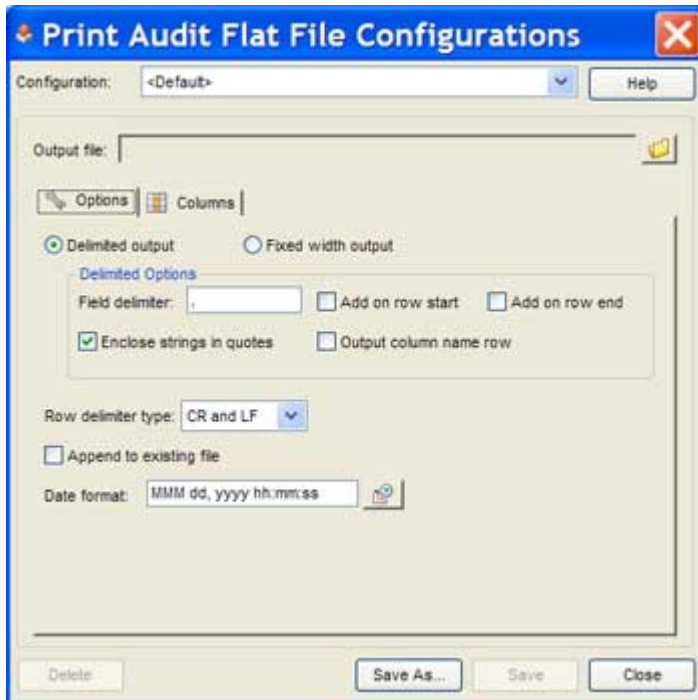


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User-defined Time and Billing Export Option for Copy Audit

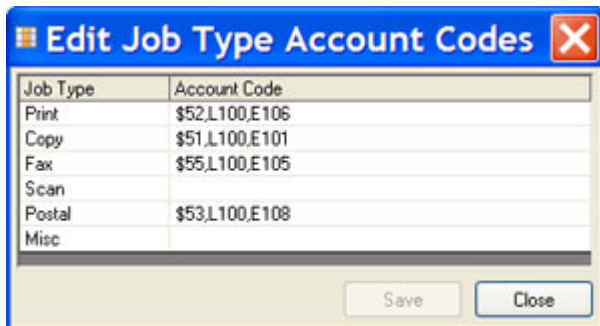
Create your own export file from Print Audit's Job Manager feature. Use Job Manager to create a user-defined ASCII file for exporting to various software packages not mentioned in detail elsewhere. Each record contains one transaction per line. Therefore, summarization of data needs to occur within the Time & Billing Program.

The structure of the fields are defined in TOOLS|Export Results|Configurations.



Add and remove columns, choose delimited or fixed width outputs as needed.

Substitute billing codes for job types to match your Time and Billing format.



The table below shows possible fields:

Column Name	What it represents:	Example

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User *	User	123
Client Code *	Client-matter, Job, etc	1234-001
Client Description	Description of the Client Code	Smith vs Jones
Document		
Date Printed	Date of transaction	mmddy, mmddy, etc.
Copies	Number of copies made	12
Units	Pages x Copies	34
Total Units	Total Units	34
Cost per unit	Cost per unit	.10
Total Cost	Total Units x Unit Cost	.30
Added Cost	Increases/decreases in cost per page based on client code or copier type - configurable.	.02
Undefined 1 *	User defined	555
Undefined 2 *	User defined	666
Job Account Code	Substitution for Job Type	"123", "copies", 555"
Job Type	Description of transaction	Copy Job, Print Job, etc.
Comments *	non-validate field	1234

* The Copy Audit unit can be configured to allow up to 5 fields of numeric input. One of the 5 fields can be non-validating. The results from the non-validating field will appear in the Comments column.



Sample fixed-width field export format screen:

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