



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

Basic Interface Concepts

- 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 Interface Concepts

- 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

Basic Interface Concepts

- "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

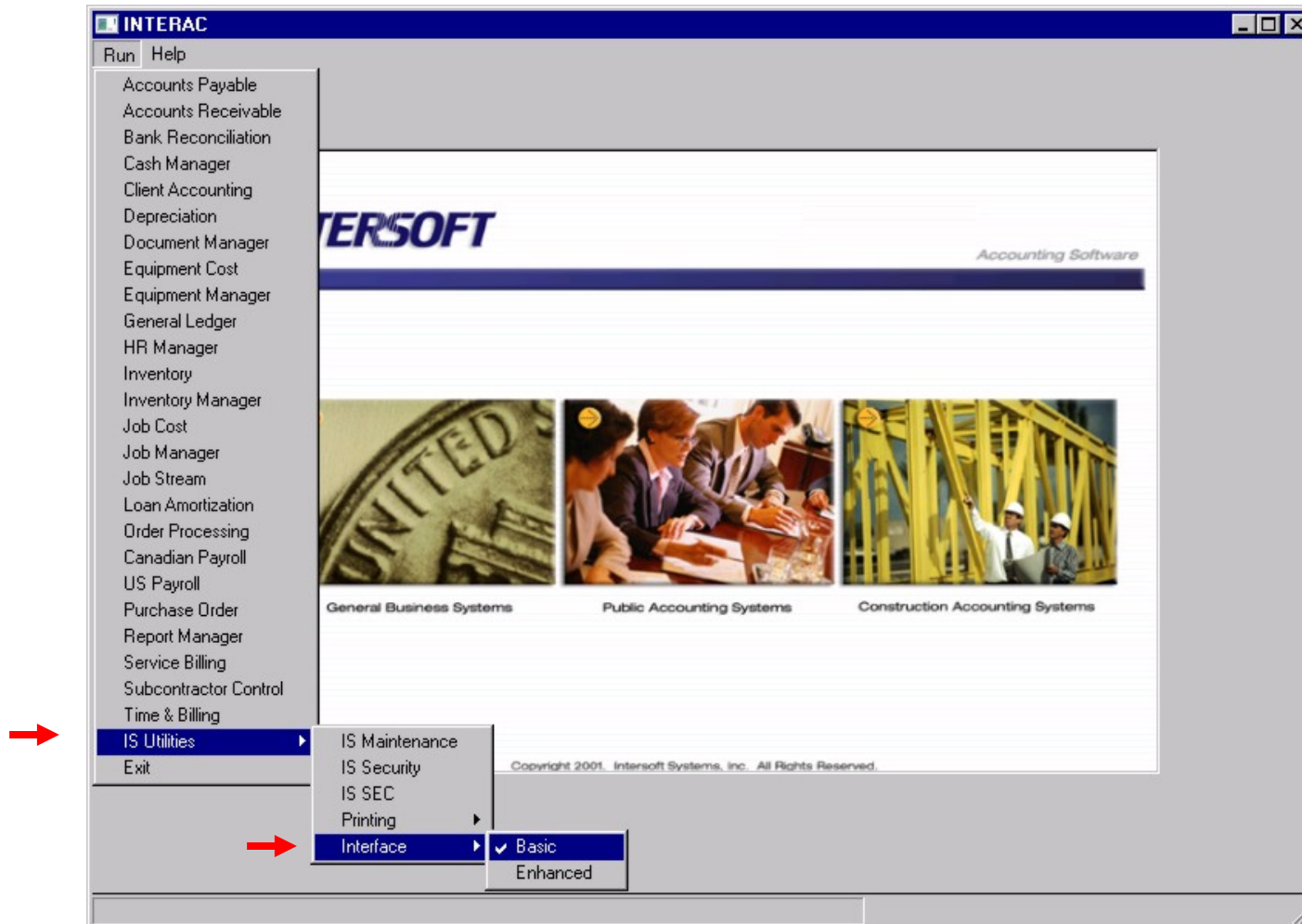
