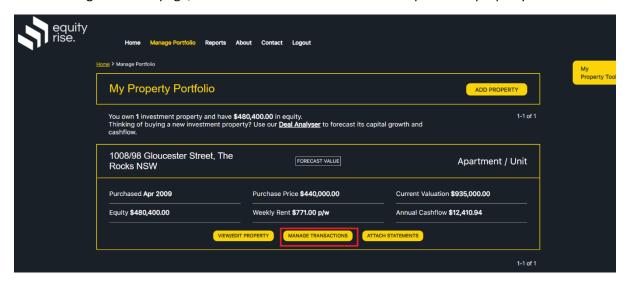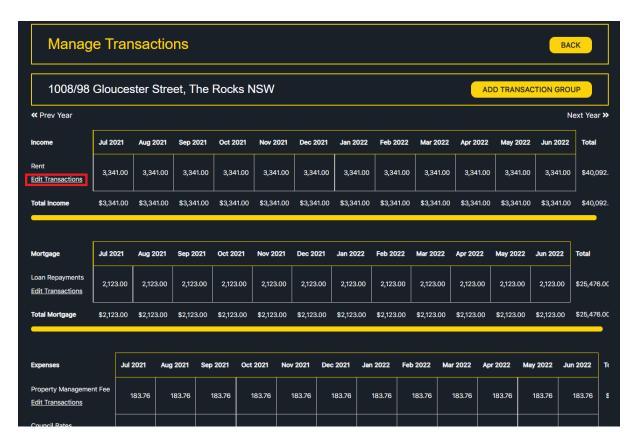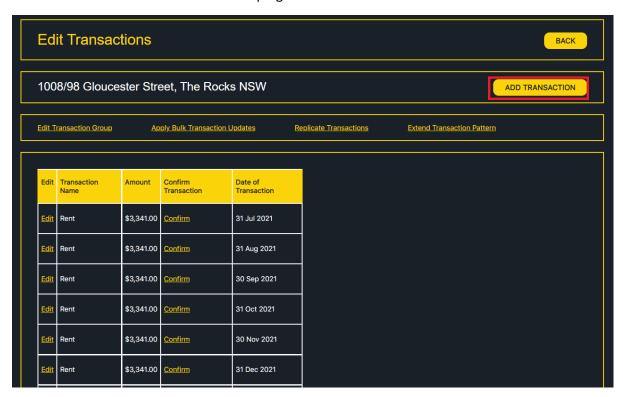## Adding Transactions

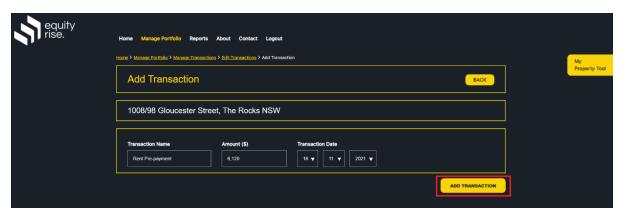1. In the Manage Portfolio page, click **MANAGE TRANSACTIONS** for a particular property.

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

3. Click ADD TRANSACTION button in the top right.

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

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