

Basic Interface

INTERPAC
APPLICATIONS

“Behind the Scenes Guide”

INTERSOFT
Intersoft Systems, Inc.



Content

The Basic Interface is an optional method of using the INTERAC software that does not require the use of file names, and automates tasks such as month and year end processing. The intent of this Interface is to enable Users to operate INTERAC with simplicity and ease, without the complexities of file naming etc.

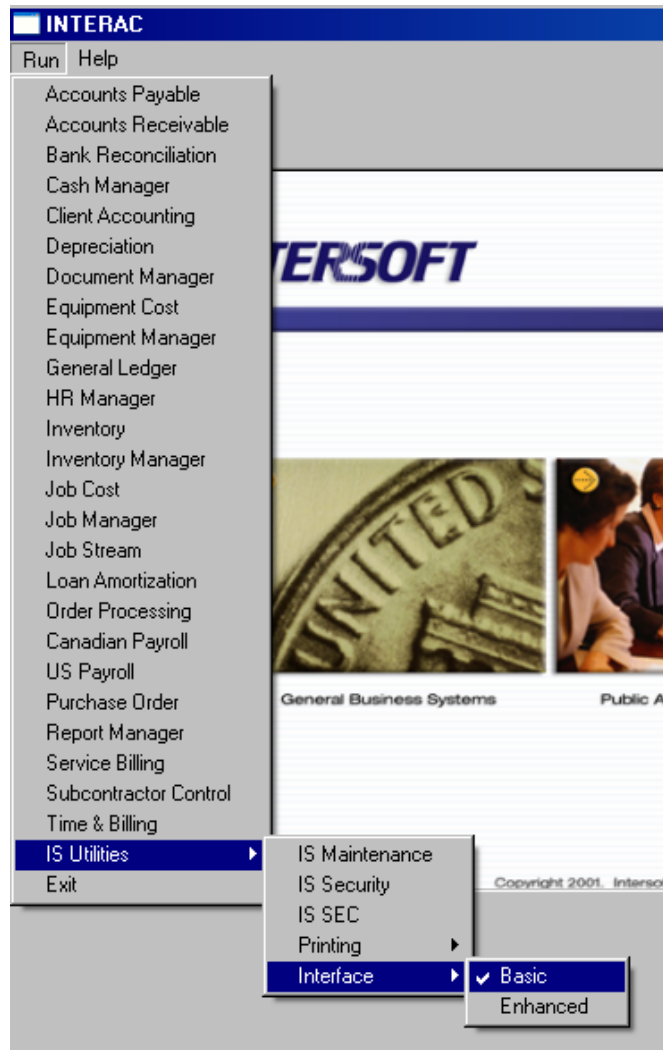
At the Update Master File menu, the Basic Interface avails the user the option to distribute, edit and update distributed transaction files. This feature enables each distributed transaction file to be edited, and if no errors are found, the file is updated to its respective interfacing master file. If errors are found, the process is abandoned and a status report is provided on screen. The usual distribution, edit and update reports are printed during the process.

This Guide will provide an explanation and demonstration of the “behind the scenes” of the Basic Interface feature. Each Application chapter ends with a summary of the files created “behind the scenes.”

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Selecting Basic Interface

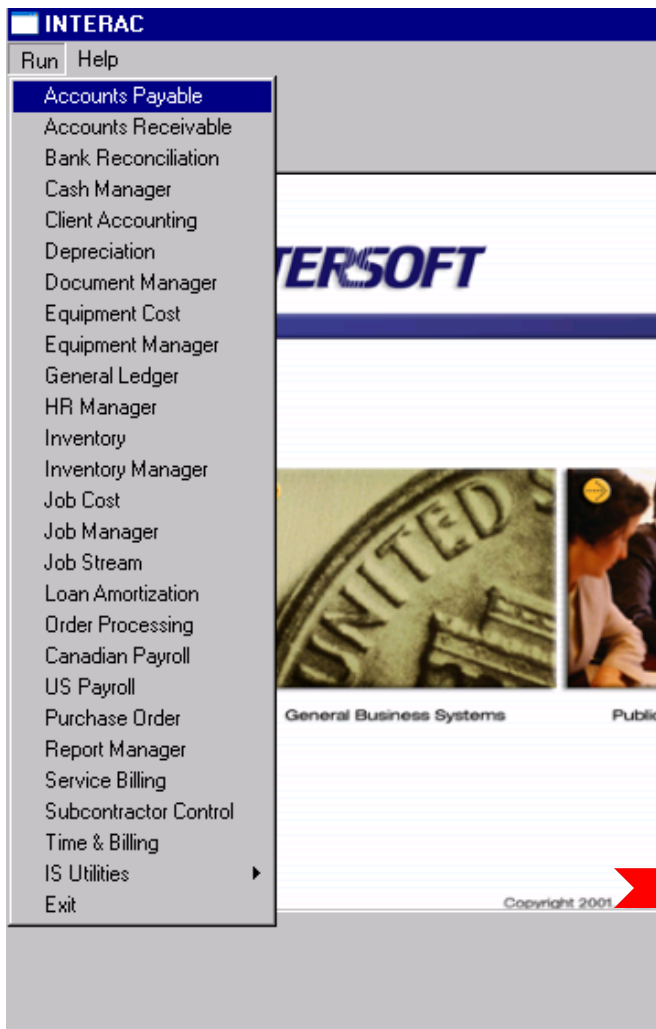


1. On the INTERAC Main Menu select **IS Utilities**
2. Click on Interface
3. Click on Basic

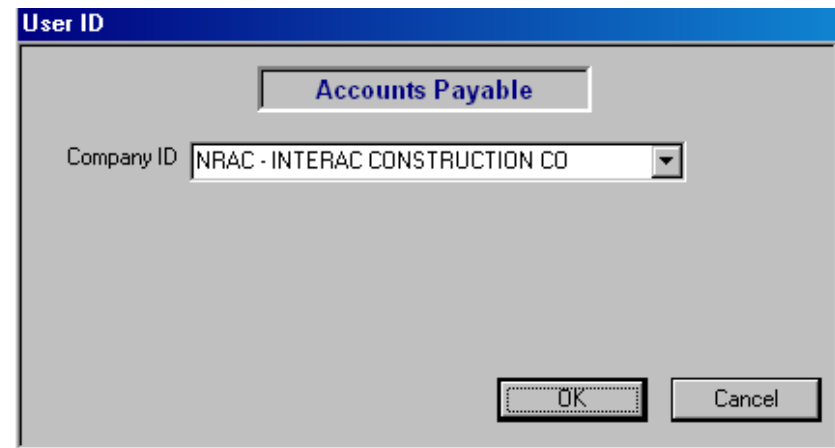


Accounts Payable

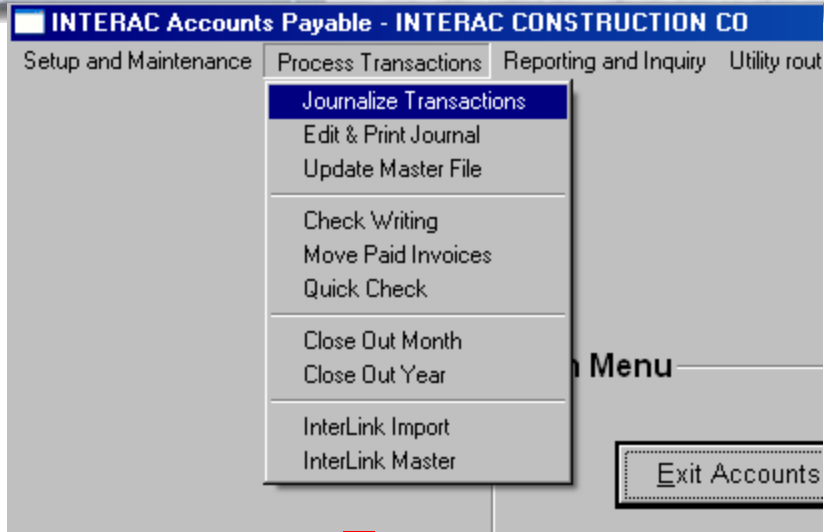
Selecting Accounts Payable



1. On the INTERAC Main Menu, click on Run
2. Click on Accounts Payable
3. Select Company ID
4. Click OK



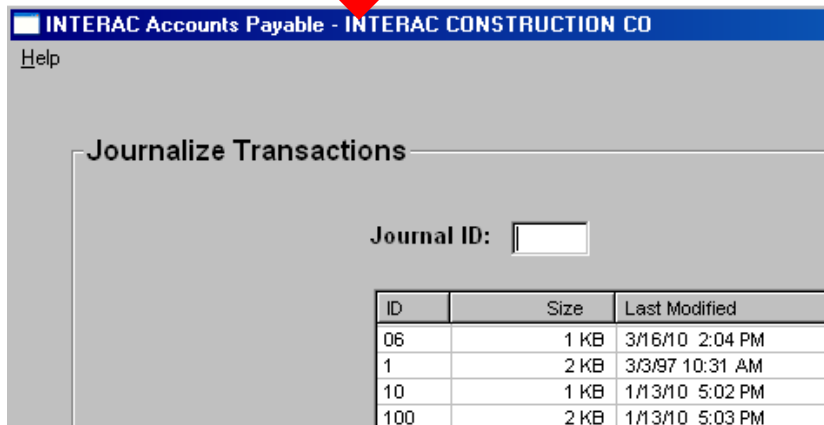
Journalize Transactions



1. Click on Journalize Transactions
2. No Journal ID is necessary
3. Click OK

NOTE:

If an APA already exists, you may enter a 3-character journal ID. For example 915 meaning (Sept 15). Then, Click OK.



To open a file distributed from another application, scroll down the list to locate file.

Enter Journal Transactions

Run Subtotals		Run Totals	
Checks	0.00	GL Distribution	0.00
Gross	0.00	Contra	0.00
Invoices	0	Proof	0.00
Gross	0.00	Hash	0.00
Discount	0.00	JC Distribution	0.00
Net	0.00	Units	0.00
Subcont Purchases	0.00	EQ Distribution	0.00
Retainage	0.00	Units	0.00
Net	0.00	PO Distribution	0.00
Ret Released	0.00	Units	0.00
Change Orders	0	IN Distribution	0.00
Amount	0.00	Units	0.00
Units	0.00	Records	0
Back Charges	0	Last Record	1
Amount	0.00		
Units	0.00		

- Enter transactions in the usual manner, utilizing the JSU, JRC, JTR, JCE and JFM as required.

Edit & Print Journal

INTERAC Accounts Payable - INTERAC CONSTR

Setup and Maintenance | Process Transactions | Reporting a

- Journalize Transactions
- Edit & Print Journal**
- Update Master File

INTERAC Accounts Payable - INTERAC CONSTRUCTION CO

Help

Edit Transactions

Journal ID:

ID	Size	Last Modified
	2 KB	8/13/10 10:26 AM
06	1 KB	3/16/10 2:04 PM
1	2 KB	3/3/97 10:31 AM
10	1 KB	1/13/10 5:02 PM
100	2 KB	1/13/10 5:03 PM
101	4 KB	12/10/08 3:51 PM
111	4 KB	12/2/09 4:17 PM
112	2 KB	6/9/10 8:37 AM
124	1 KB	12/4/97 5:57 PM
125	1 KB	12/5/97 9:38 AM
12A	3 KB	12/7/99 10:32 AM

Don't Print Warnings

Make Distributions

OK Back

1. Click on the first file in the Journal ID window (has blank ID and today's date). This is the APA file.

2. If you are ready to make Distributions to GL, JC, EQ, CK, SC check the Make Distributions box.

NOTE:

If you entered a 3-character ID, scroll down the menu list to locate the file.

Distribution Report

DISTRIBUTION FILES:

C:\DATA\NRAC\NRACGLA	CREATED	1 RECORDS SPLIT
C:\DATA\NRAC\NRACJCA	CREATED	3 RECORDS SPLIT
NO EQUIPMENT COST DIST. EQA FILE NOT CREATED.		
C:\DATA\NRAC\NRACCKA	EXTENDED	RECORDS SPLIT
C:\DATA\NRAC\NRACSCA	EXTENDED	RECORDS SPLIT
\DATA\NRAC\IMITMFIL		RECORDS SPLIT
\DATA\NRAC\POORDLIN		RECORDS SPLIT

When the “Make Distribution” box is checked, the applicable “A” files are created automatically for the requested applications (GL, JC, CK, SC, and EQ).

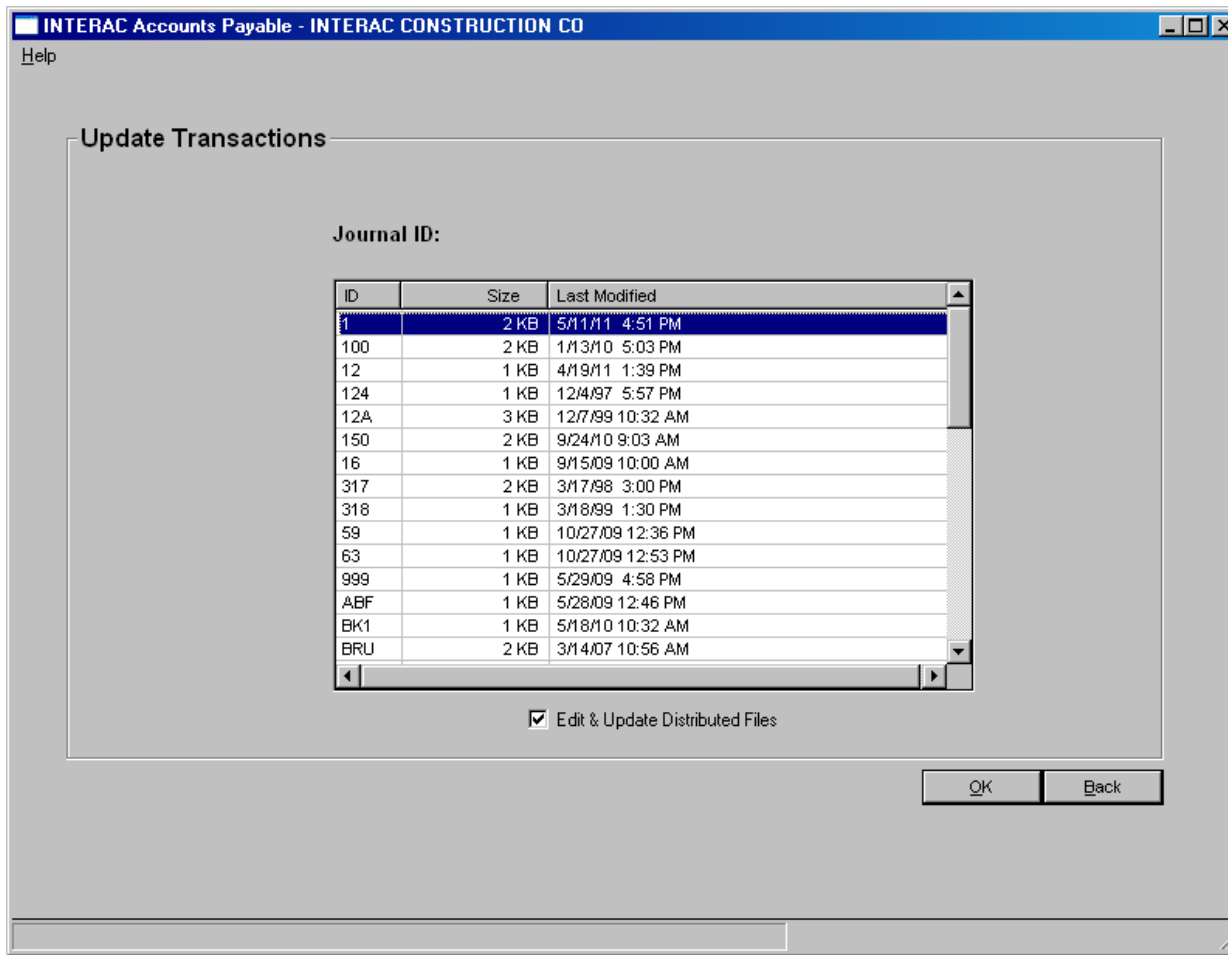
Distribution with 3 Char ID File

DISTRIBUTION FILES:

C:\DATA\NRAC\NRACGLABAS	EXTENDED	1 RECORDS SPLIT
C:\DATA\NRAC\NRACJCABAS	EXTENDED	1 RECORDS SPLIT
NO EQUIPMENT COST DIST. EQA FILE NOT CREATED.		
NO CHECK REC DIST. CKA FILE NOT CREATED.		
NO SUBCONTRACTOR DIST. SCA FILE NOT CREATED.		
\DATA\NRAC\IMITMFIL		RECORDS SPLIT
\DATA\NRAC\POORDLIN		RECORDS SPLIT

When a 3-character ID is entered (e.g. BAS), the same ID is applied to the GLA, JCA, EQA, CKA, and SCA files if applicable

Update Transactions



- Select the transaction file to be Updated
- Check the Edit & Update Distributed files box
- Click OK

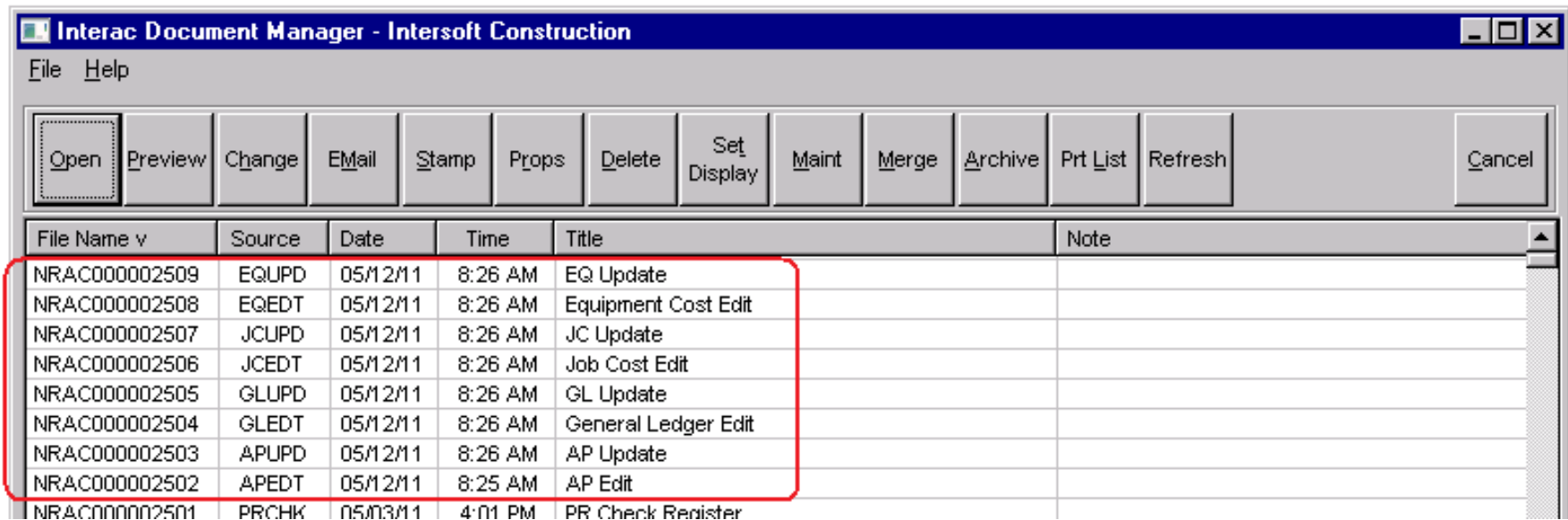
Update Report

- The applicable transaction files (General Ledger, Job Cost, Bank Reconciliation, etc) will be distributed, edited and updated in their respective applications.
- An Edit and Update report is produced for each application.
- A status report will be produced to show that the process is successful completed.
- Should the distribution process fail, the relevant correction, edit and update should be made in the affected application. Check the Edit & Print Journal report for errors and warnings listed.
- Once the “Edit & Update Distributed Files” has been processed, it cannot be undone.

File	Edit	Update
NRACGLA211	Completed	Completed
NRACJCA211	Completed	Completed
NRACEQA211	Completed	Completed

Update Report

An update report from the relevant application will be sent to the printer or DMS (see example below) as selected by the user.



The screenshot shows the 'Interac Document Manager - Intersoft Construction' window. It features a menu bar with 'File' and 'Help', and a toolbar with buttons for 'Open', 'Preview', 'Change', 'Email', 'Stamp', 'Props', 'Delete', 'Set Display', 'Maint', 'Merge', 'Archive', 'Prt List', 'Refresh', and 'Cancel'. Below the toolbar is a table with the following data:

File Name v	Source	Date	Time	Title	Note
NRAC000002509	EQUPD	05/12/11	8:26 AM	EQ Update	
NRAC000002508	EQEDT	05/12/11	8:26 AM	Equipment Cost Edit	
NRAC000002507	JCUPD	05/12/11	8:26 AM	JC Update	
NRAC000002506	JCEDT	05/12/11	8:26 AM	Job Cost Edit	
NRAC000002505	GLUPD	05/12/11	8:26 AM	GL Update	
NRAC000002504	GLEDT	05/12/11	8:26 AM	General Ledger Edit	
NRAC000002503	APUPD	05/12/11	8:26 AM	AP Update	
NRAC000002502	APEDT	05/12/11	8:25 AM	AP Edit	
NRAC000002501	PRCHK	05/03/11	4:01 PM	PR Check Register	

Update Report

NRACAPM
NRACAPI

INTERAC CONSTRUCTION CO ACCOUNTS PAYABLE UPDATE

```
C:\DATA\NRAC\NRACAPB CREATED
C:\DATA\NRAC\NRACAPA ADDED TO C:\DATA\NRAC\NRACAPB
C:\DATA\NRAC\NRACAPB ADDED TO C:\DATA\NRAC\NRACAPC
C:\DATA\NRAC\NRACAPB REMOVED
C:\DATA\NRAC\NRACAPM UPDATED
C:\DATA\NRAC\NRACAPI UPDATED
```

```
APUPD  --  RUN TOTALS
          NUMBER OF INVOICES                3
          INVOICES ADDED                    3
          PURCHASES                          5,209.76
          DISCOUNTS OFFERED                 .00
```

```
UPDATE COMPLETE
APUPD  --  TASK ENDED
```

The Updating of APC, API, and APM are performed without the requirement of manually entering file names.

