Accounts Payable

A. Transfer Data to G/L



Click on "A. Transfer Data to G/L" from the Main Menu and the following window will appear:

Accounts Payable

Transfer Data to G/L

Transfer to General L	.edger	
All Purchase Orders Will Transfer All Paid Invoices, Voids, and Adjustments Will Transfer		
Transfer unpaid invoices due on or before (Blank for all)		
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- 1. Transfer unpaid invoices due on or before: During Invoice Maintenance you enter the due date of an invoice. If your intention is to only transfer paid invoices then be sure to enter a date here. Enter a date for which invoices are due on or before to limit the transfer or leave Blank to have All be transferred.
- 2. OK: Click "OK" to accept and return to the Main Menu.
- **3.** Cancel: Click "Cancel" to cancel and return to the Main Menu.