<u>NOTE:</u> 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.

1000/00	Giouces	ster Stre	et, The I	Rocks N	SW					ADD	TRANSACT	ION GROUP	
« Prev Year												Nex	t Year 3
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 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	3,341.00	3,341.00	\$40,09
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	\$40,09
	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	2 Jun 2022	Tota
Nortgage	JUI 2021	Aug 2021	Sep 2021		NOV 2021	Dec 2021		Feb 2022	Mar 2022	Apr 2022			
oan 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	8 2,250.68	3 \$27

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

Ed	it Transac	tions					BACK
100	8/98 Glouce	ster Stre	eet, The Rock	s NSW		ADD 7	TRANSACTION
Edit T	ransaction Group	Ap	ply Bulk Transaction	<u>Updates F</u>	eplicate Transactions	Extend Transaction Pattern	
Edit	Transaction Name	Amount	Confirm Transaction	Date of Transaction			
<u>Edit</u>	Rent	\$3,341.00	Confirmed	31 Jul 2021			
<u>Edit</u>	Rent	\$3,341.00	Confirmed	31 Aug 2021			
<u>Edit</u>	Rent	\$3,341.00	Confirmed	30 Sep 2021			
<u>Edit</u>	Rent	\$3,341.00	<u>Confirm</u>	31 Oct 2021	-		
<u>Edit</u>	Rent	\$3,341.00	<u>Confirm</u>	30 Nov 2021			
<u>Edit</u>	Rent	\$3,341.00	<u>Confirm</u>	31 Dec 2021			
<u>Edit</u>	Rent	\$3,341.00	<u>Confirm</u>	31 Jan 2022			
T-104	Rent	\$3,341.00	0	28 Feb 2022			

3. You can edit the fields in the Edit Transaction Group screen as required, including the transaction frequency and amount. You can also specify a date range for the transaction group. 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 transaction group based on the selected criteria.

		resh of the entire transaction group, and v	
		ransactions, or extending transaction pati	
transaction group level, without impa		' next to the respective item below - this v	will only update the details at a
1008/08 Clausaster Stra	et The Beeks NSW		
1008/98 Gloucester Stre			
Name of Transaction Group (Edit)	Category	Type of Transaction Group	Frequency
Rent	Rental Income	Recurring	Monthly
Amount (\$)			
3.341.00			
Monthly	Apply from:	Apply to:	
Last day of the month		30 ▼ 06 ▼ 2022 ▼	

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

Manag	je Tran	sactio	ns									BACK	
1008/98	Glouces	ster Stre	et, The I	Rocks N	SW					ADD	TRANSACT	TION GROUP	,
Transaction	group has be	een updated	l successful	ly.									
« Prev Year												Nex	xt 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 <u>Edit Transactions</u>	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.
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	2 Jun 2022	2 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	3 2 250 68	3 2 250 68	8 2 250 6	SB \$270

Editing Loan Transaction Groups

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

Manag	e Tran	sactio	ns									BACK	<u>< </u>
1008/98	Glouces	ter Stre	et, The F	Rocks N	sw					ADD	TRANSACT	ION GROUP	2
Transaction g	group has be	een updated	l successful	ly.									
« Prev Year												Nex	ext 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 <u>Edit Transactions</u>	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
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	\$40,09
Mortgage	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	2 Jun 2022	2 Tota
Loan Repayments Edit 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	3 2,250.68	8 2,250.68	58 \$27
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	3 \$2,250.68	8 \$2,250.6	 58 \$27

