

Interfacing Accounts Payable with General Ledger

Use the G/L Interface tab to configure Accounts Payable on an [accrual or cash basis](#) and to define the default settings which are used to interface with General Ledger.

If you choose to operate on an accrual basis, you must select **Track Discounts Taken** and identify a default accrual transaction source. If operating on a cash basis, tracking discounts taken is optional.

If you **Enable Fund Accounting**, Default A/P Checking Account, Default Accrual Account, and Default Discounts Taken Account are disabled.

Note



If you do not have funds set up in General Ledger, we recommend that you do not select the Enable Fund Accounting option. Instead, define the default Accounts Payable Checking Account, Accrual Account, and Discounts Taken Account on the G/L Interface tab in General Ledger Setup.

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select **Accounts Payable** and click **Go** . The Go button is a blue circle with a white right-pointing arrow.
3. Under **Accounts Payable Mode**, select **Accrual** or **Cash**. If using an accrual basis, you must identify a discount account to track discounts taken and identify a **Default Accrual Source** and a **Default Accrual Account**.
4. To use the checking, discount, and accrual accounts associated with each fund in General Ledger Define Lists, select **Enable Fund Accounting**.
5. In the drop-down lists, select the **Default AP Check Source** and **Default AP ACH/Online Source**.
6. To select a **Default AP Check Account**, click **Lookup** . The Lookup button is a blue square with a white magnifying glass icon. After selection, the checking account's name displays in the **Account Description** field.
7. If using Accrual accounting, select the **Default Accrual Source** and **Default Accrual Account**.
8. To maintain discounts in a separate account, select **Track Discounts Taken**. If using accrual accounting, you must select this option. Then, select a **Default Discounts Taken Account**.
9. After making your selections, click **OK**.