Basic Interface Concepts

- 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

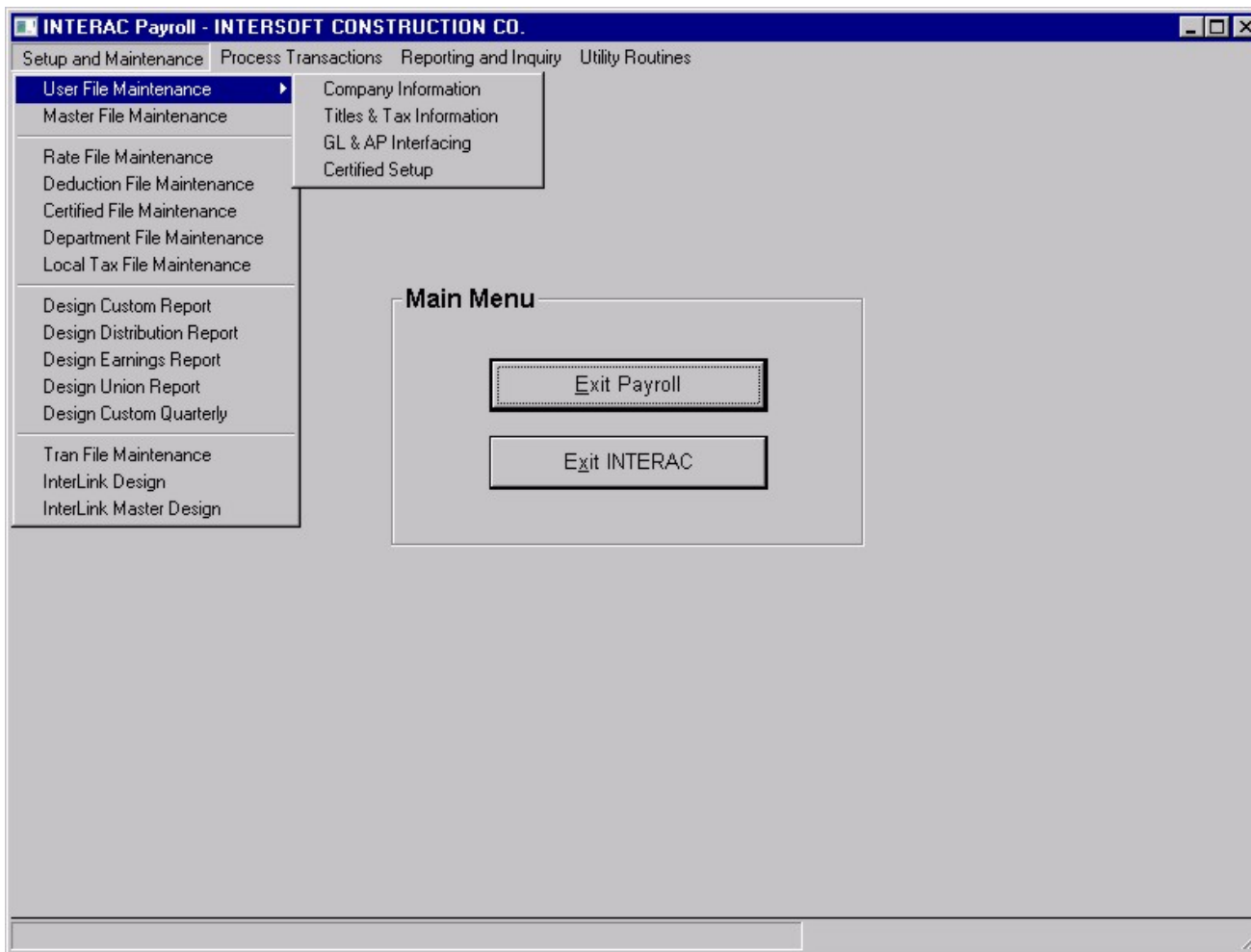
The Interface option is pre-set to Enhanced



Utilizing the Basic Interface

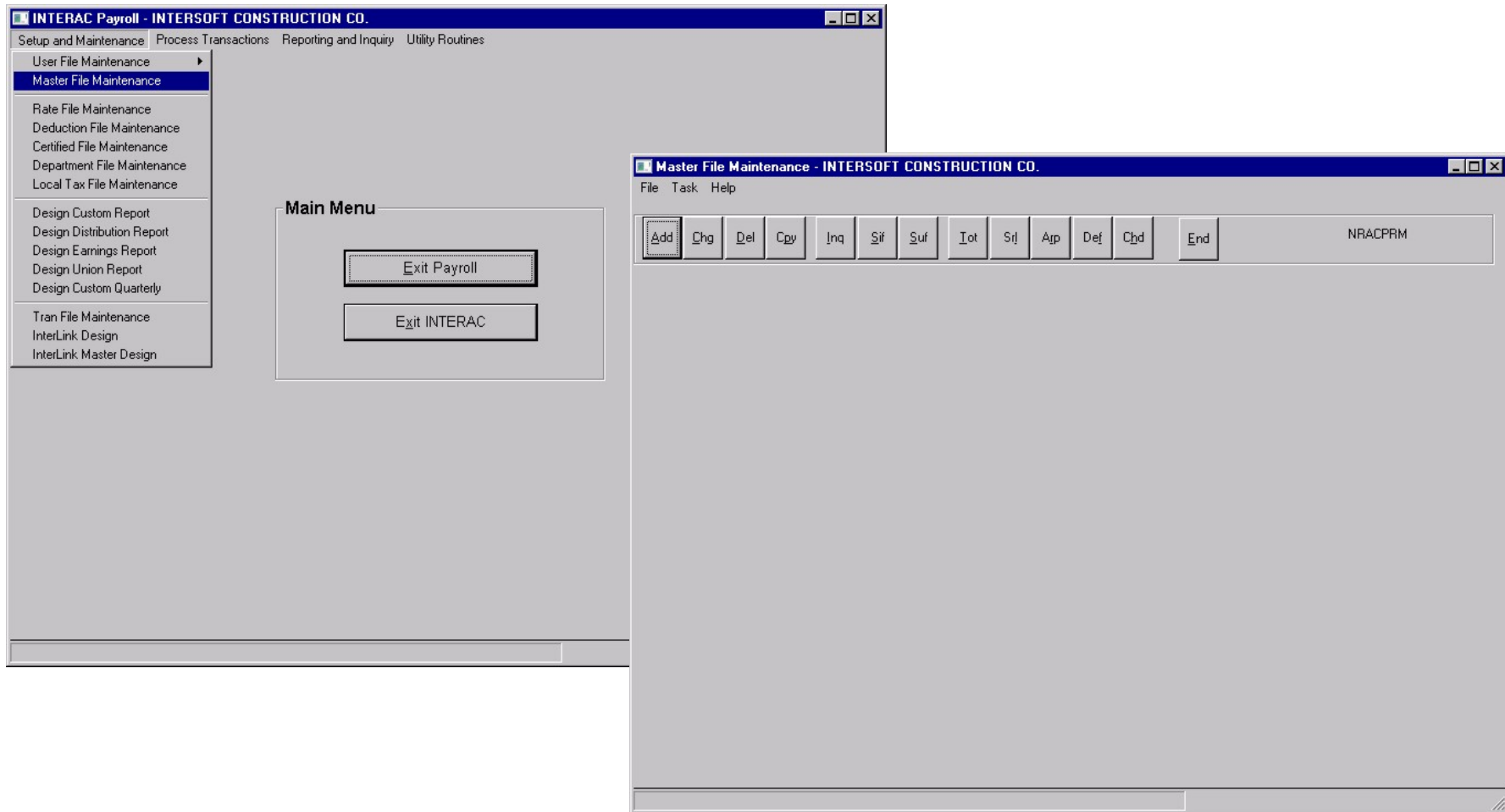
User File Maintenance will no longer ask which user file, but displays a sub-menu to select which file to access