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

	Ed	it Transac	tions					BACK
	100	8/98 Glouce	ster Stre	eet, The Rocks	s NSW			ADD TRANSACTION
Ľ	<u>Edit T</u>	ransaction Group	Ap	ply Bulk Transaction L	l <u>pdates R</u>	eplicate Transactions	Extend Transaction Patter	n
	Edit	Transaction Name	Amount	Confirm Transaction	Date of Transaction			
	Edit	Loan Repayments	\$2,250.68		12 Jul 2021			
	<u>Edit</u>	Loan Repayments	\$2,250.68	<u>Confirm</u>	12 Aug 2021			
	<u>Edit</u>	Loan Repayments	\$2,250.68	<u>Confirm</u>	12 Sep 2021			
	<u>Edit</u>	Loan Repayments	\$2,250.68	<u>Confirm</u>	12 Oct 2021	-		
	<u>Edit</u>	Loan Repayments			12 Nov 2021			
	Edit Edit	Loan Repayments Loan Repayments			12 Dec 2021 12 Jan 2022			
	Edit	Loan Repayments	\$2,250.68	<u>Contirm</u>	Tz 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 G	roup		BACK
criteria below. You may wish to cons	action group below will do a complete refr sider applying a bulk update, replicating tra- reshing the transaction group), click 'Edit' acting lower level transactions.	ansactions, or extending transaction pat	ttern before using the function below.
1008/98 Gloucester Stre	et, The Rocks NSW		
Name of Transaction Group (<u>Edit</u>)	Category	Type of Transaction Group	Frequency
Loan Repayments	Mortgage Repayments 🔹 🔻	Recurring v	Monthly 🔻
Loan Type	k/Financial Institution (Edit) George Original Loan (\$)* 472,000.00	Interest Rate (%) Loan T 3.99 30 Current Loan Balance (\$) (Edit) 454,600.00	Bank Loan No. erm (years)* (Edit) Offset Account Balance (\$) (Edit) 0.00
Monthly 12th of the month	Apply from:	Apply to: 30 ▼ 06 ▼ 2022 ▼	
 Calculate the amount for me I want to specify the amount 			
2,123			
			<u>Close this Loan</u>
te Transaction Group			UPDATE TRANSACTION GROUP

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

Manag	e Tran	isactio	ns									BAC	СК	
1008/98	1008/98 Gloucester Street, The Rocks NSW ADD TRANSACTION GROUP													
Transaction (group has be	een updated	d successfu	lly.										
« Prev Year												N	lext 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 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	3,341.00	3,341.00	\$40,092	
fotal 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	
oan 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	\$25,476.0	
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	\$25,476.0	

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	Glou	icest	er Stre	et, T	he Roc	ks NSV	V					<u>,</u>	ADD TRANS	ACTION GRO	
Transaction g	group h	as bee	en update	d succe	essfully.										
« Prev Year															Next Year 🗙
Income	Jul 20)21	Aug 2021	Sep 2	021 Oct	2021 Nov	2021 [Dec 2021	Jan 2022	Feb 2022	Mar 202	2 Apr 202	2 May 20	22 Jun 2022	2 Total
Rent <u>Edit Transactions</u>	3,34	1.00	3,341.00	3,34	1.00 3,3	41.00 3,;	341.00	3,341.00	3,341.00	3,341.00	3,341.0	00 3,341.0	0 3,341.0	00 3,341.0	0 \$ 40,092
Total Income	\$3,34	1.00	\$3,341.00	\$3,34	1.00 \$ 3,3	41.00 \$3,	341.00	3,341.00	\$3,341.00	\$3,341.00	\$3,341.0	0 \$3,341.0	00 \$3,341.)0 \$3,341.0	 0 \$40,092
Mortgage Loan Repayments Edit Transactions	Jul 20 2,123		Aug 2021 2,123.00	Sep 20 2,123				ec 2021 2,123.00	Jan 2022 2,123.00	Feb 2022 2,123.00	Mar 2022 2,123.00		May 2022		Total \$25,476.0
Total Mortgage	\$2,12:	3.00	\$2,123.00	\$2,123	9.00 \$2,12	23.00 \$2,1	23.00 \$	2,123.00	\$2,123.00	\$2,123.00	\$2,123.00) \$2,123.00	\$2,123.00	\$2,123.00	\$25,476.0
Expenses		Jul 20)21 Aug	2021	Sep 2021	Oct 2021	Nov 202	1 Dec 2	2021 Jan 2	2022 Feb :	2022 Ma	r 2022 Apr	2022 May	2022 Jun :	2022 Tota
Property Management	nt Fee	c	0.00	0.00	0.00	0.00	0.0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Council Rates Edit Transactions		c	0.00	0.00	0.00	0.00	0.0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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



3. The Edit Transaction Group page will enable you to auto-calculate your property management fee, or specify the amount yourself. If you wish to auto-calculate your property management fees, click the 'Auto-calculate property management for me' option, then specify your property management fee percentage (e.g. 5.5%), and select the rental income transaction group you wish to use to calculate the fees. Click UPDATE TRANSACTION GROUP, then click 'Yes' for the popup.

