



**InterAcct**  
SOFTWARE PTY LTD

# InterAcct Job Letter Writer

## Highlights :

- ✓ InterAcct is integrated Job Costing, Estimating, Quoting and Accounting system.
- ✓ The new software enhancement allows you to create a library of standard job related letters. Letters can then be created under the job details, and have job information (including Variations to Contract) attached to them.
- ✓ The focus is on a simple to use "Letter Writer" that can rapidly create letters. The standard print format can also be personalised to suit.
- ✓ It is offered as a free of charge software enhancement to InterAcct customers (with a current support agreement).

InterAcct Demo - [CREATE JOB LETTER - display , Repair Existing Road and Extend 112 Metres, CIVIL , Br

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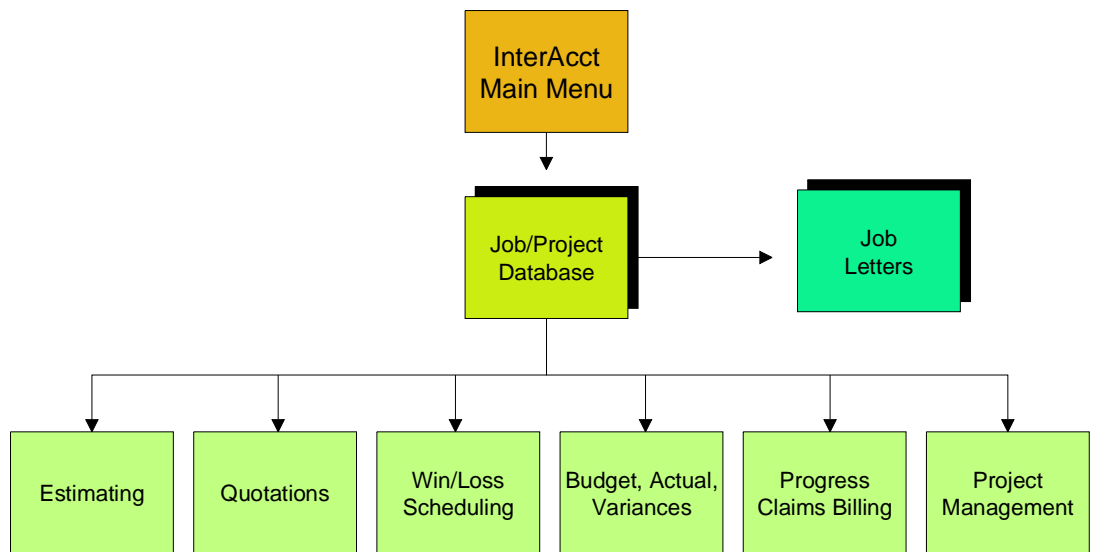
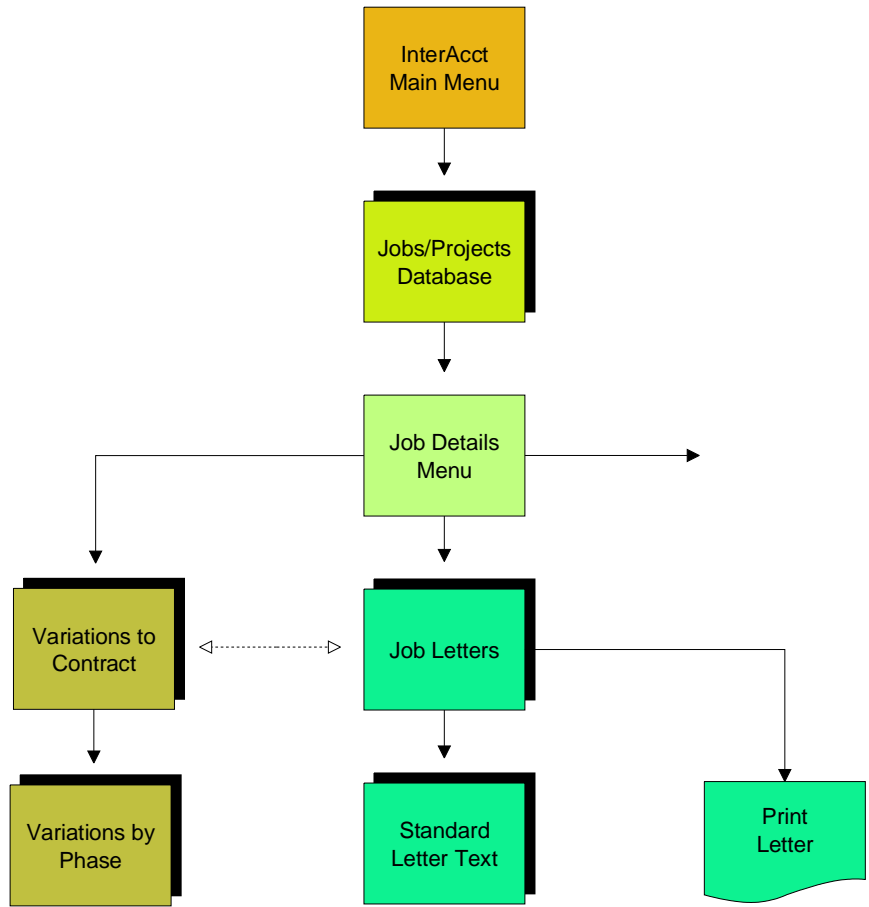
InterAcct Job Letter Writer

