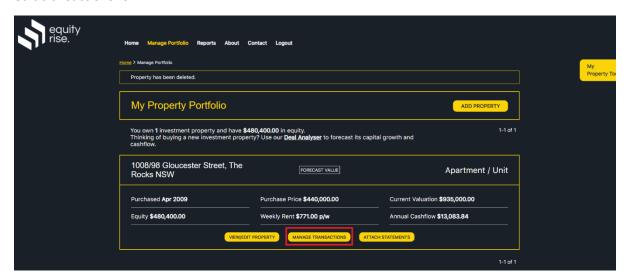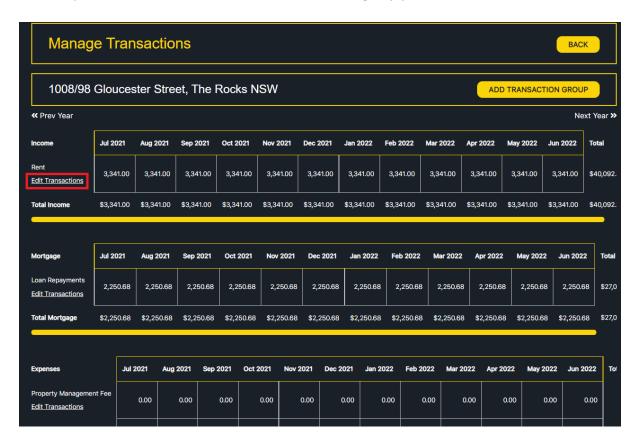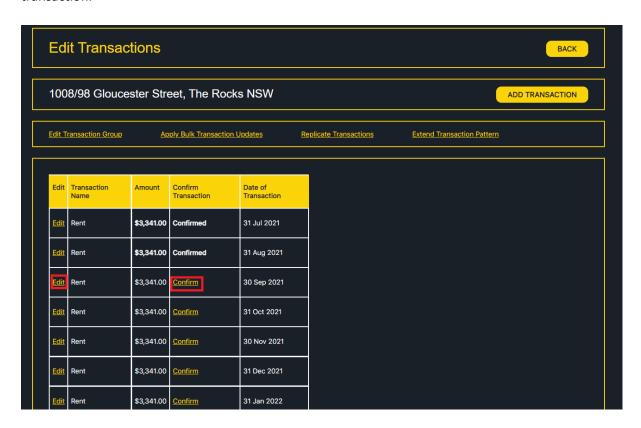## Editing Transactions

1. In the Manage Portfolio page, click **MANAGE TRANSACTIONS** for the property you wish to edit transactions for.
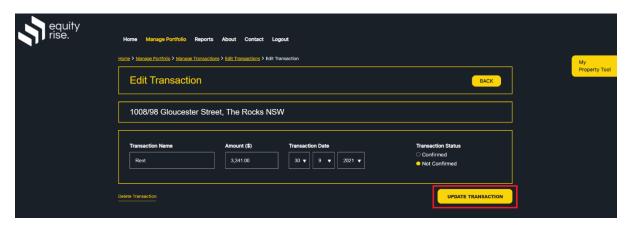

2. The Manage Transactions screen will be displayed, summarising financials for the current financial year. Click **Edit Transactions** for the transaction group you wish to edit.

3. The list of transactions will be displayed. Simply click 'Confirm' to tick off any transactions you are happy with and it will update the status dynamically. Click 'Edit' to edit a transaction.

4. Simply edit details for the transaction as you wish, such as the Transaction Name or Transaction Amount. Click UPDATE TRANSACTION to commit the changes.

5. The transaction will be updated and you will arrive back at the Edit Transactions page.

Edit Transactions

BACK

1008/98 Gloucester Street, The Rocks NSW

ADD TRANSACTION

Transaction has been updated successfully.

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