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



Utilizing the Basic Interface

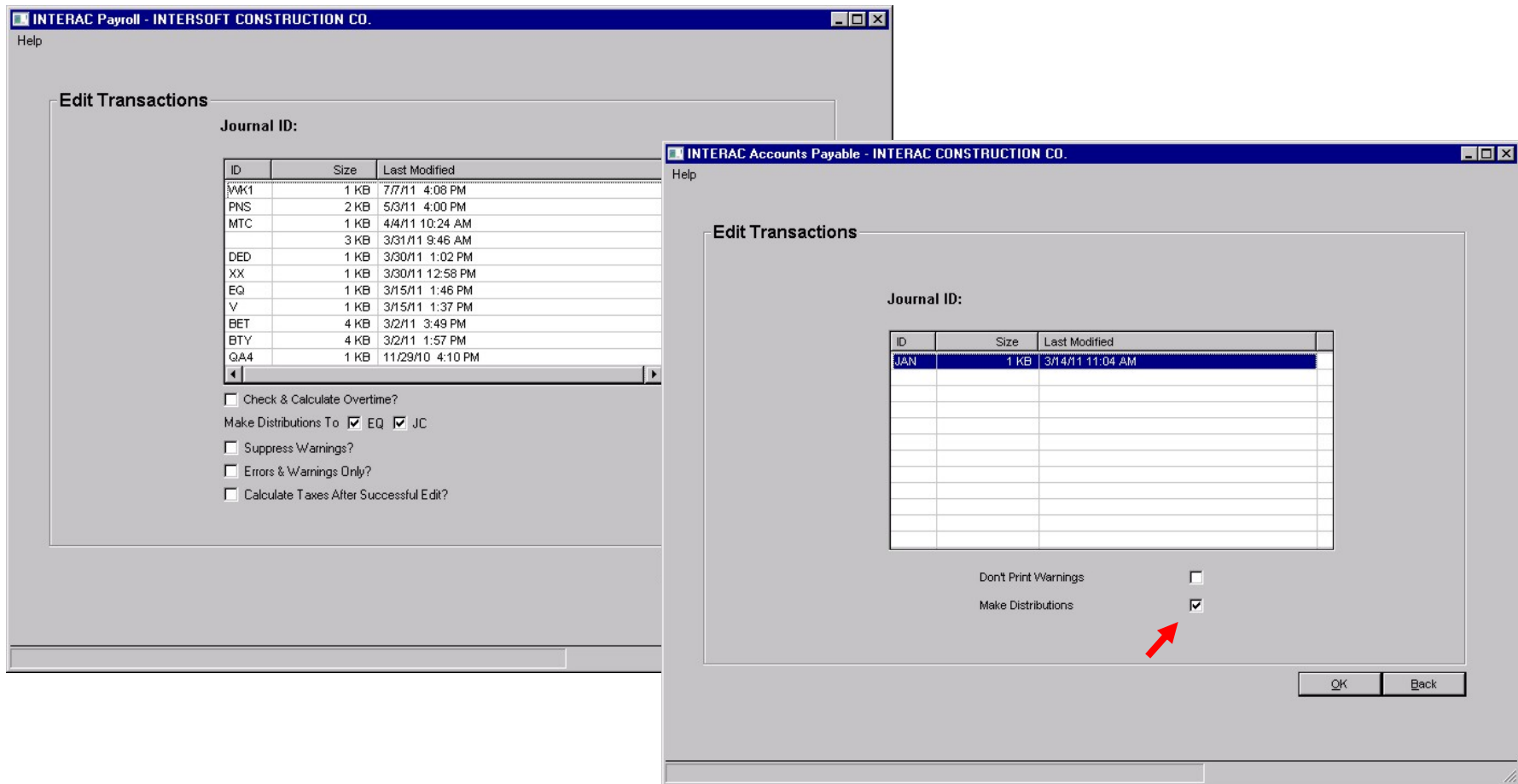
The maintenance menus go directly into a program without asking for a filename



