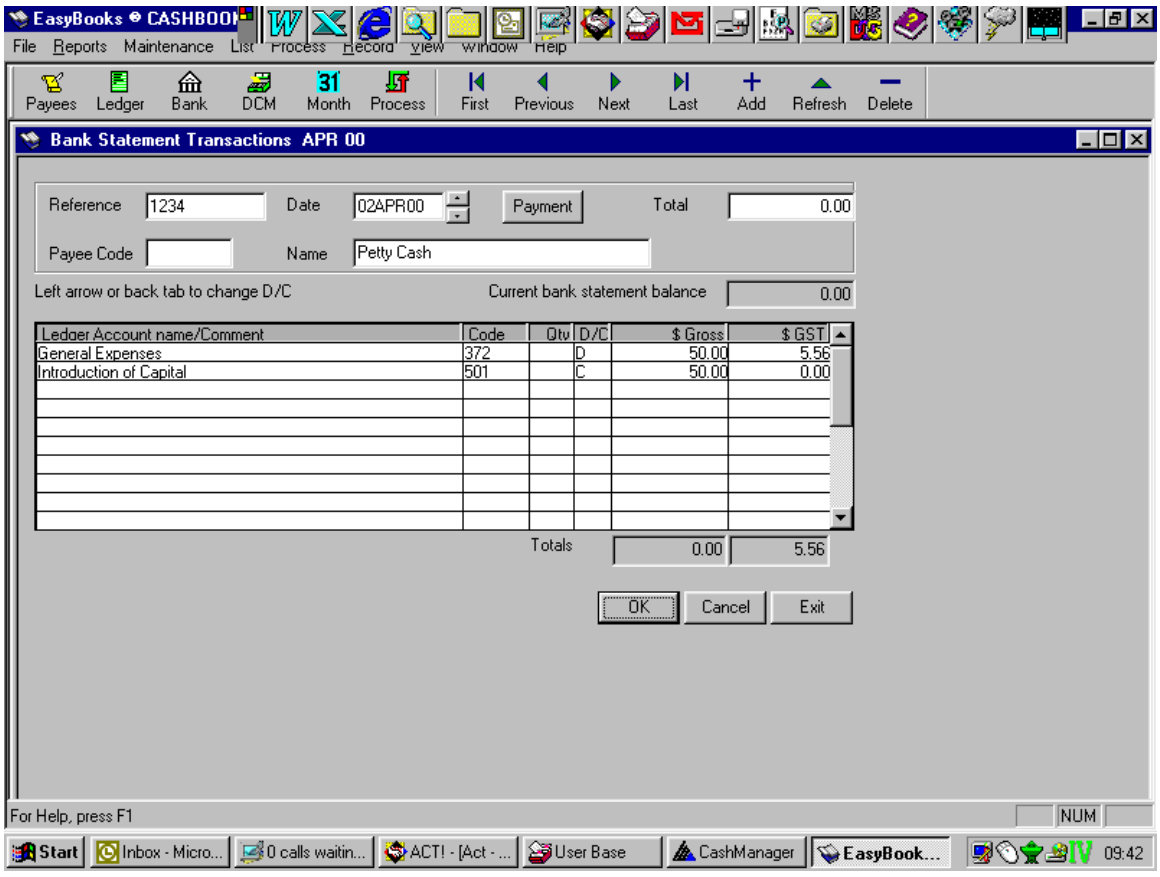
TO ENTER A CASH TRANSACTION INTO EASYBOOKS

This allows you to claim your GST on purchases that you have paid cash for.

1. Go to the Bank Transaction screen

2. Enter Reference Date and Receipt/Payment as normal and click in the Total box. Enter 0.00 in this field. Now enter your Payee code or the name of the Payee.

3. Enter the Ledger Account code that applies to the payment (i.e. 372 General Expenses) then click in the D/C column and make sure it shows D, enter the amount of the transaction and Enter.

4. This will bring the cursor down to the next line, enter the code for Funds (or Capital) introduced. This will be a credit and will bring the total at the bottom to 0.00 to balance with the total at the top.

5. **Your screen should look similar to the diagram below**.