Update Transactions

NRACAPM
NRACAPI

INTERAC CONSTRUCTION CO ACCOUNTS PAYABLE UPDATE

```
C:\DATA\NRAC\NRACAPB CREATED
C:\DATA\NRAC\NRACAPABAS ADDED TO C:\DATA\NRAC\NRACAPB
C:\DATA\NRAC\NRACAPB ADDED TO C:\DATA\NRAC\NRACAPC
C:\DATA\NRAC\NRACAPB REMOVED
C:\DATA\NRAC\NRACAPM UPDATED
C:\DATA\NRAC\NRACAPI UPDATED
```

```
APUPD  --  RUN TOTALS
          NUMBER OF INVOICES                1
          INVOICES ADDED                    1
          PURCHASES                          25,450.00
          DISCOUNTS OFFERED                 .00
```

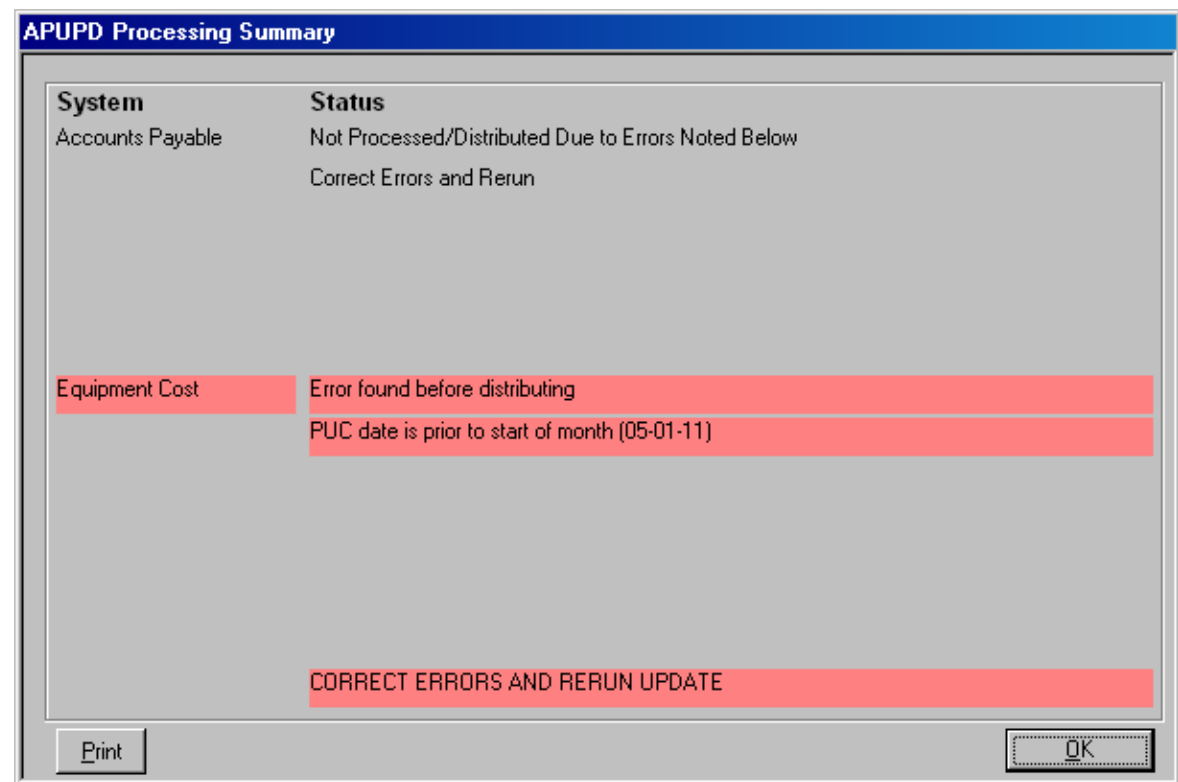
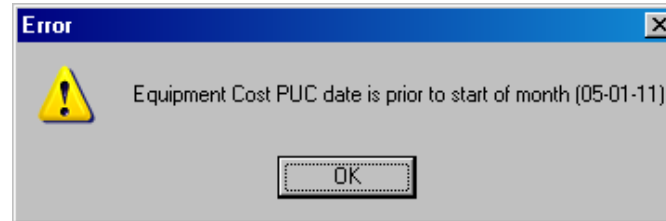
```
UPDATE COMPLETE
APUPD  --  TASK ENDED
```

- Where a 3-char ID has been used, the update files are automatically renamed to the standard format of APC, API and APM.
- The 3-character ID is dropped.
- Existing files are extended

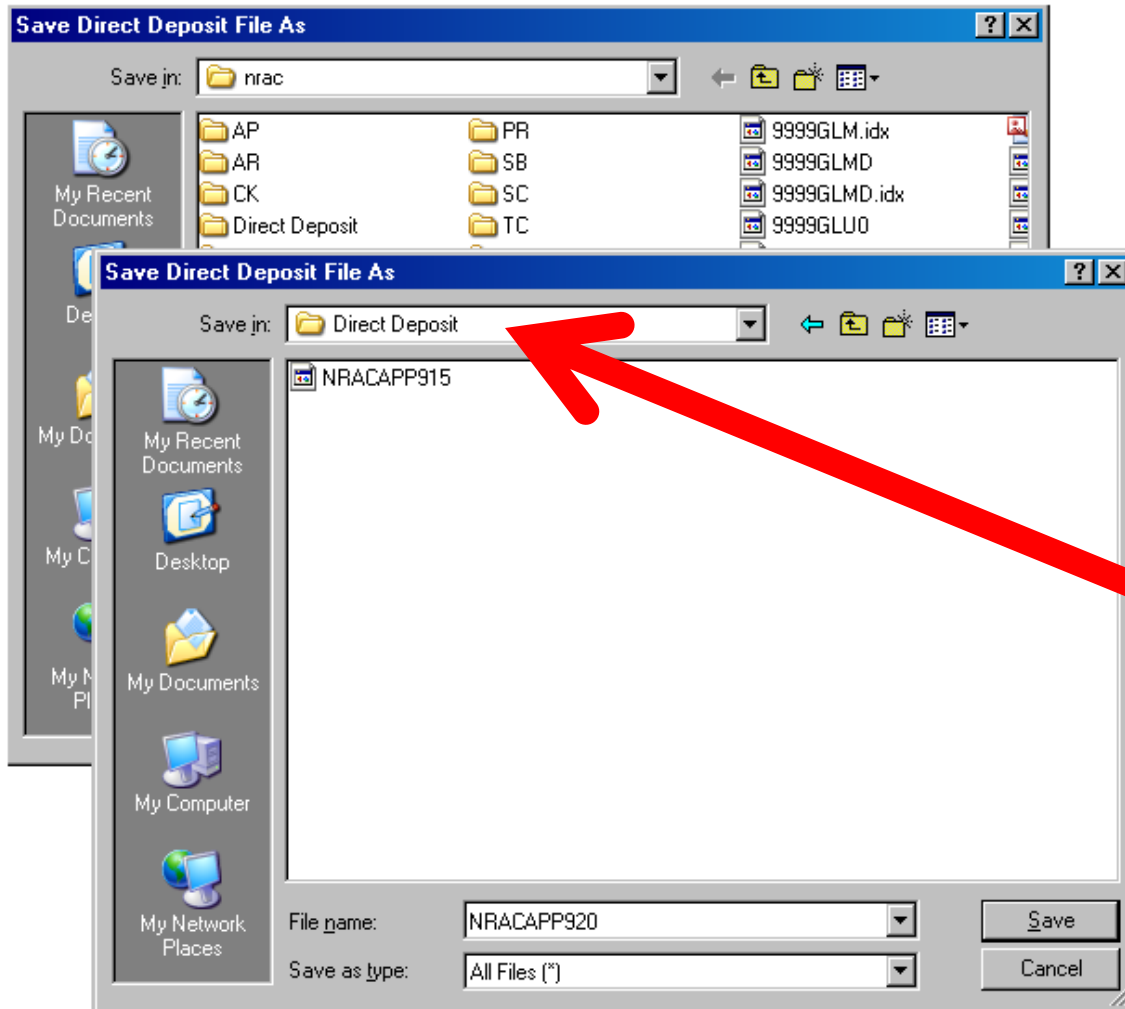
Errors During Edit & Update

If errors are found during the Edit & Update Distributed Files process, the user is alerted and a report identifying the error is displayed.

Once the error has been corrected by the User, Update can be re-run.



Check Writing

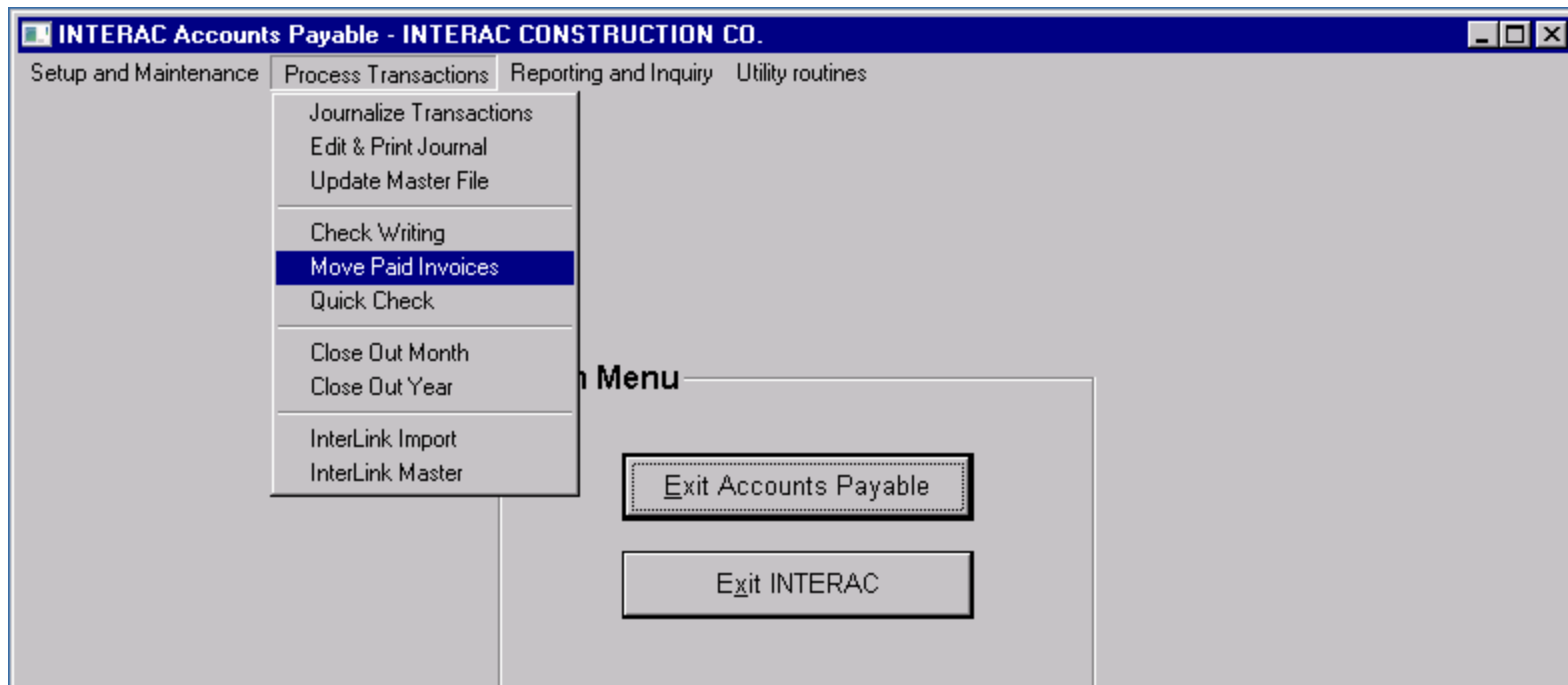


1. On the **Process Transactions** menu, select Check Writing
2. A window pops up, titled “Save Direct Deposit File As”
3. Enter a file name e.g.
NRACAPP920
OR any name preferred
4. Save

NOTE: (Optional)
For purposes of keeping all direct deposit files in one location, you may create a Direct Deposit folder to store all direct deposit files as shown in the illustration.

Move Paid Invoices

Click to select the option from the Process Transactions menu.



Move Paid Invoices

Move Paid Invoices will make distributions to, edit and update the distributed files when the selection is made.

A status report is displayed to show a completed process.

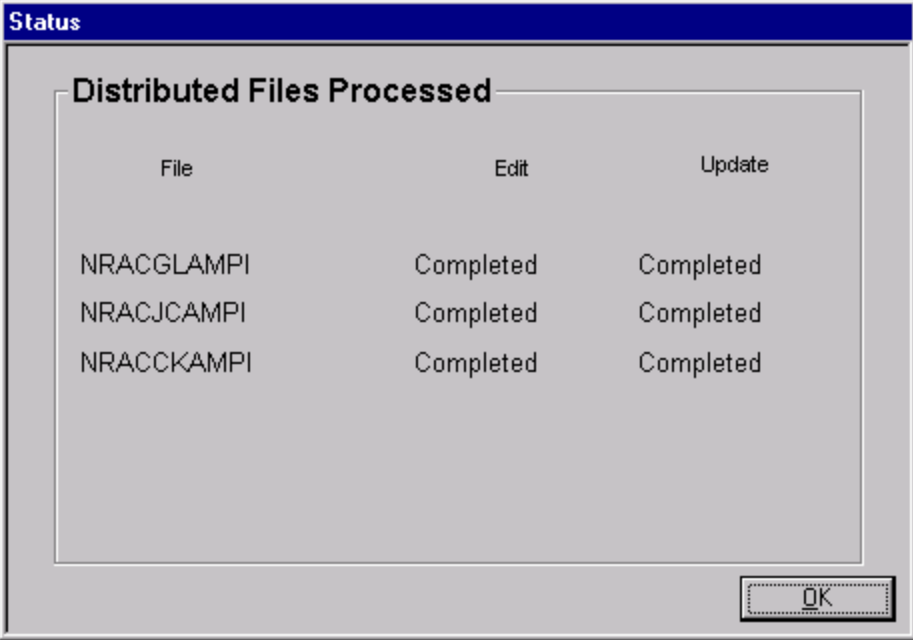
The screenshot shows a software window titled "INTERAC Accounts Payable - INTERAC CONSTRUCTION CO." with a "Help" button in the top-left corner. The main area is titled "Move Paid Invoices" and contains the following fields and controls:

- Make Distributions**:
- Edit & Update Distributed Files**:
- Transaction date:**
- Period Code**: mm/yy
- Journal Number:**

At the bottom right of the dialog box, there are two buttons: "OK" and "Back".

Move Paid Invoices Update Status Report

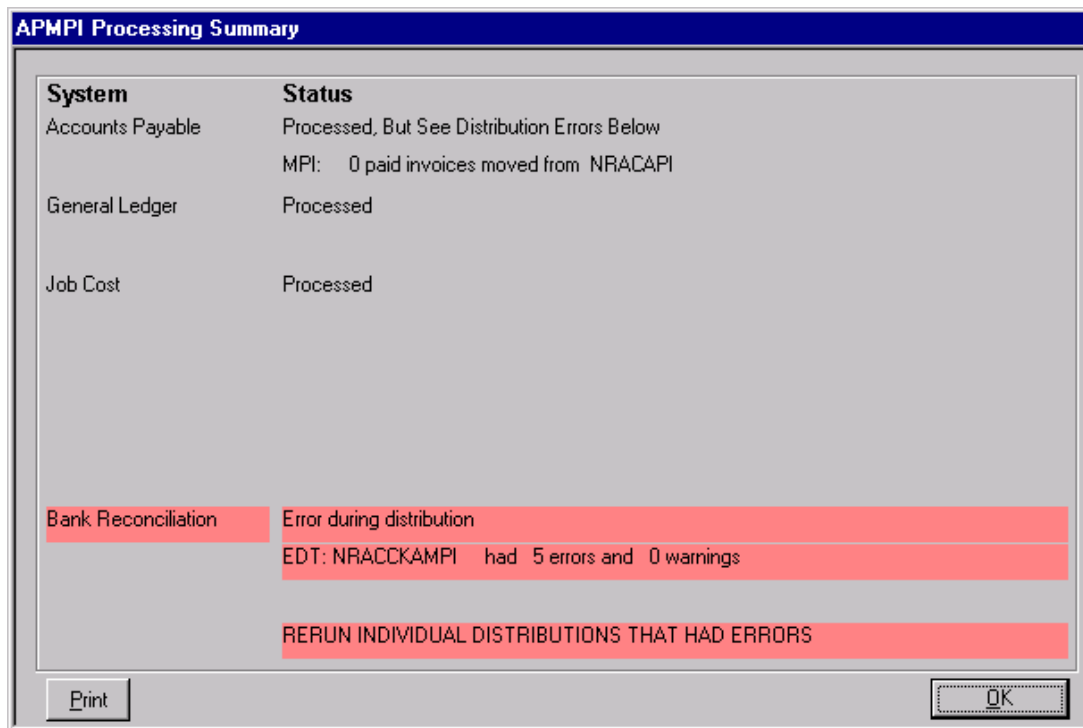
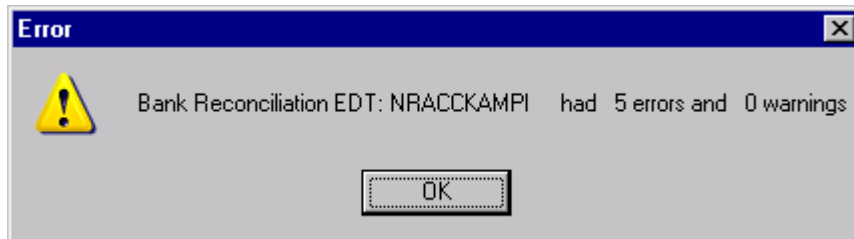
Once the edit and update of the Move Paid Invoices transactions files have been processed, the following status report is produced.



File	Edit	Update
NRACGLAMPI	Completed	Completed
NRACJCAMPI	Completed	Completed
NRACCKAMPI	Completed	Completed

OK

Move Paid Invoices Update Error Reports



1. If a process fails to complete, the status report lists reasons for failure.
2. Corrections should be made in the affected transaction file, in its applicable application.
3. For example, to correct the errors shown here, the edit report for Bank Reconciliation should be examined and its transaction file corrected as required.

Move Paid Invoices

NRACAPM
NRACAPI

INTERAC CONSTRUCTION CO

MOVE PAID INVOICES

Tran Date 05-31-10 Acct Date 05-31-10
Journal Number 60 Period Code: 5-10

C:\DATA\NRAC\NRACSCAMPI	CREATED
C:\DATA\NRAC\NRACEQAMPI	CREATED
C:\DATA\NRAC\NRACAPC	EXTENDED
C:\DATA\NRAC\NRACCKAMPI	EXTENDED
C:\DATA\NRAC\NRACGLAMPI	EXTENDED
C:\DATA\NRAC\NRACJCAMPI	EXTENDED

UPDATE COMPLETE

C:\DATA\NRAC\NRACSCAMPI

DELETED (EMPTY)

C:\DATA\NRAC\NRACEQAMPI

DELETED (EMPTY)

APMPI -- TASK ENDED

1. MPI automatically creates the following files:

APCMPI
SCAMPI
EQAMPI

2. Where there are existing "A" or "C" files, these are automatically extended. For example:

CKAMPI
GLAMPI
JCAMPI

3. Files created or extended during the MPI procedure have "MPI" added to the file name. (as shown above).

Void Check

INTERAC Accounts Payable - INTERAC CONSTRUCTION CO

Help

Journalize Transactions

Journal ID:

ID	Size	Last Modified
06	1 KB	3/16/10 2:04 PM
1	2 KB	3/3/97 10:31 AM
10	1 KB	1/13/10 5:02 PM
100	2 KB	1/13/10 5:03 PM
101	4 KB	12/10/08 3:51 PM
111	4 KB	12/2/09 4:17 PM
112	2 KB	6/9/10 8:37 AM
124	1 KB	12/4/97 5:57 PM
125	1 KB	12/5/97 9:38 AM
12A	3 KB	12/7/99 10:32 AM
16	1 KB	9/15/09 10:00 AM
17	1 KB	9/15/09 10:16 AM
22	2 KB	2/3/10 10:21 AM
220	1 KB	2/20/98 4:43 PM
2W	13 KB	9/3/09 2:52 PM

Voiding Checks?

Use MTD YTD TD Historical Transactions

OK

1. No Journal ID is necessary.
2. Check the "Voiding Checks?" box.
3. Select which history file contains the check to be voided.
4. Click OK

MTD = APC or Current month to date
YTD = APD or Detail year to date
TD = APE or Extra to date file

Voiding Checks

AP Journal - INTERAC CONSTRUCTION CO
File Task Help

JSU JRC JTR JCE JFM Void Check END

Void a Check
Help

Void Which Check?

Vendor Number to Void 200
JB LUMBER COMPANY
Check Number to Void 5602

OK Cancel

1. Enter the Vendor Number and check number. Click OK.
2. Select check void method. Click OK.
3. Follow the normal steps of file processing.

Journalized Transactions
Help

Check Number 5602 Void Check and Invoice Void Check and Reset Invoice

Type	Inv Date	Pay Date	Check DC	Description	Amt/Dst/Ret	Dsc/Pmt/Unt
Vendor 200 Invoice 2593						
Chk	02-11-10	05-31-10	5602	Lumber supplies	14895.32	.00
Dist to Jb	88003	120 4	Eq	10465 4	.00	14895.32
Dist to Ac	630				.00	14895.32

Quick Check

INTERAC Accounts Payable - INTERAC CONSTRUCTION CO

Help

Quick Check

Create Journal?

Journal ID:

ID	Size	Last Modified
06	1 KB	3/16/10 2:04 PM
1	2 KB	3/3/97 10:31 AM
10	1 KB	1/13/10 5:02 PM
100	2 KB	1/13/10 5:03 PM
101	4 KB	12/10/08 3:51 PM
111	4 KB	12/2/09 4:17 PM
112	2 KB	6/9/10 8:37 AM
124	1 KB	12/4/97 5:57 PM
125	1 KB	12/5/97 9:38 AM
12A	3 KB	12/7/99 10:32 AM
16	1 KB	9/15/09 10:00 AM

Journal Number:

Accounting date:

Period Code mm/yy

OK

1. Check the “Create Journal” box, enter journal #, accounting date and period code.

2. Click OK

3. Process file as usual

NOTE:

To print Quick Check without creating a journal, leave box unchecked.

Print 1099

INTERAC Accounts Payable - INTERAC CONSTRUCTION CO

Help

Print 1099 Forms

Form Type

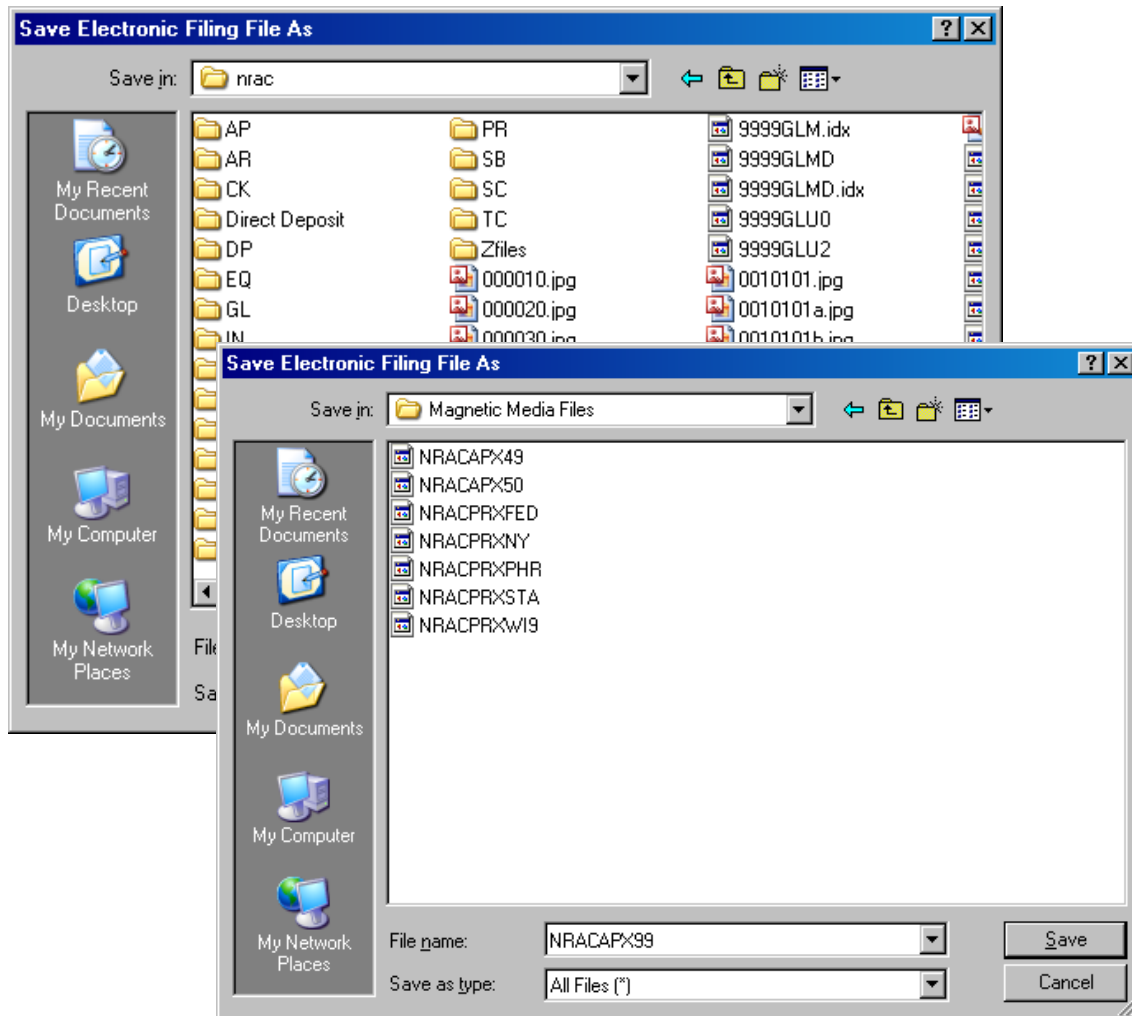
MISC
 DIV
 INT
 PATR
 OID

Produce Electronic Filing File

OK Back

1. Select the 1099 Form type
2. Check the “Produce Electronic Filing File” box to create a magnetic media file APX
3. Click OK.

