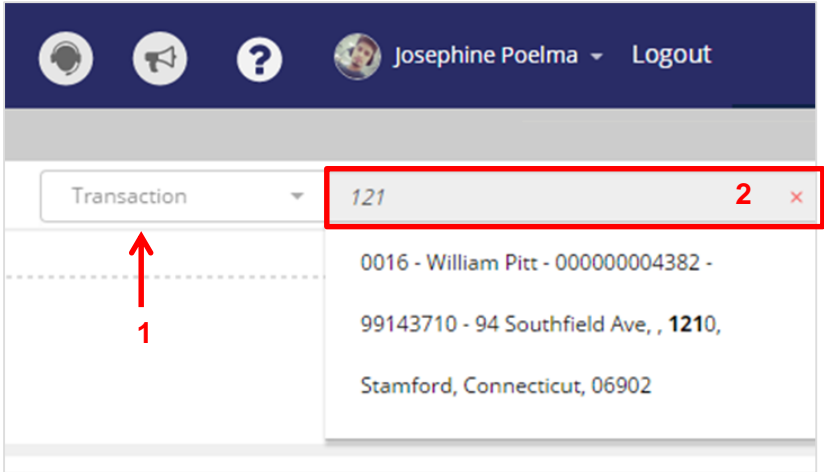# Manage Payments for Lease Agreements

A lease agreement may receive multiple payments or one lump sum. Enter all the payments you have received for a lease agreement in dash by following these steps.

Fields marked with an asterisk (*) are mandatory.

First, locate the agreement in dash.

1. Select **Transaction** from the drop down list.
2. In the Quick Search box on your dash homepage, type the transaction ID, MLS ID, or property address of the listing.
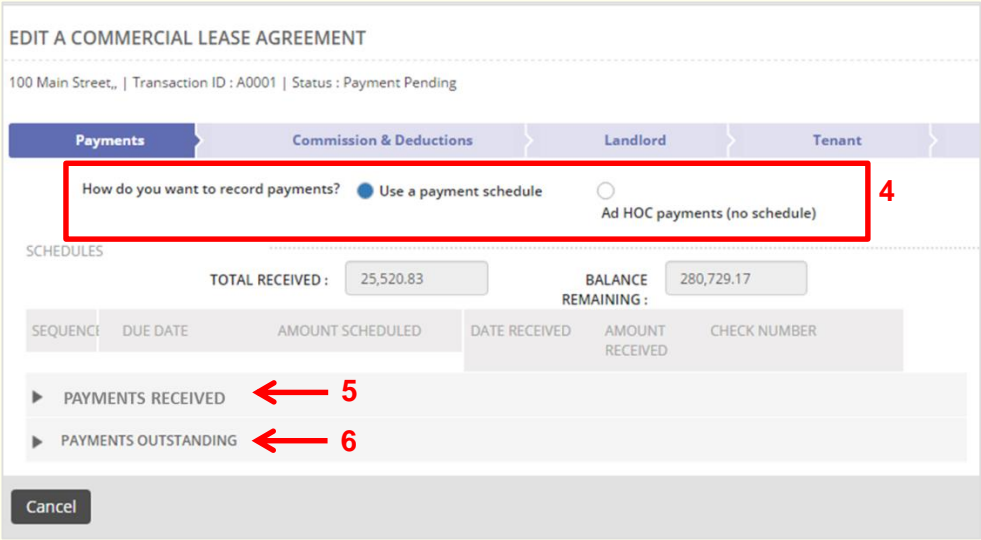3. Click the record from the search results.

The Payments tab of the agreement opens.

4. Select if you want to record payments using an auto generated payment schedule, or if you'd like to record ad hoc payments.

In this example, we will select **Use a payment schedule.**

5. You can see previous payments that you have recorded for the agreement by clicking **Payments Received**.
6. Click **Payments Outstanding** to record a new payment.

7. Enter the information for the payment received, i.e. date received, amount received and check number.

8. Click **Save**.

A confirmation displays, letting you know that the transaction has been updated successfully.