INTERAC
A P P L I C A T I O N S

Public Accounting System

We understand that an accounting system is really all about:

Better Decision Making

As a trusted advisor, you must be able to provide your clients with the information that may be important to making good business decisions. The accounting system is a vital resource for providing timely and accurate business information. The long term health and success of any business is dependent on making the right choices along the way.

Timely & Accurate Information

If information isn't readily available, or if it isn't an accurate reflection of what is really happening with the business, management won't have the necessary tools to make wise decisions along the way. An accounting system must be able to provide information in a variety of formats to meet the needs of the various departments. This information must be current and accurate to be of any real value in the decision making process.

Improved Cash Flow

The lifeblood of any company is cash. Without it everything comes to a halt, so managing cash flow is a critical function that requires the accurate and timely information provided by the accounting department. An accounting system must also be a tool to track cash flow, point out potential problems, and, in the end, increase profitability.

Selecting The Right System

Selecting the right accounting system will enable the team to function at its peak and support this steady stream of vital business intelligence, empowering management to succeed. Is your accounting system doing this for you now?

Intersoft Systems understands that our software is a tool to make you and your company more successful and profitable. More than 30 years of service to a loyal and satisfied customer base is a testimony to Intersoft's ability to deliver results. We welcome the opportunity to introduce our company and the INTERAC product line to you.

Intersoft Systems, Inc.
Software Partner Program

For public accounting firms interested in generating additional revenue by taking a more active role in assisting their clients with the selection and implementation of an accounting software system, Intersoft offers a "Software Partner" program. Participation options are offered in three classes:

- **Referral Class**
  Simply introduce Intersoft to your clients seeking to upgrade, and we handle the entire sales and implementation process.

- **Reseller Class**
  The reseller takes responsibility for the sales process. Implementation and training can be done either by the reseller or by Intersoft.

- **Application Service Provider Class**
  ASP's are responsible for hosting the INTERAC software on their own server, and providing clients with remote access to the applications. Training new client users is generally done by the ASP host.

As part of the agreement, Software Partners are offered access to all INTERAC applications for their own internal use. The Software Partner package pricing offers an exceptional value.

INTERSOFT

Intersoft Systems, Inc.

Intersoft has continued to develop and support the INTERAC suite of applications since 1982 and has an established base of satisfied users all across the United States and Canada. Although computer hardware and operating systems have changed dramatically, and INTERAC has had numerous additions and revisions, the underlying core applications have remained stable throughout the years.

At Intersoft we take pride in our reputation and go out of our way to respond to customer needs. We value customer feedback and requests which are used to direct our development team. Many of the new applications and features in INTERAC come about as a direct result of user input.

INTERAC Accounting System

The INTERAC Client Accounting System provides comprehensive support for the needs of a wide variety of businesses with fully featured client write up, general ledger and payroll solutions. The entire suite integrates with the other accounting applications such as Accounts Payable, Accounts Receivable, for those who provide full bookkeeping services. INTERAC also offers a complete Time & Billing system to manage all your client billing needs.

What makes INTERAC really different are its "Manager" applications which are designed to make the data readily available to staff and clients in an easy to use format. One of the most dramatic enhancements to the INTERAC suite has been the addition of a fully integrated Document Management system which serves to reduce the mountains of paper that are piling up in almost every office while providing instant access to a wealth of documentation directly from within the INTERAC system. External documents can now be scanned and associated with the appropriate records within the system while anything that is printed from an INTERAC application can now be sent directly into DMS. Save time, space, and money while significantly enhancing the availability of information.

Microsoft Windows based

INTERAC is compatible with current Microsoft Windows operating systems and works equally well in a server/workgroup environment or as a standalone installation. The system is completely scalable, supporting single users or enterprise installations alike.

INTERAC also supports wide area network installations for remote offices or worksites with appropriate levels of system access controlled by INTERAC security settings.

Whatever your current needs, INTERAC can be configured appropriately with the flexibility to grow with you as your needs change. Intersoft continues to monitor the constant changes in computer hardware to maintain compatibility with a broad range of hardware. As a Microsoft Registered Partner we keep up to date with the latest changes in Windows operating systems.

Heads down data entry for efficiency and accuracy

We have gone out of our way to design the journalizing and data entry screens to maximize efficiency and ease of use. Although a typical Windows graphical user interface is utilized, as much as possible, INTERAC utilizes numeric codes so that journalizing is done primarily using the number pad and doesn't require the use of a mouse.

Automation options allow many of the input fields to be populated with default values, speeding data entry and eliminating keying errors. In most cases, you also have the option to override the default values for those occasions where the values are different.