Print 1099 ..cont'd



4. **Save Electronic Filing File As** window appears, allowing you to save your X file in the NRAC folder.
5. Enter the file name as required by the state or whatever name you prefer.
6. You can also create a magnetic media folder to which all such file types created in INTERAC can be stored – see example.

Print Custom Report

INTERAC Accounts Payable - INTERAC CONSTRUCTION CO

Help

Print Custom Report

Report Design:

ID	Title
1	VENDOR NUMERIC LISTING
10	TOTALS BY JOB NUMBER
100	Vendor Last Checks List
11	PAYMENT WORKSHEET BY JOB
115	PURCHASES BY VENDOR TYPE
12	INVOICE TOTALS BY JOB
123	Vendor Check Payments
125	INVOICE TOTALS BY VENDOR
13	JOB DETAIL BY VENDOR
14	INVOICE TOTALS BY JOB & PHASE
15	TOTALS BY G/L ACCOUNT
16	DISTRIBUTION BY G/L ACCOUNT
17	TOTALS BY EQUIPMENT NUMBER

Alpha Report Date: AUGUST 31, 2010

Transactions: MTD YTD TD Open

Limited Ranges:

Export to Spreadsheet: Excel Lotus ASCII CSV

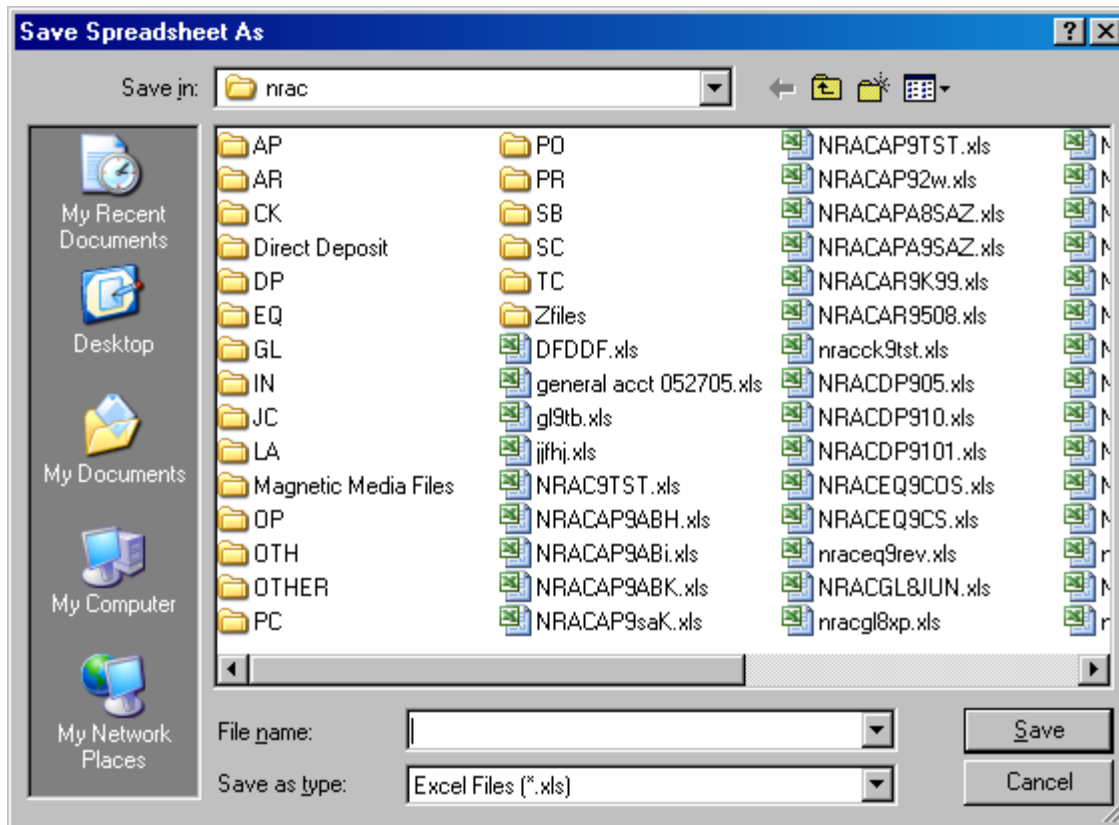
Change Conditions:

OK

1. Select Report Design
2. Enter report date
3. Make the relevant selections for your report
4. To export your report to a spreadsheet, check the "Export to Spreadsheet"
5. Select the spreadsheet type
6. Click OK

MTD = APC or Current month to date
YTD = APD or Detail year to date
TD = APE or Extra to date file
Open = Open Items or Unpaid Invoices

Print Custom Report ..cont'd



**** An advantage of the “Save Spreadsheet As” feature is that a file can be named whatever you want.**

6. “Save Spreadsheet As” windows appears
7. It defaults to your 4-character company ID folder (or last saved to folder)
8. Enter file name (e.g. NRACAP9115 or a file name of your choice **)
9. Click Save.
10. The file can also be saved to a different location or device from this window.

Month-End Close

INTERAC Accounts Payable - INTERAC CONSTRUCTION CO

Help

Close Out Month

Month To Close: MAY

OK Back

1. Enter the month to be closed e.g. MAY
2. Click OK
3. Month-end files are created as follows:

APC is copied to APCMAY
APM is copied to APM MAY
API is copied to APIMAY
APC is merged into
APDMAY
APC is merged into
APEMAY
APC is deleted

Year-End Close

INTERAC Accounts Payable - INTERAC CONSTRUCTION CO

Help

Close Out Year

Year To Close: 10

Closing Month: DEC

OK Back

1. Enter the Year to be closed e.g. 10 for year 2010
2. Enter closing month e.g. DEC for December
3. Click OK
4. Year-end files are created as follows:

APC is copied to APD10
APM is copied to APMDEC
API is copied to API10
API is copied to APIDEC
APM is copied to APM10
APE is copied to APE10
APC and APD are deleted.

AP Work Flow

Entering invoices

Process Transactions ► Journalize Transactions

- Click OK. (No file name required)
- Enter invoices to be paid.
- Make the Contra Entry before exiting.

Edit Print Journal

- Click on file at top of the list (blank ID & today's date). Click OK
- Run a PRELIMINARY edit.
- If problems, go back to JRN and correct.
- Run a FINAL edit.
- To distribute check "Make Distribution" box

Update Master File

- Click on file at top of the list (blank ID & today's date).
- To Edit and Update distributed files, check box
- Click OK

Actions Behind the Scenes

- APA file is automatically created.
- When "Make Distribution" box is checked
GLA, JCA, CKA, SCA & EQA are created and distributed to (per APU0 settings).
- APB is created
- APA is added to APB
- APB is added to APC
- APA and APB are removed
- API and APM are updated.
- These files are created: APAUPD, APIUPD, APMUPD and APCUPD
- Distribution to selected applications, edit and update in those applications is performed. A edit and update reports are sent to printer or DMS. A status report is shown on the screen.

AP Work Flow

Writing Checks & Other Routines

Reporting & Inquiry

- Create a Cash Analysis report to show all open invoices.
- Print 1099
- Print Custom Report

Setup & Maintenance ► Invoice File Maintenance

- Select invoices to be paid

Process Transactions ► Check Writing

- Print the checks
- Enter APP file name in the "Save As" window

Process Transactions ► Move Paid Invoices

Actions Behind the Scenes

- Positive Pay file is created with today's date e.g. AP0825

- JCAMPI, GLAMPI, CKAMPI, are created
- API and APM are updated
- APC, CKA, GLA, JCA are extended

AP Work Flow

Quick Checks

Process Transactions ► Quick check

- A. To print Quick Check without creating a journal
- B. To print Quick Check with “Create Journal”
- Check “Create Journal” box, then Enter check details
 - Run a PRELIMINARY edit.
 - Run a FINAL edit, check the “Make Distribution” box.
 - Run Update Transactions

Actions Behind the Scenes

- **No records written**
- **APA file created**
- **“Make Distribution” will automatically create GLA, EQA, CKA, & JCA**
- **APB is created**
- **APA is added to APB**
- **APB is added to APC**
- **APA and APB are removed**
- **API and APM are updated.**
- **These files are created: APAUPD, APIUPD, APMUPD and APCUPD**
- **Distribution to selected applications, edit and update in those applications is performed. A edit and update reports are sent to printer or DMS. A status report is shown on the screen.**

AP Work Flow

Month-End & Year-End Activities

Month-End Closing

Reporting & Inquiry ► Cash Register Report

- Print a monthly Check Register
- Print Custom Reports

Process Transactions ► Close Out Month

- Enter the month to close e.g. MAY

Year End Closing

Reporting & Inquiry ► Cash Register Report

- Print a yearly check register using the Year-To-Date selection

Process Transactions ► Close Out Year

Enter Year to close and the Month to close.

Actions Behind the Scenes

- **Month-End files are created as follows:**

APC is copied to APCMAY APM is copied to APMMAY

API is copied to APIMAY APC is merged into APDMAY

APC is merged into APEMAY

APC is deleted

- **Year-End closing files e.g. 2010, are created as follows:**

APC is copied to APD10 APM is copied to APMDEC

API is copied to API10 API is copied to APIDEC

APM is copied to APM10

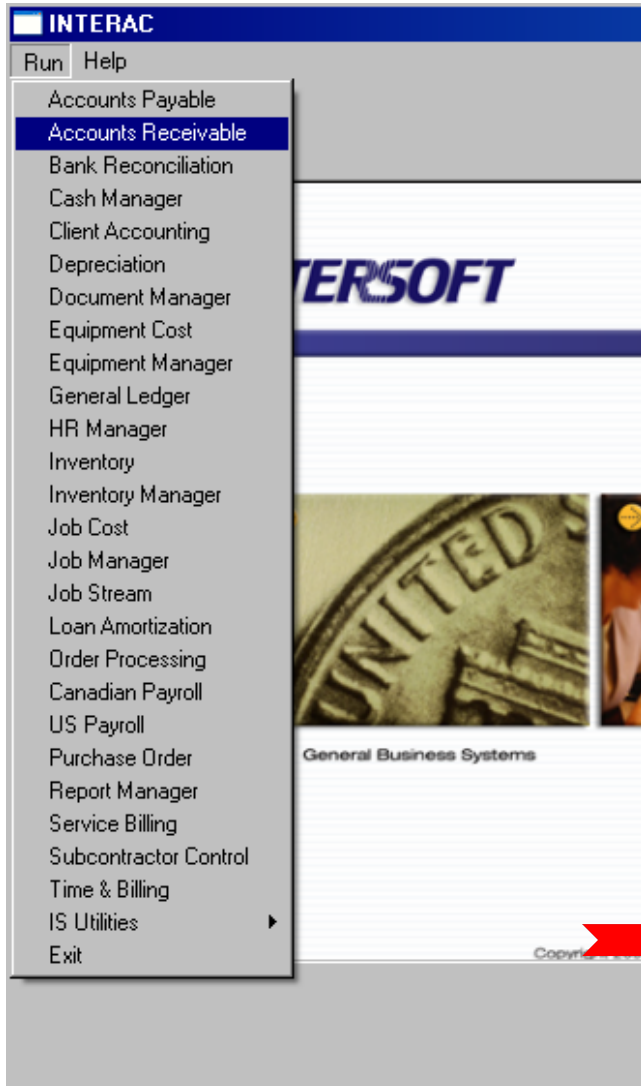
APE is copied to APE10

APC and APD are deleted.

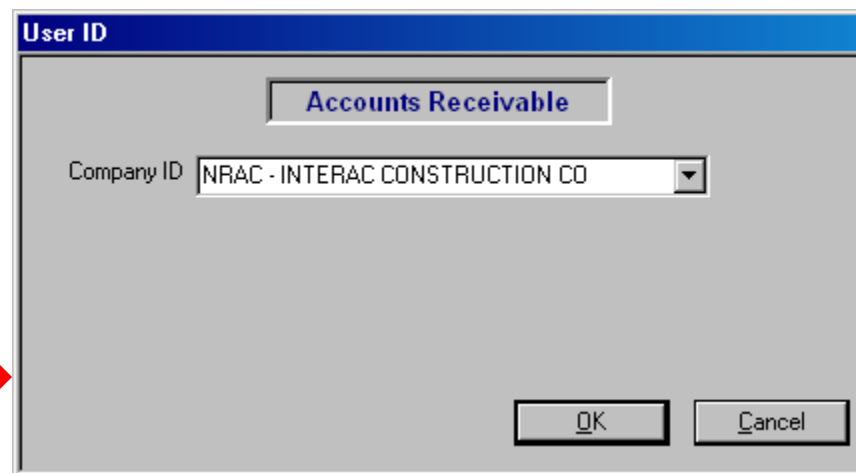


Accounts Receivable

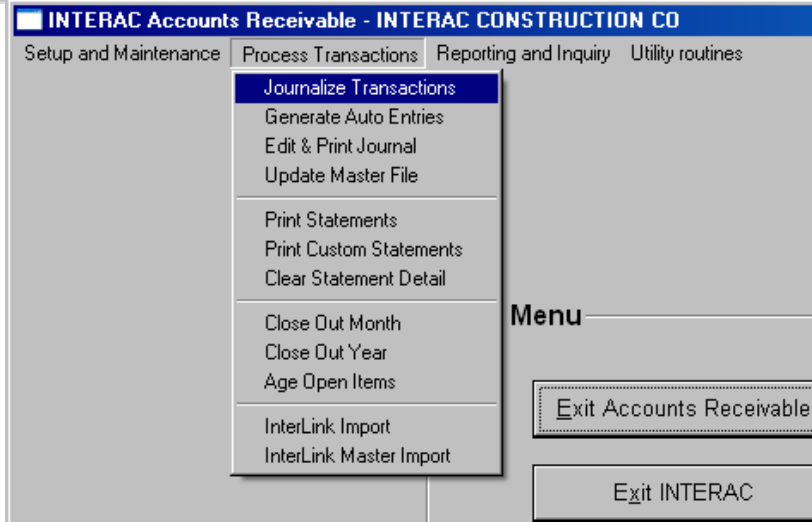
Selecting Accounts Receivable



1. On the INTERAC Main Menu click on Run
2. Click on Accounts Receivable
3. Select Company ID
4. Click OK



Journalize Transactions

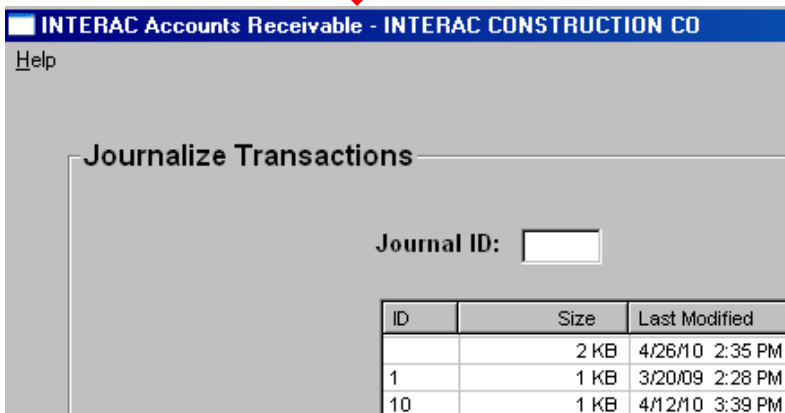


1. Click on Journalize Transactions
2. No Journal ID is necessary
3. Click OK

NOTE:

If an ARA already exists, you may enter a 3- character journal ID. For example 915 meaning (Sept 15).

Then, Click OK.



To open a file distributed from another application, scroll down the list to locate file.

Enter Journal Transactions

AR Journal - INTERAC CONSTRUCTION CO

File Task Help

JSU JRC JTR ACR JCE JFM END NRACARA

	Sub Totals		Run Totals			Sub Totals		Run Totals	
1 - Charge	0	0.00	0	0.00	Customer Hash	0		0	
3 - Credit Memo	0	0.00	0	0.00	GL Hash	0		0	
5 - Finance Charge	0	0.00	0	0.00	AR Gross	0.00		0.00	
6 - Debit Adjustment	0	0.00	0	0.00	Cash Gross	0.00		0.00	
7 - Payment	0	0.00	0	0.00	JC Gross	0.00		0.00	
8 - Returned Check	0	0.00	0	0.00	Dist Units	0.00		0.00	
9 - Credit Adjustment	0	0.00	0	0.00	GL Detail AR	0.00		0.00	
10 - Finance Charge Pmt	0	0.00	0	0.00	GL Contra AR	0.00		0.00	
11 - Discount Taken	0	0.00	0	0.00	GL Proof AR	0.00		0.00	
0 - Memo	0	0.00	0	0.00	GL Detail Cash	0.00		0.00	
2 - Cash Sale	0	0.00	0	0.00	GL Contra Cash	0.00		0.00	
4 - From Delayed Billing	0	0.00	0	0.00	GL Proof Cash	0.00		0.00	
12 - Discount Offered	0	0.00	0	0.00					

Clear Subtotals

- Enter transactions in the usual manner, utilizing the JSU, JRC, JTR, JCE and JFM as required.

Edit & Print Journal

The screenshot shows the 'INTERAC Accounts Receivable - INTERAC CONSTRUCTION CO' application. The top menu bar includes 'Setup and Maintenance', 'Process Transactions', and 'Reporting and Inquiry'. The 'Process Transactions' menu is open, showing options: 'Journalize Transactions', 'Generate Auto Entries', and 'Edit & Print Journal'. Below this, the 'Edit Transactions' window is displayed. It features a 'Journal ID:' label above a list box containing a table of files. The table has columns for ID, Size, and Last Modified. The first row is selected. Below the table are three checkboxes: 'Print Errors & Warnings Only?' (unchecked), 'Suppress Warnings?' (unchecked), and 'Make Distributions' (checked). A red arrow points to the 'Make Distributions' checkbox. At the bottom of the window are 'OK' and 'Back' buttons.

ID	Size	Last Modified
	2 KB	8/26/10 2:01 PM
1	1 KB	3/20/09 2:28 PM
10	1 KB	4/12/10 3:39 PM
101	1 KB	10/15/09 10:07 AM
131	3 KB	10/15/09 10:07 AM
235	1 KB	5/14/10 11:34 AM
313	1 KB	3/14/01 10:07 AM
317	2 KB	10/19/09 12:04 PM
406	1 KB	9/14/09 9:06 AM
411	1 KB	6/5/09 2:38 PM
416	1 KB	8/24/09 10:17 AM

1. Click on the first file in the Journal ID window (has blank ID and today's date). This is the ARA file.

2. If you are ready to make Distributions to GL, JC, EQ, CK, SC check the Make Distributions box.

NOTE:

If you entered a 3-character ID, scroll down the menu list to locate the file

Distribution Report

```
ACCOUNTS RECEIVABLE DISTRIBUTION SPLIT
```

```
AREDT -- SPLIT          BEGINS -- 14:10
```

```
      C:\DATA\NRAC\NRACGLA          FILE EXTENDED
      C:\DATA\NRAC\NRACGLA          15 RECORDS WRITTEN

      C:\DATA\NRAC\NRACJCA          FILE EXTENDED
      C:\DATA\NRAC\NRACJCA          7 RECORDS WRITTEN

      C:\DATA\NRAC\NRACCKA          FILE EXTENDED
      C:\DATA\NRAC\NRACCKA          0 RECORDS WRITTEN
```

```
AREDT -- SPLIT          ENDS   -- 14:10
```

When the “Make Distribution” box is checked, the applicable “A” files are created automatically for the requested applications (GL, JC, CK, SC, and EQ).

Distribution with 3 Char ID File

```
ACCOUNTS RECEIVABLE DISTRIBUTION SPLIT
```

```
AREDT -- SPLIT          BEGINS -- 8:52
```

```
C:\DATA\NRAC\NRACGLA923
```

```
FILE CREATED
```

```
C:\DATA\NRAC\NRACGLA923
```

```
5 RECORDS WRITTEN
```

```
C:\DATA\NRAC\NRACJCA923
```

```
FILE CREATED
```

```
C:\DATA\NRAC\NRACJCA923
```

```
3 RECORDS WRITTEN
```

```
C:\DATA\NRAC\NRACCKA923
```

```
FILE CREATED
```

```
C:\DATA\NRAC\NRACCKA923
```

```
0 RECORDS WRITTEN
```

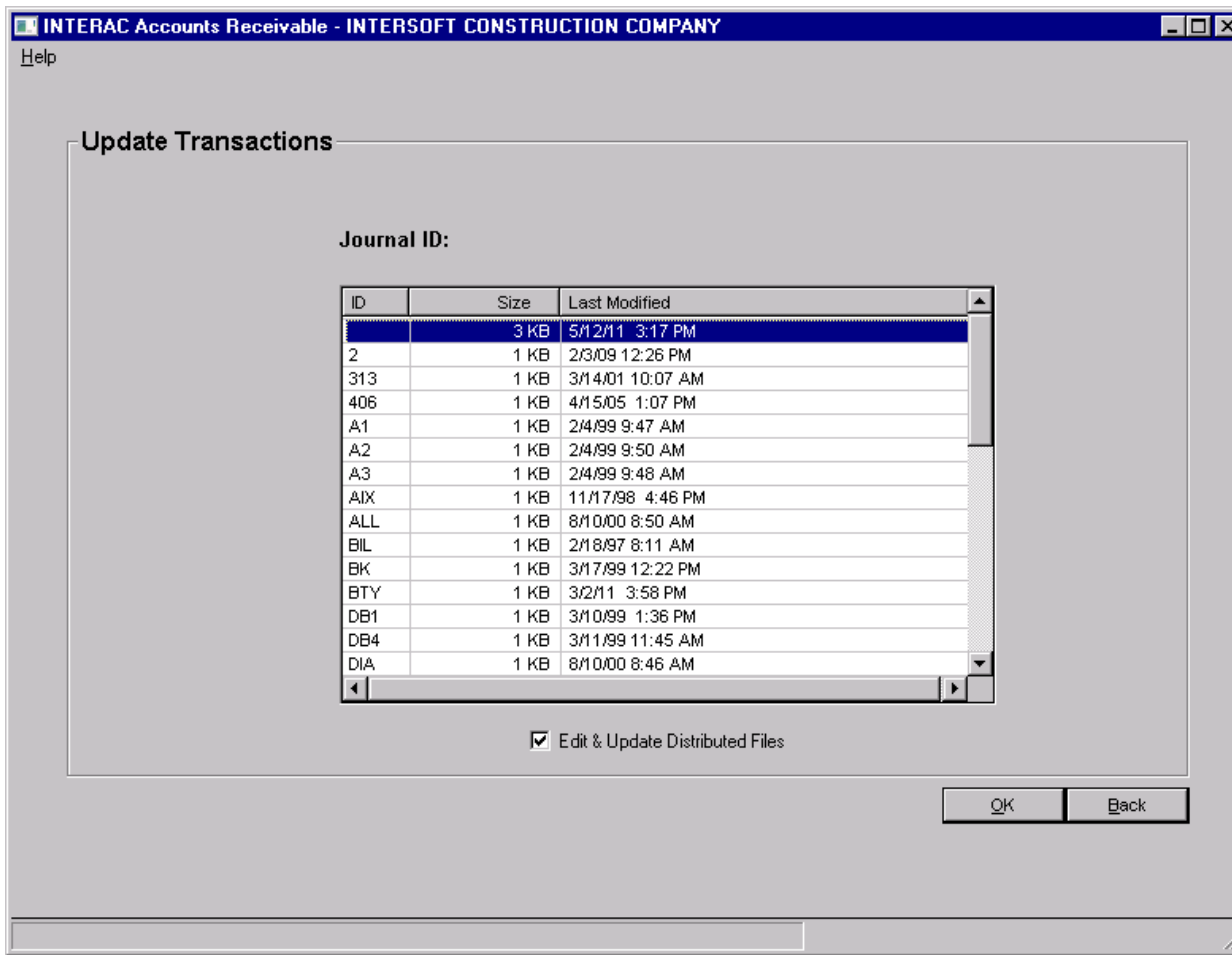
```
C:\DATA\NRAC\NRACCKA923
```

```
FILE REMOVED
```

```
AREDT -- SPLIT          ENDS   -- 8:52
```

When a 3-character ID is entered (e.g. 923), the same ID is applied to the GLA, JCA, EQA, CKA, and SCA files if applicable

Update Transactions



- If Click on the file at the top of the list in the Journal ID menu (with blank ID)
- Click OK
- If 3-char was entered, select the ID

Update Report

- The applicable transaction files (General Ledger, Job Cost, Bank Reconciliation, etc) will be distributed, edited and updated in their respective applications.
- An Edit and Update report is produced for each application.
- A status report will be produced to show that the process is successfully completed.
- Should the distribution process fail, the relevant correction, edit and update should be made in the affected application. Check the Edit & Print Journal report for errors and warnings listed.
- Once the “Edit & Update Distributed Files” has been processed, it cannot be undone.