Utilizing the Basic Interface

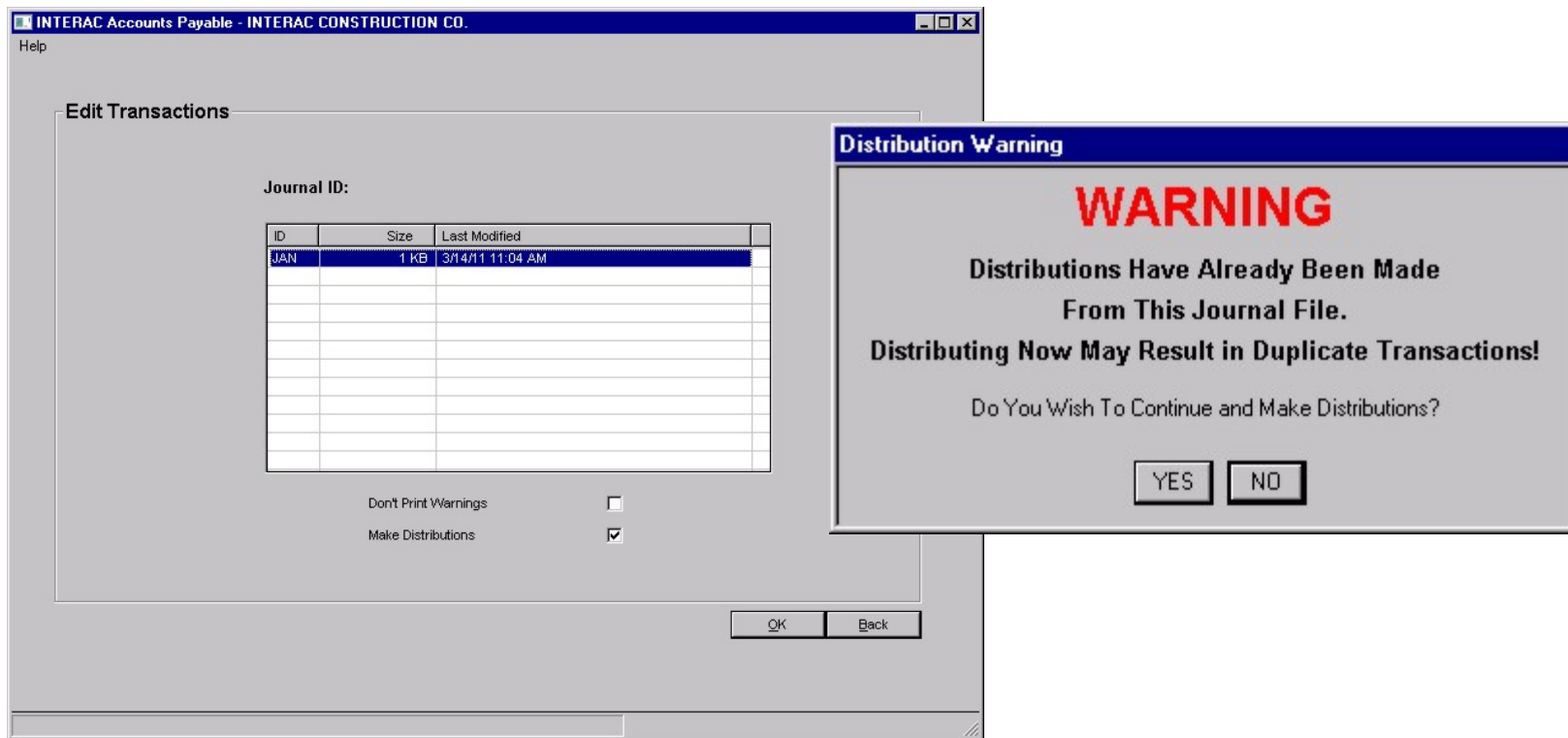
Edit will provide a list of Journal ID's of unprocessed files with the size and date/time stamp