Error Prevention & Correction

Maintaining the accuracy of the accounting data is vital in maintaining the confidence of the management team that their decisions are based on reality. INTERAC is always keeping watch over your data entry providing warnings if there is a potential problem, and preventing the entry of obviously incorrect data.

One of the strengths of INTERAC is the opportunity it provides for you to verify and edit your data before it gets posted throughout the rest of the system. An edit report is generated which flags potential problems in the data, helping you locate and correct keying errors before posting.

Seamless integration with 3rd party applications

INTERAC is fully ODBC compliant and will share data with a variety of other applications such as specialty estimating software, scale systems, Excel, Access, etc. It is very easy to import, export, and share data with a wide variety of other applications, so if you have a special need to maintain connectivity to existing systems, INTERAC can help. In most cases routine importing and exporting can be automated using the INTERAC Job Stream application assuring that the same steps are repeated in the proper sequence every time.

Easily manage Multi-Company & Multi-Division clients

INTERAC is designed to make it easy to set up and manage an unlimited number of companies or divisions. There is a great deal of flexibility built into the system. Each company or division can be totally independent, or may share data. The General Ledger makes it easy to generate independent and consolidated financial statements.

Fixed Asset Management System calculates & tracks depreciation

Easily manage the depreciation for all fixed assets. Compare various methods to determine which is most advantageous. Sixteen different methods of calculating depreciation are supported and kept current with both federal and state tax laws. This application is fully integrated with GL and the Document Management System.

Complete Laser Forms & Checks

INTERAC supports a full range of laser generated tax forms including W2, 1099, 940, and 941 to streamline your reporting. This will also reduce the cost of using pre-printed forms.

Using laser generated checks will allow you to take advantage of the significant cost savings of blank check stock instead of pre-printed checks. Pre-printed checks can cost between $0.15 and $0.30 each compared to as little as $0.08 each for laser checks using blank check stock. It also eliminates the security issues associated with keeping printed check stock in the office. INTERAC security settings control who has the ability to print checks.

"Manager" applications provide instant access to a wealth of current data

Knowing that the ultimate goal of an accounting system is to keep the management team informed so that they can make informed business decisions, INTERAC has developed a series of "Manager" applications to facilitate this need. These are view only programs which do not allow any changes to the data. Each of these applications is designed with a very easy to use single screen interface providing complete summary data, drill down to transaction level detail, one button report generation, and direct access to a whole range of documentation and images.

General Ledger

The INTERAC General Ledger System (GL) is a very flexible, multi-company package that provides for comprehensive, specialized financial reporting. With the integrated Document Management System, not only the transaction data flows to the General Ledger, but all the supporting documentation that is linked to the transaction follows as well.

Following are some of the key capabilities included in General Ledger:

- *User-defined accounting periods, including 13-period accounting.*
- *Establish and track budgets for 13 periods.*
- *Up to an eleven-digit account number, including allowance for 1, 2, or 3-digit suffix handles even the most complex chart of accounts requirements.*
- *Detailed audit trail of transactions from other INTERAC applications.*
- *Full on-screen history inquiry available.*
- *Consolidated financial reporting.*

- *Financial reporting can include comparative, budget, variance, and ratio information.*
- *Flexible report design for virtually any report or financial statement.*
- *One click access generates Current Ledger, YTD Ledger, Trial Balance, and Working Trial Balance.*
- *Easily handles prior-period adjustments.*
- *Accounts can contain dollars or units.*
- *Supports recurring journal entries*