File	Edit	Update
NRACGLA	Completed	Completed
NRACJCA	Completed	Completed
NRACCKA	Completed	Completed

Update Report

```
ARUPD -- PROCESSING BEGINS -- 8:55

C:\DATA\NRAC\NRACARB          FILE CREATED
C:\DATA\NRAC\NRACARA          FILE ADDED TO      C:\DATA\NRAC\NRACARB

C:\DATA\NRAC\NRACARM          MASTER UPDATE INITIATED
C:\DATA\NRAC\NRACARI          ARI UPDATE INITIATED

C:\DATA\NRAC\NRACARM          MASTER UPDATE COMPLETED

C:\DATA\NRAC\NRACARB          FILE ADDED TO      C:\DATA\NRAC\NRACARC
C:\DATA\NRAC\NRACARB          FILE REMOVED
```

The Updating of ARC, ARI, and ARM is performed without the requirement of manually entering file names.

Update Transactions

```
ARUPD -- PROCESSING BEGINS -- 8:58

C:\DATA\NRAC\NRACARB          FILE CREATED
C:\DATA\NRAC\NRACARA923      FILE ADDED TO      C:\DATA\NRAC\NRACARB

C:\DATA\NRAC\NRACARM          MASTER UPDATE INITIATED
C:\DATA\NRAC\NRACARI          ARI UPDATE INITIATED

C:\DATA\NRAC\NRACARM          MASTER UPDATE COMPLETED

C:\DATA\NRAC\NRACARB          FILE ADDED TO      C:\DATA\NRAC\NRACARC
C:\DATA\NRAC\NRACARB          FILE REMOVED
```

- Where a 3-char ID has been used, the update files are automatically renamed to the standard format of ARC, ARI and ARM.
- The 3-character ID is dropped.
- Existing files are extended

Generate Auto Entries

INTERAC Accounts Receivable - INTERAC CONSTRUCTION CO

Help

Generate Auto Entries

Using Design:

Design	Journal Title	Description
1	FINANCE CHARGES	FINANCE CHARGES
123		
ALL	FINANCE CHARGES	FINANCE CHARGES
DEN	FINANCE CHARGES	FINANCE CHARGES
DIA	FINANCE CHARGES	FINANCE CHARGES
GBS	FINANCE CHARGES	FINANCE CHARGES
JOB		
M		
MIC		

Generate Journal ID:

ID	Size	Last Modified
	2 KB	8/26/10 1:49 PM
1	1 KB	3/20/09 2:28 PM
10	1 KB	4/12/10 3:39 PM
101	1 KB	10/15/09 10:07 AM
131	3 KB	10/15/09 10:07 AM
235	1 KB	5/14/10 11:34 AM
313	1 KB	3/14/01 10:07 AM
317	2 KB	10/19/09 12:04 PM

Accounting date:

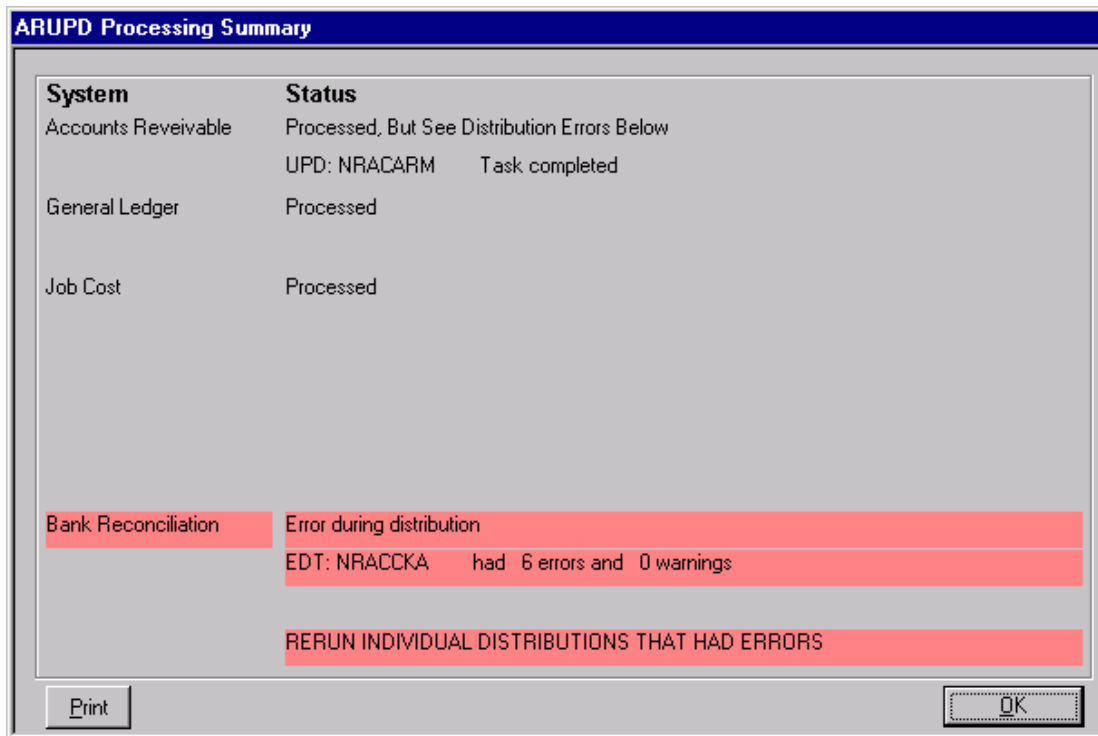
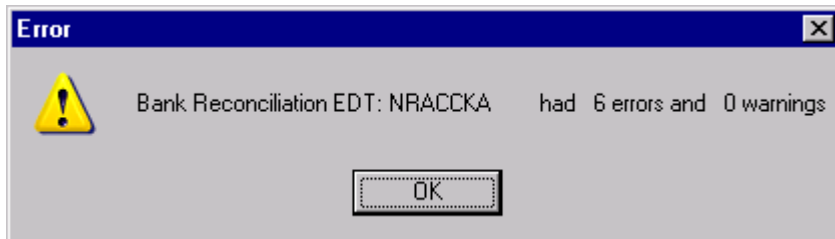
Transaction date:

Period Code mm/yy

Print Accumulator Contents

- Select the Design to be used
- Enter accounting date, transaction date and period code
- Click OK.

Update Errors & Warnings



1. If a process fails to complete, the status report lists reasons for failure.

2. Corrections should be made in the affected transaction file, in its applicable application.

3. For example, to correct the errors shown here, the edit report for Bank Reconciliation should be examined and its transaction file corrected as required.

Print Statements

INTERAC Accounts Receivable - INTERAC CONSTRUCTION CO

Help

Print Custom Statements

INTERAC Accounts Receivable - INTERAC CONSTRUCTION CO

Help

Print Statements

Statement date: 08/31/2010

Cycle code:

Preview

Print if Activity

Print Statement Desc 1?

Print Statement Desc 2?

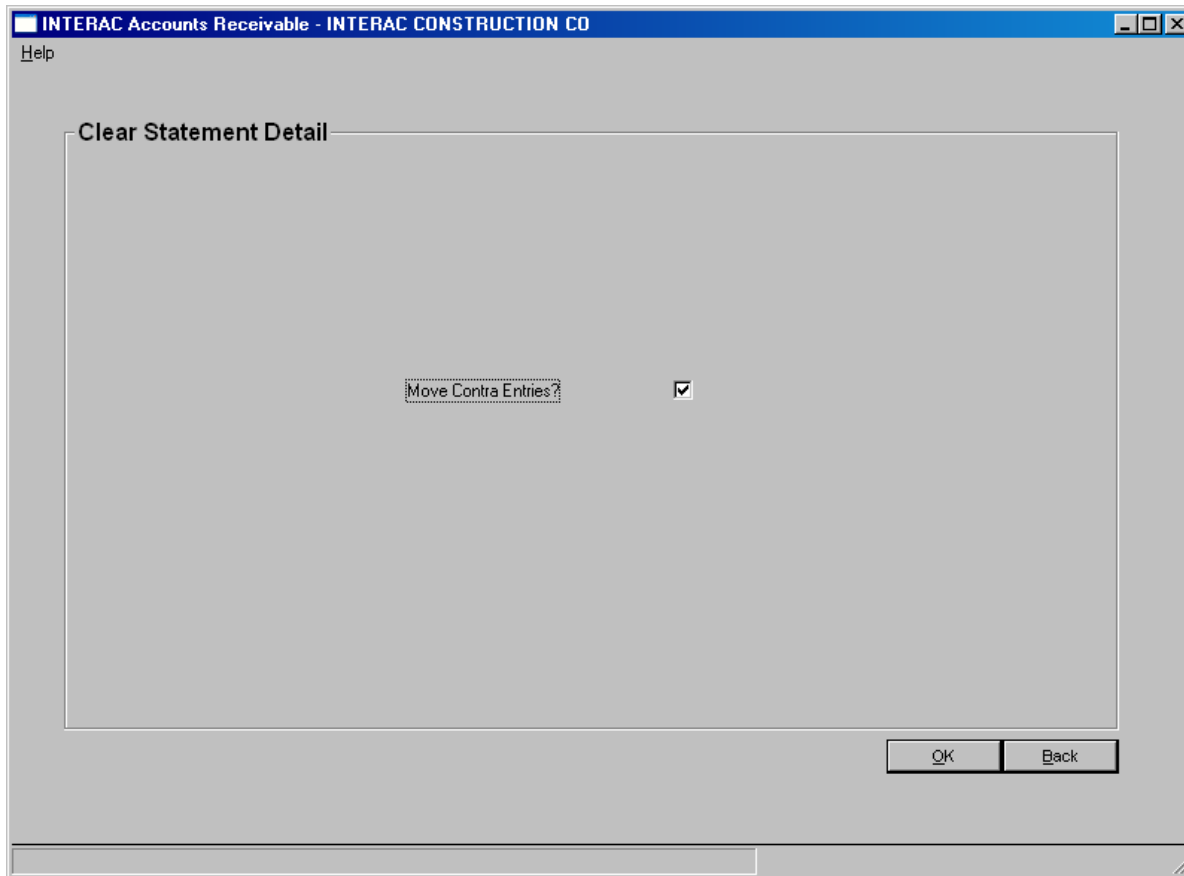
Allow Emailing?

Limited Ranges?

OK Back

1. Enter date. This will appear on the statement
2. Make the necessary selections
3. Click OK

Clear Statement Detail



1. This feature should be used after statements have been printed.
2. It moves statement detail from the processed file PRC (current history) to a historical file.
3. Check box to moves contra-entries records.

Clear Statement Detail Report

```
C:\DATA\NRAC\NRACARM          INTERAC CONSTRUCTION CO          PAGE 1
C:\DATA\NRAC\NRACARC          CLEAR STATEMENT DETAIL          09-03-10
C:\DATA\NRAC\NRACARD                                     9:51
-----
ARCSD -- BEGINS -- 9:51

C:\DATA\NRAC\NRACARD          FILE EXTENDED
C:\DATA\NRAC\NRACARC          DETAIL ADDED TO  C:\DATA\NRAC\NRACARD
C:\DATA\NRAC\NRACARC          0 CUSTOMERS MOVED
C:\DATA\NRAC\NRACARC          18 CONTRA RECORDS MOVED

ARCSD -- END -- 9:51
```

ARD file is created or extended
ARC is added to ARD

Print Custom Report

INTERAC Accounts Receivable - INTERAC CONSTRUCTION CO

Help

Print Custom Report

Report Design:

ID	Title
2B	CURRENT BALANCES REPORT
2X	CURRENT BALANCES REPORT
2Y	CURRENT BALANCES REPORT
3	Aged Trial Balance
4	A/R OVER 60 DAYS (EXCEPT RET.)
41	GL Distribution Report
5	Collection Report
6	A/R GL ACCOUNT SUMMARY
7	INVOICES BY JOB
7B	Customer Monthly Invoice Total
8	AR PAYMENTS RECEIVED
9	Customer Charges & Payments
AG1	

Alpha Report Date: AUGUST 31, 2010

Transactions: MTD YTD TD Open

Limited Ranges:

Export to Spreadsheet: Excel Lotus ASCII CSV

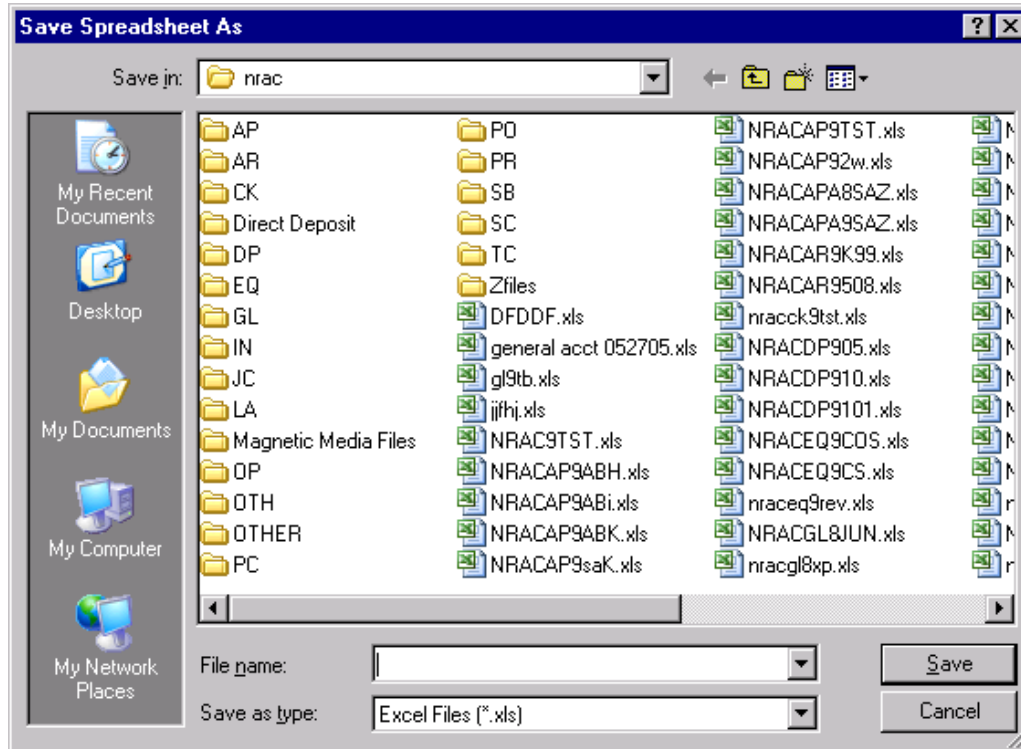
Change Conditions:

OK

1. Select report design
2. Select transaction file
**** see definition below**
3. To export the report to a spreadsheet check the “Export to Spreadsheet” box
4. Select the spreadsheet format
5. Click OK

**** MTD = ARC or Current month to date**
YTD = ARD or Detail year to date
TD = ARE or Extra to date file
Open = Open Item or Unpaid Invoices

Print Custom Report ..cont'd



**** An advantage of the “Save Spreadsheet As” feature is that a file can be named whatever you want.**

6. “Save Spreadsheet As” windows appears

7. It defaults to your 4-character company ID folder (or last saved to folder)

8. Enter file name (e.g. NRACAR9115)

9. Click Save.

10. The file can also be saved to a different location or device from this window.

Close Out Month

INTERAC Accounts Receivable - INTERAC CONSTRUCTION CO

Help

Close Out Month

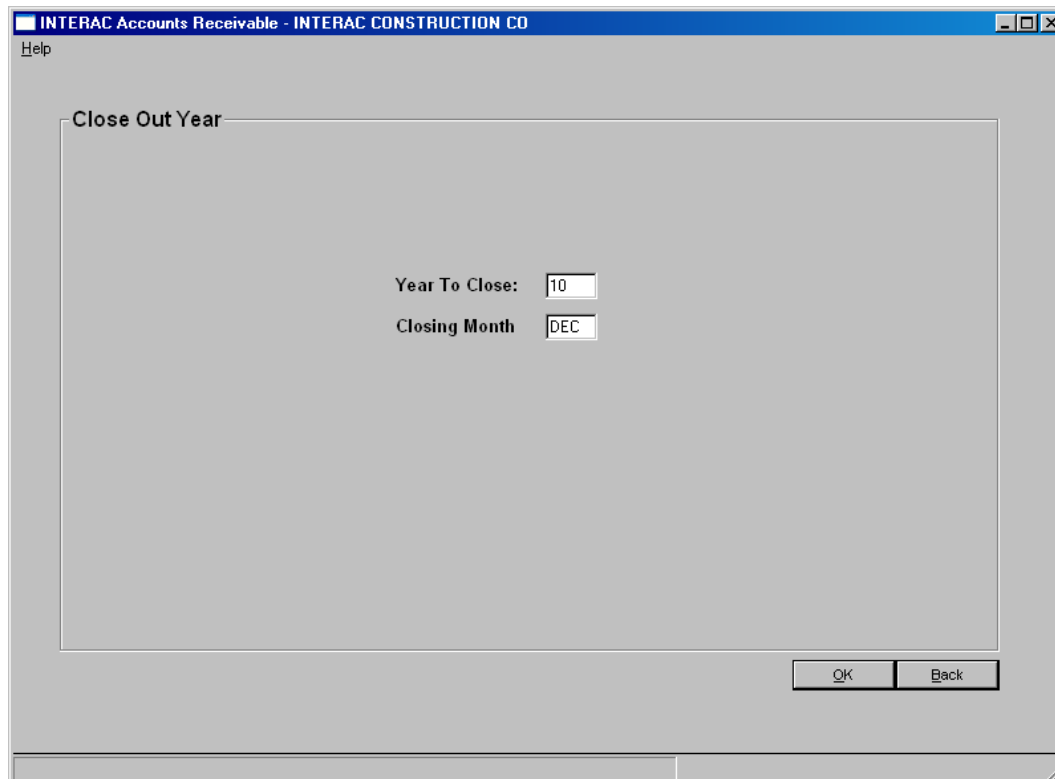
Month To Close:

OK Back

1. Enter month to close
e.g. SEP
2. Click OK
3. Month-End files are
automatically created as
follows:

ARC is copied to ARCSEP
ARM is copied to ARMSEP
ARI is copied to ARISEP
ARC is merged into
ARDSEP
ARC is merged into
ARESEP
ARC is deleted

Year-End Close Out



INTERAC Accounts Receivable - INTERAC CONSTRUCTION CO

Help

Close Out Year

Year To Close:

Closing Month:

OK Back

1. Enter year to close e.g. 10 for 2010
2. Enter month to close e.g. DEC
3. Click OK
4. Year-End closing files are automatically created as follows:

ARC is copied to ARD10
ARM is copied to ARMDEC
ARI is copied to ARI10
ARI is copied to ARIDEC
ARM is copied to ARM10
ARE is copied to ARE10
ARC and ARD are deleted

AR Work Flow

Entering invoices

Process Transactions ► Journalize Transactions

- Click OK. (No file name needs to be entered)
- Enter transactions.
- Make the Contra Entry before exiting.

Edit Print Journal

- Click on file at top of the list (blank ID & today's date). Click OK
- Run a PRELIMINARY edit.
- If problems, go back to JRN and correct.
- Run a FINAL edit.
- To distribute check "Make Distribution" box

Update Master File

- Click on file at top of the list (blank ID & today's date).
- To Edit & Update distributed files, check box
- Click OK

Actions Behind the Scenes

- ARA file is created automatically.

- When "Make Distribution" box is checked
GLA, JCA, CKA, SCA & EQA are created and distributed to (*per ARU0 settings*).

- ARB is created
- ARA is added to ARB
- ARB is added to APC
- ARA and ARB are removed
- ARI and ARM are updated.
- These files created: ARAUPD, ARIUPD, ARMUPD & ARCUPD
Distribution to selected applications, edit and update in those applications is performed. A edit and update reports are sent to printer or DMS. A status report is shown on the screen.

AR Work Flow

Month-End & Year End Activities

Month-End Closing

Process Transactions ► Close Out Month

- Enter the month to close e.g. MAY

Year End Closing

Process Transactions ► Close Out Year

- Enter Year to close and the Month to close
e.g. 2010 DEC (entered as 10 DEC)

Actions Behind the Scenes

- **Month-End files are created as follows:**
ARC is copied to ARCMAY
ARM is copied to ARMMAY
ARI is copied to ARIMAY
ARC is merged into ARDMAY
ARC is merged into AREMAY
ARC is deleted
- **Year-End closing files are created as follows:**
ARC is copied to ARD10
ARM is copied to ARMDEC
ARI is copied to ARI10
ARI is copied to ARIDEC
ARM is copied to ARM10
ARE is copied to ARE10
ARC and ARD are deleted.

