

Transaction Recovery Systems, Inc.

TABS3 Time & Billing Export File Options for ADD4PC– using the Convascf program

Data collected from the ADD-4 Copier Control unit(s) can be formatted for importing into the TABS3 Time and Billing Program.

There are 6 options in total for producing a file that will interface with the TABS3 Time and Billing program using the Convascf module. All options are created with minor adjustments to the Export to TABS option, shown below, and the Setup descriptions.

From the ADD4PC Data Collection Main Screen, choose FILE|Export|TABS

Click the Settings button. Enter the appropriate Transaction Code for each transaction type in the applicable box.

Choose the desired Export Format. Refer to the sample export format below.

If you wish to see a more “elaborate” description in each record, such as “23 copies at .25 each”, check the Elaborate Descriptions box. Refer to the section below for instructions on generating Elaborate Descriptions.

When using Elaborate Descriptions, do not check the Cost Totals Only box during the Integration|Merge Data Capture Trans. Procedure in TABS.

(1) TABS Detail Records Export Option

The sample file below was produced by selecting Detail Records Export Format and leaving the Elaborate Descriptions box unchecked. The TABS export file is a fixed length format as shown below. The general configuration (left to right) is Client.matter, Date\$, Transaction Code, Amount, Description.

- Data is presented in detailed form - one transaction per line.
- The amount field is a calculated total.
- The Transaction Code is customer configured.

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- The Description field is fixed, as shown below.

123.001	12/28/05\$	20	2.75	Copier
123.001	12/29/05\$	22	0.75	Faxes
123.001	12/29/05\$	20	1.75	Copier
123.001	12/29/05\$	20	0.75	Copier
1234.001	12/24/05\$	20	0.50	Copier
1234.001	12/24/05\$	20	0.25	Copier
1234.001	12/29/05\$	22	0.75	Faxes
1234.001	12/31/05\$	20	0.37	Copier

(2) TABS Detail Records Export Option – with Elaborate Descriptions

The sample file below was produced by selecting Detail Records Export Format and checking the Elaborate Descriptions box. The TABS export file is a fixed length format as shown below. The general configuration (left to right) is Client.matter, Date\$, Transaction Code, Amount and Elaborate Description.

- Data is presented in detailed form - one transaction per line
- The amount field is a calculated total.
- The Transaction Code is customer configured.
- The Description field is customer configured and does include Elaborate Descriptions*

123.001	12/28/05\$	20	2.75	11 copies at 0.25
123.001	12/29/05\$	22	0.75	3 pages faxed
123.001	12/29/05\$	20	1.75	7 copies at 0.25
123.001	12/29/05\$	20	0.75	3 copies at 0.25
1234.001	12/24/05\$	20	0.50	2 copies at 0.25
1234.001	12/24/05\$	20	0.25	1 copies at 0.25
1234.001	12/29/05\$	22	0.75	3 pages faxed
1234.001	12/31/05\$	20	0.37	Postage charges

*Elaborate Descriptions are created in the ADD4PC program under SETUP|Default cost, adjusting the Description area for each transaction type.

(3) TABS Daily, Client, Type Export Option

The sample file below was produced by selecting Daily, Client, Type Export Format and leaving the Elaborate Descriptions box unchecked. The TABS export file is a fixed length format as shown below. The general configuration (left to right) is Client.matter, Date\$, Transaction Code, Amount, Description.

- Data is summarized per Client.matter by date.
- The amount field is a calculated total.
- The Transaction Code is customer configured.
- The Description field is fixed.

123.001	12/28/05\$	20	2.75	Copier
123.001	12/29/05\$	22	1.50	Faxes

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123.001	12/29/05\$	20	2.50	Copier
1234.001	12/24/05\$	20	0.75	Copier
1234.001	12/31/05\$	20	0.37	Postage charges

(4) TABS Daily, Client, Type Export Option – with Elaborate Descriptions

The sample file below was produced by selecting Daily, Client, Type Export Format and checking the Elaborate Descriptions box. The TABS export file is a fixed length format as shown below. The general configuration (left to right) is Client.matter, Date\$, Transaction Code, Amount and Elaborate Description.

- Data is summarized per Client.matter by date.
- The amount field is a calculated total.
- The Transaction Code is customer configured.
- The Description field is customer configured and does include Elaborate Descriptions*

123.001	12/28/05\$	20	2.75	11 pages copied
123.001	12/29/05\$	22	1.50	6 pages faxed
123.001	12/29/05\$	20	2.50	10 pages copied
1234.001	12/24/05\$	20	0.75	3 pages copied
1234.001	12/31/05\$	20	0.37	Postage charges

*Elaborate Descriptions are created in the ADD4PC program under SETUP|Default cost, adjusting the Description area for each transaction type.

(5) TABS Client, Type Export Option

The sample file below was produced by selecting Client, Type Export Format and leaving the Elaborate Descriptions box unchecked. The TABS export file is a fixed length format as shown below. The general configuration (left to right) is Client.matter, Date\$, Transaction Code, Amount, Description.

- Data is summarized per Client.matter for the period specified.
- The date is the date of the collection.
- The amount field is a calculated total.
- The Transaction Code is customer configured.
- The Description field is fixed.

123.001	12/31/05\$	20	5.25	Copier
123.001	12/31/05\$	22	1.50	Faxes
1234.001	12/31/05\$	20	0.75	Copier
1234.001	12/31/05\$	20	0.37	Postage charges

(6) TABS Client, Type Export Option – with Elaborate Descriptions

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The sample file below was produced by selecting Client, Type Export Format and checking the Elaborate Descriptions box. The TABS export file is a fixed length format as shown below. The general configuration (left to right) is Client.matter, Date\$, Transaction Code, Amount, Elaborate Description.

- Data is summarized per Client.matter for the period specified.
- **The date is the date of the collection.**
- The amount field is a calculated total.
- The Transaction Code is customer configured.
- **The Description field is customer configured and does include Elaborate Descriptions.*** When Elaborate Descriptions are selected; the amounts in each record are an average.

123.001	12/31/05\$	20	5.25	21 pages copied at 0.25
123.001	12/31/05\$	22	1.50	6 pages faxed
1234.001	12/24/05\$	20	0.75	3 pages copied at 0.25
1234.001	12/31/05\$	20	0.37	Postage charges

*Elaborate Descriptions are created in the ADD4PC program under SETUP|Default cost, adjusting the Description area for each transaction type

Generating Elaborate Descriptions

Elaborate Descriptions are configured in the SETUP|Default Cost screen from the Main Menu. Change the Description area to the desired output. Substitution values, [#] = Quantity, [@] = Unit Cost, [\$] = Extended Cost can be used in the string.