



Entering The Marketplace Payout Transactions

The Transactions are entered into GnuCash as a Split Transaction, Split Transactions are detailed transactions which involve more than two accounts in the chart of accounts. Split transactions let you break things down precisely, ensuring accurate reports and bookkeeping.

Step 1: Enter The Payout Transactions

1. Open The Marketplace Holding Account Register -by double-clicking on the holding account register to open it.
2. **Enter A Date:** This should be the date of the transaction.
3. **Num field** Enter a transaction number if it applies
4. **Enter A Description:** That best describes the Transaction.
5. **Activate the split view** by clicking the "Show Splits" button on the toolbar. This will add two new rows to the transaction.
6. Enter the Net Amount in the Increase column
7. Select the sales account in the transfer field and enter the Gross sales Amount in the decrease column
8. Enter any fees in the increase column .
9. **Select Enter** on the toolbar to record the changes
10. **Select Save** to save the changes

Since GnuCash is a double entry accounting system the data is automatically duplicated in the selected transfer accounts.

Step 2: Enter Any Deposits To Your Account

The next step is to enter any deposits for the month that was transferred to your checking account..

1. Select actions on the menu bar and scroll and select Transfer
2. On the Transfer Screen enter the details of the transaction