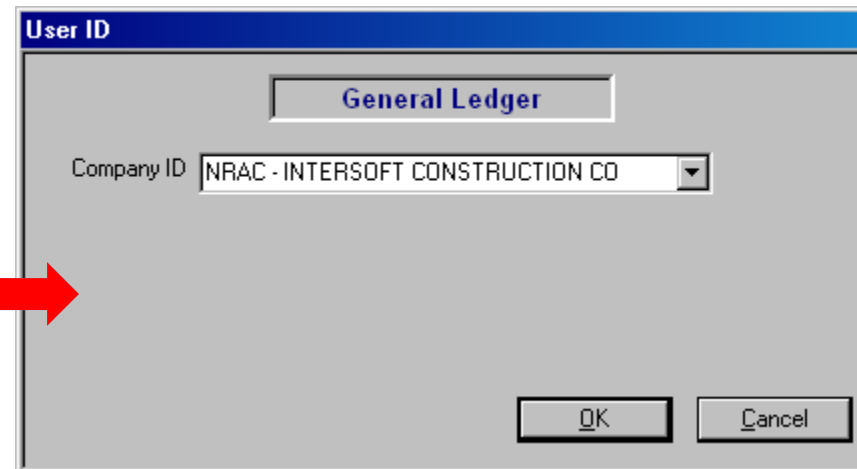


General Ledger

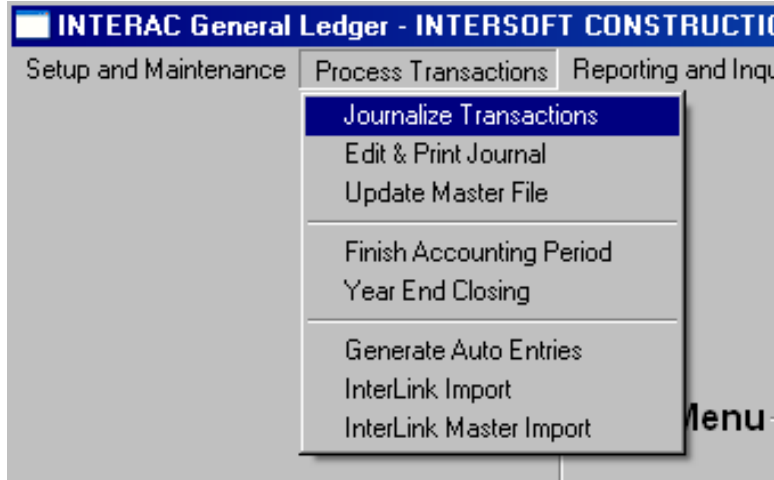
Selecting General Ledger



1. On the INTERAC Main Menu, click on Run
2. Click on General Ledger
3. Select Company ID
4. Click OK

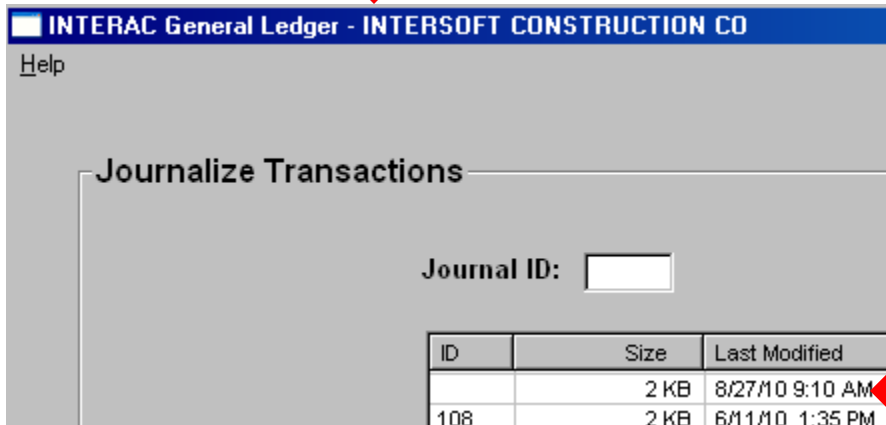


Journalize Transactions



1. Click on Journalize Transactions
2. No Journal ID is necessary
3. Click OK

NOTE: If an GLA already exists, you may enter a 3- character journal ID. For example 915 meaning (Sept 15). Then, Click OK.



To open a file distributed from another application, scroll down the list to locate file.

Enter Journal Transactions

General Ledger Journal - INTERSOFT CONSTRUCTION CO

File Task Help

JSU JRC JTR JFM END NRACGLA

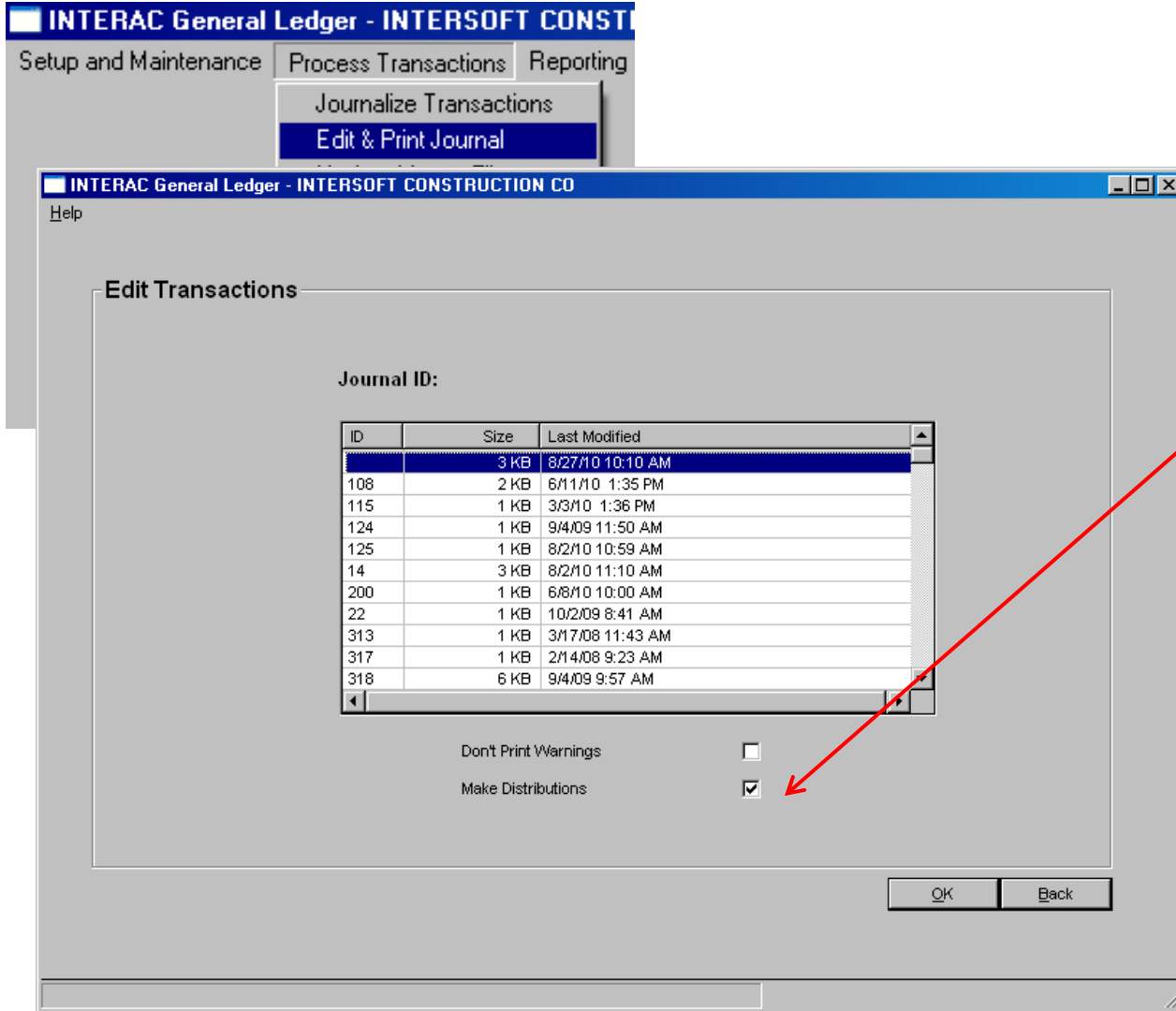
	Sub Totals	Run Totals
Debits	0.00	0.00
Credits	0.00	0.00
Proof	0.00	0.00
Units	0	0
Acct Hash	0.00	0.00

Clear

Last Rec No 24

Enter transactions in the usual manner, utilizing the JSU, JRC, JTR, and JFM as required.

Edit & Print Journal



1. Click on the first file in the Journal ID window (has blank ID and today's date). This is the GLA file.

2. If you are ready to make distributions to CK check the Make Distributions box.

NOTE:

If you entered a 3-character ID, scroll down the menu list to locate the file.

Distribution Report

0 ERRORS

2 WARNINGS

C:\DATA\NRAC\NRACCKA

EXTENDED

When the “Make Distribution” box is checked, the “CKA” transaction file is automatically created or extended.

Distribution using 3 Char ID File

O ERRORS

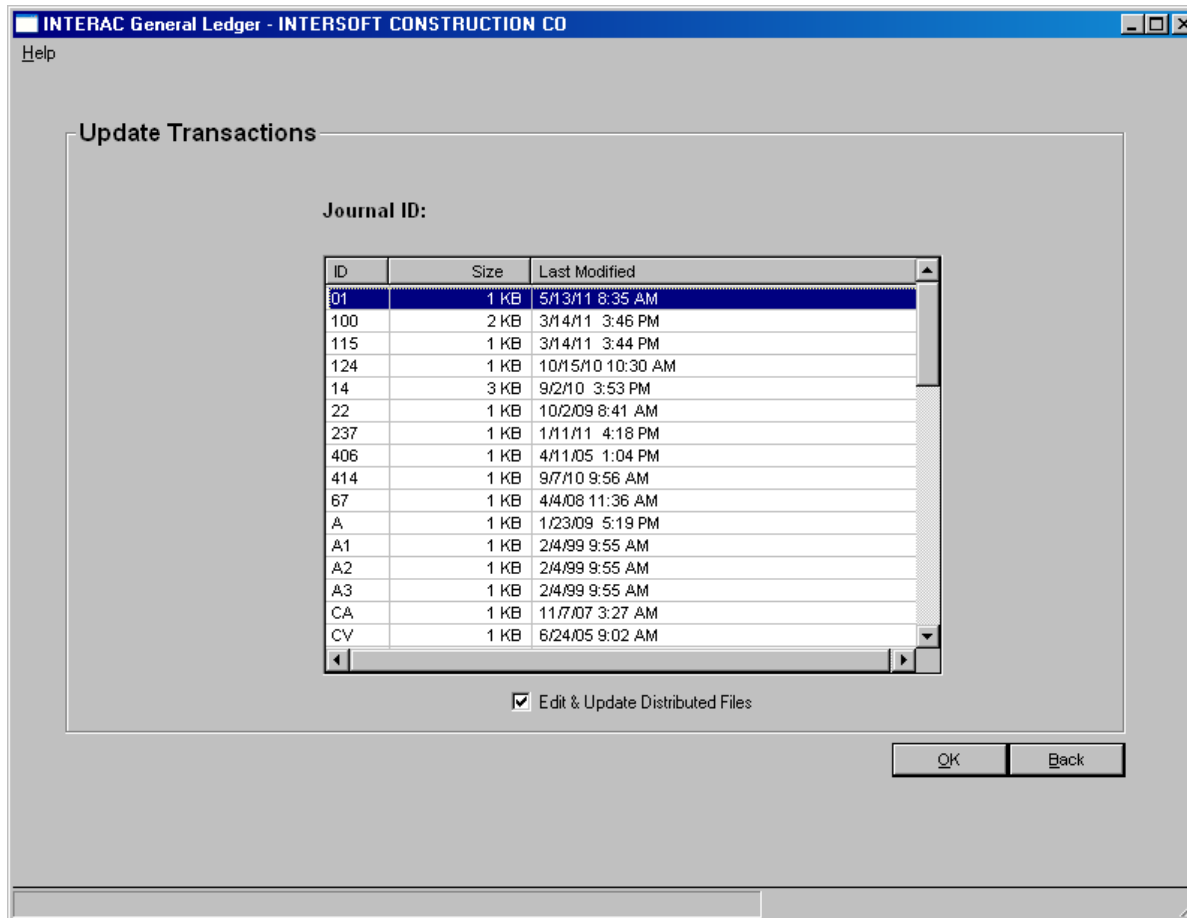
O WARNINGS

C:\DATA\NRAC\NRACCKA108

EXTENDED

When a 3-character ID is entered (e.g. 108), the same ID is applied to CKA file if applicable

Update Transactions



- If no 3-char ID, click on the file at the top of the list in the Journal ID menu (file with blank ID)
- If 3-char ID used select the file from the list
- To Edit & Update Distributed files, check the box provided.
- Click OK to continue

Update Transactions

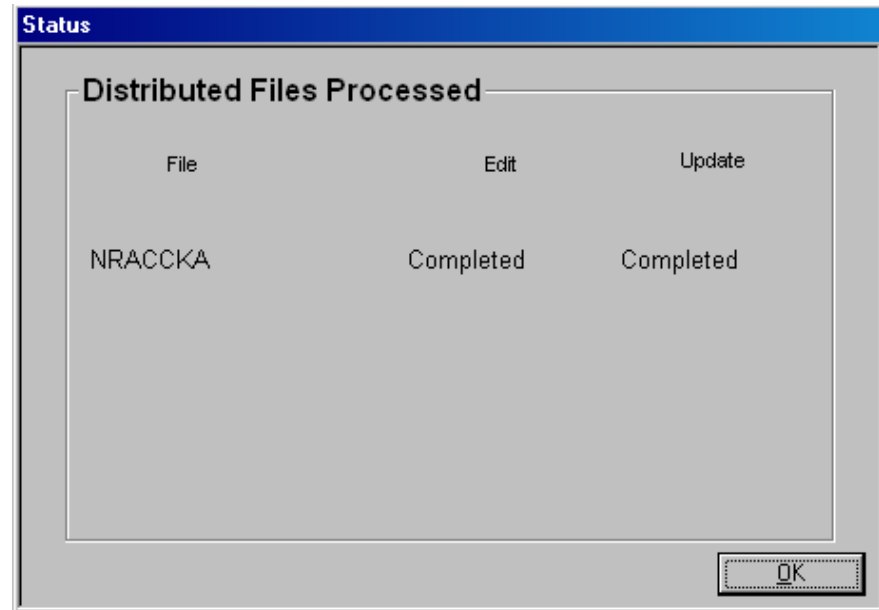
The transaction file in Bank Reconciliation will be edited and updated. A status report will be produced to show that the process is successful completed.

Should the distribution process fail, the correction, edit and update should be made in the Bank Reconciliation module. Once the “Edit & Update Distributed Files” has been processed, it cannot be undone.

File	Edit	Update
NRACCKA	Completed	Completed

Update Report

- A transaction file will be distributed, edited and updated in Bank Reconciliation.
- An Edit and Update report is produced.
- A status report will be produced to show that the process is successful completed.
- Should the distribution process fail, the relevant correction, edit and update should be made in bank Reconciliation. Check the Edit & Print Journal report for errors and warnings listed.
- Once the “Edit & Update Distributed Files” has been processed, it cannot be undone.



File	Edit	Update
NRACCKA	Completed	Completed

OK

Update Report

```
GLUPD -- FILE PROCESSING
```

```
C:\DATA\NRAC\NRACGLB CREATED
```

```
C:\DATA\NRAC\NRACGLA ADDED TO C:\DATA\NRAC\NRACGLB  
MASTER FILE UPDATE INITIATED
```

```
C:\DATA\NRAC\NRACGLB ADDED TO C:\DATA\NRAC\NRACGLC  
MASTER FILE UPDATE COMPLETE
```

The Updating of GLC and GLM are performed without the requirement of manually entering file names.

Update Transactions

```
GLUPD -- FILE PROCESSING
```

```
C:\DATA\NRAC\NRACGLB108 CREATED
```

```
C:\DATA\NRAC\NRACGLA108 ADDED TO C:\DATA\NRAC\NRACGLB108  
MASTER FILE UPDATE INITIATED
```

```
C:\DATA\NRAC\NRACGLB108 ADDED TO C:\DATA\NRAC\NRACGLC  
MASTER FILE UPDATE COMPLETE
```

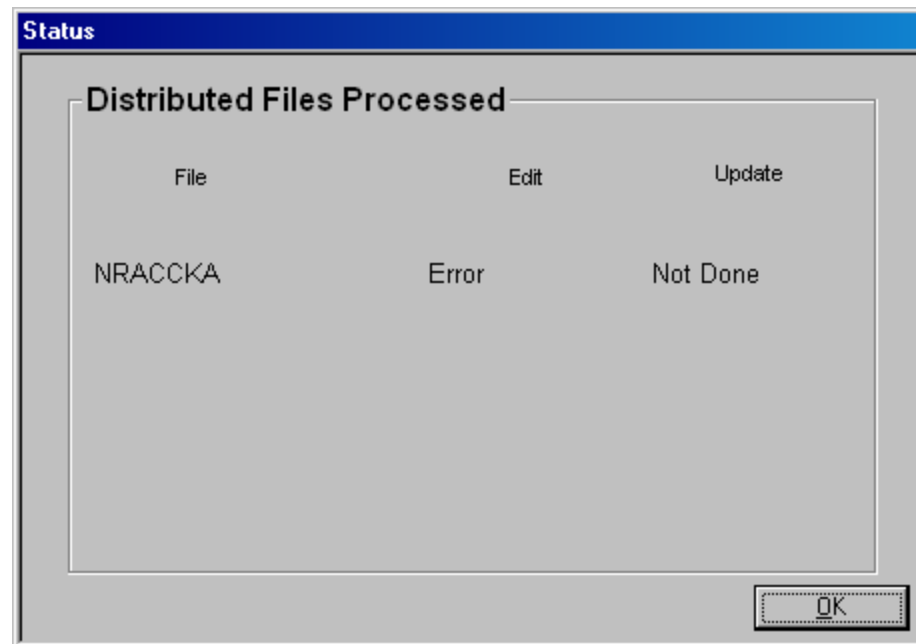
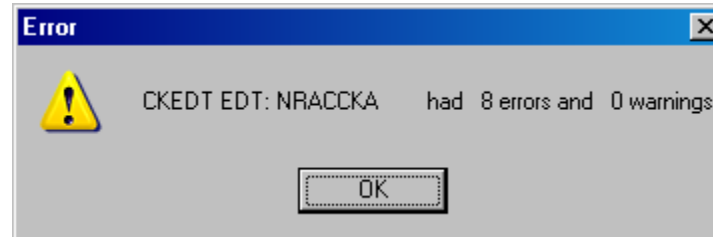
- Where a 3-char ID has been used, the update files are automatically renamed to the standard format of GLC
- The 3-character ID is dropped.
- Existing files are extended

Errors During Edit & Update

If errors or warnings are found during the Edit & Update Distributed Files process, the user is alerted and a report identifying the error is displayed.

The error displayed can be corrected in the applicable application.

The Update Master File step cannot be repeated. The edit and update for the affected application will have to be performed in its own environment.



Print Reports

INTERAC General Ledger - INTERSOFT CONSTRUCTION CO

Help

Print Trial Balance

INTERAC General Ledger - INTERSOFT CONSTRUCTION CO

Help

Print General Ledger

Take Transactions From: Month To Date
 Year To Date
 To Date

Current Ledger?

Print Limited Ranges? No Yes Date Per Code

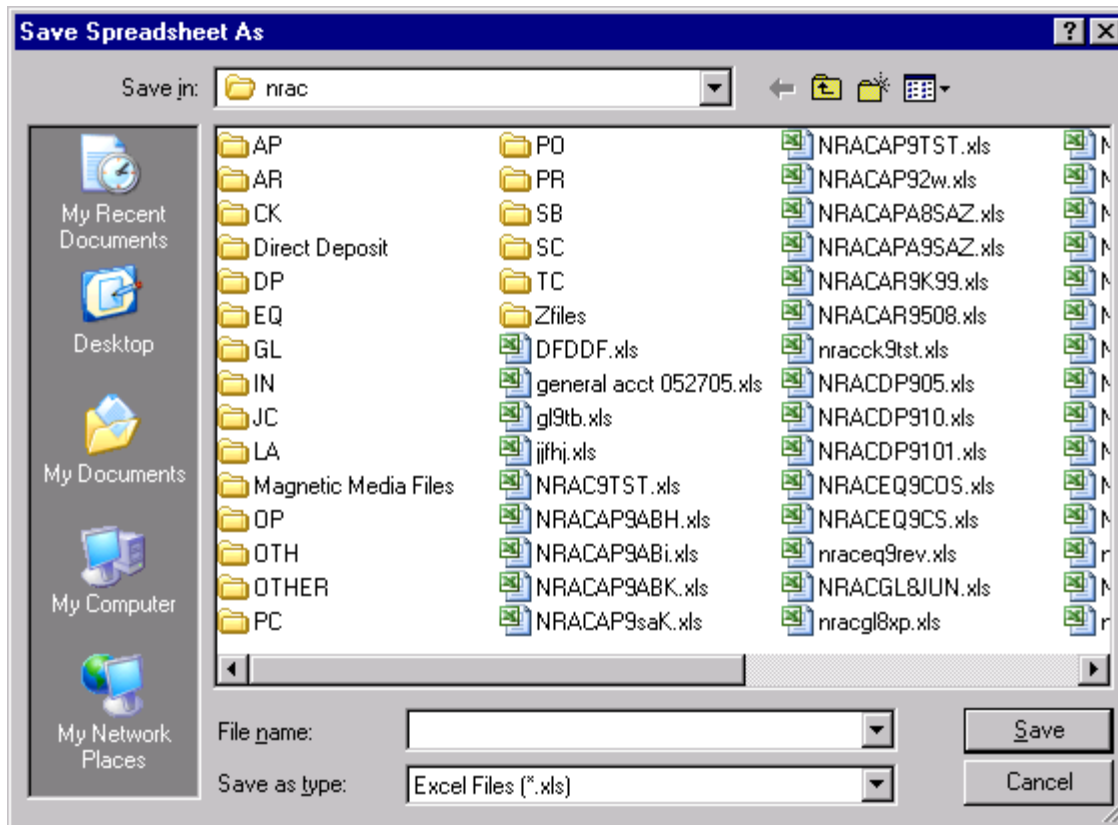
Export to Spreadsheet

OK Back

1. From Main INTERAC Menu select “Reporting and Inquiry” to print out Trial Balance, Financial Statement or General Ledger
2. Select Transaction file ****see definition below**
3. All these reports can be exported to a spreadsheet
4. Check the “Export to Spreadsheet” box
5. Click OK

**** MTD = GLC or Current month to date
YTD = GLD or Detail year to date
TD = GLE or Extra to date file**

Print Reports ..cont'd



5. Enter the file name for the spreadsheet, e.g. NRACGL9915 or any name you want **
6. Click Save
7. The file can also be saved to a different location or device from this window.

**** An advantage of the “Save Spreadsheet As” feature is that a file can be named whatever you want.**

Print Financial Statement

INTERAC General Ledger - INTERSOFT CONSTRUCTION CO

Help

Print Financial Statement

Design	Title
	FINANCIAL STATEMENTS
1	SAMPLE COMPANY 1
125	BEST INDUSTRIES INC
2	HEALTH & WELLNESS INSTITUTE
3	MASSAGE SPA & BEAUTY
303	BETA CONSTRUCTION INC
505	WICHITA CONTRACTING CO.
557	YOUNG MONEY ACCOUNTING
56	PROFIT & LOSS ACCOUNT
ALL	
BAV	DOLL & TOY FACTORY
BET	STATUS FINANCIAL STATEMENT
CF	BARRIGAS CONSTRUCTION CO.
COM	S R NICHOLAS CONSTRUCTION
DIR	HILLSDALE BOOKKEEPING & TAX

Change Design?