NRACGLM

INTERSOFT INDUSTRIES, INC.
TRIAL BALANCE
Period Ending 05-31-07

Page 1
09-17-07
16:13

ACCOUNT#	ACCOUNT TITLE	ACTIVITY	BALANCE
100	Cash-General Account	10,900.00	28,200.00
110	Cash-Payroll Account	1,953.31-	1,566.53-
120	Cash-Investment Fund	.00	5,075.00
140	Accounts Receivable	5,700.00	78,960.00
150	Inventory	.00	4,920.00
151	Prepaid Insurance	.00	48.71-
155	Furniture & Fixtures	.00	6,900.00
156	Accumulated Depreciation	.00	4,605.00-
157	Equipment	.00	
158	Accum depr-Equipment	.00	
160	Accounts Payable	22,221.00-	
165	Retainage Payable	145.00-	
200	FWH	1,414.08-	
201	FICA Taxes Payable	656.20-	
205	SWH	412.04-	
223	Workmen's Comp	.00	
224	State Unemployment	.00	
230	401K Payable	191.00-	
235	Union Dues	2,438.05-	
240	Note Payable - Security Loan	.00	
241	Note Payable - Bankers Federal	.00	
300	Retained Earnings	.00	
305	Capital Stock	.00	
500	Sales-General Retail	1,800.00-	
501	Sales-Paint	1,200.00-	
502	Sales-Painting Supplies	300.00-	
503	Sales-Lawn Care Products	400.00-	
504	Sales-Plumbing Supplies	.00	
505	Sales-Roofing Materials	.00	
506	Sales-Housewares	.00	
507	Sales-Nails, Screws & Bolts	.00	
508	Sales-Concrete Products	.00	
509	Sales-Hand Tools	.00	
510	Sales-Small Tools	.00	
511	Sales-Power Tools	.00	
512	Sales-Cabinet Works	.00	
550	Equipment Revenue	3,810.40-	
580	Job Revenue	18,000.00-	
600	Cost of Sales-Hardware	.00	
601	Cost of Sales-Lawn Products	.00	
602	Cost of Sales-Paint	.00	
603	Cost of Sales-Housewares	.00	
604	Cost of Sales-Tools,Implements	.00	

NRACGLC
NRACGLM

INTERSOFT INDUSTRIES, INC.
CURRENT GENERAL LEDGER
Period Ending 05-31-07

Page 1
09-17-07
16:14

ACCOUNT#	REF-1	REF-2	DESCRIPTION	PRIOR BAL	JN	DEBITS	CREDITS	BALANCE
100 Cash-General Account								
03-31	3003	31007	Retail Sales-3/10/07		S/J	500.00		
03-31	3003	31507	Retail Sales-3/15/07		S/J	1,000.00		
03-31	3004	30607	Deposit 3/06/07		CRJ	1,500.00		
03-31	3004	31007	Deposit 3/10/07		CRJ	3,000.00		
03-31	3004	32007	Deposit 3/20/07		CRJ	2,000.00		
03-31			FROM A/P MPI		MPI		4,720.00-	
03-31	3001	33107	Transfer to PR Checking		ADJ		1,500.00-	
					J		1,780.00	
				26,420.00	**	1,780.00		28,200.00
110 Cash-Payroll Account								
03-07		30707	WEEKLY PAYROLL		P/R		500.09-	
03-15		31507	WEEKLY PAYROLL		P/R		763.24-	
03-23		32307	WEEKLY PAYROLL		P/R		912.17-	
03-31		33107	WEEKLY PAYROLL		P/R		912.20-	
03-31	3001	33107	Transfer to PR Checking		ADJ	1,500.00		
					J		1,587.70-	
				21.17	**		1,587.70-	1,566.53-
120 Cash-Investment Fund				5,075.00	**	.00		5,075.00
140 Accounts Receivable								
03-31	3002	33107	March Billings		S/J	15,000.00		
03-31	3003	32507	Retail Sales-3/25/07		S/J	1,500.00		
03-31	3004	30607	Deposit 3/06/07		CRJ		1,500.00-	
03-31	3004	31007	Deposit 3/10/07		CRJ		3,000.00-	
03-31	3004	32007	Deposit 3/20/07		CRJ		2,000.00-	
					J	10,000.00		
				68,960.00	**	10,000.00		78,960.00

Flexible Financial Reporting

The INTERAC Client Accounting module has an extremely powerful Financial Statement generation capability. You can start with sample standard statements provided with the system and build on them, or start from scratch and create your own unique statements. Financial statement reporting is available for complete financial information, including:

- *Prior period (up to 15) and prior year comparisons*
- *Budget comparisons and variances*
- *Percentage and ratio information*

User-defined calculations can be created. Both consolidated and departmental reporting is flexible and simple to design. Selection of headings (both automatic and manual), underlines, symbols, spacing, and any other cosmetic items are available. Even comprehensive schedules and statements, such as Cash Flow Statements, can be designed quickly and easily.

Report formats can be shared in their entirety or by specific parts between companies. A special copy routine allows selected areas of a format to be duplicated within the same design, or sent to another company's design to facilitate multi-department or cost centers.

Report Processing

The Client Accounting module contains several standard reports which can be used during General Ledger processing.