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



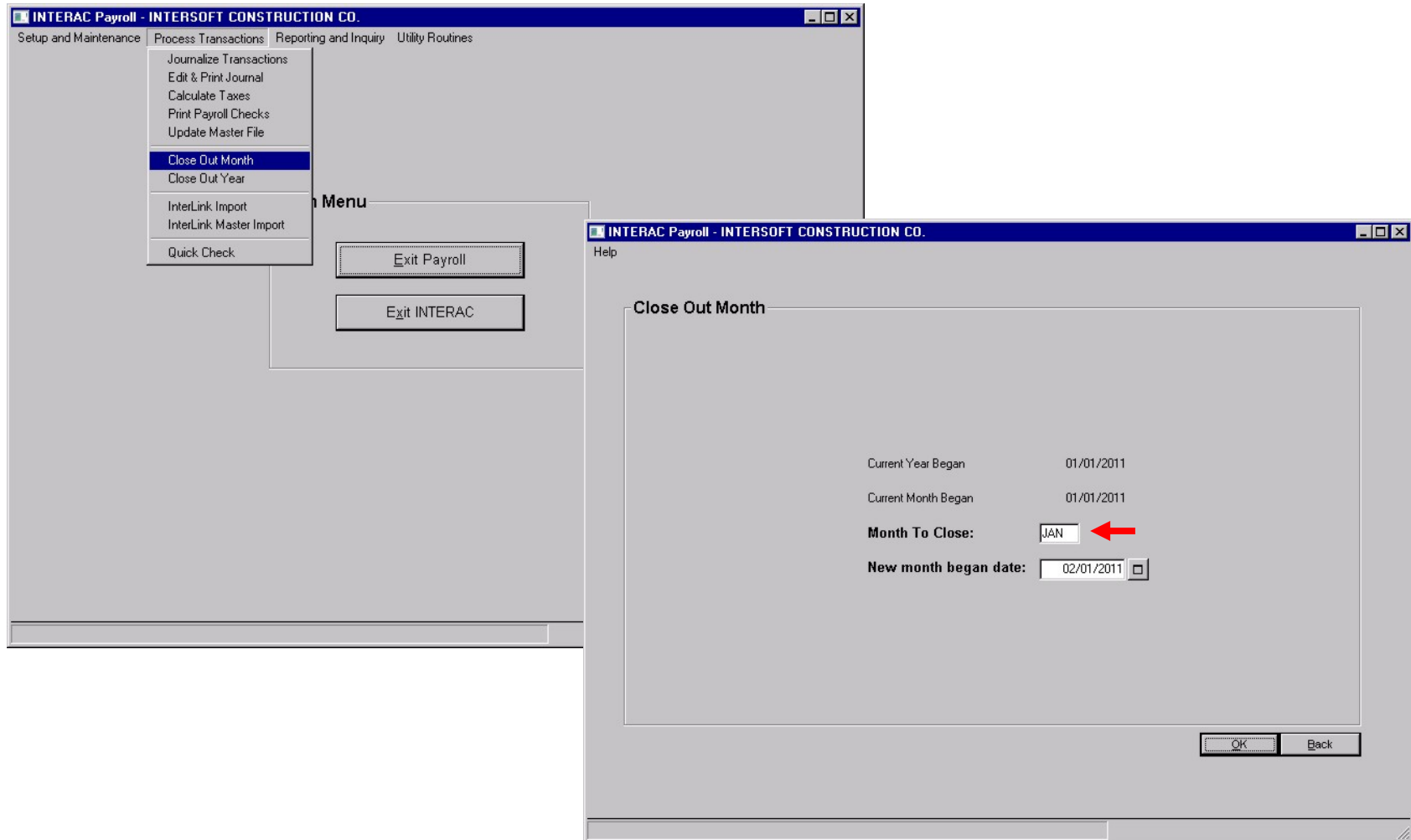
Utilizing the Basic Interface

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



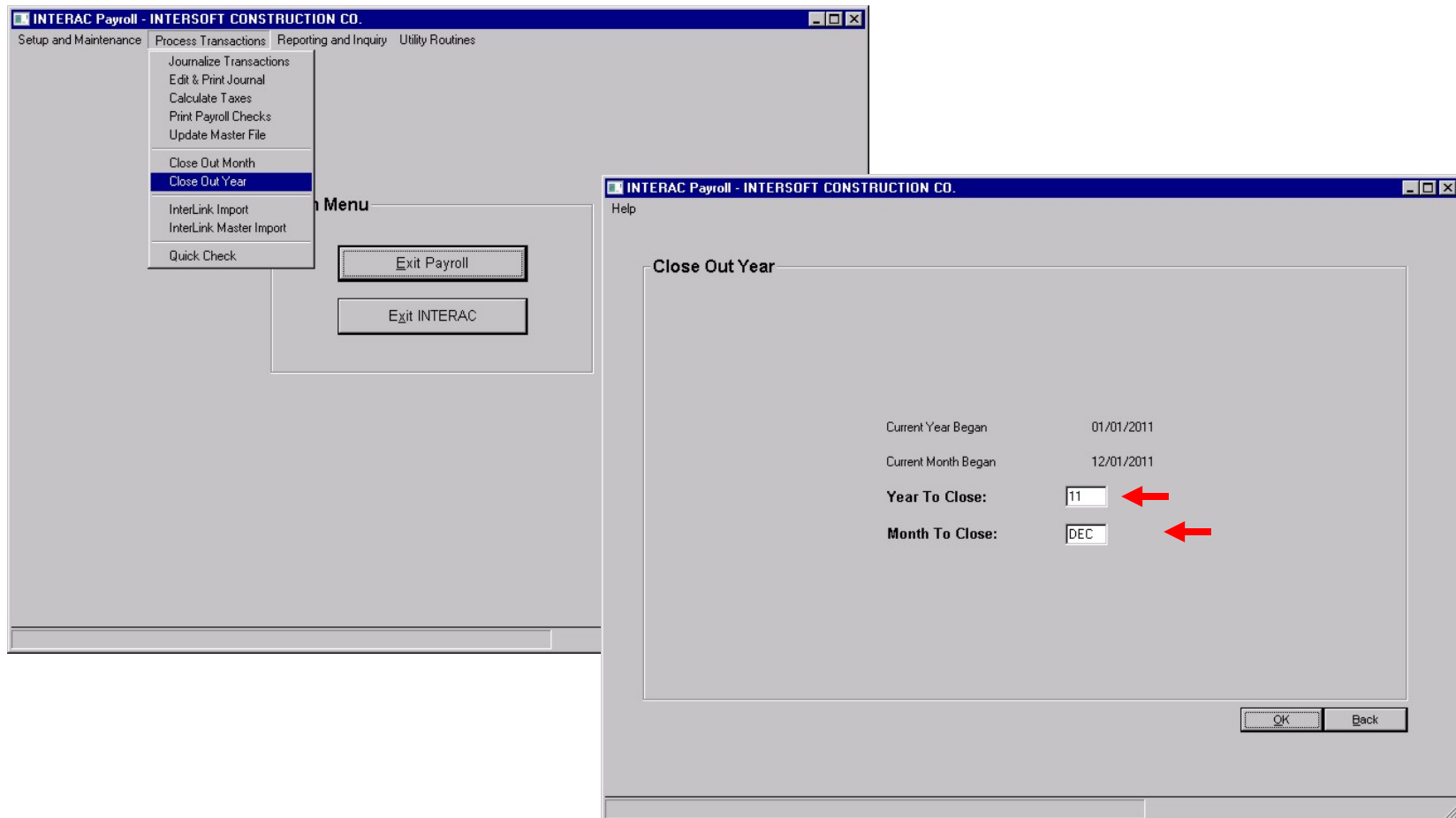
Utilizing the Basic Interface