Print Width and Depth

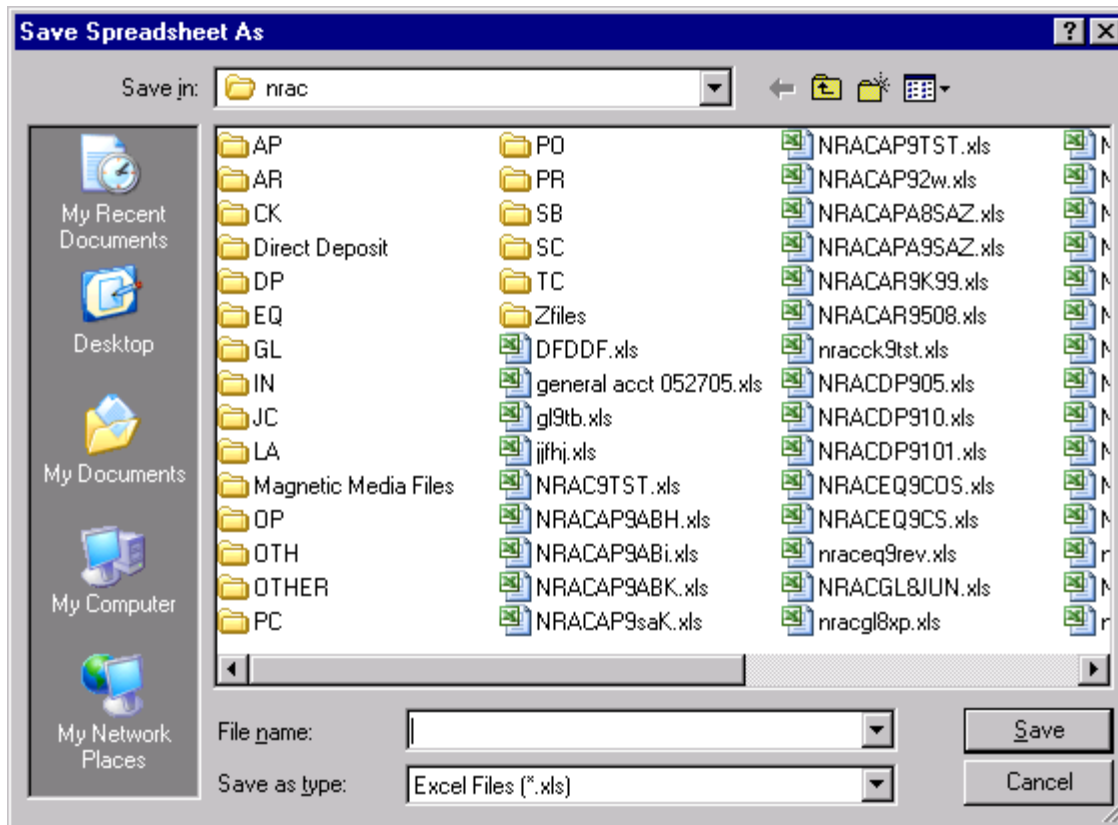
Print Orientation Portrait Landscape Dot matrix

Export to Spreadsheet Excel Lotus ASCII Tax

OK Back

1. Select the report design to be printed
2. If there is need to make changes to the design before printing, check the “Change Design?” box
3. Select Print Orientation
4. To export to a spreadsheet check the “Export to spreadsheet” box. Select the spreadsheet type.
5. Click OK

Print Financial Statement ..cont'd



6. “Save Spreadsheet As” windows appears
7. It defaults to your 4-character company ID folder (or last saved to folder)
8. Enter file name (e.g. NRACGL9915 or any name you choose)
9. Click Save.
10. The file can also be saved to a different location or device from this window.

**** An advantage of the “Save Spreadsheet As” feature is that a file can be named whatever you want.**

Print Financial Statement ..cont'd

Print Financial Statement

Design	Title
	FINANCIAL STATEMENTS
1	SAMPLE COMPANY 1
125	BEST INDUSTRIES INC
2	HEALTH & WELLNESS INSTITUTE
3	MASSAGE SPA & BEAUTY
303	BETA CONSTRUCTION INC
505	WICHITA CONTRACTING CO.
557	YOUNG MONEY ACCOUNTING
56	PROFIT & LOSS ACCOUNT
ALL	
BAV	DOLL & TOY FACTORY
BET	STATUS FINANCIAL STATEMENT
CF	BARRIGAS CONSTRUCTION CO.
COM	S R NICHOLAS CONSTRUCTION
DIR	HILLSDALE BOOKKEEPING & TAX

Change Design?

Print Width and Depth:

Print Orientation: Portrait Landscape

Export to Spreadsheet: Excel

When the “Change Design” box is checked, the Change Run Options screen is presented before the Report is sent to the printer.

Change Run Options

Help

Print Options

From Line:
To Line:
Left Margin:
Pro forma:

Select Codes

Amount:
Description:
Column:
Override:

Date Controls

Calendar Month:
Months in Period:

Standard Descriptions

1	March, 2005
2	
3	
4	
5	
6	
7	
8	
9	

OK Clear Cancel

Month-End Close Out

INTERAC General Ledger - INTERSOFT CONSTRUCTION CO

Help

Close Out Month

Month To Close: MAY

OK Back

1. Enter month to close e.g. MAY
2. Click OK
3. Month-End files are automatically created as follows:

GLC is copied to GLCMAY
GLM is copied to GLMMAY
GLC is merged into GLDMAY
GLC is merged into GLEMAY
GLC is deleted

Year-End Close Out

INTERAC General Ledger - INTERSOFT CONSTRUCTION CO

Help

Close Out Year

Year To Close:

Closing Month:

OK Back

1. Enter year to close e.g. 11 for 2011
2. Enter month to close e.g. DEC
3. Year-End closing files are automatically created as follows:
 - GLCYEC
 - GLM is copied to GLMDEC
 - GLMDEC is copied to GLM11
 - GLE is copied to GLE10
 - GLC and GLD are deleted

GL Work Flow

Entering transactions

Process Transactions ► Journalize Transactions

- Click OK. (No file name needs to be entered)
- Enter journals

Edit Print Journal

- Click on file at top of the list (blank ID & today's date). Click OK
- Run a PRELIMINARY edit.
- If problems, go back to JRN and correct.
- Run a FINAL edit.
- To distribute check "Make Distribution" box

Update Master File

- Click on file at top of the list (blank ID & today's date).
- Click OK

Actions Behind the Scenes

- GLA file is created automatically.
- When "Make Distribution" box is checked, the CKA file is created and distributed to (*per GLUO settings*). If a CKA already exists, this is automatically extended.

- GLB is created then GLA is added to GLB
- GLB is added to GLC then GLA is removed
- GLM is Updated

Distribution to selected applications, edit and update in those applications is performed. A edit and update reports are sent to printer or DMS. A status report is shown on the screen.

GL Work Flow

Month-End & Year End Activities

Month-End Closing

Process Transactions ► Close Out Month

- Enter the month to close e.g. MAY
(3-char month)

Year End Closing

Process Transactions ► Close Out year

- Enter Year to close and the Month to close
e.g. 2010 DEC = 10 DEC

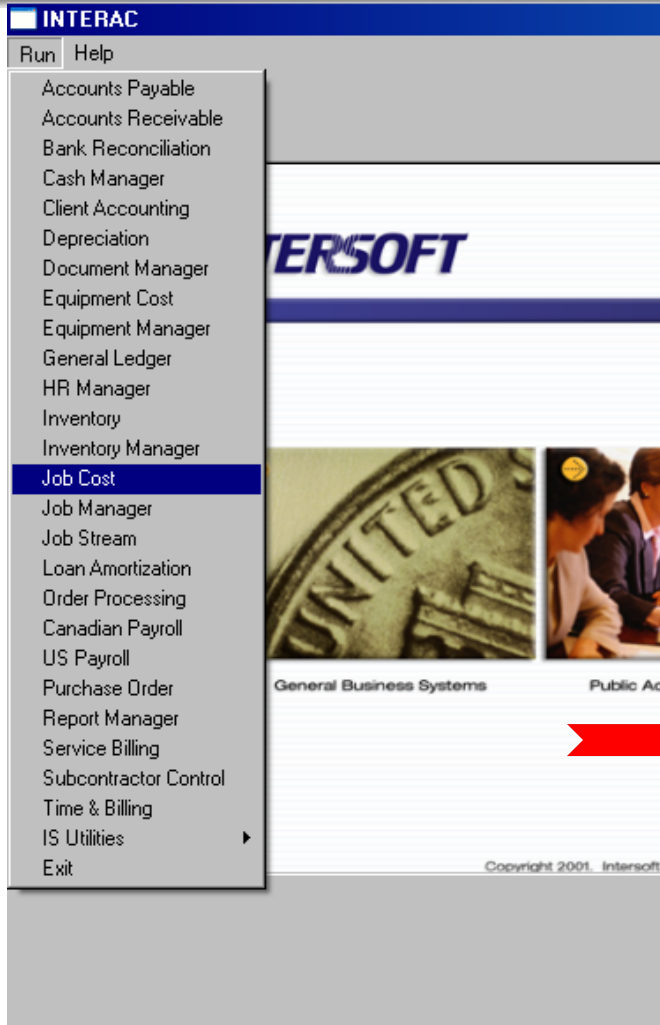
Actions Behind the Scenes

- **Month-End files are created as follows:**
GLC is copied to GLCMAY
GLM is copied to GLMMAY
GLC is merged into GLDMAY
GLC is merged into GLEMAY
GLC is deleted
- **Year-End closing files are created as follows:**
GLCYEC
GLM is copied to GLMDEC
GLMDEC is copied to GLM10
GLE is copied to GLE10
GLC and GLD are deleted.

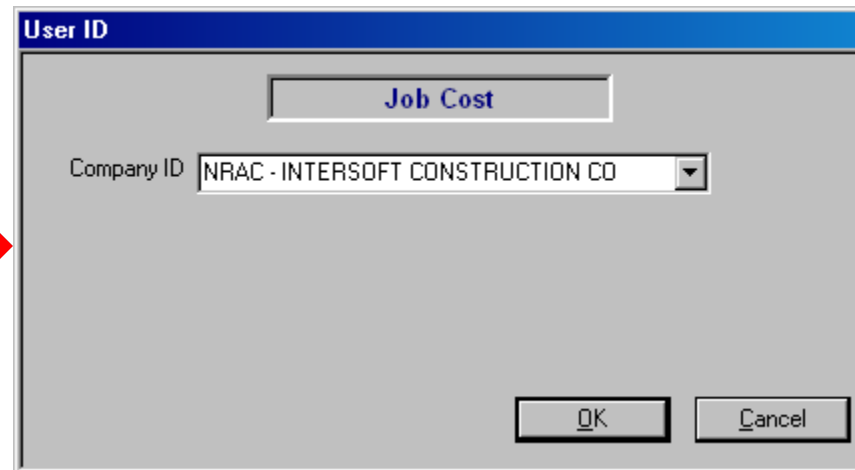


Job Cost

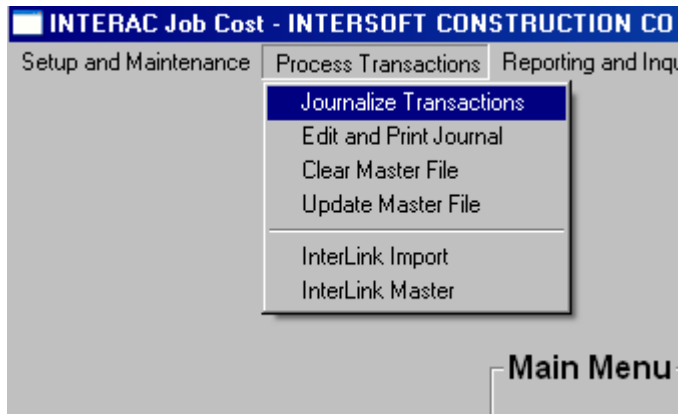
Selecting Job Cost



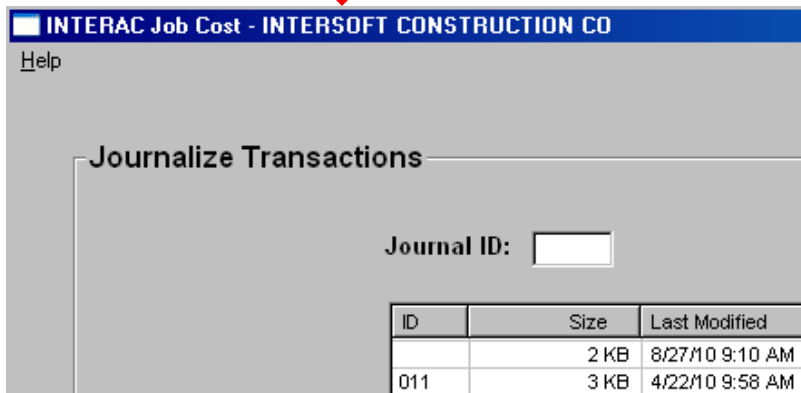
1. On the INTERAC Main Menu, click on Run
2. Click on Job Cost
3. Select Company ID
4. Click OK



Journalize Transactions



1. Click on Journalize Transactions
2. No Journal ID is necessary
3. Click OK



NOTE:

If a JCA already exists, you may enter a 3-character journal ID. For example 915 meaning (Sept 15).

To open a file distributed from another application, scroll down the list to locate file.



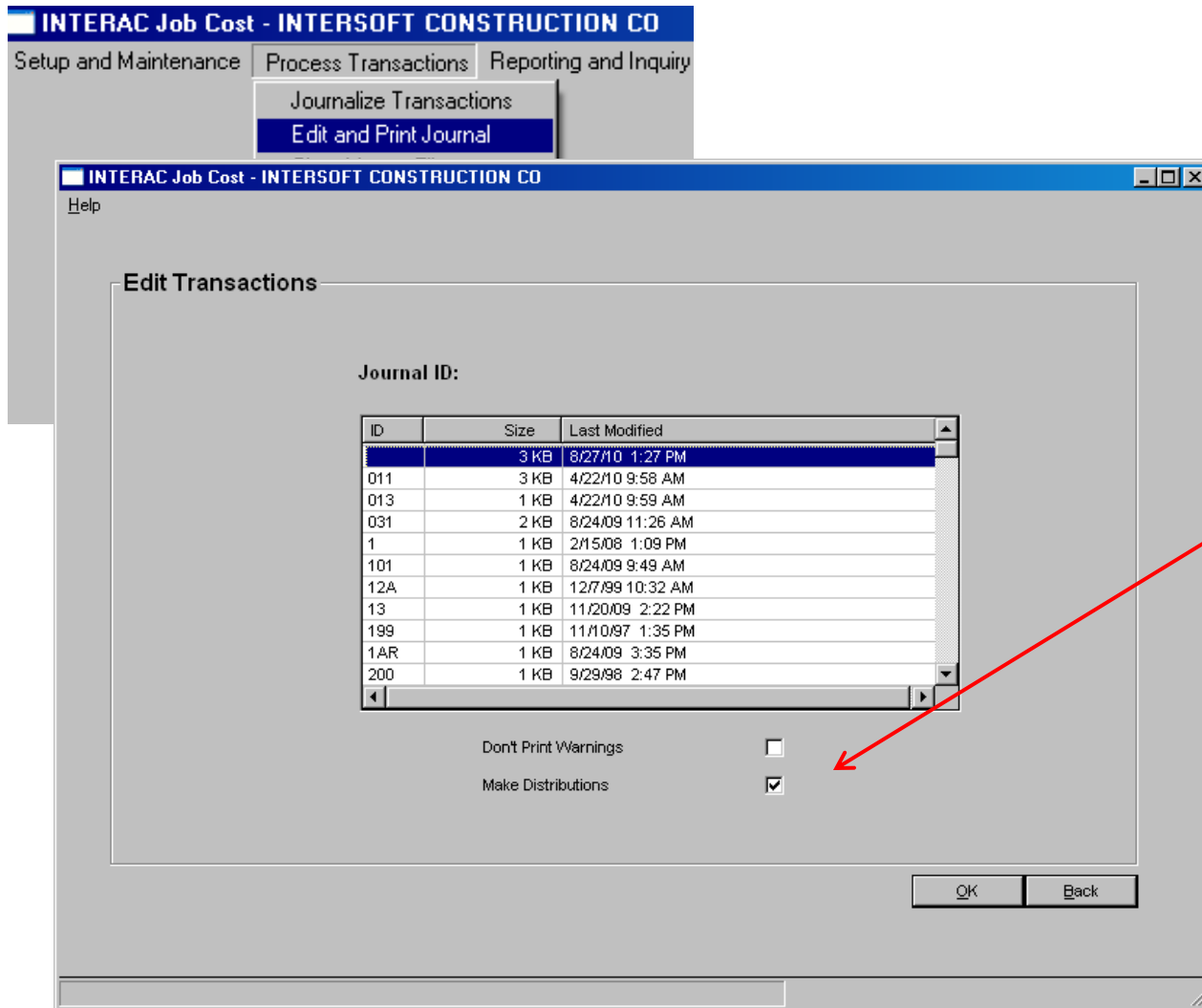
Enter Journal Transactions

	Sub Totals	Run Totals
Job Record Total	0.00	0.00
Phase Record Total	0.00	0.00
GL Proof	0.00	0.00
Last Record	14	14
Job Number Hash	0	0
GL Account Hash	0	0

Clear Subtotals

- Enter transactions in the usual manner, utilizing the JSU, JRC, JTR, and JFM as required.

Edit & Print Journal



1. Click on the first file in the Journal ID window (has blank ID and today's date). This is the JCA file.

2. If you are ready to make Distributions to GL, JC, EQ, CK, SC check the Make Distributions box.

NOTE:

If you entered a 3-character ID, scroll down the menu list to locate the file.

Distribution Report

NRACJCA
NRACJCM
NRACGLA

INTERSOFT CONSTRUCTION CO

JOB COST JOURNAL

Accounting Date 05-31-10

Journal Number 99, Per Code 5/10

01:CHG	ORD	02:OTH	CHG	03:LIV	CHG	11:TD	COST	12:\$	SPENT	14:ON	ORD	20:REG	PAY	21:O-T	PAY	25:OTH	PAY	3
JOB	PHASE	REF#	DESCRIPTION	CAT	TRAN	UNITS	RATE	AMOUNT	JA									
88001	510	23000	job cost	4	1	100.00	150.0000	15,000.00	016									

C:\DATA\NRAC\NRACGLA

EXTENDED BY

6 RECORDS

When the “Make Distribution” box is checked, the GLA file is created or extended automatically.

Distribution with 3 Char ID File

NRACJCA013
NRACJCM
NRACGLA013

INTERSOFT CONSTRUCTION CO

JOB COST JOURNAL

Accounting Date 01-31-98

Journal Number 30, Per Code 1/98

01:CHG	ORD	02:OTH	CHG	03:LIV	CHG	11:TD	COST	12:\$	SPENT	14:ON	ORD	20:REG	PAY	21:O-T	PAY	25:OTH	PAY	30:BURDEN
JOB	PHASE	REF#	DESCRIPTION	CAT	TRAN	UNITS	RATE	AMOUNT	JA									
88001	510	100	payroll	4	20	160.00	45.0000	7,200.00	012									
										656								
										630								
										610								
										996								

C:\DATA\NRAC\NRACGLA013

CREATED WITH 4 RECORDS

When a 3-character ID is entered (e.g. 013), the same ID is applied to the GLA, file if applicable

Clear Master File

INTERAC Job Cost - INTERSOFT CONSTRUCTION CO

Help

Clear Master File

Current Accounting Date: 05/31/2010

Month To Close: MAY

OK Back

1. Enter current accounting date
2. Enter month to close
3. Click OK
4. The following occurs:

JCM is copied to JCM MAY

Update Transactions

INTERAC Job Cost - INTERSOFT CONSTRUCTION CO

Help

Master File Update

Journal ID:

ID	Size	Last Modified
414	4 KB	9/7/10 9:50 AM
930	1 KB	9/21/05 3:26 PM
A	3 KB	4/10/97 5:22 PM
A1	1 KB	2/4/99 9:51 AM
A2	1 KB	2/4/99 9:51 AM
A3	1 KB	2/4/99 9:53 AM
AR1	1 KB	4/11/97 8:19 AM
CX	1 KB	4/8/08 4:43 PM
DE	1 KB	6/8/98 8:59 AM
DM1	1 KB	4/9/08 1:43 PM
F1	1 KB	2/4/99 9:06 AM
F2	1 KB	2/4/99 9:07 AM
G	1 KB	6/23/05 2:52 PM

Make Distributions

Edit & Update Distributed Files

OK Back

- Select the transaction file to be Updated to Job Cost the Master file
- To distribute the applicable transaction files (GL, EQ, INV etc) check the “Make distributions” box
- Check the Edit & Update Distributed Files box
- Click OK

Update Report

- A transaction file will be distributed to General Ledger, edited and updated there.
- An Edit & Print Journal Report as well as Update report are produced.
- A status report will be produced to show that the process is successful completed.
- Should the distribution process fail, the relevant correction, edit and update should be General Ledger. Check the Edit & Print Journal report for errors and warnings listed.
- Once the “Edit & Update Distributed Files” has been processed, it cannot be undone.

File	Edit	Update
NRACGLA414	Completed	Completed

Update Report

```
JCUPD -- FILE PROCESSING

C:\DATA\NRAC\NRACJCB          CREATED
C:\DATA\NRAC\NRACJCA          ADDED TO    C:\DATA\NRAC\NRACJCB
C:\DATA\NRAC\NRACJCB          SORTED
C:\DATA\NRAC\NRACJCC          EXTENDED
MASTER FILE UPDATE INITIATED

JCUPD -- RUN TOTALS
  PHASE COSTS          11      72,323.22-
  PHASE ESTIMATES      1      15,000.00

C:\DATA\NRAC\NRACJCB          REMOVED

JCUPD -- TASK ENDED
```

The Updating of JCC, and JCM are performed without the requirement of manually entering file names.

Update Transactions

```
JCUPD -- FILE PROCESSING

C:\DATA\NRAC\NRACJCB          CREATED
C:\DATA\NRAC\NRACJCA013      ADDED TO    C:\DATA\NRAC\NRACJCB
C:\DATA\NRAC\NRACJCB          SORTED
C:\DATA\NRAC\NRACJCC          EXTENDED
MASTER FILE UPDATE INITIATED

JCUPD -- RUN TOTALS
  PHASE COSTS          9      8,465.12

C:\DATA\NRAC\NRACJCB          REMOVED

JCUPD -- TASK ENDED
```

- Where a 3-char ID has been used, the update files are automatically renamed to the standard format of JCC, JCI and JCM.
- The 3-character ID is dropped.
- Existing transaction files (JCC) are extended

Print Job Report

INTERAC Job Cost - INTERSOFT CONSTRUCTION CO

Help

Print Job Report

Report Design:

ID	Title
2	WMTH PHASE UNITS
3	REPORT BY PHASE
4	REPORT BY PHASE
5	JOB COST MATERIAL USAGE ANALYSIS
6	JOB COST LABOR ANALYSIS REPORT
ALL	STANDARD JOB COST REPORT
C0	STANDARD JOB COST REPORT
C00	STANDARD JOB COST REPORT
C1	JOB COST REPORT WMTH PHASE UNITS
C2	ACTUAL COMMITTED AND TOTAL COST BY JOB PHASE & CAT
C3	JOB COST ESTIMATE ANALYSIS
CMP	STANDARD JOB COST REPORT
COR	**** JOB COST TO-DATE REPORT ****
CST	JOB COST REPORT WMTH PHASE UNITS
CTC	STANDARD JOB COST REPORT

Alpha Report Date: AUGUST 31, 2010

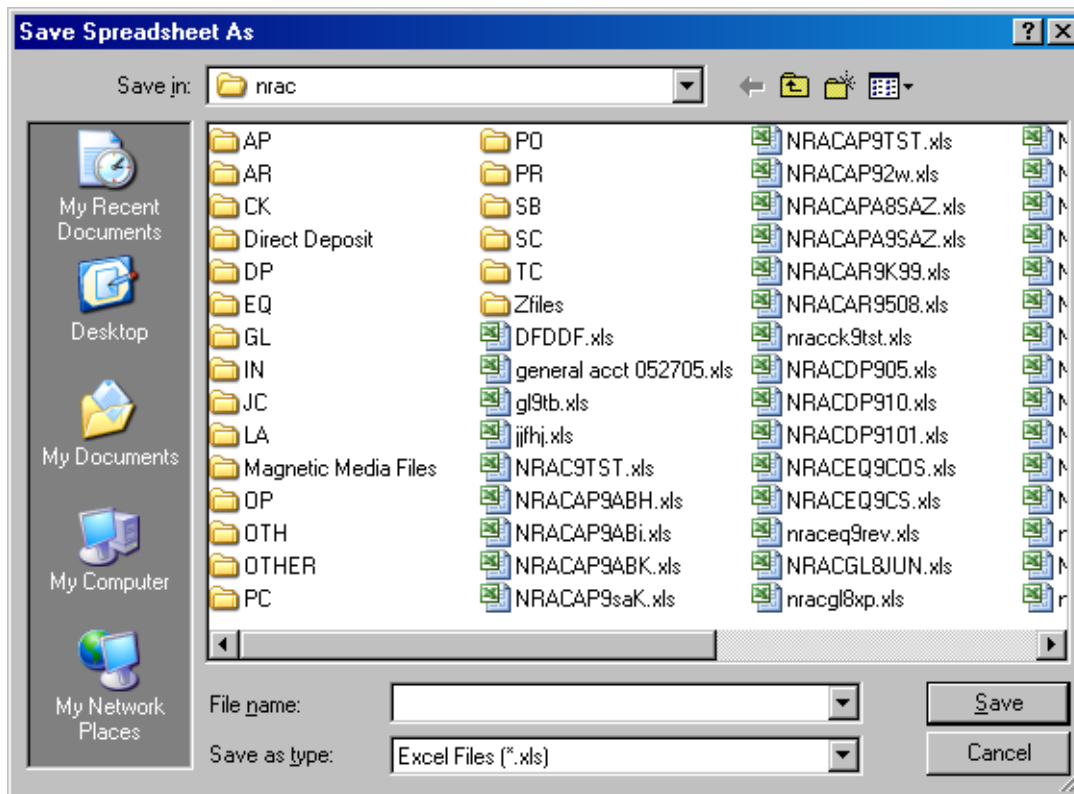
Limited Ranges:

Export to Spreadsheet: Excel Lotus ASCII

OK Back

1. Select Report Design
2. Enter date
3. To Export to Spreadsheet, check box provided
4. Select spreadsheet type
5. Click OK

Print Job Report ..cont'd



**** An advantage of the “Save Spreadsheet As” feature is that a file can be named whatever you want**

6. “Save Spreadsheet As” window appears
7. It defaults to your 4-character company ID folder (or last saved to folder)
8. Enter file name (e.g. NRACJC9915 or any name you desire **)
9. Click Save.
10. The file can also be saved to a different location or device from this window.

