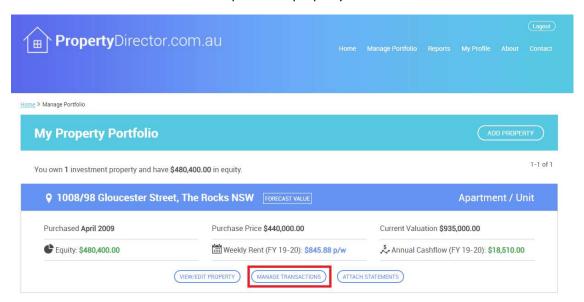## Extending Transaction Pattern
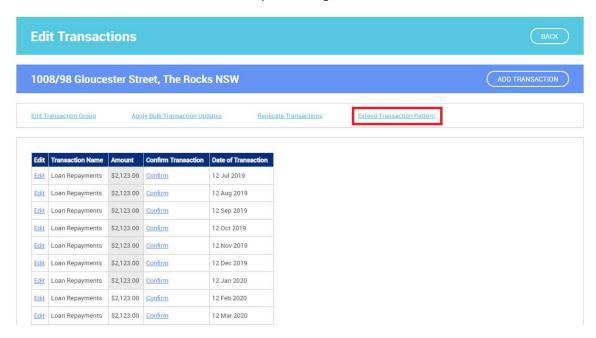
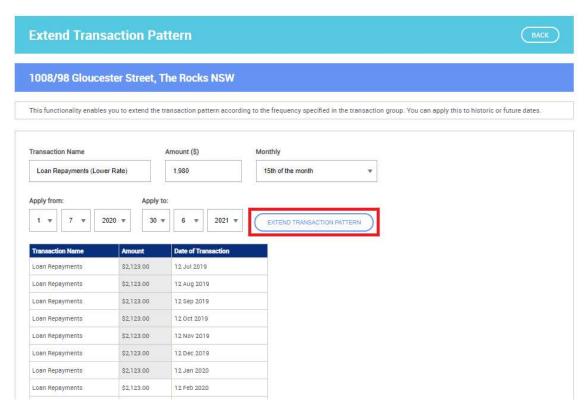1. Click **MANAGE TRANSACTIONS** for a particular property.

2. Click **Edit Transactions** for a particular transaction group.

3. Click **Extend Transaction Pattern** in the top sub-navigation.

4. Specify the Transaction Name, Amount, Day (e.g. 15th of the month), and date range to extend the transaction pattern, then click EXTEND TRANSACTION PATTERN.

5. The update will be performed and the transaction pattern will be extended accordingly.

Edit Transactions

BACK

1008/98 Gloucester Street, The Rocks NSW

ADD TRANSACTION

Transaction pattern extension has been applied.

Edit Transaction Group   Apply Bulk Transaction Updates   Replicate Transactions   Extend Transaction Pattern

Edit	Transaction Name	Amount	Confirm Transaction	Date of Transaction
Edit	Loan Repayments	$2,123.00	Confirm	12 Jul 2019
Edit	Loan Repayments	$2,123.00	Confirm	12 Aug 2019
Edit	Loan Repayments	$2,123.00	Confirm	12 Sep 2019
Edit	Loan Repayments	$2,123.00	Confirm	12 Oct 2019
Edit	Loan Repayments	$2,123.00	Confirm	12 Nov 2019
Edit	Loan Repayments	$2,123.00	Confirm	12 Dec 2019
Edit	Loan Repayments	$2,123.00	Confirm	12 Jan 2020
Edit	Loan Repayments	$2,123.00	Confirm	12 Feb 2020
Edit	Loan Repayments	$2,123.00	Confirm	12 Mar 2020
Edit	Loan Repayments	$2,123.00	Confirm	12 Apr 2020
Edit	Loan Repayments	$2,123.00	Confirm	12 May 2020
Edit	Loan Repayments	$2,123.00	Confirm	12 Jun 2020
Edit	Loan Repayments (Lower Rate)	$1,980.00	Confirm	15 Jul 2020
Edit	Loan Repayments (Lower	$1,980.00	Confirm	15 Aug 2020