

# Transaction Recovery Systems, Inc.

## Perfect Practice Time & Billing File Export Option for ADD4PC

Data collected from the ADD-4 Copier Control unit(s) can be formatted for importing into the Perfect Practice Time and Billing program.

The "RCAIF Module" must be secured from Perfect Practice to facilitate the Perfect Practice interface.

### First Time Setup

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

- Select SETUP|User Defined Export Format.
- Create the following Export String: [QU][AC][E\$][TS][DL][SP]
- In the Name: box, type Perfect Practice.
- Click Save.

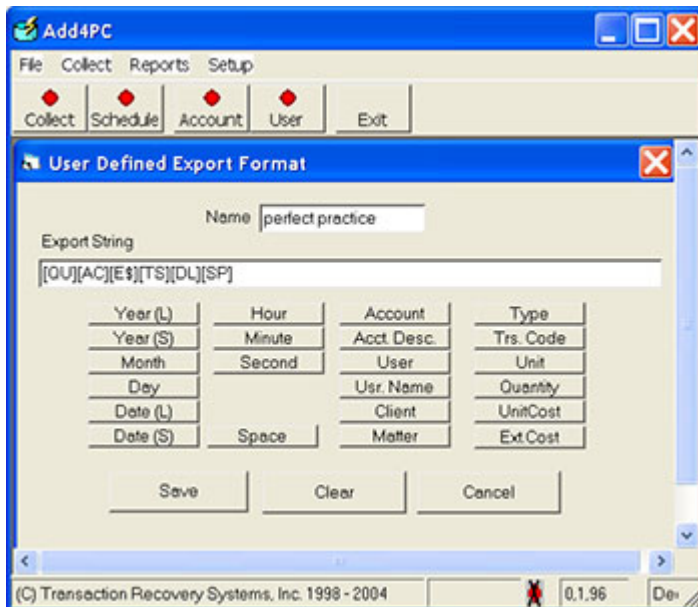
Note: the export string can be created by clicking - in the following order - the Quantity, Account, Ext.Cost, TrsCode, Date(L) and Space buttons.

Next, select FILE|Export|PerfectPractice

Click Settings.

In the boxes labeled Transaction Code, enter the Expense Codes for each category (Copies, postage, etc.) between quotes. For example, suppose the explanation code for copies in Perfect Practice is COPIES; the Transaction Code box for Copies should be "COPIES". Perfect Practice is case sensitive. After completing all applicable Transaction Code boxes, click Save.

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



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## Exporting Data to Perfect Practice

1. After collecting ADD-4 data, select FILE|Export|PerfectPractice
2. Enter the desired date range and click Export.
3. Under Save in: , path the file to \\ APPS\ADCPP2\PERFPRAC\DBA directory.
4. Under File name: enter COPY. A resultant file named COPY.TXT will be exported.
5. Click Save.

Once the data has been formatted and an export file has been created, go into Perfect Practice's RCAIF Module and follow their instructions.