

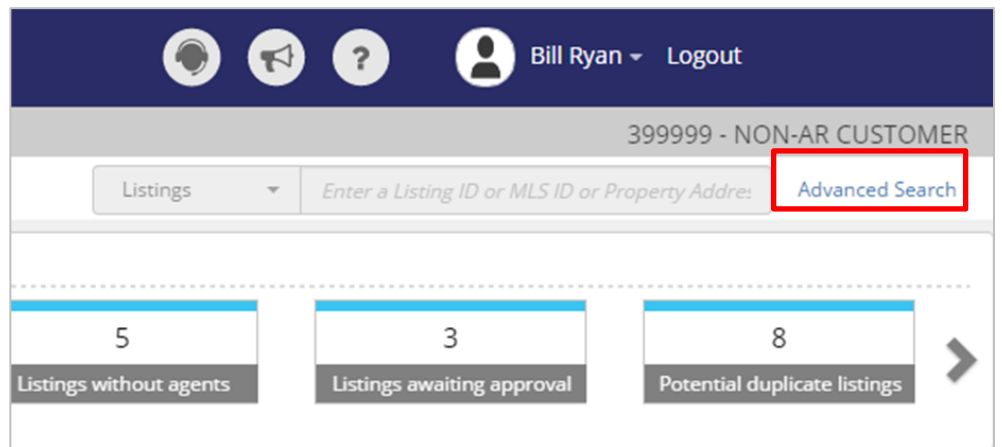
Add Payment for Rental Agreement

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.

1. Click **Advanced Search** to locate the rental agreement to which you want to effect payment received.



- 2. Select *Transaction* from the **Search** drop down menu.
- 3. Select *Residential Rental* from the **Transaction Type** drop down menu.
- 4. Select *Payment Pending* from the **Status** drop down menu.

ADVANCED SEARCH

SEARCH* Transaction ← 2

3 → TRANSACTION TYPE* Residential Rental

TRANSACTION DETAILS

TRANSACTION ID [] BROK

OFFICE All

MLS ID []

STATUS All

SALES ASSOCIATE [] FRO

LANDLORD -- SELECT --

TENANT All Agreement Closed

PROPERTY LOCATION

COUNTRY Payment Pending 4

ADDRESS LINE 1 []

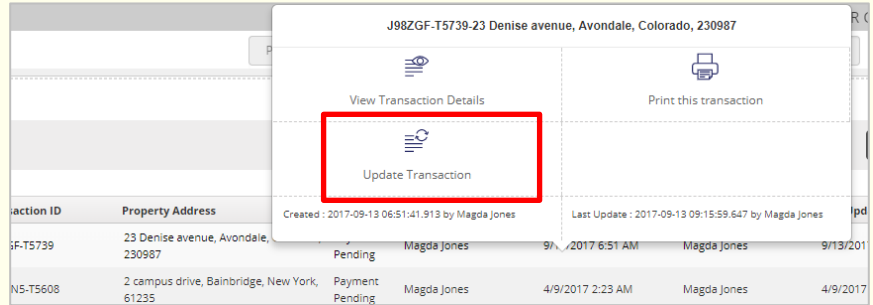
CITY []

- 5. Scroll to the bottom of the screen and click **Search**.

Save Search Search

The Advanced Search results screen displays.

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

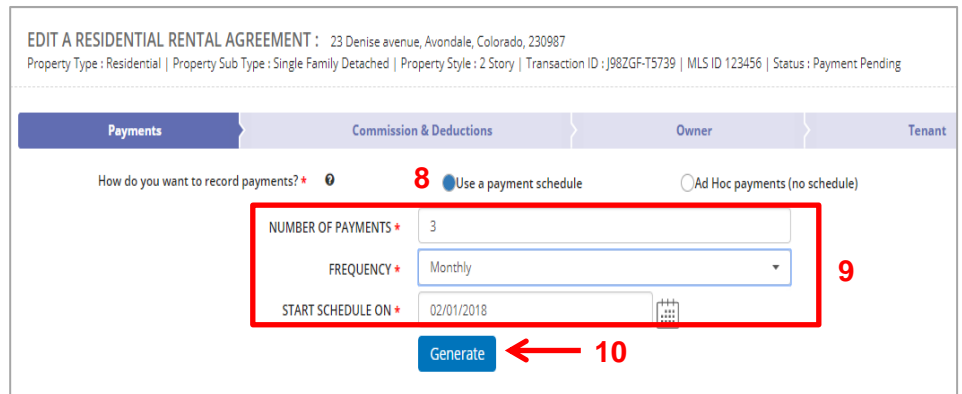


The Edit a Residential Rental Agreement - Payments screen displays.

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

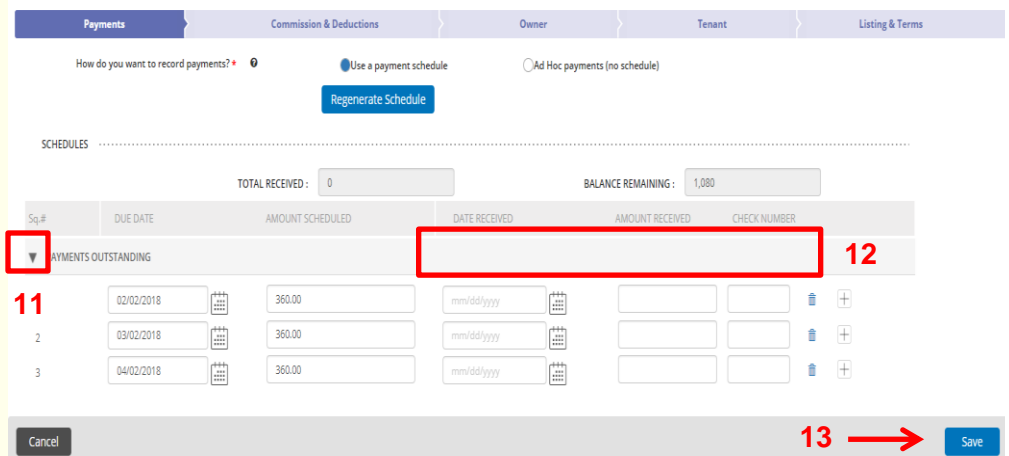
In this example, we will select **Use a payment schedule**.

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.



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

14. Click **OK**.