Print Custom Report

INTERAC Job Cost - INTERSOFT CONSTRUCTION CO

Help

Print Custom Report

Report Design:

ID	Title
HIN	YTD LABOR HOURS-INCENTIVE
HIS	TEST FOR HISTORY FILE
INF	
INV	
J1	MONTH-TO-DATE COST BY JOB
J18	OVER/UNDER WORKSHEET
J2	JOB SUMMARY REPORT
J3	UNCOMPLETED CONTRACTS
J4	% OF COMPLETION-EARNED REVENUE
J5	JOB COST CASH BASIS EARNINGS
JAC	
JC1	Job Cost Detail Report
JC3	Job Cost A/R Detail
JC4	Testing 221

Alpha Report Date: AUGUST 31, 2010

Limited Ranges:

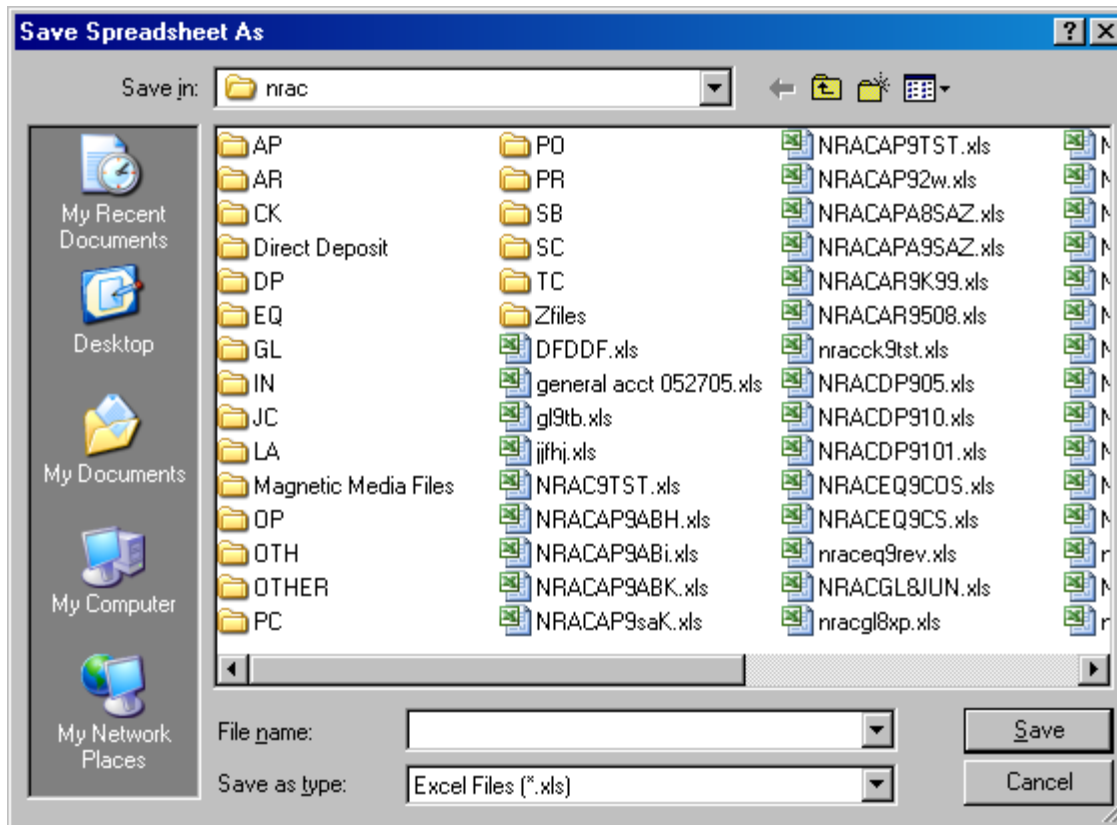
Export to Spreadsheet: Excel Lotus ASCII CSV

Change Conditions:

OK Back

1. Select Report Design
2. Enter date
3. To Export to Spreadsheet, check box provided
4. Select spreadsheet type
5. Click OK

Print Custom Report ..cont'd



**** An advantage of the “Save Spreadsheet As” feature is that a file can be named whatever you want.**

6. “Save Spreadsheet As” window appears
7. It defaults to your 4-character company ID folder (or last saved to folder)
8. Enter file name (e.g. NRACJC9915 or any name you desire **)
9. Click Save.
10. The file can also be saved to a different location or device from this window.

JC Work Flow

Entering invoices

Process Transactions ► Journalize Transactions

- Click OK. (No file name needs to be entered)
- Enter transactions
- To open files distributed from other applications scroll down the journalize

Edit Print Journal

- Click on file at top of the list (blank ID & today's date). Click OK
- Run a PRELIMINARY edit.
- If problems, go back to JRN and correct.
- Run a FINAL edit.
- To distribute check "Make Distribution" box

Update Master File

- Click on file at top of the list (blank ID & today's date).
- Click OK

Actions Behind the Scenes

- **JCA file is automatically created.**

- **When "Make Distribution" box is checked GLA is created and distributed to CKA (*per JCU0 settings*).**

- **NOTE: Distribution can be performed during Edit or Update depending on the User settings (JCU0).**

JCB is created then JCA is added to JCB
JCB is added to JCC then JCA and JCB are deleted
These files are created: JCAUPD, JCMUPD and JCCUPD

Distribution to selected applications, edit and update in those applications is performed. A edit and update reports are sent to printer or DMS. A status report is shown on the screen.

JC Work Flow

Month-End & Year End Activities

Month-End Closing

Process Transactions ► Clear Master File

- Enter the month to close e.g. MAY

Year End Closing

Process Transactions ► Close Out year

Enter the Month to close e.g. DEC

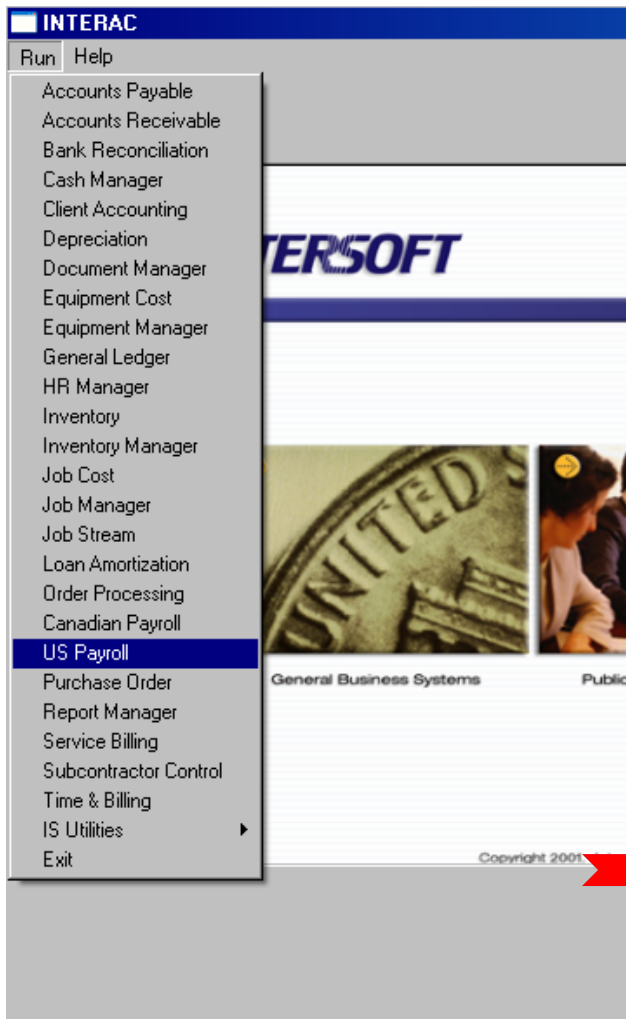
Actions Behind the Scenes

- Month-End files are created automatically as follows:
JCM is copied to JCM MAY
- Year-End closing files e.g. 2010, are created as follows:
JCC is copied to JCCDEC
JCM is copied to JCMDEC
JCC is deleted

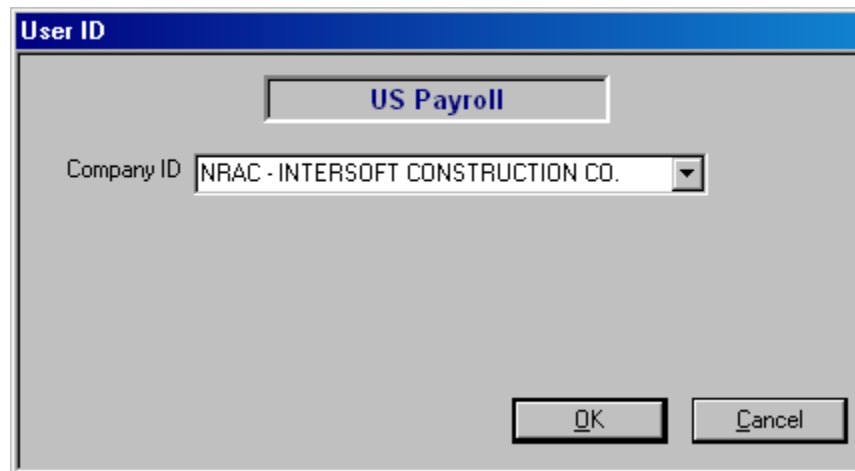


Payroll

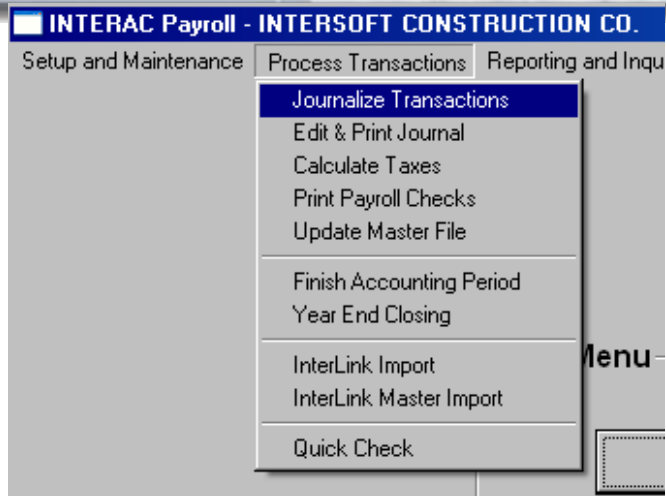
Selecting US Payroll



1. On the INTERAC Main Menu click on Run
2. Click on US Payroll
3. Select Company ID
4. Click OK



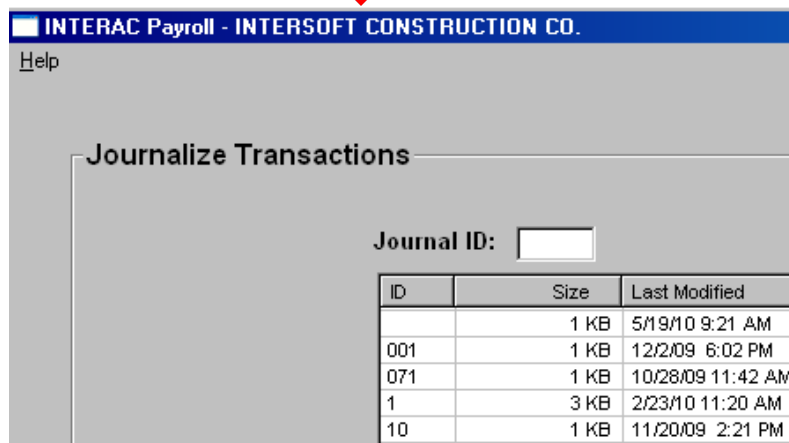
Journalize Transactions



1. Click on Journalize Transactions
2. No Journal ID is necessary
3. Click OK

NOTE:

If an PRA already exists, you may enter a 3- character journal ID. For example 915 meaning (Sept 15). Then, Click OK.



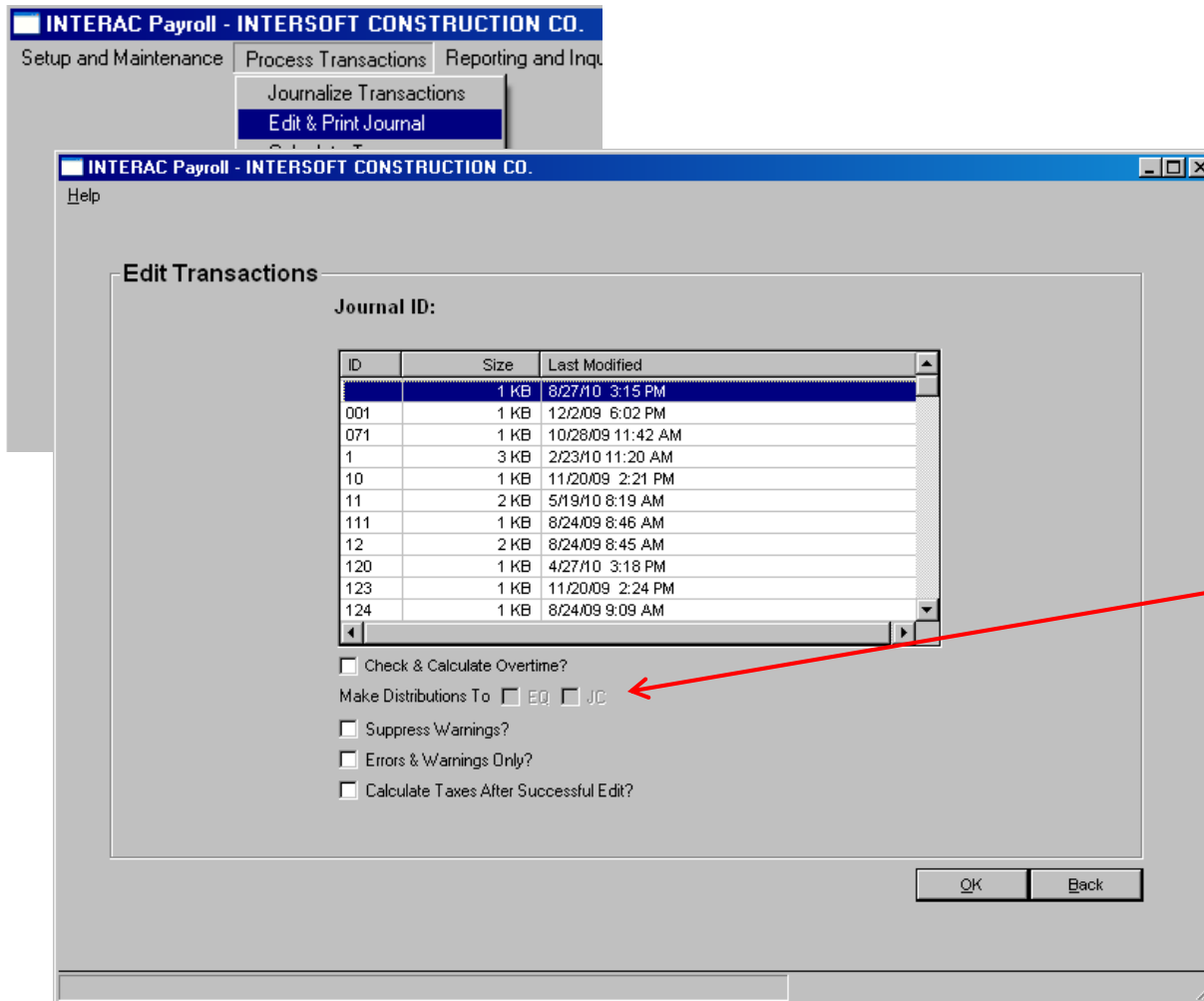
To open a file distributed from another application, scroll down the list to locate file.

Enter Journal Transactions

Totals		Sub Totals	Run Totals	Sub Totals	Run Totals
Emp Hash	0	0	FWH	0.00	0.00
Job Hash	0	0	FICS-SS	0.00	0.00
Equip Hash	0	0	FICA-HI	0.00	0.00
Reg Hrs	0.00	0.00	SWH	0.00	0.00
Otime Hrs	0.00	0.00	SDI	0.00	0.00
Othr Unts	0.00	0.00	LWH	0.00	0.00
Reg Pay	0.00	0.00	DED	0.00	0.00
Otime Pay	0.00	0.00	Net	0.00	0.00
Othr Pay	0.00	0.00			
Last Rec No		13			

- Enter transactions in the usual manner, utilizing the JSU, JRC, JTR, and JFM as required.

Edit & Print Journal



1. Click on the first file in the Journal ID window (has blank ID and today's date). This is the PRA file.

2. Make the relevant selections by checking the appropriate boxes

3. Make Distributions is highlighted and made available according to the settings in the PRU0.

NOTE:

If you entered a 3-character ID, scroll down the menu list to locate the file.

Edit & Print, Tax Calculation

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Edit Transactions

Journal ID:

ID	Size	Last Modified
	1 KB	8/27/10 3:15 PM
001	1 KB	12/2/09 6:02 PM
071	1 KB	10/28/09 11:42 AM
1	3 KB	2/23/10 11:20 AM
10	1 KB	11/20/09 2:21 PM
11	2 KB	5/19/10 8:19 AM
111	1 KB	8/24/09 8:46 AM
12	2 KB	8/24/09 8:45 AM
120	1 KB	4/27/10 3:18 PM
123	1 KB	11/20/09 2:24 PM
124	1 KB	8/24/09 9:09 AM

Check & Calculate Overtime?

Make Distributions To EQ JC

Suppress Warnings?

Errors & Warnings Only?

Calculate Taxes After Successful Edit?

Detailed Register Summary Register

Print Detail Totals?

Calculate Taxes?

OK Back

1. Checking the “**Calculate Taxes After Successful Edit?**” box will allow:

- Calculation of taxes
- Printing the Tax Register in Detail or Summary

2. If distributions have been set to occur during Edit (User file PRU0), the “Make Distributions” box will be highlighted.

Calculate Taxes

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Calculate Taxes

Journal ID:

ID	Size	Last Modified
	1 KB	8/30/10 9:39 AM
23B	1 KB	6/8/10 12:49 PM
25	1 KB	6/11/10 8:09 AM
260	1 KB	6/15/09 3:32 PM
4	4 KB	9/14/09 4:15 PM
413	1 KB	8/24/09 9:22 AM
555	1 KB	10/7/09 9:19 AM
708	1 KB	7/8/08 10:18 AM
992	1 KB	6/10/10 4:38 PM
993	1 KB	6/10/10 2:21 PM
BEE	1 KB	4/23/10 8:22 AM

Detailed Register Summary Register

Print Detail Totals?

Calculate Taxes?

OK

- Click on the file with the blank ID and today's date
- Select whether to print a Detailed Register or Summary Register
- Select whether to Print Detail Totals or continue to calculate taxes

Check Writing

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Check Writing

Check File ID:

ID	Size	Last Modified
	3 KB	8/27/10 3:43 PM
000	2 KB	8/12/09 11:03 AM
10	1 KB	8/10/09 3:53 PM
100	1 KB	4/23/10 8:16 AM
108	1 KB	10/5/09 10:51 AM
11	5 KB	2/22/10 3:46 PM
123	1 KB	11/20/09 2:24 PM
14	6 KB	2/22/10 4:28 PM
15	6 KB	2/22/10 4:42 PM
224	2 KB	8/18/09 11:50 AM

Starting period date:

Check date:

Starting check number:

Allow Emailing?

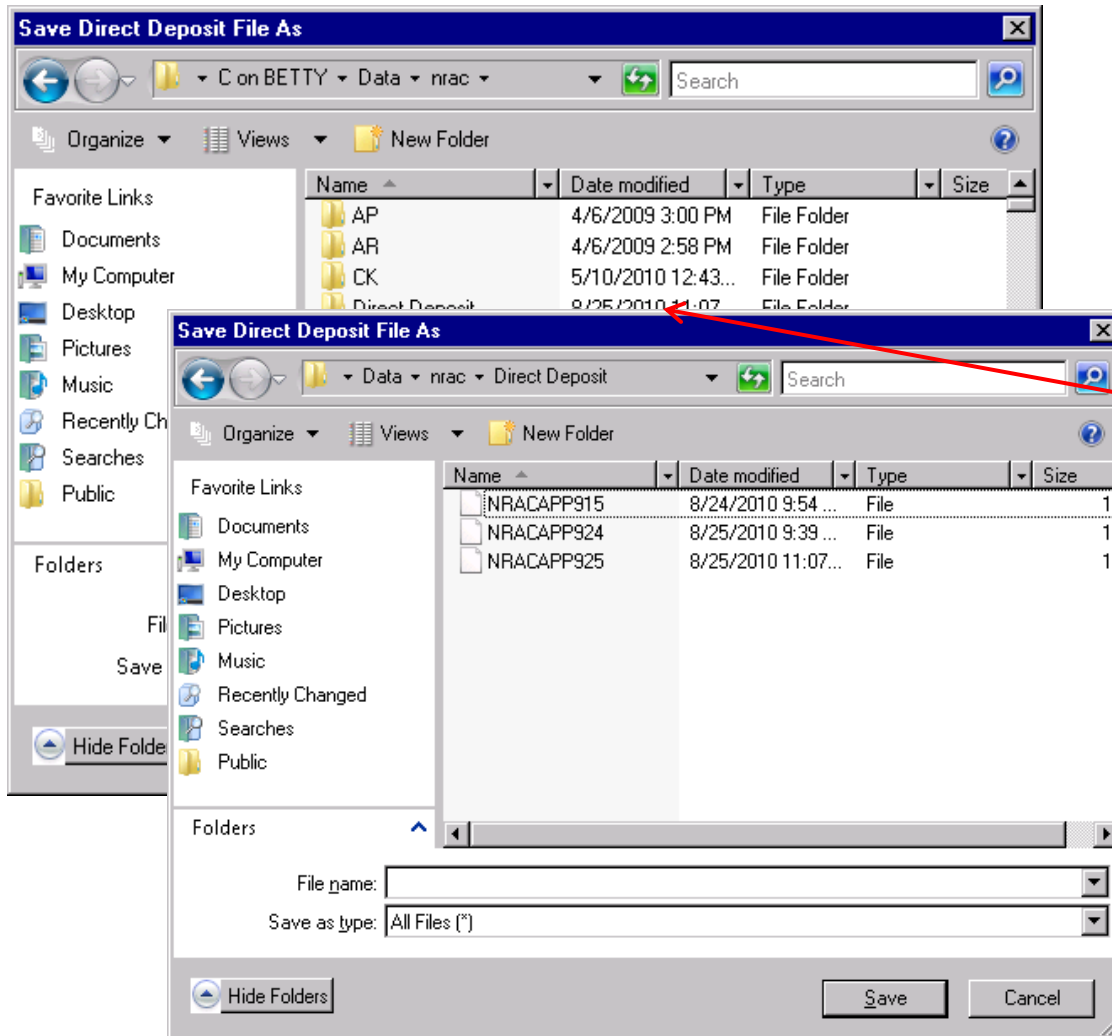
Limited Ranges?

