


Configuring the GL Interface Tab

Use this tab to determine how transactions entered in the Accounts Receivable module post to the general ledger.

1. Under Advanced Tools, click the **Settings** tab.
2. Select **Accounts Receivable** from the drop-down list and click **Go** .
3. Click the **GL Interface** tab.
4. Make your selections. Use the field descriptions in this topic for reference.
5. Click **Close**.

Additional Field Information

Accounts Receivable Mode

Select the method of accounting you will use. For an explanation of the different types, see [Cash vs. Accrual Accounting](#).

Accrual Source/Adjustment Source

Select the source to assign invoice transactions. When using an accrual method, this field is called **Accrual Source**, and when using a cash basis, this field is called **Adjustment Source**.

Deposit Source

Select the source that payments posted to the general ledger contain.

Unapplied Payment Source

Select a source to use for posting unapplied payments to the general ledger.

ACH Source

Select a source which ACH payment types posted to the general ledger should contain. You should set up a separate deposit source in General Ledger Define Lists.

Write Off Fee

Select a fee for writing off an unpaid invoice, according to your organization's procedures.

Select Multiple Fees

Select if you are tracking multiple general ledger funds in one set of accounts receivable data.

Late Fee

Select a default late fee. This speeds up adding individual late fee invoices or mass generating late fees.

NSF Fee and Amount

Select a default fee and amount. When entering a return check fee invoice, the default fee and amounts are completed.