

Outbank Helpdesk

Portal > Knowledgebase > Android > Offline accounts > How can I add & edit new transactions in offline accounts?

How can I add & edit new transactions in offline accounts?

Christine - 2019-01-24 - in Offline accounts

Add transactions

1. To add a transaction, click on '+'
2. Enter the amount, a description/purpose (longer text possible) and select the correct date.
Optional: Add tags or categories in order to analyze them along with your other transactions in the reports.
3. If you want to add multiple amounts to one transaction, you can click on the '+' next to the amount. All amounts are added directly below.
Specify positive or negative amounts via the '+/-' button next to the field where you enter the amount.
4. Click on 'Done' to save the transaction.

Edit transactions

Swipe an offline transaction to the right to duplicate it.

Swipe an offline transaction to the left to delete it.

To delete several transactions at once, click on 'Edit' and the 'Trash' button.