Edit Transaction Gr	oup		BACK
criteria below. You may wish to cons	ider applying a bulk update, replicating eshing the transaction group), click 'Edi	transactions, or extending transaction	nd will reset all transactions based on the pattern before using the function below. his will only update the details at a
1008/98 Gloucester Stre			
Name of Transaction Group (Edit)	Calculation Method	Specify Prop Mgmt Fee (%)	Rental Income Transaction Group
Name of Transaction Group (<u>Edit</u>) Property Management Fee	Auto-calculate property management fee for me I want to specify the amount	Specify Prop Mgmt Fee (%)	Rental Income Transaction Group

4. The Property Management Fee transaction group will be updated, and transactions will be created automatically for property management fees. Click 'Edit Transactions' to review the transactions.

1008/98	Glouce	ester St	reet, T	he Roo	cks N	sw						ADD TRANS	SACTION GR	
Transaction	group has	been upda	ited succe	essfully.										
« Prev Year														Next Year 3
ncome	Jul 2021	Aug 202	1 Sep 2	021 Oct	2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 202	2 May 20)22 Jun 202	2 Total
Rent Edit Transactions	3,341.00	3,341.0	00 3,34	1.00 3,:	341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,341.00	3,341.0	00 3,341.	.00 3,341.0	0 \$40,09
otal Income	\$3,341.0	\$3,341.0	00 \$3,34	1.00 \$3,	341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.00	\$3,341.0	00 \$3,341	.00 \$3,341.0	0 \$40,09
Mortgage	Jul 2021	Aug 202	11 Sep 21	021 Oct	2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 202	2 Jun 2022	Total
oan Repayments	Jul 2021 2,123.00				2021 23.00	Nov 2021 2,123.00	Dec 2021 2,123.00	Jan 2022 2,123.00	Feb 2022 2,123.00	Mar 2022 2,123.00	Apr 2022 2,123.00			
Mortgage Loan Repayments Edit Transactions Total Mortgage		2,123.0	0 2,123	3.00 2,1	23.00							2,123.0	0 2,123.00	Total \$25,476. \$25,476.
oan Repayments	2,123.00	2,123.0	0 2,123	3.00 2,1	23.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.00	2,123.0	0 2,123.00	\$25,476.
oan Repayments	2,123.00 \$2,123.00	2,123.0 \$2,123.0	0 2,123	3.00 2,1	23.00	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 \$2,123.00) 2,123.0) \$2,123.0	0 2,123.00	\$25,476.

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.

Ed	it Transactio	ns					BACK
100	8/98 Gloucester	Stree	t, The Rocks	NSW			ADD TRANSACTION
<u>Edit T</u>	ransaction Group	Apply	Bulk Transaction Up	ndates <u>R</u> i	aplicate Transactions	Extend Transaction Patte	<u>n</u>
Edit	Transaction Name	Amount	Confirm Transaction	Date of Transaction			
<u>Edit</u>	Property Management Fee	\$183.76	<u>Confirm</u>	31 Jul 2021			
<u>Edit</u>	Property Management Fee	\$183.76	<u>Confirm</u>	31 Aug 2021			
<u>Edit</u>	Property Management Fee	\$183.76	<u>Confirm</u>	30 Sep 2021			
<u>Edit</u>	Property Management Fee	\$183.76	<u>Confirm</u>	31 Oct 2021			
<u>Edit</u>	Property Management Fee	\$183.76	<u>Confirm</u>	30 Nov 2021			
<u>Edit</u>	Property Management	\$183.76	<u>Confirm</u>	31 Dec 2021			