Create Invoice As Normal Using Your Business Name On Completion Close Invoice As Normal

Select **Admin**

Choose **Journal Entry**

Fill Out Journal As Displayed Below

Account	Name	Debit	Credit	Tax Code	Tax Amount
Accounts Receivable	Your Business Name		Total Value Owed		
Vehicle Service & Repair Account		Total Value Less GST		Tax Code = GST	Total GST Amount
Unallocated amount:			0.00		

Click OK To Save

Click On Activities

Choose Receive Payment

Choose Your Business Name

Outstanding Invoice & Journal Entry Will Appear In Payment Window

Place Tick In Journal First, Then Outstanding Invoice

Click In Media And Choose Unapplied Credits

Change Date If Required

Click OK To Save

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