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



Utilizing the Basic Interface

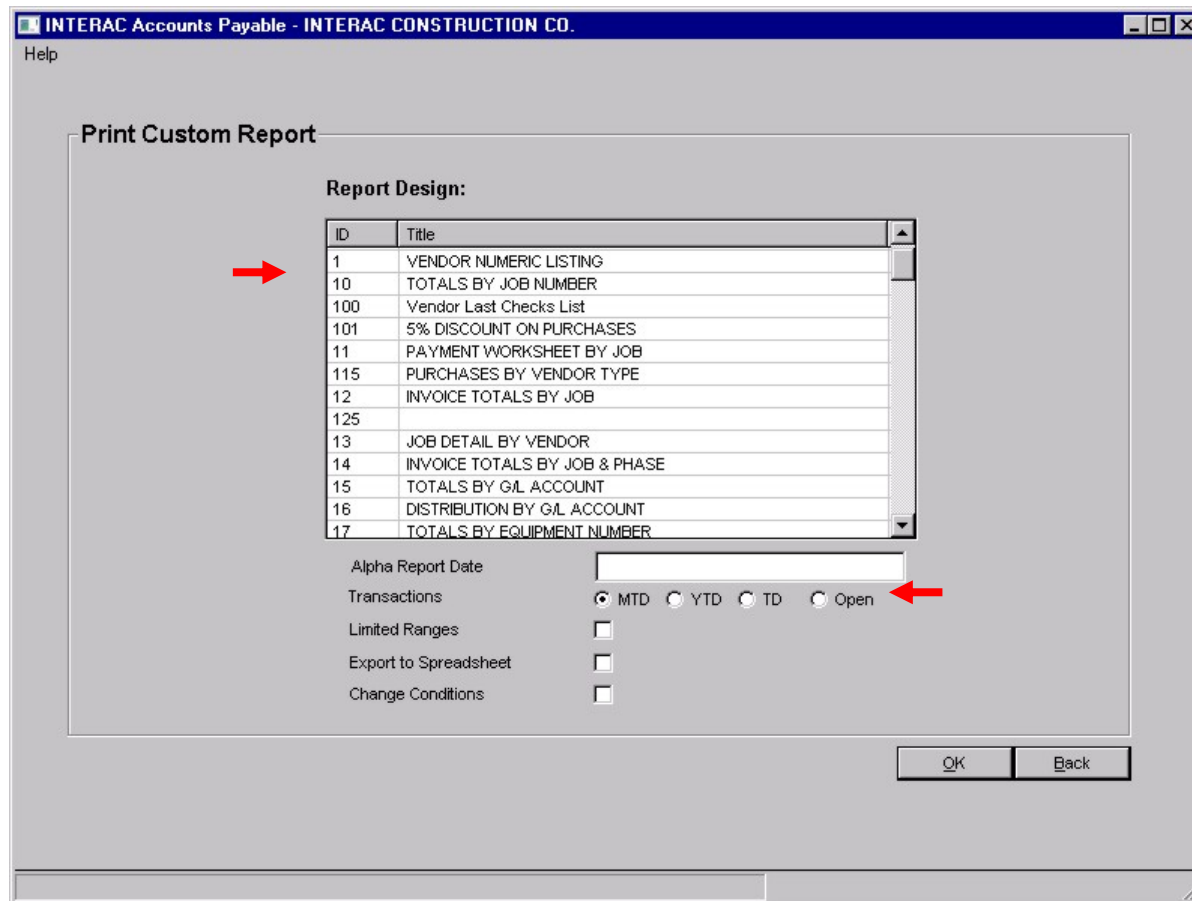
Close Out Year copies all the pertinent files with a month and year suffix. Merges "C" into "D", merges "D" into "E" and performs YEC on the "M" file



