

2011 User Meeting Webinar Series

Day 2 – Session 1 INTERAC Made Easier Understanding the Basic Interface

Understanding the Basic Interface

Basic Interface Concepts

Basic Interface Setup

Utilizing the Basic Interface

Basic vs. Enhanced

INTERSOFT 2011 User Meeting

- The Basic interface provides an easier and more direct way for users to work with the software
- More information is pre-set, less data is presented on the screen-fewer decisions need to be made
- INTERAC makes more of the decisions for you
- File names are defaulted and are not entered or even seen by the user
- However, for files such as "A" files and format files, an option is available to enter up to a three character suffix to identify the file and allow multiple files to be used
- The standard INTERAC files are still being created XXXXPRM, XXXXPRA507, etc., only the file suffix is seen by the user
- History files are set by the system as MTD, YTD and TD
- File Split and File Merge are not available
- Job Stream can still be used, however, many processing steps are already more automated with Basic

- Basic provides less flexibility, but also less complexity
- INTERAC can continue to be run in the traditional Enhanced Interface
- An option is set by the user to select between the "Basic" and "Enhanced" interface
- Each user can select which method to use and can easily switch from one to the other if desired
- The method is selected one time by the user and will remain that way until the user changes it
- Multiple users can run their desired method even in a Terminal Services environment

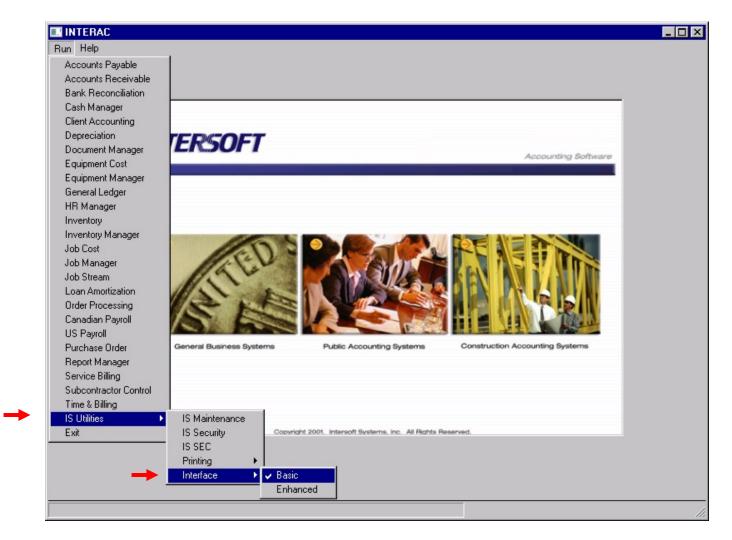
- "A" files are referred to as Journals and a Journal ID (same as file suffix) can be entered on the Journalizing screen
- All Journals that have not been updated will display on the Journalize and Edit screens
- On any program screen where data can be distributed to other applications, a simple check box is provided for distribution-no file names are entered
- The distribution file will retain the same suffix from the originating Journal ("A" file)
- A warning prevents distributions from being made more than once from the same Journal file
- A Journal will not be displayed on the Update screen unless it has been processed through an error free Edit
- When a Journal is updated, that file no longer is displayed in the Journalizing, Edit or Update screens, alleviating confusion

- Once a Journal file is updated, a copy of the file is automatically made and the file is then deleted allowing that Journal ID to be used again
- When steps such as Update and Check Writing are done, a copy of the affected files is automatically made in the background for recovery purposes
- A selection on the PR Edit screen will process the Calculate Tax option if an error free Edit is run, saving a process step
- In one step, Month and Year end processing will make appropriate copies of all affected files, merge history files and close the month or year
- File Merge and File Split are no longer available menu options
- Print Files (Z files) are no longer used everything will either print to DMS or to a specified printer or both

Basic Interface Setup

The method selection is made from the IS Utilities option on the INTERAC Main Menu

The Interface option is pre-set to Enhanced



User File Maintenance will no longer ask which user file, but displays a sub-menu to select which file to access