<b>Heading</b>	Extension of Time Variation	
<b>Sub Heading 1</b>	Time Extension Due to :	Heavy rain
<b>Sub Heading 2</b>	Period of Time Claimed :	1 week - 5 days
<b>Sub Heading 3</b>	Revised Completion Date :	30th June 2010
<b>Send to</b>	SUNSHIS Contact 0 Dear ?	Jeff
<b>Name</b>	Jeff Bridges	Job No 100001
<b>Position</b>	Planning Department	Date Sent Mon 31-May-2010
<b>Company</b>	Sunshine Coast Council	Letter Type VAR-EOT
<b>Address</b>	Locked Bag 72	Letter VAR-EOT1
<b>Address</b>		Variation ? <input checked="" type="checkbox"/> N
<b>Suburb</b>	SUNSHINE COAST MC QLD P/Code 4560	
<b>Signatory</b>	BRAD.D Name Brad Deniston	<b>Menu</b> 1. View : Letter Text 2. View : Client 3. View : Contact Names 4. Print : Letter
	Title Project Manager	
<b>Letter Date</b>	1st June, 2010	
<b>Client Ref</b>	ABC123-XY	
<b>Letter Reference</b>	CVR-101	
<b>Comments</b>		

Form help Field help Client Types Letter Variations Printer

This file is where you can create and print letters in relation to this job.

The standard letters should first be set up under the Job "Getting Started" menu.



## Software Features :

- ✓ InterAcct has a comprehensive Job Costing, Estimating, Quotation, and integrated Accounting system suitable for large and small Projects.
- ✓ A job can be created on the InterAcct database at the early stage of being an Enquiry, and tracked all the way through to a Win/Loss position, and then managed through the Work in Progress stage.
- ✓ The new Job Letter Writer feature is attached to each job.
- ✓ The first step is the “Getting Started” menu. Here you can set up different “Types” of letters – to be later used for a variety of reasons. For example, Rise & Fall, Extension of Time, Scope Changes, etc.
- ✓ For each letter “Type” (group), you can have any number of standard letters.
- ✓ Although not strictly speaking a Word Processor”, you can still determine that certain letter text is **bold** or in *italics*.
- ✓ Once you have made a start creating your standard ‘form’ letters, you can select and attach them to jobs.
- ✓ A letter may be linked to a “Variation to Contract” record within a job. When this is done, the format of the letter changes automatically to show the financial summary of that variation (see example below).
- ✓ For each “Type” of letter, you can also define up to three standard “Headings” to be shown on the letter. Each time you print the letter, you can input the relevant job text against each one of these headings.
- ✓ The end result is to create a letter (printed/emailed) that looks totally personalised, but has in fact taken only a few moments to create.
- ✓ You can elect to use letterhead paper, or have InterAcct show your logo and address details.
- ✓ InterAcct’s relational database design allows flexibility of software design – add/remove fields, files, menus to suit.

14th August, 2008.

Mr Grant Johnson  
Managing Director  
Modcol Pty Ltd  
1/80 Box Road  
TAREN POINT NSW 2229

Your Ref : EOT-001  
Our Ref : EOT-001  
Job Number : 100010

Dear Grant,

Re : Time Extension Due to : Wet Weather  
Re : Period of Time Claimed : 5 working days  
Re : Revised Completion Date : 13/9/2008

This is the text of this letter here. See ?

You are able to use cut copy and paste to put information into a text box like this from any other document on your system.

This standard letter text is entered once, stored, and can be re-used at any time.

**Variations to Contract : 000002**

**Extension of Time**

Wet weather - no work able to be done

Please sign & return this Variation to Contract.

**Main Job Phase**

1.0000	\$	2,000.00	Per VARIATION	\$	2,000.00
			Extras	\$	500.00

**Extension of Time Variation**

Weather - wet for four days, 20mm of rain

Related costs because of delays

**Total** \$ **2,500.00**

Yours faithfully,

**Brad Deniston**  
Project Manager

# Variations to Contract

InterAcct Demo - [CONTRACT VARIATIONS - display , Repair Existing Road and Extend 112 Metres, CIVIL, Bribi]

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Variation Type	Variation In the Contract	Job No	100001
Description	Heavy Rain - required re-digging pit	Varn No	100001
Attn to	Jeff Bridges	Type	VARIATION
Proj Manager	BRAD.D	Client Ref	5454FD
Operator	CVR	Date	31-May-2010
Client Id	SUNSHISU	Approved ?	<input checked="" type="checkbox"/> Y
Contract \$	18,321.00	Date Approved	6-Jun-2010
Varn JTD \$	0.00	Not Approved \$	1,250.00
Variation \$	1,250.00		
Adj Contract \$	19,571.00		
		GST \$	125.00
		Var + GST \$	1,375.00

**Menu**

1. Variation Lines
2. Variation Notes
3. Variation Cost Estimate
4. Budget Variance Analysis
5. Print : VTC Approval
6. Client Details

VARIATION LINES list , Repair Existing Road and Extend 112 Metres, CIVIL, Bribi

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	Phase	Heading	Notes	Variation \$	Incl GST \$	Approved
1	02.PITS	Re-Digging Pit	Formwork required to hold back soil	1,250.00	1,375.00	Y
				1,250.00	1,375.00	