- *The **Trial Balance** prints the balance and current activity for accounts based upon your preference. All accounts, only those accounts with balances, or only those accounts with activity can be printed.*
- *The **Current Ledger** will print transactions for the current period and shows beginning and ending balances. Optionally, the ledger will print all accounts, only those with balances, or only those with activity.*
- *The **Working Trial Balance** is similar to the trial balance. It will print columns for adjusting entries and the adjusted balance. This report is typically used at year-end to assist in making adjusting entries. It can be printed for all accounts or only those accounts with balances.*
- *The **Year-to-Date Ledger** provides a ledger with all transactions for the year, grouped by period, with a total for each period. The beginning and ending account balances are also printed. Because of INTERAC's flexible history storage, the YTD ledger can actually be printed at any time during the year, showing YTD information for the year up to that point. The ledger can also be printed for specific accounts or ranges of accounts.*

The INTERAC Client Accounting system contains the ability to design multiple types of custom-designed reports for payroll purposes. Each type of report has its own unique design program, which facilitates the design of very specialized reports. All of the following reports can be viewed on the screen for easy inquiry and analysis:

- *The **Labor Distribution Report** allows you to design reports which calculate and report tax, union, and overhead burden. The distribution can be based on GL department, job-phase, Workmen's Comp Code, and equipment, which can then create entries to GL to accrue the payroll burden amounts.*
- ***Worker's Compensation Reports** are also created using the distribution report design program.*
- *The **Earnings Register** is an extremely useful report design. This report can be designed to include all pay and deduction information for each employee for any time period, either on a detailed, total, or combined basis.*

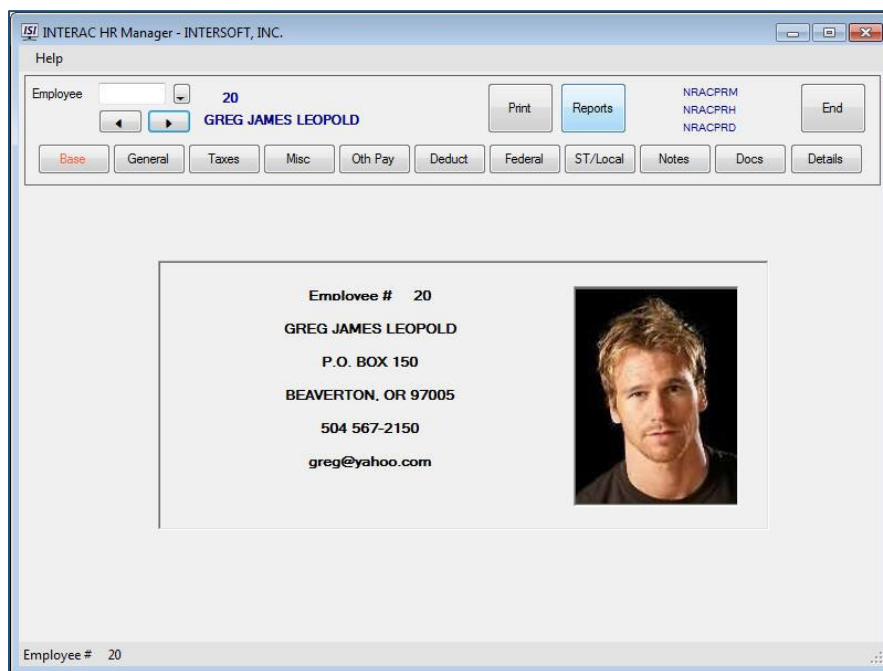# INTERAC Public Accounting System

Payroll

The INTERAC Client Accounting system includes Payroll options for both live and after-the-fact processing. Payroll provides extensive features to accommodate the special needs of businesses in both the United States and Canada. Beyond keeping track of employees and their earnings and producing payroll checks, this module is tightly integrated with the INTERAC General Ledger, Cash Manager, HR Manager and Document Management Systems.

Following are some of the key capabilities included in Payroll:

- *Supports employees working in multiple states including state reciprocity*
- *Direct deposit capabilities*
- *Certified Payroll requirements fully supported*
- *Multiple Union benefits deduction calculation & tracking*
- *Workers Compensation Insurance calculations*
- *99 user defined earnings codes for bonuses, benefits, etc.*
- *99 user defined deduction codes for retirement plans, Sec. 125 plans, garnishments, etc.*

- *Alternate rate file accommodates pay rates based on job, locality, union, job classification, job phase, or department*
- *Supports electronic filing for W2 & 1099*
- *Use complete laser check, W2, 1099, 940, 941, 943 form capabilities*
- *Manual Check option for special circumstances like layoff checks*
- *Integrated report writing capability*
- *Supports Positive Pay confirmation with your bank*

HR Manager

Make it easy on your HR Manager by keeping your employee files in electronic format and provide immediate access to the appropriate personnel. INTERAC Security enables complete access control to this sensitive data. HR Manager keeps track of personal information, contact information, earnings history, and provides instant access to associated documents like employment applications, W4's, I-9's, drug test results, certification documents etc.

