



## How To Enter Simple Transactions

A Simple transaction is a basic entry that only involves just two accounts in the chart of accounts, one is debited, the other is credited. Think of it as a straight exchange from the checking account to the expense or income account that applies.

1. **Open The Checking Account Register** by double-clicking on the Checking account register to open it.
2. **Enter A Date:** The date of the transaction.
3. **Num Field** – Enter a check number or transaction number whichever applies or you can leave it blank.
4. **Enter A Description:** That best describes the Transaction.
5. **The Transfer Field:** This is the most important field, in the transfer field select the account from the chart of accounts that applies to this transaction. (For example: Cost Of goods sold)
6. **Amount:** Enter the dollar amount in the Withdrawal (decrease) or Deposit (increase) column.
7. **Select Enter** on the toolbar to record the changes
8. **Select Save** to save the changes

Since GnuCash is a double entry accounting system the data is automatically duplicated in the corresponding account, the selected transfer account in this example of the cost of goods sold.