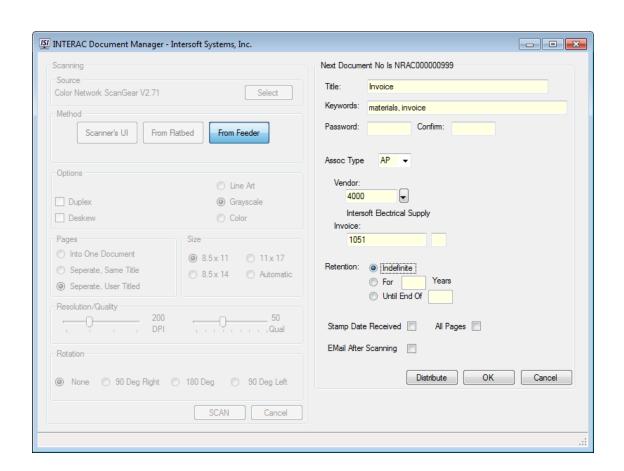# INTERAC APPLICATIONS

Document Management System

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. It is not an external add-on to the INTERAC applications; it is tightly integrated with the full suite of INTERAC applications, making all your documentation readily available when you need it.

Scanning or Attaching External Documents

- *Flexibility to accommodate a variety of workflow requirements*
- *Easily scan and attach to detail records such as accounts payable invoices during data entry*
- *Attach existing pdf documents instead of scanning, no need to print and then scan them*
- *Use various DMS categories to attach and file all kinds of documentation and correspondence*

Creating Documents in INTERAC

- *Anything printed from an INTERAC application may be sent directly to DMS*
- *Automatically generate and save copies of payroll and AP checks, tax forms, AR statements, etc.*
- *Preview and save reports in DMS, saving the cost of printing and storing paper copies*
- *Email directly from DMS instead of printing and distributing hard copies*

Document Management System

Integration with INTERAC Applications

- *Integrated Document Management System saves time and money associated with maintaining paper archives*
- *Automatically generate and save copies of AP checks, payroll checks, W2's, 1099's, customer statements, etc.*
- *User defined master file categories to keep all sorts of additional vendor, employee, and customer related documentation*
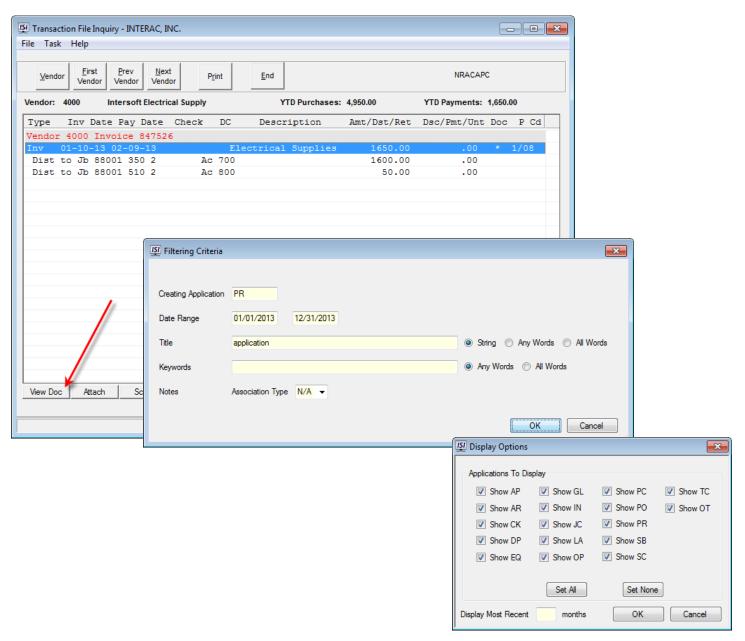
Retrieving Documents

- *Access documents directly within the INTERAC applications*
- *Use powerful DMS search features*
  - *Limit the display to selected applications*
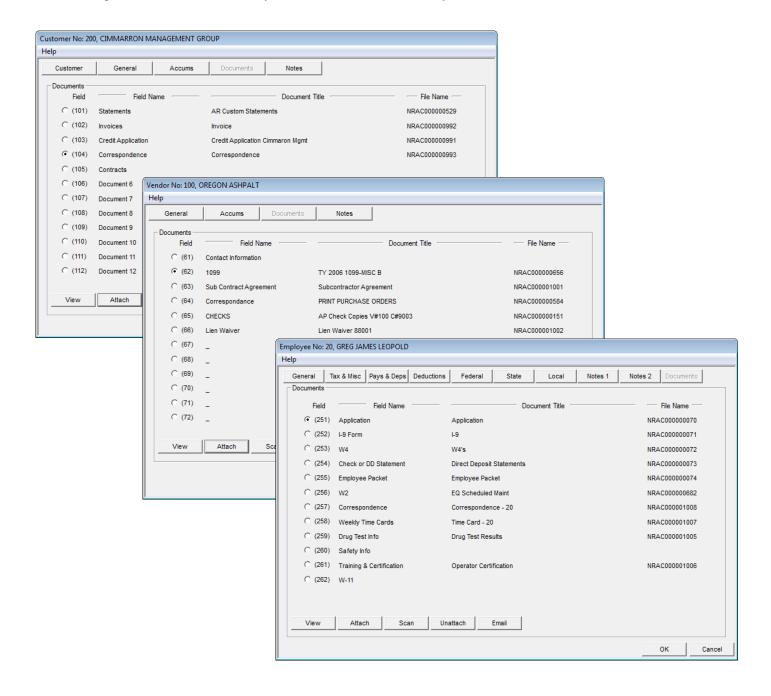 - *Set detailed filter criteria*

