



INTERAC Checkbook provides an efficient method of capturing cash receipts, producing Accounts Payable checks, and easily monitoring cash flow. Checkbook is ideal in remote offices, or in a client's office and can be installed on a local workstation, server, or hosted on a cloud server. Checkbook can be independent from the core INTERAC accounting system, but it generates and submits the necessary transaction data back to the accounting system for processing in Accounts Payable and General Ledger.

**Quickly and easily write Accounts Payable checks**

Writing checks is a simple process, following the same procedures used in Accounts Payable, it will generate the checks and record the transaction to be processed using your usual Accounts Payable routine.

- Select the appropriate vendor.
- Enter the invoice information.
- Fully integrated with Accounts Payable, General Ledger, Job Cost and Equipment Cost, allowing distribution of the invoice to the appropriate jobs, equipment and General Ledger accounts.
- Print the check.
- All the information is recorded and ready to submit to Accounts Payable.

Produce Checks - INTERAC, INC.

File Task Help

**Write Checks**  Preview before printing? Period Code 4/16 mm/yy Tot NRACAPAREM END

Direct Payment Journal Check

Check No 9023 Date 04-14-2016 Net 2495.00 2nd Payee

Vendor 4000 Vendor Info Intersoft Electrical Supply

Direct Payment Invoice

Invoice 654789 Description Electrical Fixtures Proof Chk 0.00

Inv Amt 2495.00 Discount New Inv Date 04-01-2016 Inv 0.00

Job	Phase	Cat	Equip	CC	Account	Amount	Units
1	88001	310	2		700	1295.00	B
2	88002	310	2		700	650.00	B
3	88003	310	2		700	550.00	B
4							B
5							B
6							B
7							B
8							B
9							B
10							B

Prev Inv Prev Pg Next Pg Next Inv Print Cancel

DATE	INVOICE NO.	DESCRIPTION	POUNDER	DEBIT	CREDIT	NET
04-01-16	654789	Electrical Fixtures	2,495.00	.00		2,495.00
			<b>TOTALS</b>	2,495.00	.00	2,495.00

Please attach this portion with check to your account.

**INTERSOFT**

Intersoft Construction, Inc.  
213 SW 10th  
650 SW 10th Street  
Portland, OR 97205

