## **Editing Transactions**

1. In the Manage Portfolio page, click **MANAGE TRANSACTIONS** for the property you wish to edit transactions for.

PropertyDirector.	com.au <sub>Home</sub>	
1e > Manage Portfolio		
My Property Portfolio		
My Property Portfolio You own 1 investment property and have	\$480,400.00 în equity.	ADD PROPERTY
My Property Portfolio You own 1 investment property and have 9 1008/98 Gloucester Stree	\$480,400.00 in equity. et, The Rocks NSW FORECAST VALUE	ADD PROPERTY 1-1 o Apartment / Unit
My Property Portfolio You own 1 investment property and have  1008/98 Gloucester Stree Purchased April 2009	\$480,400.00 in equity. et, The Rocks NSW FORECAST VALUE Purchase Price \$440,000.00	ADD PROPERTY 1-1 o Apartment / Unit Current Valuation \$935,000.00
My Property Portfolio You own 1 investment property and have 1008/98 Gloucester Street Purchased April 2009 Equity: \$480,400.00	\$480,400.00 in equity. et, The Rocks NSW FORECAST VALUE Purchase Price \$440,000.00 Weekly Rent (FY 19-20): \$771.00 p/w	ADD PROPERTY 1-1 o Apartment / Unit Current Valuation \$935,000.00 Annual Cashflow (FY 19-20): \$13,083.84

2. The Manage Transactions screen will be displayed, summarising financials for the current financial year. Click **Edit Transactions** for the transaction group you wish to edit.

											_		
1008/98 Glo	ucester	Street, T	he Rocl	(s NSW	9					(	ADD TRAI	NSACTION G	ROUP
« Prev Year													Next Yea
Income	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Total
Rent Edit Transactions	3,341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,3 <mark>41</mark> .00	\$40,092.0
Total Income	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$40,092.
Mortgage	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Total
oan Repayments dit Transactions	2,250.68	2,250.68	2,250.68	2,250.68	2,250.68	2,250.68	2,250.68	2,250.68	2,250.68	2,250.68	2,250.68	2,250.68	\$27,008.
Fotal Mortgage	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$2,250.68	\$27,008.
Expenses	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Total
Property Management Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.1

3. The list of transactions will be displayed. Simply click 'Confirm' to tick off any transactions you are happy with and it will update the status dynamically. Click 'Edit' to edit a transaction.

Edit	ВАСК								
1008	8/98 Glouces	ADD TRANSACTION							
dit Tra	In Transaction Group Apply Bulk Transaction Updates Replicate Transactions Extend Transaction Pattern								
Edit	Transaction Name	Amount	Confirm Transactio	n Date of Transa	action				
Edit	Rent	\$3,341.00	Confirmed	31 Jul 2019					
Edit	Rent	\$3,341.00	Confirmed	31 Aug 2019					
<u>Edit</u>	Rent	\$3,341.00	Confirm	30 Sep 2019					
Edit	Rent	\$3,341.00	Confirm	31 Oct 2019					
Edit	Rent	\$3,341.00	Confirm	30 Nov 2019					
Edit	Rent	\$3,341.00	Confirm	31 Dec 2019					
Edit	Rent	\$3,341.00	Confirm	31 Jan 2020					
Edit	Rent	\$3,341.00	Confirm	29 Feb 2020					
Edit	Rent	\$3,341.00	Confirm	31 Mar 2020					
Edit	Rent	\$3,341.00	Confirm	30 Apr 2020					
Edit	Rent	\$3,341.00	<u>Confirm</u>	31 May 2020					
Edit	Rent	\$3,341.00	Confirm	30 Jun 2020					

4. Simply edit details for the transaction as you wish, such as the Transaction Name or Transaction Amount. Click UPDATE TRANSACTION to commit the changes.

<b>Property</b> Di	rector.com.au		ome Manage Portfolio		
ie > <u>Manage Portfolio</u> > <u>Manage Trans</u>	sactions > Edit Transactions > Edit Transaction				
Edit Transaction					BACK
1008/98 Gloucester	Street, The Rocks NSW	Turnetin Date			
Rent	Amount (5) 3,341.00	30 v 9 v 2	2019 V ONOT C	rmed Confirmed	

5. The transaction will be updated and you will arrive back at the Edit Transactions page.

Ed	Edit Transactions									
100	)8/98 Glouce	ADD TRANSACTION								
Trans	saction has been up	odated succo	essfully.							
Edit T	Tansaction Group	App	oly Bulk Transaction Up	dates <u>Re</u>	plicate Transactions	Extend Transaction Pattern				
Edit	Transaction Name	Amount	Confirm Transaction	Date of Transaction						
Edit	Rent	\$3,341.00	Confirmed	31 Jul 2019						
Edit	Rent	\$3,341.00	Confirmed	31 Aug 2019						
Edit	Rent	\$3,341.00	Confirmed	30 Sep 2019						
Edit	Rent	\$3,341.00	Confirm	31 Oct 2019						
Edit	Rent	\$3,341.00	Confirm	30 Nov 2019						
Edit	Rent	\$3,341.00	Confirm	31 Dec 2019						
Edit	Rent	\$3,341.00	Confirm	31 Jan 2020						
Edit	Rent	\$3,341.00	Confirm	29 Feb 2020						
Edit	Rent	\$3,341.00	Confirm	31 Mar 2020						
Edit	Rent	\$3,341.00	<u>Confirm</u>	30 Apr 2020						
Edit	Rent	\$3,341.00	Confirm	31 May 2020						