Adding Transactions

1. In the Manage Portfolio page, click MANAGE TRANSACTIONS for a particular property.

PropertyDirector	.com.au _{Home}	
me ≻ Manage Portfolio		
My Property Portfolio		(ADD PROPERTY)
My Property Portfolio You own 1 investment property and have	\$480,400.00 in equity.	ADD PROPERTY
My Property Portfolio You own 1 investment property and have 1008/98 Gloucester Stree	\$480,400.00 in equity. et, The Rocks NSW FORECAST VALUE	ADD PROPERTY 1-1 of 1 Apartment / Unit
My Property Portfolio You own 1 investment property and have O 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 of 1 Apartment / Unit Current Valuation \$935,000.00

2. The Manage Transactions screen will be displayed, summarising financials for the current financial year. Click **Edit Transactions** for a particular transaction group.

1008/98 Glo	ucester	Street, T	The Roc	ks NSW						(ADD TRAF	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, <mark>3</mark> 41.00	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	\$40,092.0
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	\$27,008.1
Total 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	\$27,008.1
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 Edit Transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.0

3. Click ADD TRANSACTION button in the top right.

Edit Transactions							
100	8/98 Glouce	ster Str	eet, The Rock	NSW		ADD TRANSACTION	
Edit Ti	ransaction Group	App	ly Bulk Transaction Up	tes Replicate Transactions	Extend Transaction Pattern		
Edit	Transaction Name	Amount	Confirm Transaction	Date of Transaction			
<u>Edit</u>	Rent	\$3,341.00	Confirm	31 Jul 2019			
<u>Edit</u>	Rent	\$3,341.00	Confirm	31 Aug 2019			
<u>Edit</u>	Rent	\$3,341.00	Confirm	30 Sep 2019			
<u>Edit</u>	Rent	\$3,341.00	Confirm	31 Oct 2019			
<u>Edit</u>	Rent	\$3,341.00	Confirm	30 Nov 2019			
<u>Edit</u>	Rent	\$3,341.00	Confirm	31 Dec 2019			
<u>Edit</u>	Rent	\$3,341.00	Confirm	31 Jan 2020			
<u>Edit</u>	Rent	\$3,341.00	Confirm	29 Feb 2020			
Edit	Rent	\$3,341.00	Confirm	31 Mar 2020			

4. Input the transaction name, transaction amount, and date. Click ADD TRANSACTION.

PropertyDi	rector.com.au	
ne > <u>Manage Portfolio</u> > <u>Manage Trans</u> a	actions > Edit Transactions > Add Transactio	n de la constante de
Add Transaction		BACK
1008/98 Gloucester S	Street, The Rocks NSW	
Transaction Name	Amount (\$)	Transaction Date
Rent Pre-payment	6,120	16 v 12 v 2019 v
<u>.</u>		

5. Your transaction will be added and you will be taken back to the Edit Transactions page.