

NOTE: After you add a property, placeholder groups are created automatically for expenses such as water rates and council rates. For example, if you click 'Edit Transaction Group' for council rates after adding a property, you will notice that quarterly payment frequency has been auto-selected since council rates are typically paid quarterly. If you click UPDATE TRANSACTION GROUP, it will automatically create quarterly transactions for the amount inputted for the current financial year (or whatever time period you specify in the form). Read further below.

Editing Transaction Groups

1. In the Manage Transactions screen, click 'Edit Transactions' for the relevant transaction group you wish to update.

Manage Transactions BACK

1008/98 Gloucester Street, The Rocks NSW ADD TRANSACTION GROUP

« Prev Year Next Year »

Income	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Rent	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.
Edit Transactions													
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 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Loan Repayments	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	\$27,0
Edit Transactions													
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	\$27,0

Expenses	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
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2. Click **Edit Transaction Group** in the top sub-navigation area when you arrive at the Edit Transactions page.

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	Confirmed	31 Jul 2021
Edit	Rent	\$3,341.00	Confirmed	31 Aug 2021
Edit	Rent	\$3,341.00	Confirmed	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
Edit	Rent	\$3,341.00	Confirm	31 Jan 2022
Edit	Rent	\$3,341.00	Confirm	28 Feb 2022

Editing Loan Transaction Groups

1. In the Manage Transactions screen, click 'Edit Transactions' for a relevant loan transaction group (under **Mortgage** category).

Manage Transactions

BACK

1008/98 Gloucester Street, The Rocks NSW

ADD TRANSACTION GROUP

Transaction group has been updated successfully.

« Prev Year
Next Year »

Income	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Rent	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.
Edit Transactions													
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 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Loan Repayments	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	\$27,0
Edit Transactions													
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	\$27,0

2. Click **Edit Transaction Group** in the top sub-navigation area when you arrive at the Edit Transactions page.

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	Loan Repayments	\$2,250.68	Confirm	12 Jul 2021
Edit	Loan Repayments	\$2,250.68	Confirm	12 Aug 2021
Edit	Loan Repayments	\$2,250.68	Confirm	12 Sep 2021
Edit	Loan Repayments	\$2,250.68	Confirm	12 Oct 2021
Edit	Loan Repayments	\$2,250.68	Confirm	12 Nov 2021
Edit	Loan Repayments	\$2,250.68	Confirm	12 Dec 2021
Edit	Loan Repayments	\$2,250.68	Confirm	12 Jan 2022

3. The system gives you the option to either automatically calculate your loan repayments, or explicitly specify your loan repayment amount – you can configure this by selecting one of the options shown in the section highlighted in red below. You also have the ability to specify the loan repayment frequency, type of loan, and offset balance amount, in addition to the standard features available to edit transaction groups.

Click **UPDATE TRANSACTION GROUP** to commit the changes. A popup message will appear to confirm you are happy to proceed. Click 'Yes' if you are happy. It is important to note that the update will override all transactions within the loan transaction group based on the selected criteria.

Edit Transaction Group BACK

Please note that updating the transaction group below will do a **complete refresh of the entire transaction group, and will reset all transactions based on the criteria below**. You may wish to consider applying a bulk update, replicating transactions, or extending transaction pattern before using the function below. To edit individual items (without refreshing the transaction group), click 'Edit' next to the respective item below - this will only update the details at a transaction group level, without impacting lower level transactions.

1008/98 Gloucester Street, The Rocks NSW

Name of Transaction Group (Edit)	Category	Type of Transaction Group	Frequency
Loan Repayments	Mortgage Repayments	Recurring	Monthly
Loan Type	Bank/Financial Institution* (Edit)	Interest Rate (%)*	Loan Term (years)*
Principal and Interest	St George	3.99	30
Bank Loan No. (Edit)	Variable/Fixed Loan* (Edit)	Original Loan (\$)*	Current Loan Balance (\$) (Edit)
	Fixed	472,000.00	454,600.00
			Offset Account Balance (\$) (Edit)
			0.00
Monthly	Apply from:	Apply to:	
12th of the month	01 07 2021	30 06 2022	
<input type="radio"/> Calculate the amount for me			
<input checked="" type="radio"/> I want to specify the amount			
<input type="text" value="2,123"/>			
Close this Loan			

[Delete Transaction Group](#) UPDATE TRANSACTION GROUP

- The Transaction Group will be updated, and you will arrive back at the Manage Transactions screen.

Manage Transactions

BACK

1008/98 Gloucester Street, The Rocks NSW

ADD TRANSACTION GROUP

Transaction group has been updated successfully.

« Prev Year
Next Year »

Income	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Rent	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	\$40,092.00
Edit Transactions													
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	\$40,092.00

Mortgage	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Loan Repayments	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	\$25,476.00
Edit Transactions													
Total Mortgage	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$25,476.00

Auto-calculating Property Management Fees

1. After adding a property, PropertyDirector automatically creates a placeholder transaction group in the Manage Transactions screen for 'Property Management Fee'. Click 'Edit Transactions' for the Property Management Fee transaction group.

1008/98 Gloucester Street, The Rocks NSW ADD TRANSACTION GROUP

Transaction group has been updated successfully.

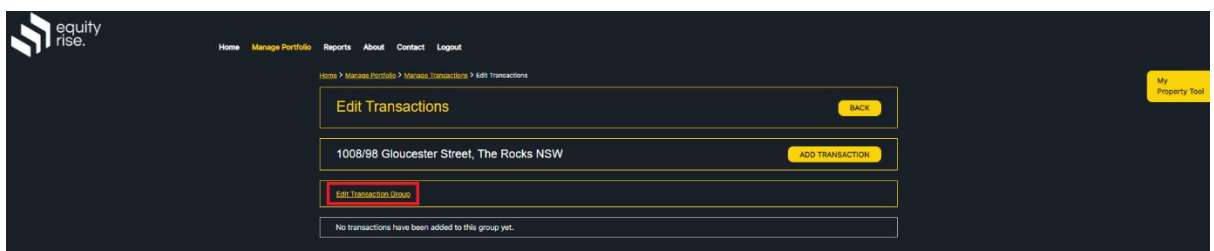
« Prev Year Next Year »

Income	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Rent	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	\$40,092.00
Edit Transactions													
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	\$40,092.00

Mortgage	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Loan Repayments	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	\$25,476.00
Edit Transactions													
Total Mortgage	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$2,123.00	\$25,476.00

Expenses	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	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	0.00
Edit Transactions													
Council Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Edit Transactions													

2. Click **Edit Transaction Group** in the top sub-navigation area when you arrive at the Edit Transactions page.



5. The list of property management transactions will be listed. Each transaction amount will correspond with the property management % inputted in step 3 above and align with the same rental payment frequency as the rental income transaction group selected in step 3.

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	Property Management Fee	\$183.76	Confirm	31 Jul 2021
Edit	Property Management Fee	\$183.76	Confirm	31 Aug 2021
Edit	Property Management Fee	\$183.76	Confirm	30 Sep 2021
Edit	Property Management Fee	\$183.76	Confirm	31 Oct 2021
Edit	Property Management Fee	\$183.76	Confirm	30 Nov 2021
Edit	Property Management Fee	\$183.76	Confirm	31 Dec 2021