Oregon State Bank  
880 SW 4th Avenue  
Seaside, OR 97138

9023

PAY: TWO THOUSAND FOUR HUNDRED NINETY FIVE DOLLARS AND NO CENTS

DATE 04-14-16 CHECK NO. 9023 AMOUNT \*\*\*\*\*2,495.00\*\*\*

FOR DEPOSIT ONLY

TO THE ORDER OF Intersoft Electrical Supply  
375 SE Powell  
Portland, OR 97058

APPROVED SIGNATURE

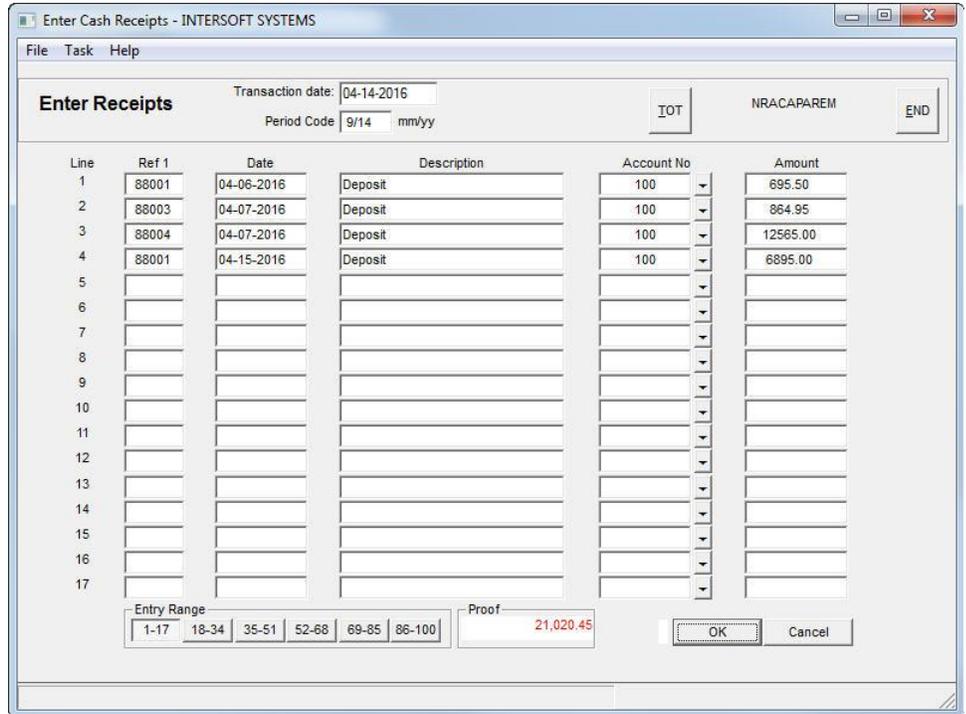
⑆000023⑆ 0001245767⑆ 7674562133⑆

# Checkbook

## Record cash receipts

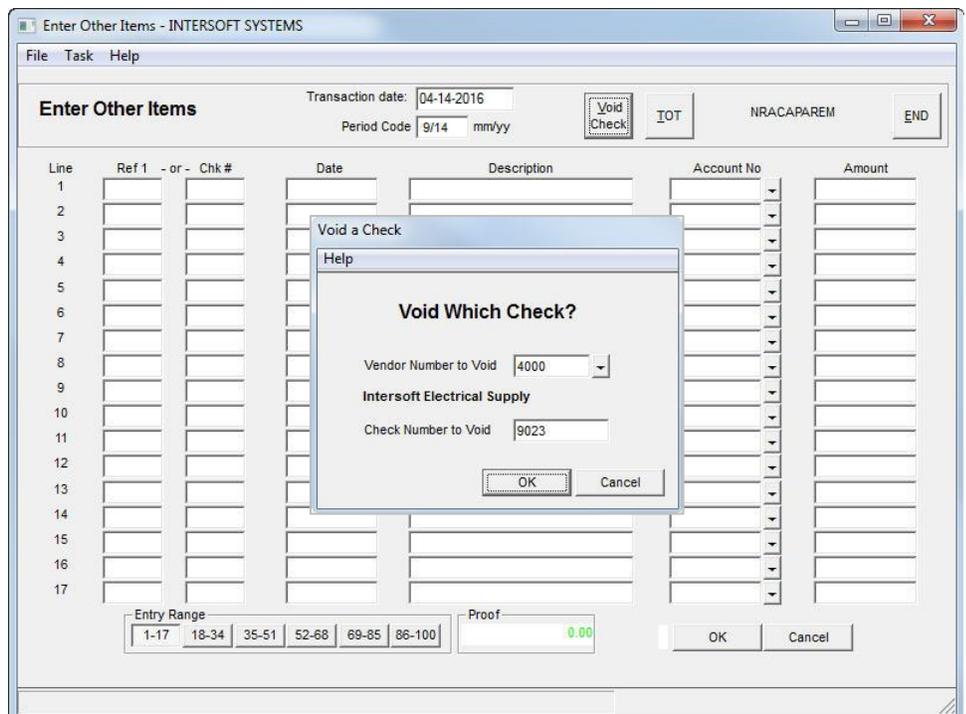
To record cash receipts, just enter the basic deposit information in the register, just like you would in a checkbook. All the information is recorded and submitted for processing into the General Ledger.

- Each transaction can be given a reference number for identification in General Ledger.
- Enter the date of the deposit.
- Provide a description for each entry.
- Assign the appropriate General Ledger account
- Fill in the amount.