The sub-menus go directly into a program without asking for a filename

INTERAC Payroll - INTERSC	DFT CONSTRUCTION CO.	
Setup and Maintenance Process T	ransactions Reporting and Inquiry Utility Routines	
User File Maintenance	Company Information	
Master File Maintenance	Titles & Tax Information	
Rate File Maintenance	GL & AP Interfacing	
Deduction File Maintenance	Certified Setup	
Certified File Maintenance		
Department File Maintenance		
Local Tax File Maintenance		
Design Custom Report	Main Menu	
Design Distribution Report		
Design Earnings Report Design Union Report	Exit Payroll	
Design Custom Quarterly		
Tran File Maintenance		
InterLink Design		
InterLink Master Design		
		11.

The maintenance menus go directly into a program without asking for a filename

INTERAC Payroll - INTERSO Setup and Maintenance Process Tr User File Maintenance • Master File Maintenance • Rate File Maintenance • Deduction File Maintenance • Deduction File Maintenance • Department File Maintenance • Local Tax File Maintenance •	ansactions Reporting and Inquiry Utility Routines	Master File Maintenance - INTERSOFT CONSTRUCTION CO. File Task Help	- D ×
Design Custom Report Design Distribution Report Design Earnings Report Design Union Report Design Custom Quarterly Tran File Maintenance InterLink Design InterLink Master Design	Main Menu Exit Payroll Exit INTERAC	Add Dhg Del Cgy Ing Si Suf Iot St App Def Chd End NRACPRM	

All Journalizing programs will prompt for a Journal ID, which is optional

	s Payable - INTERAC CON		
Setup and Maintenance	Process Transactions Report Journalize Transactions Edit & Print Journal Update Master File Check Writing	ting and Inquiry Utility routines	
	Move Paid Invoices Quick Check		INTERAC Accounts Payable - INTERAC CONSTRUCTION CO.
	Close Out Month Close Out Year	ı Menu	Help
	InterLink Import InterLink Master	<u>Exit Accounts Payable</u>	Journalize Transactions
		E <u>x</u> it INTERAC	Journal ID: 1
			ID Size Last Modified
1			Voiding Checks?
			<u>Q</u> K <u>B</u> ack

Edit will provide a list of Journal ID's of unprocessed files with the size and date/time stamp

Distributing to other applications is accomplished with a check box rather than entering filenames

dit Transaction	Journal ID			
	Journal ID			
	ID	Size	Last Modified	INTERAC Accounts Payable - INTERAC CONSTRUCTION CO. Help
	WK1		7/7/11 4:08 PM	nep nep
	PNS		5/3/11 4:00 PM	
	MTC		4/4/11 10:24 AM	
			3/31/11 9:46 AM	Edit Transactions
	DED	1 KB	3/30/11 1:02 PM	
	XX		3/30/11 12:58 PM	
	EQ		3/15/11 1:46 PM	Journal ID:
	V		3/15/11 1:37 PM	Julia D.
	BET		3/2/11 3:49 PM	
	BTY		3/2/11 1:57 PM	ID Size Last Modified
	QA4	1 KB	11/29/10 4:10 PM	JAN 1 KB 3/14/111:04 AM
	•			
	Check &	Calculate Overti	ime?	
	Make Distrib	utions To 🔽 E		
	Suppress	s Warnings?		
	Errors & \	Warnings Only?		
		e Taxes After Su	ccessful Edit?	
	- Calculate	- Tanco Artor ou		
				Don't Print Warnings
				Make Distributions
				OK Back

Once distributions are made, a warning message will be displayed if the Edit is run again on the same file and the Make Distribution option is checked

Help	INTERAC C	DNSTRUCTION	I CO.			
		Size	Last Modified 3/14/11 11:04 AM			Distribution Warning WARNING Distributions Have Already Been Made From This Journal File. Distributing Now May Result in Duplicate Transactions! Do You Wish To Continue and Make Distributions?
		Don't Print V Make Distrik		E P	Ōĸ	

Update will only display Journal files that are eligible for update

The files must have been edited with no errors to display on the screen

The option is selected to Edit and Update the Distributed files for other applications, so the other interfacing applications are automatically updated at that time saving several processing steps

