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# 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.

Checkbook

## 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.

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- 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.

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	Direct Payr	ment Jo	urnal Ch	eck										
	Check No	902	3 1	Date 04-14-2	2016 Net	2495	.00	2nd	Payee					
	Vendor	400	-	Vendor Info	Intersoft	Electrical S	Supply							
	<ul> <li>Direct Payr Invoice</li> </ul>	ment In 65478				Dee	cription	-	al Fixture	(33)		- Proof - Chk		_
	Invoice	249	8. / · · · · ·	Discount	<u> </u>			Electric		v Date 04-01	2046		0.00	-
	arry and	249	5.00	Diooodiiit		_ <u>_</u> _	1			104-01	-2016	J	0.00	
	Job		Phase	Cat	Equip	CC	A	ccount		Amount		U	nits	
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LATE	BAUCIECIE AND		SCRIPTION		INVOICE MHOLENT	EMOLICITION	BALANER
4-01-16	654789		rical Fixtu	res	2,495.00	.00	2,495.00
DHEOK DATE	04-14-16	CHEOR NUMBER	9023	TOTALS	2,495.00	.00	2,495.00
o.me		NUMBER	new search	portion and recain		Bank	2,495.00 9023
NTER	SOFT	Intersoft Cor P. 0. Box 1959 Beaverten, OR S	nuce second istruction, Inc. d	FIVE DOL	tryor receils Oregon State 3140 SW State Beaverton, 0 LARS AND NO CE	Bank Angelea R 97405 CNTS	9023 96.000 96.000
NTER	SOFT	Intersoft Cor P. 0. Box 1959 Beaverten, OR S	nuce second istruction, Inc. d	FIVE DOL	orgon State Bield SW Sta Beaverton, O LARS AND NO CI NTE CHECK N	Bank Avenue R 97005 ENTS Io.	9023
NTER	SOFT	Number	Here search in Instruction, Inc. d NOTS	FIVE DOL	orgon State Bield SW Sta Beaverton, O LARS AND NO CI NTE CHECK N	Bank Avenue R 97005 ENTS Io.	9023 96-003 96-003
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# 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.

nter Re	eceipts		ate: 04-14-2016 ode 9/14 mm/yy		TOT	NRACAPAREM	ENI
Line	Ref 1	Date	Description	Acc	ount No	Amount	
1	88001	04-06-2016	Deposit	10		695.50	
2	88003	04-07-2016	Deposit	- 10	00 -	864.95	
3	88004	04-07-2016	Deposit	- 10	- 00	12565.00	
4	88001	04-15-2016	Deposit	10	- 00	6895.00	
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6		· · · · · · · · · · · · · · · · · · ·					
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13	<u> </u>						
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15	-						
16	-			-	— <del>-</del>		
17	<u> </u>						
	Entry Rang	je	Proof-				
	1-17 1	18-34 35-51 52-	68 69-85 86-100 21,	020.45	OK	Cancel	

## 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.

nter Other Items	Transaction date: 04-14-2016 Period Code 9/14 mm/yy	Void Check <u>T</u> OT	
Line Ref1 - or - Chk#	Date Description	Account M	lo Amount
2	Void a Check		-
3			<u>-</u>
4	Help		<u> </u>
5			
6	Void Which Check?		<u> </u>
7			<u>•</u>
8	Vendor Number to Void 4000	<u> </u>	<u>·</u>
9	Intersoft Electrical Supply		<u> </u>
10	Check Number to Void 9023	_	<u> </u>
			-
12	(ОК)	Cancel	
13			-
14			-
16			
16			-
Entry Range			<u>·</u>
	5-51 52-68 69-85 86-100 0.00	ок	Cancel

### **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 sho • all the entries in the checkbo and is easily filtered to displ only checks, or cash receipts.
- A standard Check Regist report will provide a comple listing of all the transactions the check register. Powerful file options may also be set at r time to limit the transactions date, vendor, job, or a variety user defined codes.

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INVOICE TOTALS BY EQUIPMENT

PURCHASE ORDERS BY VENDOR

PURCHASE ORDER/INVOICE DETAIL

The Check Register view shows			iquiry - IN	TERSOFT SYSTEMS						
ll the entries in the checkbook	File H	eip								
nd is easily filtered to display	Check	Register		Current Balance	39,839.45	Print	Export	NRAC	End	
nly checks, or cash receipts.	Check	Date	Number	Name/Desc	Invoice/Account	DC	Gross	Ded	Net	Submit Date
	9023 9024	04-06-16 04-07-16 04-07-16 04-14-16 04-14-16 04-15-16	4000		10 10 11 65478 6225 10	00 39 56	2495.00 2250.00		695.50 864.95 12565.00 2495.00 2250.00 6895.00	
standard Check Register port will provide a complete ting of all the transactions in e check register. Powerful filter										
tions may also be set at run										
ne to limit the transactions by										
ite, vendor, job, or a variety of er defined codes.										
er denned codes.	Show	Checks	Receipts	Other All						
				10:26						
CHK#         CHK DATE VENDOR         NAME         INVOICE #           9023         04-14-16         4000         Intersoft Electrical Supply         654789           9024         04-14-16         3000         Intersoft Building & Supply         62256	DC	GROSS 2,495.00 2,250.00		NET 2,495.00 2,250.00						
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9023 04-14-16 4000 Intersoft Electrical Supply 654789	_	2,495.00 2,250.00	.00 .00	NET 2,495.00						
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Cancel