## Record other miscellaneous Accounts Payable entries

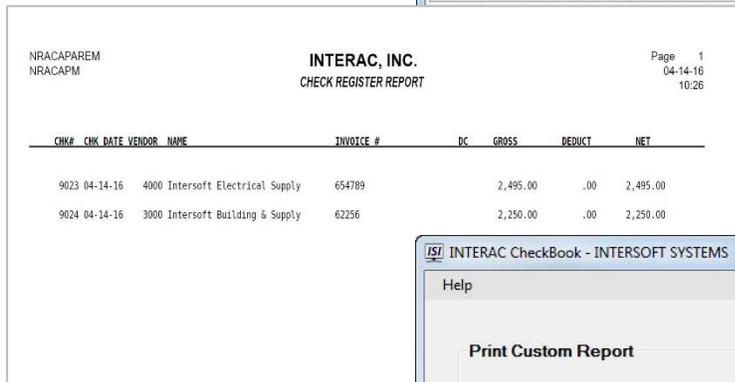
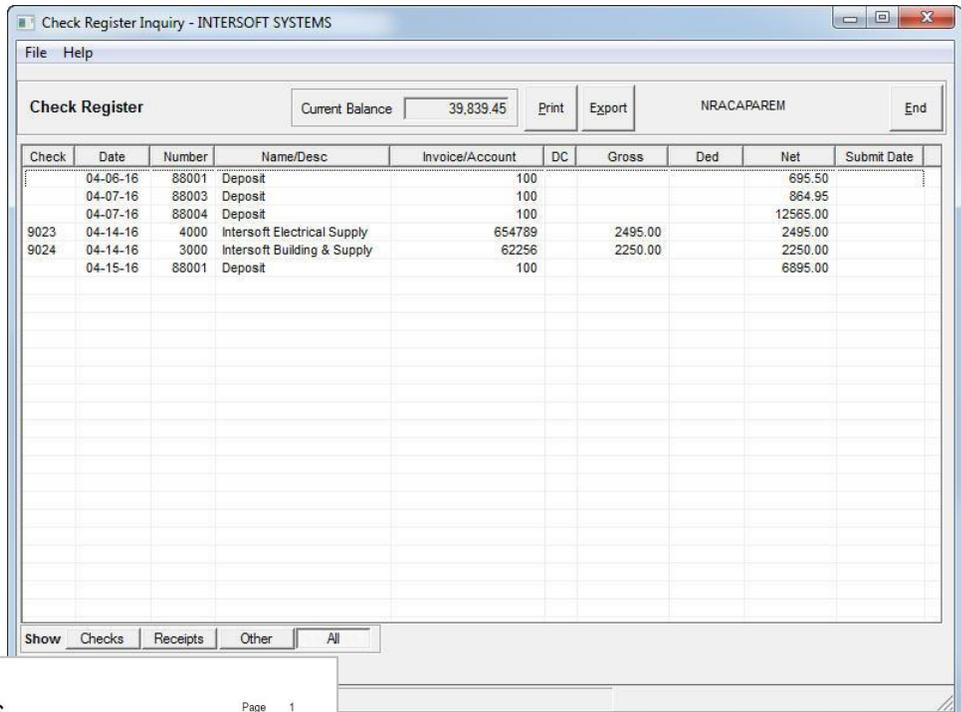
In addition to writing checks and entering cash receipts, Checkbook also allows you to record other miscellaneous entries which need to be submitted for processing in Accounts Payable. This is the option used to void a check, when necessary.