Emailing Documents

- *Email selected documents directly from DMS or the INTERAC application*
- *Import address book for easy lookup of email addresses*

Master File Documents

Each Master File has its own set of user defined document categories to store all kinds of documentation.
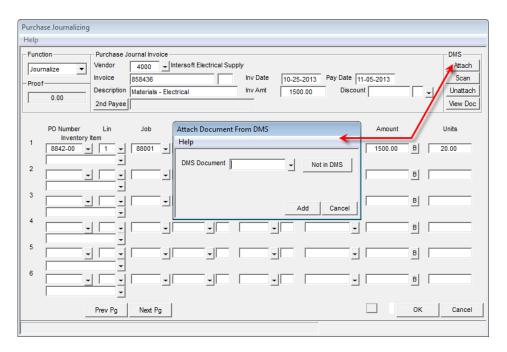
- *Accounts Payable maintains vendor documents like check copies, contracts, credit information, and correspondence*
- *Payroll keeps copies of pay checks, W2, 1099, I9, applications, drug test results, employee packets*
- *Accounts Receivable can store any customer related documents like credit applications, copies of statements, and correspondence,*
- *Categories are user defined, so you can make them whatever you want them to be*

Customer No: 200, CIMMARRON MANAGEMENT GROUP

Help

| Customer | General | Accums | Documents | Notes |

Documents

Field	Field Name	Document Title	File Name
(101)	Statements	AR Custom Statements	NRAC000000529
(102)	Invoices	Invoice	NRAC000000992
(103)	Credit Application	Credit Application Cimmaron Mgmt	NRAC000000991
(104)	Correspondence	Correspondence	NRAC000000993
(105)	Contracts		
(106)	Document 6		
(107)	Document 7		
(108)	Document 8		
(109)	Document 9		
(110)	Document 10		
(111)	Document 11		
(112)	Document 12		

| View | Attach |

Vendor No: 100, OREGON ASHPALT

Help

| General | Accums | Documents | Notes |

Documents

Field	Field Name	Document Title	File Name
(61)	Contact Information		
(62)	1099	TY 2006 1099-MISC B	NRAC000000656
(63)	Sub Contract Agreement	Subcontractor Agreement	NRAC000001001
(64)	Correspondance	PRINT PURCHASE ORDERS	NRAC000000584
(65)	CHECKS	AP Check Copies V#100 C#9003	NRAC000000151
(66)	Lien Waiver	Lien Waiver 88001	NRAC000001002
(67)	_		
(68)	_		
(69)	_		
(70)	_		
(71)	_		
(72)	_		

| View | Attach | Sc... |

Employee No: 20, GREG JAMES LEOPOLD

Help

| General | Tax & Misc | Pays & Deps | Deductions | Federal | State | Local | Notes 1 | Notes 2 | Documents |

Documents

Field	Field Name	Document Title	File Name
(251)	Application	Application	NRAC000000070
(252)	I-9 Form	I-9	NRAC000000071
(253)	W4	W4's	NRAC000000072
(254)	Check or DD Statement	Direct Deposit Statements	NRAC000000073
(255)	Employee Packet	Employee Packet	NRAC000000074
(256)	W2	EQ Scheduled Maint	NRAC000000682
(257)	Correspondence	Correspondence - 20	NRAC000001008
(258)	Weekly Time Cards	Time Card - 20	NRAC000001007
(259)	Drug Test Info	Drug Test Results	NRAC000001005
(260)	Safety Info		
(261)	Training & Certification	Operator Certification	NRAC000001006
(262)	W-11		

| View | Attach | Scan | Unattach | Email |

| OK | Cancel |

Document Management System

Transaction Detail Documents

Documents may also be associated with transactions in the various applications.

- *In Accounts Payable, this includes the vendor invoices, and any additional paperwork like packing slips, purchase orders.*
- *These documents then follow the transaction as it is posted to interfacing transactions, making them available from anywhere in the system.*
- *Scan paper documents, or attach existing PDF files.*

Electronic Approval System

The electronic approval system works with Accounts Payable to streamline the approval of incoming vendor invoices for payment.

- *Route the electronic documents through the approval system to each user's in box.*
- *Add stamps and notes to the documents to mark them approved, or indicate any issues.*
- *Forward documents to the next approval user.*
- *Once approved, release the documents into AP for payment.*
- *Different levels of Approval System user access controls which functions each user is allowed to use.*

Adding Stamps & Notes

Easily add stamps and notes to DMS documents. Stamps work much like the old rubber stamp on paper documents. Notes are like post it notes added to the document.

- *DMS includes a set of standard stamps, and a stamp generator to allow you to create your own custom stamps.*
- *Stamps are permanent and can't be changed.*
- *Notes are a good way to document any issues which need to be addressed and corrected.*
- *Notes may be edited or deleted as needed.*