OK

# Examples of custom reports

ACAPR03 ACAPAREM ACAPM		RAC, INC.				Page 1 04-14-16 13:14								
VENDOR VENDOR NUMBER NAME	CONTACT NAME	TELEPHONE NUMBER	PAYMENT	EIN	TYPE OF VENDOR									
500 BEAVERTON OFFICE SUPPLY 300 EQUIPMENT RENT-ALL 1200 HOUMES WELDING SERVICES 900 INTERAC Industries 5000 Intersoft Equipment Supply 3000 Intersoft Building & Supply 4000 Intersoft Painting Contractors	SARAH HUGHES AUSTIN BALLARD JOHN HOLMES PAUL HOLDEN Greg Leopold	(503)641 5523 (503)685 3396 (503)644 8741 (503)641 6733 ( ) (503)688 5231 ( ) ( )	NET 30 DAYS NET 15 DAYS NET 30 DAYS C.O.D.	92-88596132	Material	5								
2000 UNCESSOF PAINTING CONTRACTORS 2000 BLUNDER COMPANY 400 JONES SASH & DOOR CO. 700 LES SCHANB TIRE COMPANY 1100 NORTHWEST VALVE 100 OREGON BANK	JASON JEFFERSON KAREN JONES ADAM NICHOLSON GREG JACKSON	(503)642 5311 (503)284 6697 (503)644 6974 () (503)644 9874 (503)644 9874 (503)411 6735	C.O.D NET 30 DAYS C.O.D. PER AGREEMENT	NRACAPR0 NRACAPAR NRACAPM				ITERAC, RCHASES & P/						Page 1 04-14-16 13:09
600 SYKES BROTHERS ROOFING 800 WESTERN GLASS	THOMAS SYKES JAMIE ALBERT	(503)411 0735 (503)699 5712 (503)426 8744	NET 15 DAYS NET 15 DAYS		FUDOD		NONTH T						1.1.57 1	
1300 WOODS LANDSCAPING	SIDNEY WOODS	(503)689 7741	NET 15 DAYS	VENDOR V NUMBER N		ALT	<month-t PURCHASES 65150.00</month-t 	0-DATE> PAYMENTS 1800.38-	<yi PURCH/ 73250</yi 	ASES P	DATE> AYMENTS 5699.62	PURCH	ASES PA	AR> YMENTS 1500.00
				200 J 300 E 400 J 500 B 600 S 700 L 800 W 900 I 1000 N 1200 H 1300 W 3000 I 4000 I 5000 I	B LUMBER CC QUIPMENT RE ONES SASH & EAVERTON OF YKES BROTHE ES SCHAWB T ESTERN GLAG NTERAC Indu REGON BANK WORTHWEST VA OLMES WELDI ONDES LANDSC INTERSOFT BI INTERSOFT EI INTERSOFT EI	OMPANY ENT-ALL & DOOR CO. FFICE SUPPLY ERS ROOFING TIRE COMPANY SS ustries ALVE LNG SERVICES	$\begin{array}{c} 1900.00\\ 2600.00\\ 1800.00\\ 450.00\\ 1550.00\\ 1750.00\\ 1750.00\\ 00\\ .00\\ 4500.00\\ 800.00\\ 800.00\\ 1900.00\\ 2789.00\\ 4950.00\\ 312.00\end{array}$	2645.39 1000.00 .00 5746.31 .00 .00 .00 .00 1000.00 1500.00 .00 910.00 1650.00 .00	9600 3700 5300 3570 3650 3400 2300 8200 3688 4950	0.00 0.00	$\begin{array}{c} 11745.39\\ 2400.00\\ 4500.00\\ 250.00\\ 4860.00\\ 7646.31\\ 2000.00\\ .00\\ 1000.00\\ 1500.00\\ 1500.00\\ 910.00\\ 1650.00\\ .00\\ .00\\ .00\\ \end{array}$	12634 30 8886 279 5388	13.28         00.00         52.80         .00         30.00         36.68         .00	750.00 .00 .00 .00 500.00 .00 1600.00 .00 .00 .00 .00 .00 .00 .00
				* RUN	TOTA	LS *								
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JOB NUMBER         JOB NAME           B8001         CIMMARON DEVELOPMENT           B8002         LAKEFRONT HARBOR           B8003         SCHOOL DISTRICT #43           B8005         FRED MEYER CENTER           * RUN         TOTALS *	INVOICE INVOICE NUMBER DATE DE: 308184,54 04-10-16 Mai 308184,54 04-01-16 Elv 308184,54 04-01-16 Elv 308184,54 04-01-16 Mai 308184,54 04-10-16 Mai	terials ectrical Fixtures *JOB TOTAL ectrical Fixtures *JOB TOTAL ectrical Fixtures *JOB TOTAL	Intersoft   Intersoft   Intersoft   Intersoft   Intersoft	Building & Supp Electrical Supp Building & Supp Electrical Supp Building & Supp	oly oly oly	AMOUNT 1,050.00 1,295.00 2,345.00 650.00 650.00 1,000.00 550.00 1,550.00 200.00 200.00								
					1.02	4,745.00								
				NRACAPRO NRACAPAR NRACAPM				ITERAC, CE DETAIL BY						Page 1 04-14-16 13:04
				INVOICE DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOI	CE DISCOUNT T AMOUNT	PAYMENT Date	JOB NUMBER	PHASE CAT NUMBER NUM	G/L E ACCOUNT N	QUIP COS	T PURCHASE E ORDER
				3000 Int 04-10-16 30	08184.54	l <b>ding &amp; Supply</b> Materials ENDOR TOTAL*	2,250. 2,250.		00-00-00	88001	310 2	700		
					08184.54	ctrical Supply Electrical Fixtures ENDOR TOTAL*	5 2,495. 2,495.		00-00-00	88003	310 2	700		

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