Once updated, the Journal files are copied and deleted, allowing the same Journal ID to be used again

Update Transactio					
-	Journal	ID: Size	Last Modified		
	ID JAN		3/14/11 2:08 PM		
		ম	Edit & Update Distributed Files		
				Ōĸ	Back

Much like a Job Stream log, the programs that Edit and Update the interfacing applications will produce a summary list of the actions that were completed

Any problem areas will be highlighted

The list can be printed by selecting the Print button

System	Status
Accounts Payable	Processed, But See Distribution Errors Below
	UPD: NRACAPM Update complete
General Ledger	Processed
Job Cost	Processed
Equipment Cost	Error during distribution
	EDT: NRACEQA had 4 errors and 5 warnings
Subcontractor Control	Processed
Bank Reconciliation	Processed
	RERUN INDIVIDUAL DISTRIBUTIONS THAT HAD ERRORS

Close out Month copies all the pertinent files with a month suffix entered by the user, merges "C" into "D" and performs FAP on the "M" file

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.	
Setup and Maintenance Process Transactions Reporting and Inquiry Utility Routines	
Journalize Transactions Edit & Print Journal	
Calculate Taxes	
Print Payroll Checks	
Update Master File	
Close Out Month	
Close Out Year	
InterLink Import I Menu	
InterLink Master Import	INTERAC Payroll - INTERSOFT CONSTRUCTION CO.
Quick Check	Help Control C
Quick Check Exit Payroll	
Exit INTERAC	Close Out Month
	Current Year Began 01/01/2011
	Current Month Began 01/01/2011
	Month To Close: JAN
	New month began date: 02/01/2011
	-
	OK Back

Close Out Year copies all the pertinent files with a month and year suffix. Merges "C" into "D", merges "D" into "E" and performs YEC on the "M" file

INTERAC Payroll - INTERSOFT CONSTRUCTION CO.	1 Miles Des Alexa		
Setup and Maintenance Process Transactions Reporting and Inquiry Journalize Transactions Edit & Print Journal Calculate Taxes Print Payroll Checks Update Master File Close Out Month Close Out Year InterLink Import InterLink Master Import Quick Check		NTERSOFT CONSTRUCTION CO. ear Current Year Began Current Month Began Year To Close: 11	01/01/2011 12/01/2011
			<u>OK</u> Back

A list of report designs with the title of the report will be displayed on all custom reporting programs

The programs default to the "M" file and the MTD, YTD, TD transactions files or the Open Item file can be selected

Rep	ort Design:			
ID	Title			
1	VENDOR NUMERIC	LISTING		
10	TOTALS BY JOB N	IUMBER		
100	Vendor Last Check	ks List		
101	5% DISCOUNT ON			
11	PAYMENT WORKS			
115	PURCHASES BY V			
12	INVOICE TOTALS E	BY JOB		
125				
13	JOB DETAIL BY VE			
14	INVOICE TOTALS E			
15	TOTALS BY G/L A			
16	DISTRIBUTION BY TOTALS BY EQUIP			
the second s			_	
Al	pha Report Date			
Tra	ansactions	MTD C YTD C TD C Open	-	
Lir	nited Ranges			
	ne a cara a se esta en esta esta esta esta esta esta esta esta			
Ex	port to Spreadsheet			
Cł	ange Conditions			
				-
			OK	Back

When the Export to Spreadsheet option is selected, A *Save Spreadsheet As* box activates to designate the spreadsheet name and location so the file can be saved with any name in any location on the system

