## Add Payment for Rental Agreement

In dash, you can record payments received on a rental transaction either by

- Setting up a payment schedule, or
- Recording payments as they come in.

Fields marked with an asterisk (\*) are mandatory.

	💿 🛃 🕐 💄 Bill Ryan + Logout	
	399999 - NON-AR CUSTO	VER
1. Click <b>Advanced Search</b> to locate the rental agreement	Listings   Enter a Listing ID or MLS ID or Property Addres  Advanced Sea	irch
to which you want to effect payment received.	5 3 8	>
	Listings without agents Listings awaiting approval Potential duplicate listings	•

	ADVANCED SEARCH	
	SEARCH* Tra	insaction 🔹 🗲 2
<ol> <li>Select <i>Transaction</i> from the Search drop down menu.</li> <li>Select <i>Residential Rental</i> from the Transaction Type drop down menu.</li> <li>Select <i>Payment Pending</i> from the Status drop down menu.</li> </ol>	3 — TRANSACTION TYPE* TRANSACTION DETAILS TRANSACTION ID OFFICE MLS ID STATUS SALES ASSOCIATE LANDLORD TENANT	Residential Rental
	PROPERTY LOCATION COUNTRY	Dead Deal Payment Pending 4
	ADDRESS LINE 1	Suspended Terminated
5. Scroll to the bottom of the screen and click <b>Search</b> .		Save Search Search

The Advanced Search results screen displays.

- 6. Click on the record.
- 7. A pop up window appears. Click **Update Transaction**.

J98ZGF-T5739-23 Denise avenue, Avondale, Colorado, 230987 9 ᇦ Print this transaction w Trans n Details 1 Update Transaction action ID Property Address 2017-09-13 06:51:41.913 by Magda Jones Last Update : 2017-09-13 09:15:59.647 by Mago Create 23 Denise avenue, Avondale, F-T5739 9/13/201 Magda Jones 9/ /2017 6:51 AM Magda Jones Pending 230987 2 campus drive, Bainbridge, New York, Payment N5-T5608 Magda Jones 4/9/2017 2:23 AM Magda Jones 4/9/2017 61235 Pending

The Edit a Residential Rental Agreement - Payments screen displays.

8. 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**.

- 9. Enter number of payments, frequency and schedule start date
- 10. Click Generate .

11. Click the arrow to expand the Payments Outstanding section.

- 12. Enter the **date received**, **amount received** and **check number** for the payment received.
- 13. Click Save.

Note: If you had selected to use Ad Hoc payments, simply enter the payment information directly.

Payments	Commissio	n & Deductions	Owner	
How do you want to record pa	ayments? * 🔞	8 OUse a payment schedule	OAd Hoo	payments (no schedule)
	NUMBER OF PAYMENTS *	3		
	FREQUENCY *	Monthly		· 9
	START SCHEDULE ON *	02/01/2018		
	START SCHEDULE ON *	02/01/2018		

EDIT A RESIDENTIAL RENTAL AGREEMENT: 23 Denise avenue, Avondale, Colorado, 230987



	Transaction	×
A confirmation displays, letting you know that the transaction has been updated successfully.	Transaction Updated Successfully	
14. Click <b>OK</b> .		
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