

# Transaction Recovery Systems, Inc.

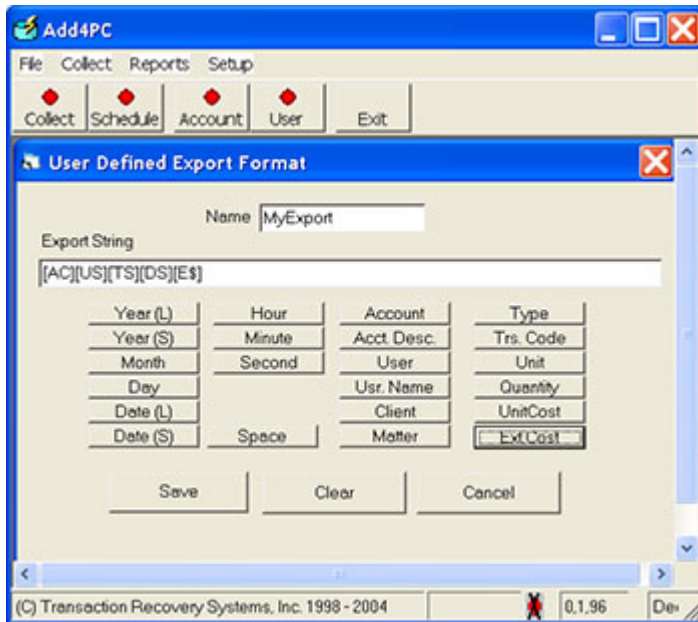
## MyExport Time and Billing Export Option for ADD4PC

My Export is a feature of the ADD4PC Data Collection Program that creates a user-defined ASCII file for exporting to various software packages not mentioned in detail elsewhere. Each record contains one transaction per line. Therefore, summarization of data needs to occur within the Time & Billing Program.

The structure of the fields in My Export are defined in SETUP|User Defined Export Format.

The sample screen below would produce an export file record that looks like:

"Account", "User", "Trs.Code", Date(S), Ext.Cost  
 -OR-  
 "1234-009", "Bob", "Photocopies", 09/12/03, 0.60



The table below explains what each button above means:

Button Name	What it represents:	Example
Year(L)	Long Year	"2006"
Year(S)	Short Year	"99"
Month	Month	"08"
Day	Day	"12"
Date(L)	Long Date	09/28/2006
Date(S)	Short Date	09/28/99
Hour	Hour	"10"
Minute	Minute	"02"
Second	Second	"00"
Space	Space (with Quotes)	" "
Account	Account, Client-matter, etc. (up to 15	"1234-001" or "SMITH-JONES"

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	characters)	
Acct.Desc.	Account, Client-matter description	"McCraw vs Jones"
User	User (up to 4 characters)	"009" or "ABC"
Usr.Desc.	User description	"Bob Jones"
Client	1st half of Account or Client-matter (parsed at dash as delimiter)	"1234" or "SMITH"
Matter	2nd half of Account or Client-matter (parsed at dash as delimiter)	"001" or "JONES"
Type	Fixed 1 character ID for transaction type	"C" = copies, "F" = fax, "P" = postage, "M" = misc
Trs.Code	User defined codes for transaction types, usually dictated by Time and Billing Export (up to 20 characters)	Copies or \$Postage or 21
Unit	Unit ID	"1"
Quantity	Quantity (number of each type)	10
UnitCost	Cost per unit	0.15
Ext.Cost	Extended cost (Quantity X UnitCost)	1.50

## General Rules on My Export Structure:

- Fields are comma delimited.
- Data is detailed - that is, each individual transaction creates one record.

## These fields are in quotes:

Year(L)	Account
Year(S)	Acct.Desc.
Month	User
Day	Usr.Name
Hour	Client
Minute	Matter
Second	Type
Space	Unit

## These fields have no surrounding quotes:

Date(L)	Ext.Cost
Date(S)	Quantity
Trs.Code	UnitCost

Below is an example of a My Export file with Date(L), Client, Matter, Trs.Code, Quantity, UnitCost and Ext.Cost fields selected:

```
12/17/2006,"123","123",20,5,0.15,0.75
12/17/2006,"123","123",24,9,0.56,3
12/17/2006,"123","123",22,3,0.32,0.96
```

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12/17/2006,"12345","111",20,5,0.15,0.75  
12/18/2006,"123","123",20,5,0.15,0.75  
12/18/2006,"1234","123",20,5,0.15,0.75  
12/18/2006,"1234","145",22,3,0.33,0.99  
12/18/2006,"12345","123",20,4,0.15,0.6  
12/18/2006,"12345","123",22,3,0.36,1.08

Other methods of structuring the My Export file include surrounding a field with quotes that normally would not include quotes or creating a fixed length record by inserting an equal sign in the field and specifying the length of the given field. For example [ CL=14] will create a field 14 positions in length, with the Client code right-justified with the field. All fields using this format [X=Y] will be right justified, except for the Acct.Desc and Usr.Name fields – which are left justified.

An example of a My Export file constructed with the following field parameters:

[DL=11][AC=11][TS=11][E\$=11] yields an export file that looks like:

12/17/2006	123-123	20	0.25
12/17/2006	123-123	24	0.55
12/18/2006	123-123	20	6.75
12/18/2006	1234-123	20	10.75
12/19/2006	1234-123	20	0.75
12/19/2006	1234-123	20	0.75
12/19/2006	6123-123	20	0.75
12/18/2006	123-123	22	10.75
12/19/2006	123-123	23	0.75
12/20/2006	123-123	20	0.75
12/19/2006	SMITH-JONES	20	0.75