Utilizing the Basic Interface

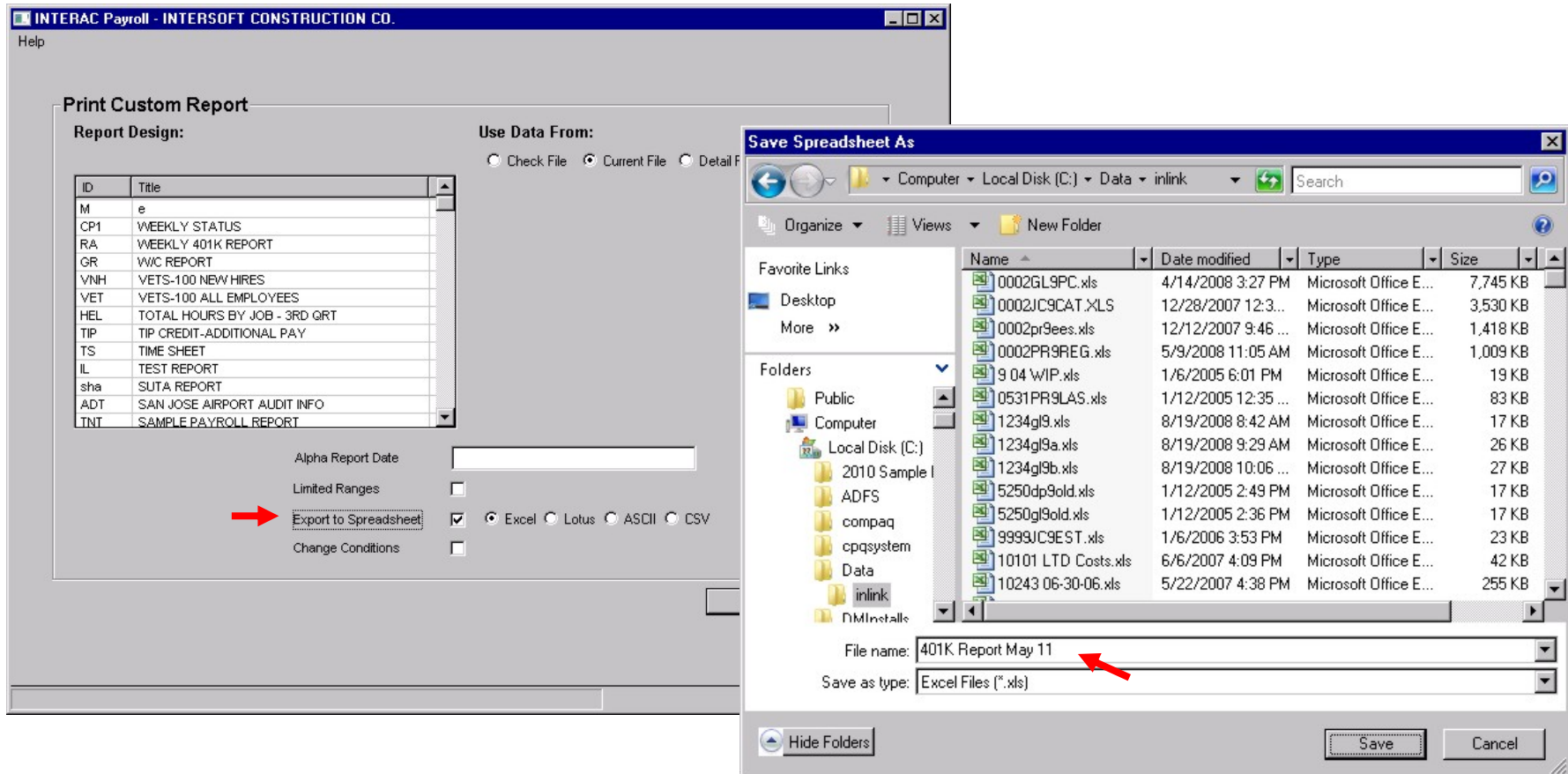
A list of report designs with the title of the report will be displayed on all custom reporting programs

