

3. Click ADD TRANSACTION button in the top right.

Edit Transactions BACK

1008/98 Gloucester Street, The Rocks NSW ADD TRANSACTION

[Edit Transaction Group](#) [Apply Bulk Transaction Updates](#) [Replicate Transactions](#) [Extend Transaction Pattern](#)

Edit	Transaction Name	Amount	Confirm Transaction	Date of Transaction
Edit	Rent	\$3,341.00	Confirm	31 Jul 2021
Edit	Rent	\$3,341.00	Confirm	31 Aug 2021
Edit	Rent	\$3,341.00	Confirm	30 Sep 2021
Edit	Rent	\$3,341.00	Confirm	31 Oct 2021
Edit	Rent	\$3,341.00	Confirm	30 Nov 2021
Edit	Rent	\$3,341.00	Confirm	31 Dec 2021

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

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Add Transaction BACK

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Transaction Name: Amount (\$): Transaction Date:

ADD TRANSACTION

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