# Add/Manage Payments for Property Management Agreements

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

Fields marked with an asterisk (*) are mandatory.

First, locate the property management 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 agreement.
3. Click the record from the search results.
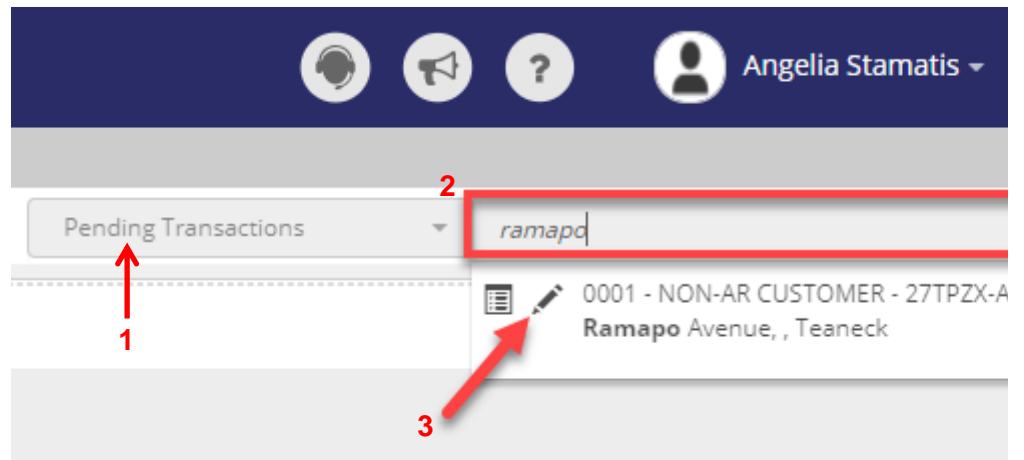
The Payments tab of the agreement opens.

4. You can see previous payments that you have recorded for the agreement by clicking **Payments Received**.
5. Click **Payments Outstanding** to record a new payment.
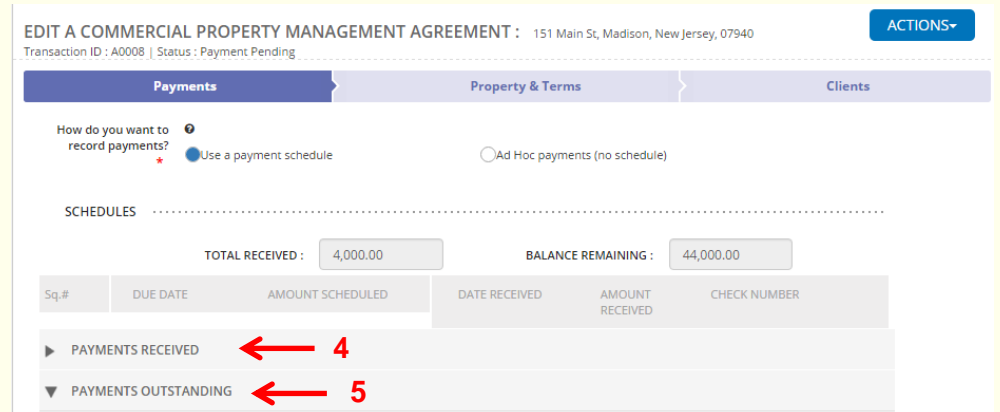
6. Enter the information for the payment received, i.e. date received, amount received and check number.
7. Click **Save**.

	PAYMENTS RECEIVED							
	PAYMENTS OUTSTANDING							
2	03/01/2017	4,000	mm/dd/yy			🗑 ⊞
3	04/01/2017	4,000	mm/dd/yy			🗑 ⊞
4	05/01/2017	4,000	mm/dd/yy			🗑 ⊞
5	06/01/2017	4,000	mm/dd/yy			🗑 ⊞
6	07/01/2017	4,000	mm/dd/yy			🗑 ⊞
7	08/01/2017	4,000	mm/dd/yy			🗑 ⊞

Cancel   Save

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

UPDATE A COMMERCIAL PROPERTY MANAGEMENT AGREEMENT

✓ **Agreement has been updated successfully.**
1800 Main Street, Madison, New Jersey, 07940, United States (AGREEMENT ID: A4165)

MORE ACTIONS

🖨 Print Agreement
📋 Go to Transactions Home Page
👁 View this Transaction