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



Utilizing the Basic Interface

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



Utilizing the Basic Interface

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

INTERAC Accounts Receivable - INTERSOFT CONSTRUCTION COMPANY

Help

InterLink Import

Import From Spreadsheet

| Name | Size | Last Modified |
|------|-------|-----------------|
| K99 | 18 KB | 4/16/08 4:46 PM |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Excel Lotus ASCII CSV

Using Design

| ID | Title |
|-----|-----------------|
| OPN | Import Invoices |
| PAY | Import Payments |
| | |
| | |
| | |
| | |
| | |

Into Journal ID:

| ID | Size | Last Modified |
|-----|------|-----------------|
| MAY | 3 KB | 7/14/11 4:27 PM |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Accounting date: 05/31/2011

Journal number: 20

Title: Invoices

Journal Date: 05/15/2011

Period Code: 5/11 mm/yy

?Printout Contains Errors Only

OK Back

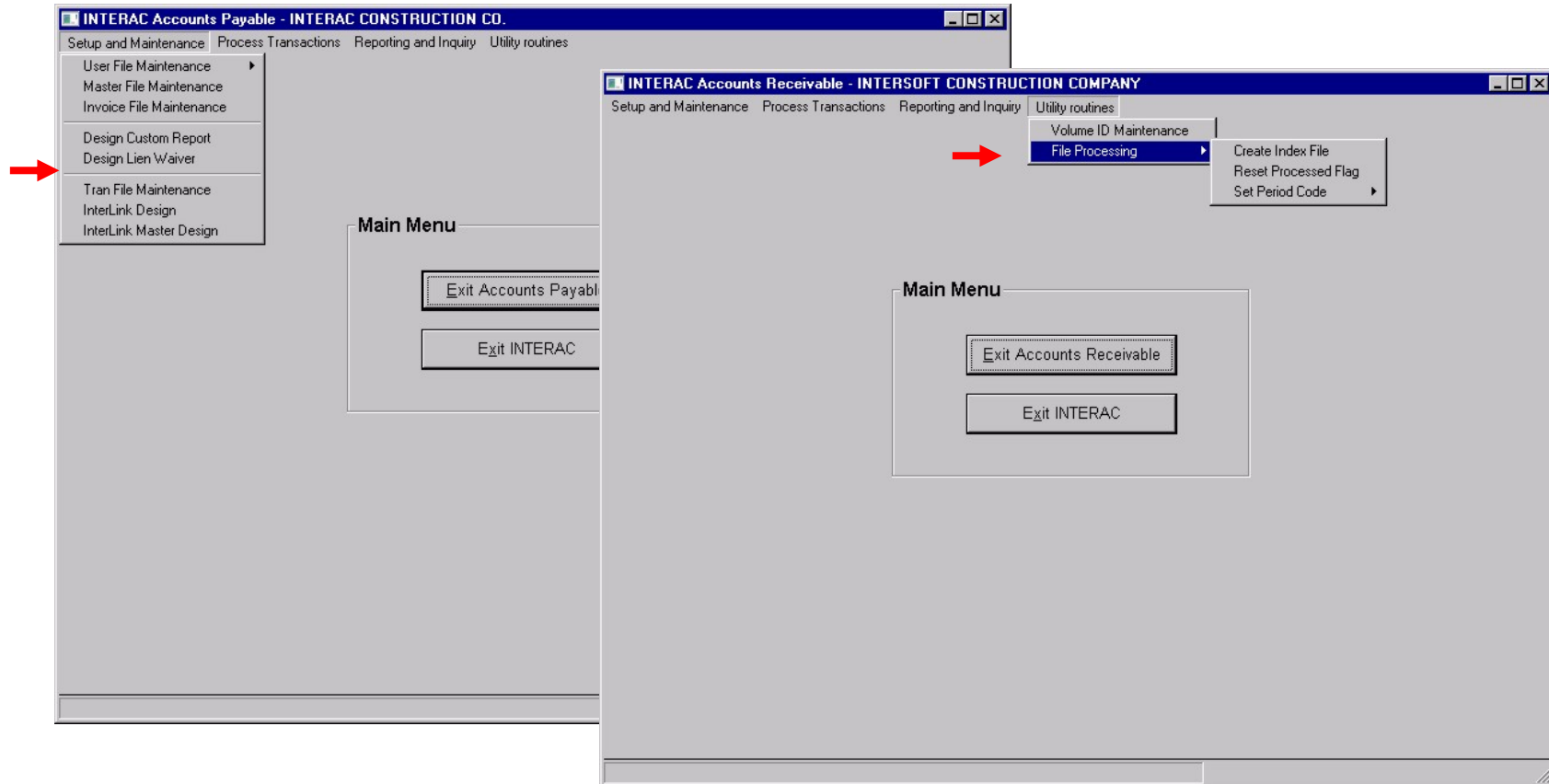
Utilizing the Basic Interface

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



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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