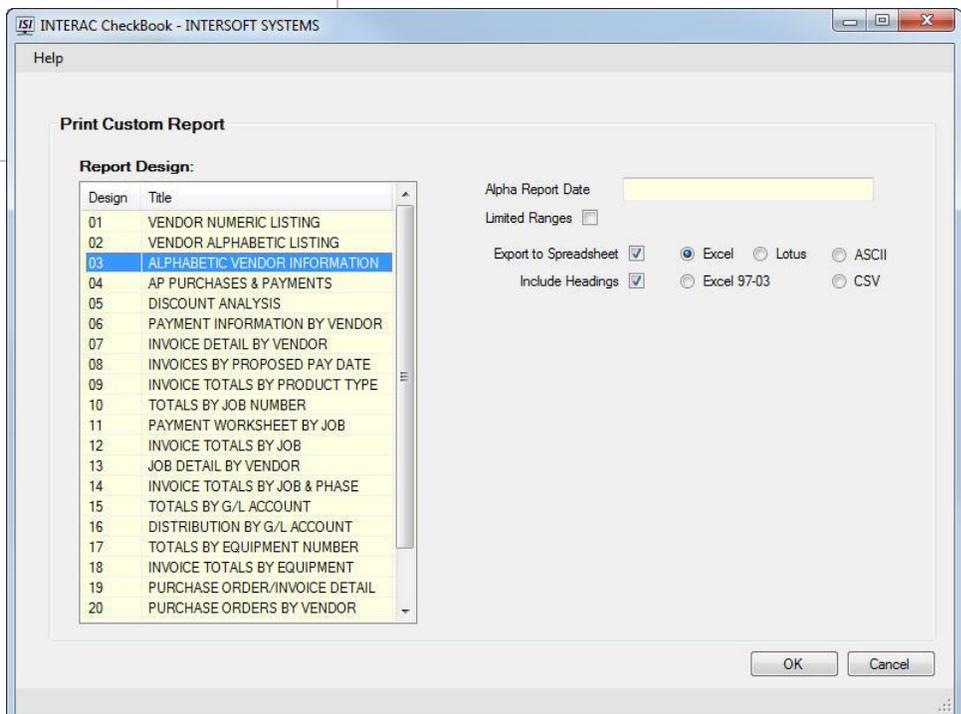
## Powerful Reporting Options

Checkbook provides several helpful reporting options which allow easy access to the information, in the most appropriate formats.

- The Check Register view shows all the entries in the checkbook and is easily filtered to display only checks, or cash receipts.
- A standard Check Register report will provide a complete listing of all the transactions in the check register. Powerful filter options may also be set at run time to limit the transactions by date, vendor, job, or a variety of user defined codes.



- Use the Print Custom Report option to access a list of reports from the INTERAC Accounts Payable report library. These can be used to provide all kinds of custom reports with vendor information, invoice detail, summaries, status reports, well beyond the basic checkbook data.



Examples of custom reports

NRACAPR03  
NRACAPAREM  
NRACAPM

**INTERAC, INC.**  
ALPHABETIC VENDOR INFORMATION

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VENDOR NUMBER	VENDOR NAME	CONTACT NAME	TELEPHONE NUMBER	PAYMENT TERMS	EIN NUMBER	TYPE OF VENDOR
500	BEAVERTON OFFICE SUPPLY	SARAH HUGHES	(503)641 5523	NET 30 DAYS		Materials
300	EQUIPMENT RENT-ALL	AUSTIN BALLARD	(503)685 3396	NET 15 DAYS		
1200	HOLMES WELDING SERVICES	JOHN HOLMES	(503)644 8741	NET 30 DAYS	92-88596132	
900	INTERAC Industries	PAUL HOLDEN	(503)641 6733	C.O.D.		
5000	Interac Equipment Supply	( )	( )			
3000	Intersoft Building & Supply	Greg Leopold	(503)688 5231			
4000	Intersoft Electrical Supply	( )	( )			
6000	Intersoft Painting Contractors	( )	( )			
200	JB LUMBER COMPANY	JASON JEFFERSON	(503)642 5311	C.O.D		
400	JONES SASH & DOOR CO.	KAREN JONES	(503)284 6697	NET 30 DAYS		
700	LES SCHAWB TIRE COMPANY	ADAM NICHOLSON	(503)644 6974	C.O.D.		
1100	NORTHWEST VALVE	( )	( )			
100	OREGON ASPHALT	GREG JACKSON	(503)644 9874			
1000	OREGON BANK	( )	( )	PER AGREEMENT		
600	SYKES BROTHERS ROOFING	THOMAS SYKES	(503)699 5712	NET 15 DAYS		
800	WESTERN GLASS	JAMIE ALBERT	(503)426 8744	NET 15 DAYS		
1300	WOODS LANDSCAPING	SIDNEY WOODS	(503)689 7741	NET 15 DAYS		

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**INTERAC, INC.**  
AP PURCHASES & PAYMENTS

