

# Transaction Recovery Systems, Inc.

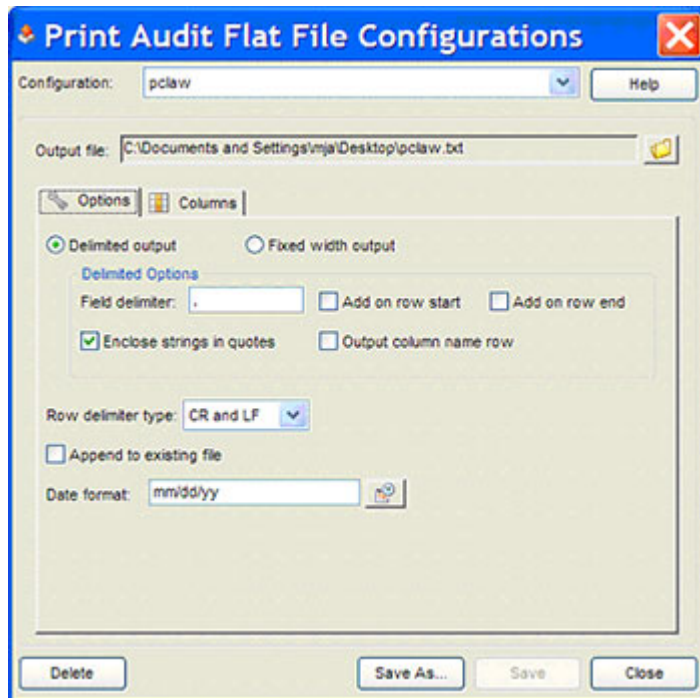
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## Copy Audit|Print Audit 5 Export Configuration for PCLaw using the Cost Recovery Program

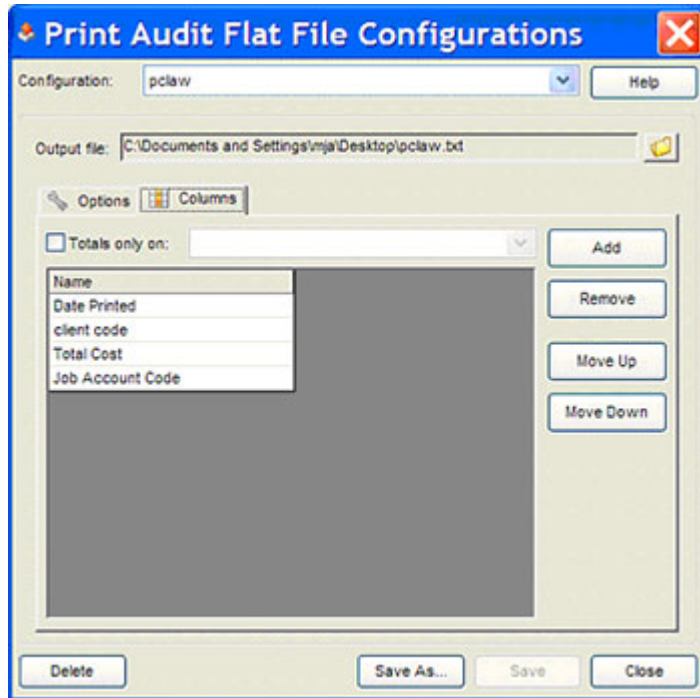
Configure the Copy Audit|Print Audit Program to export records to PCLaw Time and Billing for importing into client bills.

To create the PCLaw export configuration, go to Print Audit 5|Reports|Job Manager|Tools|Export Results|Configurations. Create the screens below and save the configuration.

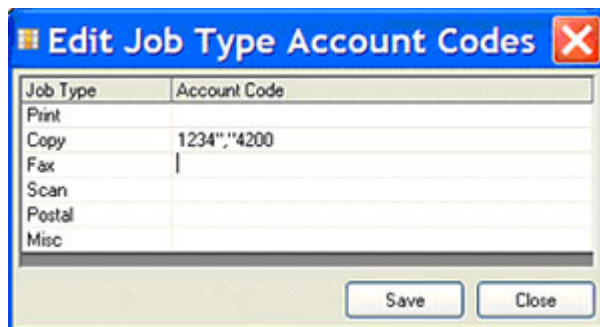
To create the actual export file for PCLaw, go to Print Audit 5| Reports|Job Manager|Accounting|Run Accounting.



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To configure the Job Account Code, select Accounting|Edit Job Type Account Codes. Enter the Explanation Code and Posting Reference as shown below.



The above configuration will generate an export file that contains detailed records in this format:

"Date Printed(mm/dd/yy)","Client Code","Total Cost", "Explanation Code (example 1234)","Posting Reference (example 4200)"

The Explanation Code and Posting Reference are generated from the Job Type Accounting Code set-up.

**That looks like this:**

```
"04/29/05","102.00","1.00","1234","4200"  
"04/29/05","100.00","0.40","1234","4200"  
"04/29/05","101.00","0.30","1234","4200"  
"04/29/05","369","0.40","1234","4200"  
"04/29/05","369","0.50","1234","4200"  
"04/29/05","100.00","0.40","1234","4200"
```

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**The fields exported from CopyAudit are:**

“Date Printed”, “Client Code”, “Total Cost”, “Explanation code (literal)”, “ Posting Reference (literal)”

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**To import the file created into PCLaw**, use the Cost Recovery Module from PCLaw.

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**To Create a Client Validation file *from* PCLaw to import *into* the Copy Audit Program:**

Go into PCLaw and select File|Matter|Export Matter. This will allow for the creation of a template that exports the Matter number and Name in a .csv format