Rerun?

OK Back

1. Select the first file on the Check File ID (blank ID and today's date)
2. Enter starting period date
3. Enter Check date
4. Enter check number or make no changes if check number is per setting in the PRU0
5. Check applicable choices
6. Click OK

Direct Deposit



7. **Save As Direct Deposit window is presented. Enter file name to be transmitted to your bank ****
8. **Alternatively, file may be saved into a designated direct deposit folder or other destination.**
9. **Click Save**

**** An advantage of the "Save Direct Deposit As" feature is that a file can be named whatever you want.**

Update Transactions

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Update Transactions

Check File ID:

ID	Size	Last Modified
	1 KB	9/8/10 10:48 AM
10	1 KB	8/10/09 3:53 PM
123	1 KB	11/20/09 2:24 PM
13	1 KB	2/9/11 11:09 AM
141	1 KB	2/9/11 11:16 AM
142	1 KB	2/9/11 11:18 AM
16	1 KB	2/9/11 11:23 AM
211	4 KB	10/21/10 10:04 AM
231	2 KB	8/18/09 11:52 AM
234	1 KB	12/20/10 3:53 PM
235	1 KB	1/11/11 4:10 PM
23B	1 KB	6/8/10 12:50 PM
25	1 KB	6/11/10 8:27 AM
260	2 KB	10/8/09 11:27 AM

Make Distributions To EQ JC GL CK AP

Source code: Reference 2:

Edit & Update Distributed Files

OK Back

1. If no 3-char ID, click on the file at the top of the list in the Journal ID menu (with blank ID)
2. If with 3-char ID, select the file from the list
3. If distributions to other applications is required, check all the appropriate boxes.
4. Enter Source or Reference # if applicable
5. Check box to enable Edit & Update Distributed Files in 3. above
6. Click OK to continue

Update Report

- The applicable transaction files (General Ledger, Job Cost, Bank Reconciliation, etc) will be distributed, edited and updated in their own respective applications.
- An Edit and Update report is produced for each application affected.
- An on screen status report will be produced to show that the process is successfully completed.
- Should the distribution process fail, the relevant correction, edit and update should be made in the affected application. Check the Edit & Print Journal report for errors and warnings listed.
- Once the “Edit & Update Distributed Files” has been processed, it cannot be undone.

File	Edit	Update
NRACGLA	Completed	Completed
NRACEQA	Completed	Completed
NRACCKA	Completed	Completed
NRACAPA	Completed	Completed

Update & Distribution Report

PRUPD -- FILE PROCESSING

MASTER FILE UPDATE INITIATED

C:\DATA\NRAC\NRACPRB ADDED TO C:\DATA\NRAC\NRACPRC

MASTER FILE UPDATE COMPLETE

C:\DATA\ELEC\ELEJCA	EXTENDED	9 RECORDS ADDED
C:\DATA\NRAC\NRACCKA	EXTENDED	5 RECORDS ADDED
C:\DATA\NRAC\NRACAPA	CREATED	10 TOTAL RECORDS
C:\DATA\NRAC\NRACGLA	EXTENDED	10 RECORDS ADDED

When the “Make Distribution” box is activated, transaction files GLA, JCA, EQA or CKA (as applicable) are created. They are created in the same suffix as the Check File, Current File, To Date File and the Extra File.

Update & Distribution 3-Char ID File

```
PRUPD -- FILE PROCESSING
```

```
MASTER FILE UPDATE INITIATED
```

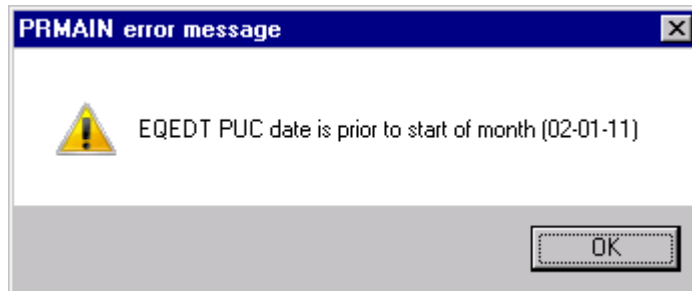
```
C:\DATA\NRAC\NRACPRB14 ADDED TO C:\DATA\NRAC\NRACPRC
```

```
MASTER FILE UPDATE COMPLETE
```

C:\DATA\ELEC\ELEJCA14	CREATED	37 TOTAL RECORDS
C:\DATA\NRAC\NRACEQA14	CREATED	31 TOTAL RECORDS
C:\DATA\NRAC\NRACCKA14	CREATED	7 TOTAL RECORDS
C:\DATA\NRAC\NRACAPA14	CREATED	12 TOTAL RECORDS
C:\DATA\NRAC\NRACGLA14	EXTENDED	10 RECORDS ADDED

When a 3-character ID is entered (e.g. 14), the same ID is applied to the GLA, JCA, EQA, and CKA files if requested.

Update Errors & Warnings



A screenshot of a "Status" window. The title bar says "Status". Below the title bar, the text "Distributed Files Processed" is displayed. The window contains a table with three columns: "File", "Edit", and "Update". The table lists five files: NRACGLA1, NRACJCA1, NRACEQA1, NRACCKA1, and NRACAPA1. The "Edit" and "Update" columns show the status of each file. The "Update" column for NRACEQA1 shows "Error", while all other files show "Not Done". An "OK" button is located at the bottom right of the window.

File	Edit	Update
NRACGLA1	Not Done	Not Done
NRACJCA1	Not Done	Not Done
NRACEQA1	Not Done	Error
NRACCKA1	Not Done	Not Done
NRACAPA1	Not Done	Not Done

1. If a process fails to complete, the status report lists reasons for failure.
2. Corrections should be made in the affected transaction file, in its applicable application.
3. For example, to correct the errors shown here, the edit report for Equipment should be examined and its transaction file corrected as required.
4. Update should then be run again.

Print Distribution Report

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Print Distribution Report

Report Design:

ID	Title
001	LABOR COST DISTRIBUTION BY JOB/PHASE
13	LABOR BURDEN DETAIL BY JOB AND PHASE
14	LABOR TAX BURDEN DETAIL BY DEPARTMENT ...
15	LABOR BURDEN DETAIL BY EQUIPMENT
16	WORKMEN'S COMPENSATION REPORT
2	LABOR AND VACATION DISTRIBUTION REPORT
BET	LABOR TAX BURDEN DETAIL BY DEPARTMENT ...
CHK	

Use Data From:

Check File Current File Detail File Extra File

ID	Size	Last Modified
	1 KB	8/30/10 2:31 PM
000	2 KB	8/12/09 11:03 AM
10	1 KB	8/10/09 3:53 PM
100	1 KB	4/23/10 8:16 AM
108	1 KB	10/5/09 10:51 AM
11	5 KB	8/27/10 4:07 PM
123	1 KB	11/20/09 2:24 PM
14	6 KB	8/27/10 4:10 PM
15	6 KB	2/22/10 4:42 PM

Limited ranges: No Yes By employee number

Alpha report date: AUGUST 31, 2010

Distribute?

Description:

Reference 1: 831

Reference 2:

Distribution Date: 08/31/2010

Period Code: 8/10 mm/yy

OK Back

1. Select Report Design
2. Select the source data
3. Select the check file from the list
4. Complete the relevant information in the areas provided
5. Click OK

Check File = PRB : is used to print checks
Current File = PRC : is the Current month to date file
Detail File = PRD : is the Detail year-to-date file
Extra File = PRE : is the Extra To-Date file

Print Earnings Register

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Print Earnings Register

Design File:

ID	Size	Last Modified
	1 KB	5/6/10 8:37 AM
1	1 KB	2/25/10 10:28 AM
11	1 KB	8/4/10 3:45 PM
12	1 KB	2/18/08 6:05 PM
ADT	1 KB	10/6/09 3:59 PM
BK	1 KB	2/25/10 10:31 AM
JRN	1 KB	3/30/10 8:14 AM
LED	1 KB	12/8/09 9:22 AM
MAG	1 KB	7/20/10 2:59 PM

Design Format #

ID	Title
1	Earnings Register
2	Earnings Register 2
3	EARNINGS REGISTER

Use Data From:

Check File
 Current File
 Detail File
 Extra File

ID	Size	Last Modified
	1 KB	8/30/10 2:31 PM
000	2 KB	8/12/09 11:03 AM
10	1 KB	8/10/09 3:53 PM
100	1 KB	4/23/10 8:16 AM
108	1 KB	10/5/09 10:51 AM
11	5 KB	8/27/10 4:07 PM
123	1 KB	11/20/09 2:24 PM
14	6 KB	8/27/10 4:10 PM
15	6 KB	2/22/10 4:42 PM
231	2 KB	8/18/09 11:52 AM
23B	1 KB	6/8/10 12:50 PM
25	1 KB	6/11/10 8:27 AM
260	2 KB	10/8/09 11:27 AM
413	1 KB	8/24/09 9:23 AM
520	3 KB	10/6/09 2:21 PM

Alpha Report Date: AUGUST 31, 2010

Limited Ranges?

OK Back

1. Select the design file
2. Select the Design Format #
3. Select the file type e.g. Check File (see illustration below)
4. Click on the Check File to be used in the list provided. Note that if a file has a 3-char ID, only the ID will appear on the list. Otherwise, a blank ID and last date modified is shown.
5. Enter report date
6. Click OK

Check File = PRB : is used to print checks
Current File = PRC : is the Current month to date file
Detail File = PRD : is the Detail year-to-date file
Extra File = PRE : is the Extra To-Date file

Payroll Electronic Filing

1. Select file to be used for electronic filing
2. Check the Electronic Filing box
3. Click OK

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Print Quarterly Report
(Kansas, LA, Minn, Ohio, Wash Only)

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Print Hours Report
Use Data From:

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Print W-2 Statements

Employee Data From:

ID	Size	Last Modified
	76 KB	8/31/10 1:19 PM
007	1 KB	2/25/10 9:32 AM
03	44 KB	2/25/10 9:30 AM
05	63 KB	2/25/10 9:37 AM
07	63 KB	1/7/10 1:38 PM
09	69 KB	1/15/10 9:26 AM
1	45 KB	1/7/10 1:38 PM
10	117 KB	3/24/10 1:48 PM
19	56 KB	1/15/10 9:31 AM
23	68 KB	1/5/10 3:43 PM
30	53 KB	9/26/07 10:29 PM
30E	53 KB	9/26/07 10:40 PM

State codes: 38 Oregon
Not-Specified

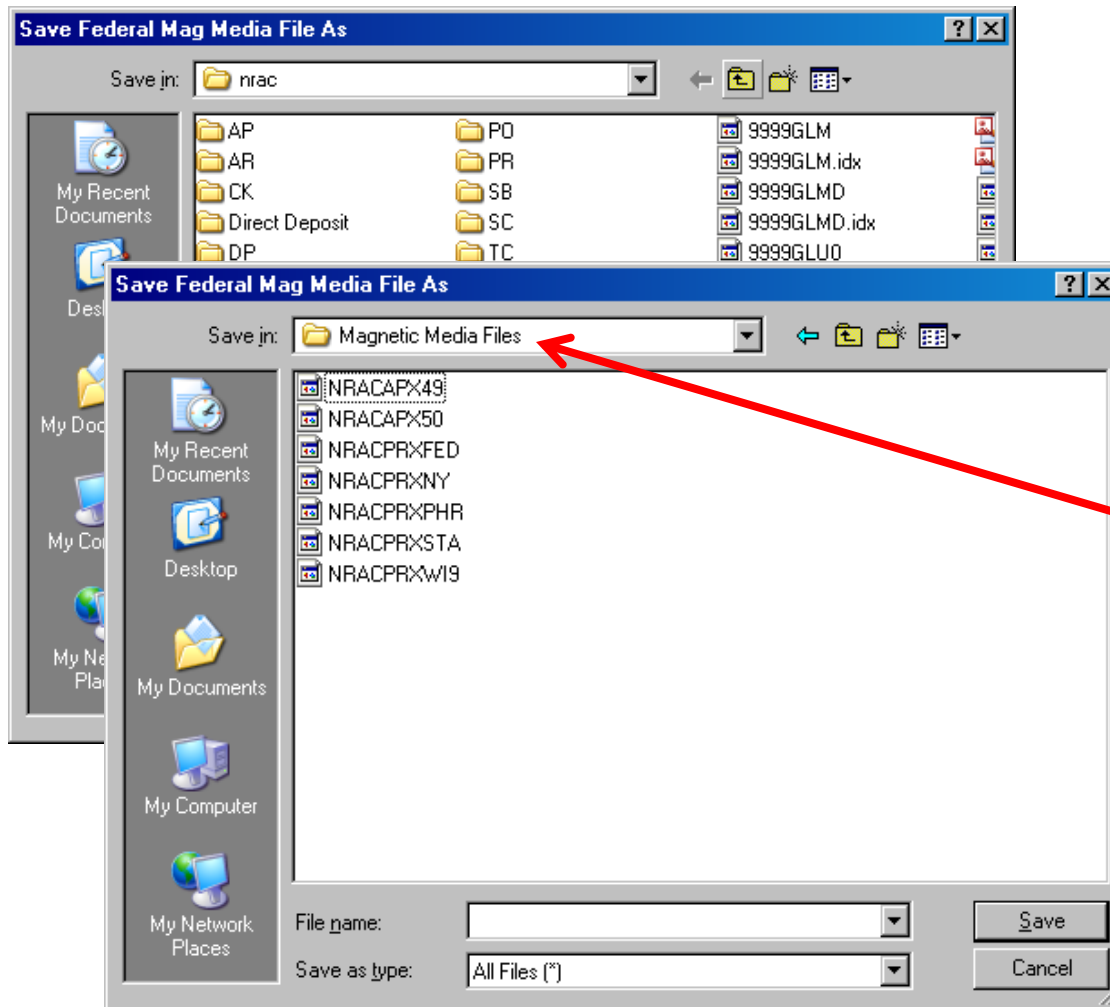
Locality codes:

Starting control #: 100

Create Fed Electronic Filing?
Create State Electronic Filing?
Limited Ranges?

OK Back

Payroll Electronic Filing ..Cont'd



4. The “Save Federal Mag Media File As” opens. Enter the file name e.g. NRACPRX **OR** any preferred name **
5. Click Save
6. The file can also be saved to a different folder or location or device from this window.

**** An advantage of the “Save Federal Magnetic Media File As” feature is that a file can be named whatever you want.**

Print Custom Report

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Print Custom Report

Report Design:

ID	Title
	EMPLOYEE LIST BY CLASS
033	PAY INCREASE BY DEPARTMENT
03S	GROSS PAY BY UNION & CLASS
1	EMPLOYEE LISTING
10	CERTIFIED HOURS BY JOB
101	PAY INCREASE REPORT
102	PAY INCREASE BY CLASS
103	PAY INCREASE BY EMPLOYEE
106	PAY INCREASE BY JOB CLASS
115	HOURS & PAY BY JOB/CLASS
125	PAY INCREASE REPORT BY DEPT
130	CERTIFIED HOURS BY JOB
16	EMPLOYEE TIME SHEET

Use Data From:

Check File Current File Detail File Extra File

ID	Size	Last Modified
	1 KB	6/30/10 2:31 PM
000	2 KB	8/12/09 11:03 AM
10	1 KB	8/10/09 3:53 PM
100	1 KB	4/23/10 8:16 AM
108	1 KB	10/5/09 10:51 AM
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14	6 KB	8/27/10 4:10 PM
15	6 KB	2/22/10 4:42 PM
231	2 KB	8/18/09 11:52 AM
23B	1 KB	6/8/10 12:50 PM
25	1 KB	6/11/10 8:27 AM
260	2 KB	10/8/09 11:27 AM

Alpha Report Date:

Limited Ranges:

Export to Spreadsheet: Excel Lotus ASCII CSV

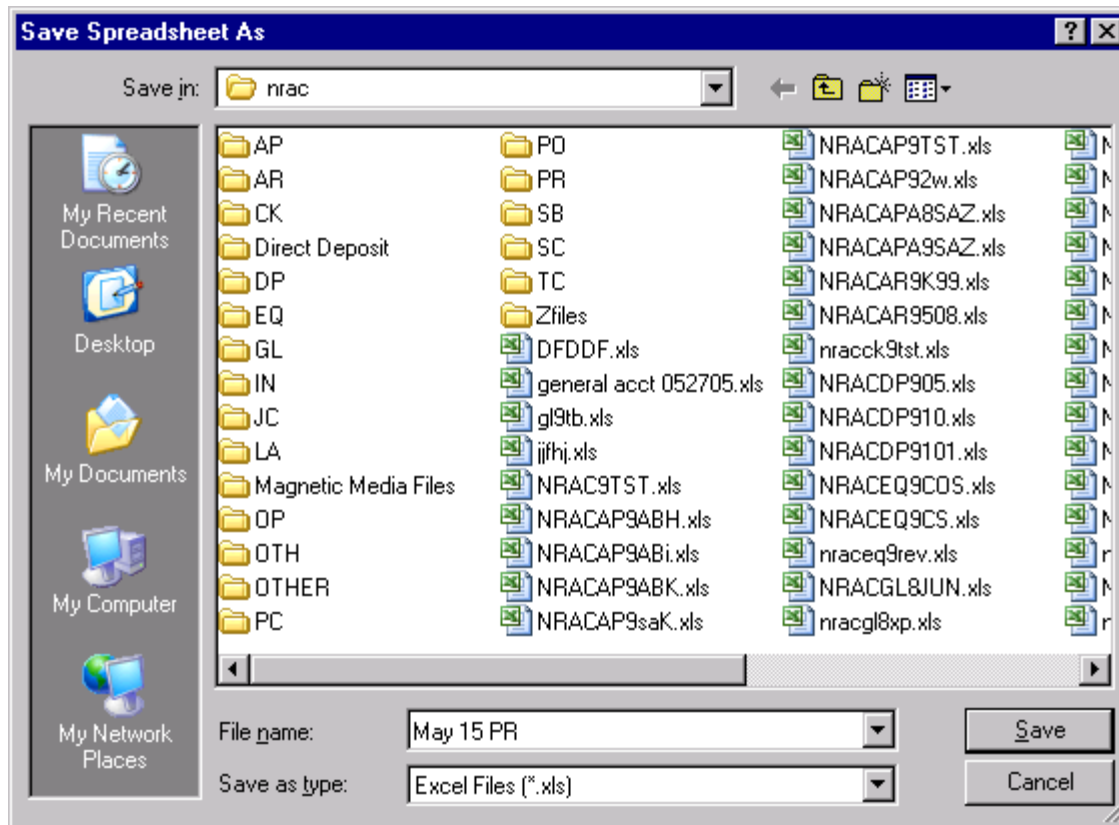
Change Conditions:

OK Back

1. Select Report Design
2. Select source of data from the “Use Data From” menu (**see details below)
3. Enter date
4. Check the “Export to Spreadsheet” box if applicable
5. Select spreadsheet type

****Check File = PRB : is used to print checks**
Current File = PRC : is the Current month to date file
Detail File = PRD : is the Detail year-to-date file
Extra File = PRE : is the Extra To-Date file

Print Custom Report ..cont'd



6. “Save Spreadsheet As” window appears

7. It defaults to your 4-character company ID folder (or last saved to folder)

8. Enter file name e.g. MAY 15 PR **OR** any name of your choice **

9. Click Save.

10. The file can also be saved to a different location or device from this window.

**** An advantage of the “Save Spreadsheet As” feature is that a file can be named whatever you want.**

Month-End Close Out

The screenshot shows a window titled "INTERAC Payroll - INTERSOFT CONSTRUCTION CO." with a "Help" button in the top-left corner. The main area is titled "Close Out Month" and contains the following fields:

Current Year Began	01/01/2011
Current Month Began	01/01/2011
Month To Close:	<input type="text" value="JAN"/>
New month began date:	<input type="text" value="02/01/2011"/> <input type="checkbox"/>

At the bottom right of the dialog box are two buttons: "OK" and "Back".

1. Enter month to close
e.g. JAN
2. Enter beginning date
for new month e.g.
2/1/2011
3. Click OK
4. Month-End files are
created automatically:

PRC is copied to PRCJAN
PRC is merged to PRDJAN
PRC is merged to PRE
PRA, PRB and PRC are
deleted

Year-End Close Out

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.

Help

Close Out Year

Current Year Began 01/01/2011

Current Month Began 12/01/2011

Year To Close: 11

Month To Close: DEC

OK Back

1. Enter the last 2-digits of the year to close e.g. 11 for 2011
2. Enter the month to close e.g. DEC
3. Click OK
4. Year-End closing files are automatically created as follows:

PRC is copied to PRCDEC
PRC is merged to PRDDEC
PRC is merged to PRE
PRA, PRB and PRC are deleted

PR Work Flow

Processing Payroll

Process Transactions ► Journalize Transactions

- Click OK. (No file name needs to be entered)
- Enter transactions

Edit Print Journal

- Click on file at top of the list (blank ID & today's date). Click OK
- Run a PRELIMINARY edit.
- If problems, go back to JRN and correct.
- Run a FINAL edit.
- To distribute check applicable applications next to the "Make Distribution" box
- To calculate taxes and print check register check "Calculate Taxes After Successful Edit?" box
- Select whether to print Detailed Register or Summary Register

Print Payroll Checks

Update Master File

- Click on file at top of the list (blank ID & today's date).
- Click OK

Print Desired Reports

Actions Behind the Scenes

- PRA file is automatically created.
- When "Make Distribution" box is activated GLA, JCA, EQA, and CKA are created or extended
- **NOTE:** Distribution can be performed during Edit or Update depending on the User settings (PRU0).
- When "Calculate Taxes After Successful Edit?" is selected the PRB file (check file) is created
- Creates bank files positive pay & direct deposit file
- When "Make Distribution" box is activated GLA, JCA, EQA, and CKA are created or extended with the same journal ID as the check file
- Journal file is copied to PRA_date_time in the Backup folder
- PRCBUPD, PRMUPD copied in the folder with the other data

PR Work Flow

Month-End & Year End Activities

Month-End Closing

Process Transactions ► Close Out Month

- Enter the month to close e.g. JAN

Year End Closing

Process Transactions ► Close Out year

Enter the Year to close e.g. 11 for 2011

Enter the Month to close e.g. DEC

Actions Behind the Scenes

- Month-End files are created automatically as follows:
 - PRC is copied to PRCJAN
 - PRC is merged to PRDJAN
 - PRM is copied to PRMJAN
 - PRC is merged to PRE
 - PRC is deleted
- Year-End closing files e.g. 2011, are created as follows:
 - PRC is copied to PRCDEC
 - PRC is merged to PRDDEC
 - PRM is copied to PRMDEC
 - PRC is merged to PRE
 - PRC is deleted



INTERSOFT

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