Repor	t Design:	Use Data From: C Check File © Current File © Detail I	Save Spreadsheet As				
ID	Title			er 👻 Local Disk (C:) 👻 Data	🕶 inlink 🛛 🔫 🌄	Search	
M CP1 RA	e La Veekly Status Veekly 401k Report		🦉 Organize 👻 📗 Views		[n. m.]]		<u>.</u> .
GR VNH VET	VWC REPORT VETS-100 NEW HIRES VETS-100 ALL EMPLOYEES		Favorite Links	0002GL9PC.xls	4/14/2008 3:27 PM	Microsoft Office E	Size 7,74
HEL TIP	TOTAL HOURS BY JOB - 3RD QRT TIP CREDIT-ADDITIONAL PAY		More »	🕙 0002JC9CAT.XLS 👰 0002pr9ees.xls	12/28/2007 12:3 12/12/2007 9:46	Microsoft Office E Microsoft Office E	3,53(1,41)
TS IL sha	TIME SHEET TEST REPORT SUTA REPORT		Folders 🗸	9 04 WIP.XIS	5/9/2008 11:05 AM 1/6/2005 6:01 PM	Microsoft Office E Microsoft Office E	1,009 19
ADT TNT	SAN JOSE AIRPORT AUDIT INFO SAMPLE PAYROLL REPORT		🍑 Public 📃 📥	📕 🕙 1234gl9.xls	1/12/2005 12:35 8/19/2008 8:42 AM	Microsoft Office E Microsoft Office E	83 17
	Alpha Report Date		Local Disk (C:)	🕙 1234gl9a.xls 🕙 1234gl9b.xls	8/19/2008 9:29 AM 8/19/2008 10:06	Microsoft Office E Microsoft Office E	26 27
		I ● Excel O Lotus O ASCII O CSV	ADFS	5250dp9old.xls 5250gl9old.xls	1/12/2005 2:49 PM 1/12/2005 2:36 PM	Microsoft Office E Microsoft Office E	17 17
	· · · · · · · · · · · · · · · · · · ·		🚺 cpqsystem	9999JC9EST.xls 10101 LTD Costs.xls	1/6/2006 3:53 PM 6/6/2007 4:09 PM	Microsoft Office E Microsoft Office E	23 42
			I Data	10243 06-30-06.xls	5/22/2007 4:38 PM	Microsoft Office E	255
			File name: 401k				

Interlink Import will present a screen showing the available spreadsheet, design and journal files

	1	port From Spreadsheet		1	sing Design
Name	Size	Last Modified		Title	
K99	18 KB	4/16/08 4:46 PM	OPN PAY	Import Invoices Import Payments	2
				inport r aj morite	
	-				
	1				
Into J	© Exc ournal ID:	el O Lotus O ASCII O CSV			
Into Ju ID MAY	ournal ID:			unting date:	05/31/2011
ID	ournal ID:	Last Modified		unting date: nal number:	05/31/2011
ID	ournal ID:	Last Modified		nal number:	
ID	ournal ID:	Last Modified	Jourr Title:	nal number:	20
ID	ournal ID:	Last Modified	Jourr Title: Jourr	nal number:	20 Invoices
ID	ournal ID:	Last Modified	Jourr Title: Jourr Perio	nal number: nal Date	20 Invoices 05/15/2011 5/11 mm/yy

The File Merge and File Split programs are not used in the Basic Interface.

File Merge is done automatically at month and year end

Since no "Z files" are produced, Show Print File and Print Print File are no longer needed

The Copy and Delete functions are no longer needed in Utility Routines

INTERAC Accounts Payab	ole - INTERAC CONSTRUCTION CO.	
Setup and Maintenance Process User File Maintenance Master File Maintenance Invoice File Maintenance Design Custom Report Design Lien Waiver Tran File Maintenance InterLink Design InterLink Master Design	s Transactions Reporting and Inquiry Utility routines	INTERAC Accounts Receivable - INTERSOFT CONSTRUCTION COMPANY Setup and Maintenance Process Transactions Reporting and Inquiry Utility routines Volume ID Maintenance File Processing Create Index File Reset Processed Flag Set Period Code
	Exit Accounts Payabl	Main Menu Exit Accounts Receivable Exit INTERAC

Basic vs Enhanced

- If your method works, no need to change, but explore the possibilities
- Both methods can co-exist on the same system
- "Power Users" can continue to get the most out of the system
- Basic is perfect for new employees or data entry only users
- New INTERAC users may want to start out using the Basic with the option to expand to Enhanced at a later time
- Users can stick with Basic as long as it meets their processing needs



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