


## 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.