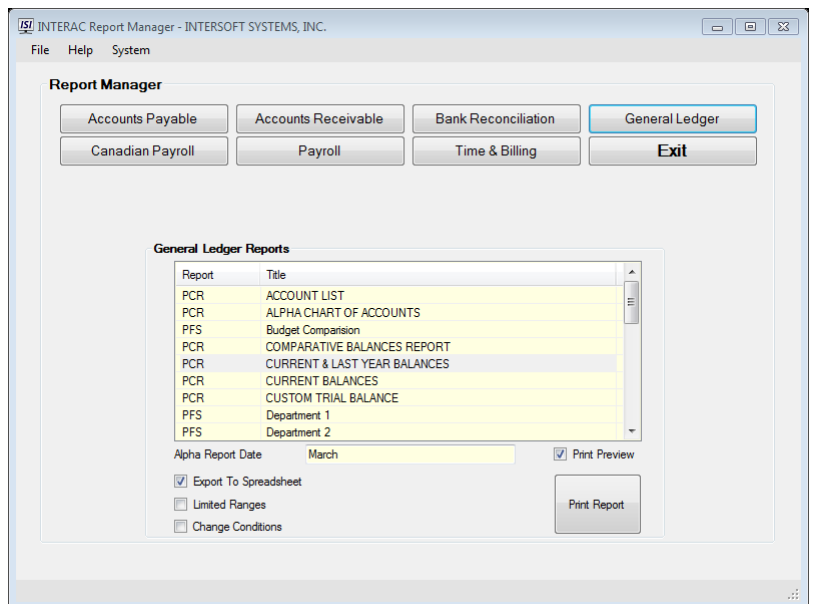## Document Management System (DMS)

Save time, space, and money while significantly enhancing the availability of information. Reduce the mountains of paper that clutter your office, taking up valuable space in your file cabinets and storage areas, by implementing the fully integrated INTERAC Document Management System.

- *In Accounts Payable, DMS associates documents like invoices and checks with the detail records, making them available throughout the system wherever these transactions are posted. For example, reviewing a vendor invoice may be done in AP, GL, or directly in DMS.*
- *In Payroll, copies of paychecks can be automatically added and external data like employment applications, I-9 forms, job certifications, drug test results and other HR related documents may be also be associated directly with the employee's record.*
- *DMS also enhances other INTERAC applications such as HR Manager by providing direct access to all the related documentation from within INTERAC.*
- *Use DMS to share documentation with remote offices, clients, or customers by creating archived copies, complete with a standalone DMS viewer, to your choice of removable media*

- *Documents may be associated with the appropriate INTERAC records and distribution data entered during the scan or add process. This data is stored in the document and will be automatically transferred into INTERAC during journalizing. Having documents associated with detail and master file records makes them available for instant recall from within the appropriate INTERAC applications as well as in DMS.*
- *Utilizing document titles and keywords provides for powerful search and filter capabilities, allowing you to quickly locate the specific documents you need. In addition to simply purging documents from the database, the archival features in DMS are a great way to backup and create copies of selected documents to be shared with remote offices, customers, or vendors.*

Report Manager

Give your team instant access to all the data they need in a format that suits their needs. Report Manager is a tool that will execute any INTERAC generated report on demand, providing a current look at critical information. Many reports utilize filters and conditions which may be set and changed with each report run. Each user's menu can be customized to present only the appropriate reports.

Report Manager is an excellent way to provide your clients with easy access to the reports they need. They can run their reports on demand. INTERAC security controls access and defines which reports each user is authorized to run.

INTERAC Accounting System Applications

- *Client Accounting*
  - *General Ledger*
  - *Payroll*
- *Human Resources Manager*
- *Accounts Payable*
- *Accounts Receivable*
- *Bank Reconciliation & Cash Manager*
- *Document Management System*

- *Fixed Asset Management*
- *Laser Check Package*
- *Laser Forms Package (W2, 1099)*
- *Report Manager*
- *Time & Billing*
- *Time Tracker & Job Tracker (Remote Payroll Data Capture)*

System Requirements & Recommendations

- *Server Recommendations*
  - *Windows Server 2008 / 2012 with Terminal Services*
  - *The server can be on premise or a hosted web server*

- *Workstation Recommendations*
  - *Windows 7 Professional*
  - *Windows 8.1 Professional*
  - *Windows 10 Pro*

- *Hard Drive File Storage Recommendations*
  - *40 GB minimum hard drive space available for INTERAC system and data files*

- *Scanners for Document Management System*
  - *Canon DR Series Workgroup and Departmental Scanners*

- *Laser Printers*
  - *HP LaserJet networked printers*

- *Implementation Support*
  - *Intersoft offers hardware sales, setup and implementation services for INTERAC users.*