

# Transaction Recovery Systems, Inc.

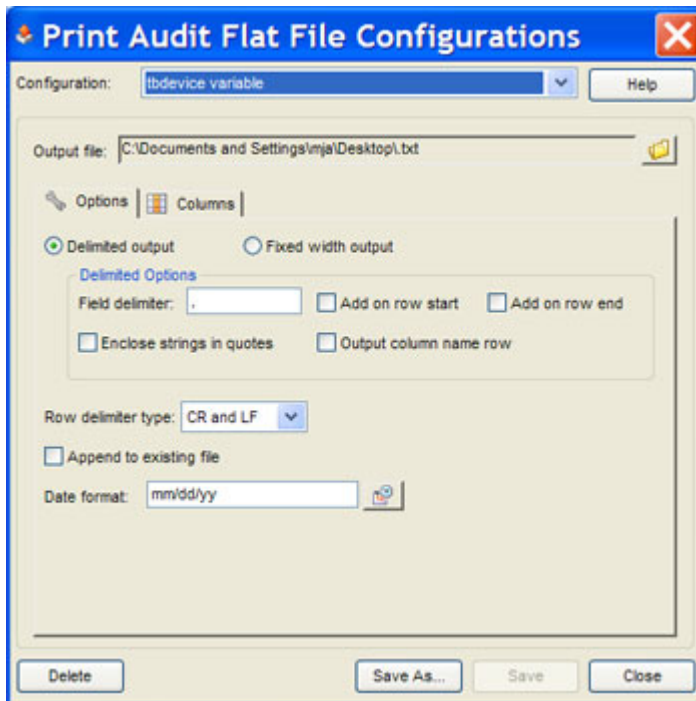
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## Copy Audit|Print Audit 5 Export Configuration for Tabs3 using the TBDevice Program

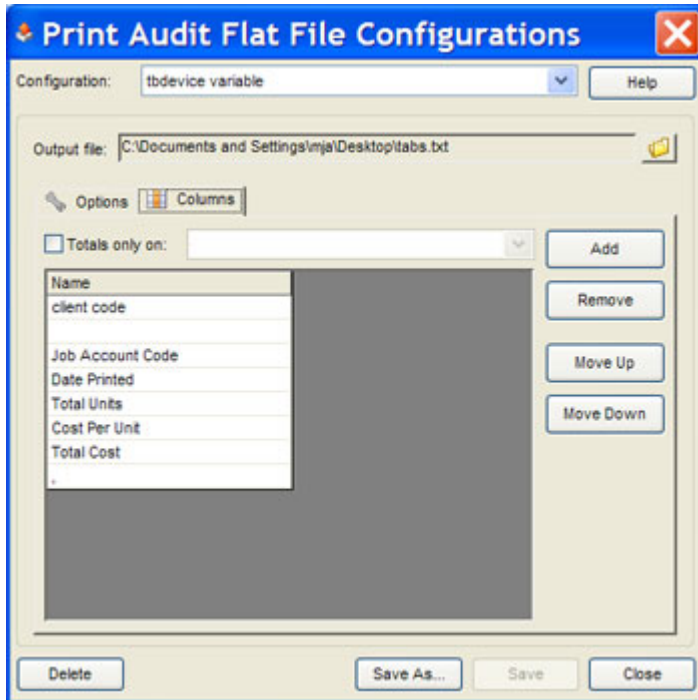
Configure the Copy Audit|Print Audit Program to export records to Tabs3 Time and Billing for importing into client bills.

To create the Tabs3 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 Tabs3, 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:

Client.matter, , TCode, Phase code, Task code, Date, Total units, Cost per unit, Total cost, ,

The TCode, Phase code and Task Codes are generated from the Job Type Accounting Code set-up.

**That looks like this:**

```
333.009,, $51,L100,E101,11/04/05,3,0.33,0.99,,  
333.009,, $51,L100,E101,11/01/05,7,0.30,2.10,,  
333.008,, $55,L100,E105,10/31/05,3,0.30,0.90,,  
333.009,, $51,L100,E101,10/31/05,5,0.30,1.50,,
```

**The fields exported from CopyAudit are:**

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Client code  
Blank field  
Job Account code  
Date printed  
Total units  
Cost per unit  
Total cost  
Blank field

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## To import the file created into Tabs3:

Run the TBDevice program from Software Technologies, using the Variable format.  
Next, go into Tabs3. Select Integration|Merge Tabs3 Remote Data.

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## To Create a Client Validation file *from* Tabs3, using TBDevice, to import *into* the Copy Audit Program:

### Creating Validation Files

Validation files for the client (CLIENT.TXT), timekeeper (EMPL.TXT) and tcode (TCODE.TXT) files can be created. The client file will contain a record for each active client/matter that exists in the Tabs3 Client file. Use the following procedure to create the validation file:

1. If the TBDevice program is already started, skip to step 3. From the Software Technology folder, double-click the **Data Collection Device Conversion** icon to start the TBDevice program.
2. If the Logon dialog box is displayed, enter your User ID and Password and click **OK**.
3. From the **File** menu, select the **Validation** option.
4. The Validation window will be displayed. If the **Other** device is *not* displayed in the **Device** field, click the drop-down arrow next to the **Device** field to select the **Other** format.
5. Click the **Create** button.
6. Once the files are created, click **OK**.
7. Click **Cancel** to close the Validation window.
8. Transfer the files to the data collection device.

**Note:** Validation files should be recreated and transferred to the data collection device after changes have been made to the Client, Timekeeper, or Tcode files in Tabs3.

TBDevice|Validation|Other creates file "Client.txt".

Need to rename the Client.txt to Client.csv.

Can then import the file that looks like this:

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100.00,smith jomes  
101.00,Fred Head  
103.00,TRS, Incorporated

Note: The Validation file will only contain active client-matter codes.

Go into the Copy Audit Proram|Client-Matter Values tab and choose import.

## Sample Validation Files

Examples of the validation files created by the "Other" format are shown below.

### CLIENT.TXT – Client File

100.00,"Phillip/Marcus","Real Estate Acquisition"  
101.00,"Williams/John","State v. Williams"  
102.00,"Federated Casualty, LTD.", "Andrew C. Gilbert v. Federated Casualty"  
200.01,"Peterson Insurance Co.,"General Legal Counsel"

### EMPL.TXT – Timekeeper File

1, "Michael L. Jensen"  
2, "Jennifer A. Martin"  
3, "Ronald P. Anderson"