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VENDOR NUMBER VENDOR NAME	<---MONTH-TO-DATE--->		<---YEAR-TO-DATE--->		<---LAST YEAR--->	
	PURCHASES	PAYMENTS	PURCHASES	PAYMENTS	PURCHASES	PAYMENTS
100 OREGON ASPHALT	65150.00	1800.38	73250.00	5699.62	98761.74	1500.00
200 JB LUMBER COMPANY	1900.00	2645.39	9600.00	11745.39	126343.28	750.00
300 EQUIPMENT RENT-ALL	2600.00	1000.00	3700.00	2400.00	300.00	.00
400 JONES SASH & DOOR CO.	1800.00	.00	5300.00	4500.00	88862.80	.00
500 BEAVERTON OFFICE SUPPLY	450.00	.00	700.00	250.00	.00	.00
600 SYKES BROTHERS ROOFING	1500.00	.00	3570.00	4860.00	2790.00	.00
700 LES SCHAWB TIRE COMPANY	1750.00	5746.31	3650.00	7646.31	53886.68	500.00
800 WESTERN GLASS	1406.00	.00	3406.00	2000.00	.00	.00
900 INTERAC Industries	.00	.00	.00	.00	1600.00	1600.00
1000 OREGON BANK	.00	.00	.00	.00	.00	.00
1100 NORTHWEST VALVE	4500.00	1000.00	5500.00	1000.00	.00	.00
1200 HOLMES WELDING SERVICES	800.00	1500.00	2300.00	1500.00	.00	.00
1300 WOODS LANDSCAPING	1900.00	.00	8200.00	6300.00	.00	.00
3000 Intersoft Building & Supply	2789.00	910.00	3689.00	910.00	.00	.00
4000 Intersoft Electrical Supply	4950.00	1650.00	4950.00	1650.00	.00	.00
5000 Interac Equipment Supply	312.00	.00	312.00	.00	.00	.00
6000 Intersoft Painting Contractors	810.00	.00	10260.00	.00	.00	.00
* RUN TOTALS *						
	92617.00	12651.32	138387.00	50461.32	372544.50	4350.00

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**INTERAC, INC.**  
INVOICE TOTALS BY JOB

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JOB NUMBER	JOB NAME	INVOICE NUMBER	INVOICE DATE	DESCRIPTION	VENDOR NAME	AMOUNT
88001	CIMMARON DEVELOPMENT	308184.54	04-10-16	Materials	Intersoft Building & Supply	1,050.00
88001	CIMMARON DEVELOPMENT	308184.54	04-01-16	Electrical Fixtures	Intersoft Electrical Supply	1,295.00
				*JOB TOTAL*		2,345.00
88002	LAKEFRONT HARBOR	308184.54	04-01-16	Electrical Fixtures	Intersoft Electrical Supply	650.00
				*JOB TOTAL*		650.00
88003	SCHOOL DISTRICT #43	308184.54	04-10-16	Materials	Intersoft Building & Supply	1,000.00
88003	SCHOOL DISTRICT #43	308184.54	04-01-16	Electrical Fixtures	Intersoft Electrical Supply	550.00
				*JOB TOTAL*		1,550.00
88005	FRED MEYER CENTER	308184.54	04-10-16	Materials	Intersoft Building & Supply	200.00
				*JOB TOTAL*		200.00
* RUN TOTALS *						
4,745.00						

NRACAPR07  
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**INTERAC, INC.**  
INVOICE DETAIL BY VENDOR

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INVOICE DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE AMOUNT	DISCOUNT AMOUNT	PAYMENT DATE	JOB NUMBER	PHASE NUMBER	CAT NUM	G/L ACCOUNT	EQUIP NUMBER	COST CODE	PURCHASE ORDER
04-10-16	308184.54	Materials	2,250.00		00-00-00	88001	310	2	700			
		*VENDOR TOTAL*	2,250.00									
04-01-16	308184.54	Electrical Fixtures	2,495.00		00-00-00	88003	310	2	700			
		*VENDOR TOTAL*	2,495.00									
* RUN TOTALS *												
4,745.00												