

# Transaction Recovery Systems, Inc.

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## PCLAW Export Using User Defined Export Format

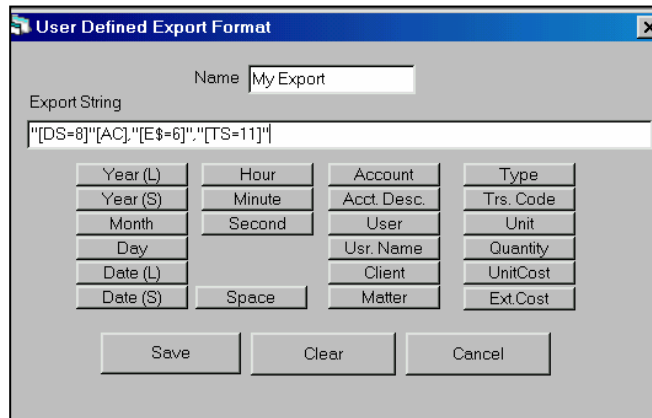
### First Time Setup

To initially configure the ADD4PC Data Collection Program for interfacing with the PCLAW Time and Billing Program, follow the setup procedure below.

Select SETUP|User Defined Export Format.

Create the following Export String:                    "[DS=8]"[AC]"[E\$=6]"[TS=11]"  
Click Save.

Note: the export string can be created by clicking - in the following order - the Date (L), Account, Ext.Cost and TrsCode buttons and then inserting the applicable special characters to complete the string.



Next, select FILE|Export|My Export.  
Click Settings.

In the boxes labeled Transaction Code, enter the Explanation Code and Posting Reference Codes for each category (Copies, postage, etc.) as follows:    Category Explanation Code,"Posting Reference

For example, suppose the explanation code for copies in PCLAW is 1234; while the posting reference is 5200. Therefore the Transaction Code box for Copies should be 1234","5200.

To "fine-tune" the Trs.Code above, use this formula:

In [TS = X], the X = the total length of the Explanation Code and the Posting Reference - including the quotes (") and comma (,).

For example, 1234","5200 represents a total length of 11. Therefore, [TS = 11] is the best setting.

Make sure all Transaction Code boxes have applicable codes set up prior to using the MyExport option.

After completing all applicable Transaction Code boxes, click Save.

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## ***Exporting Data to PCLaw***

After collecting ADD-4 data, select FILE|Export|My Export.  
Enter the desired date range and click Export.  
Under Save in: enter a directory path.  
Under File name: enter the name of the file to export.  
Click Save.

Once the data has been formatted and an export file has been created, go into PCLAW's Cost Recovery Module and follow their instructions.