

# Transaction Recovery Systems, Inc.

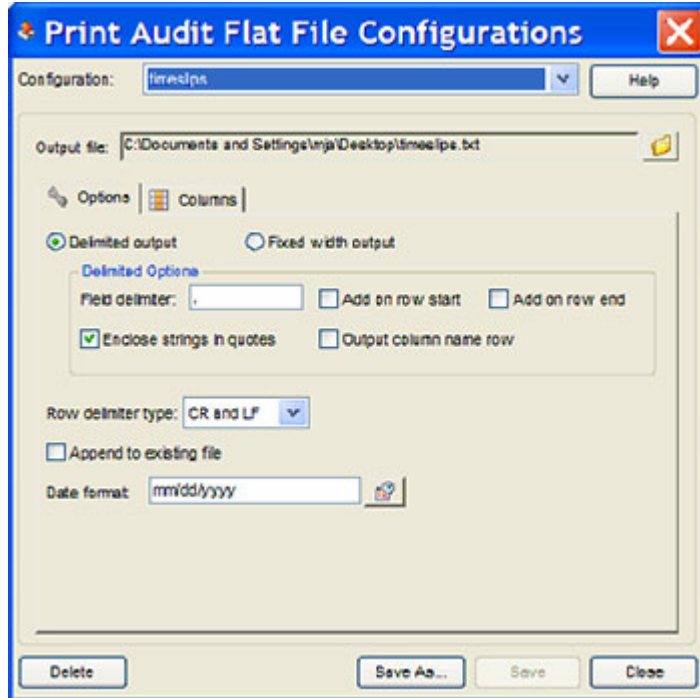
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## Copy Audit|Print Audit 5 Export Configuration for Timeslips

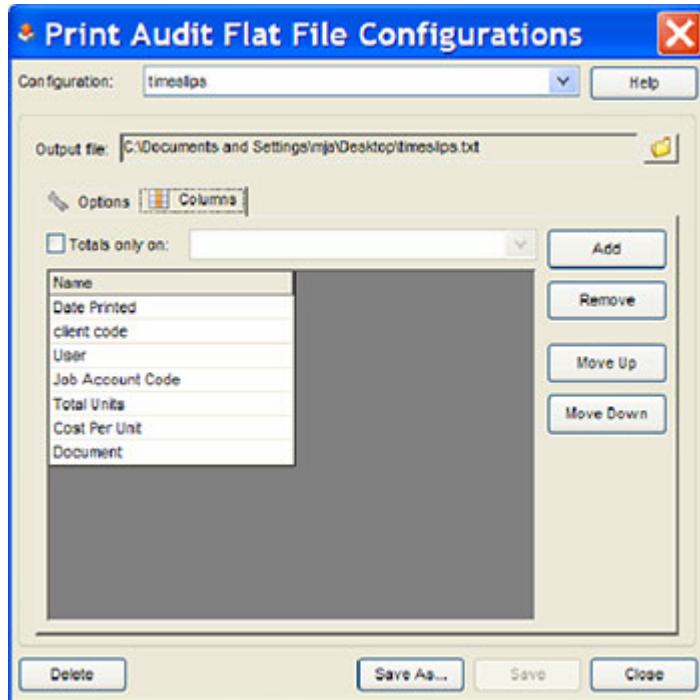
Configure the CopyAudit Program to export records to Timeslips, which are imported into bills using the TSImport selection in Timeslips.

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

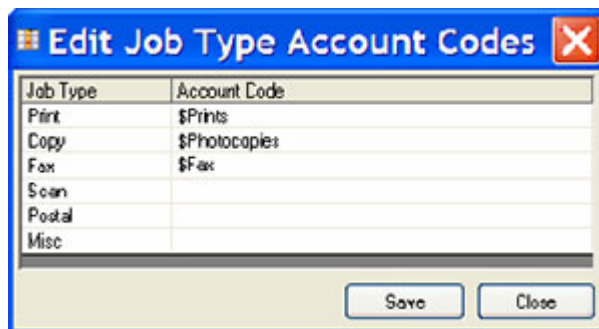
To create the actual export file for Timeslips, go to Print Audit 5| Reports|Job Manager|Accounting|Run Accounting.



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Select Print Audit 5| Reports|Job Manager|Accounting|Edit Job Type Account Codes. Enter the applicable Activity Code next to each expense type. Click Save.



The above configuration will generate an export file that contains:

- Detail records
- with the true User code
- and a document description

That looks like this:

```
"11/04/2005","333","333","$Photocopies","3","0.33","Copier pages."  
"11/01/2005","333","333","$Photocopies","7","0.30","Copier pages."  
"10/31/2005","333","333","$Fax","3","0.30","Fax pages entered at copy box."  
"10/31/2005","333","333","$Photocopies","5","0.30","Copier pages."
```

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## The fields exported from CopyAudit are:

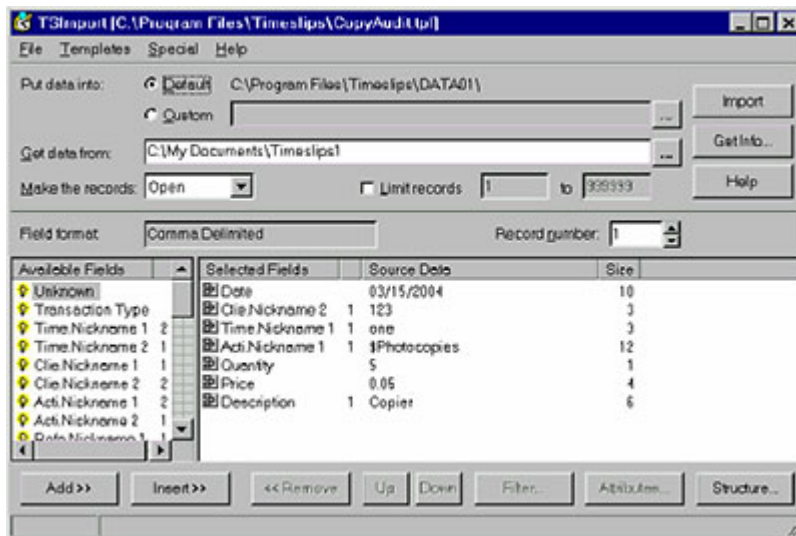
“Date Printed(mm/dd/yyyy)”,”Client Code”,”User ”,”Job Account Code”,”Total units”,”Unit Cost”,”Document description”

## The fields corresponded to in Timeslips are:

“Date”,”Clie.Nickname (1 or 2)”,”TimeNickname (1 or 2)”,”Acti.Nickname (1 or 2)”,”Quantity”,”Price”,”Description”

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To create a CopyAudit Template in Timeslips, go to TSImport and create a template that looks like this:



Save the template for future use as CopyAudit.tpl.

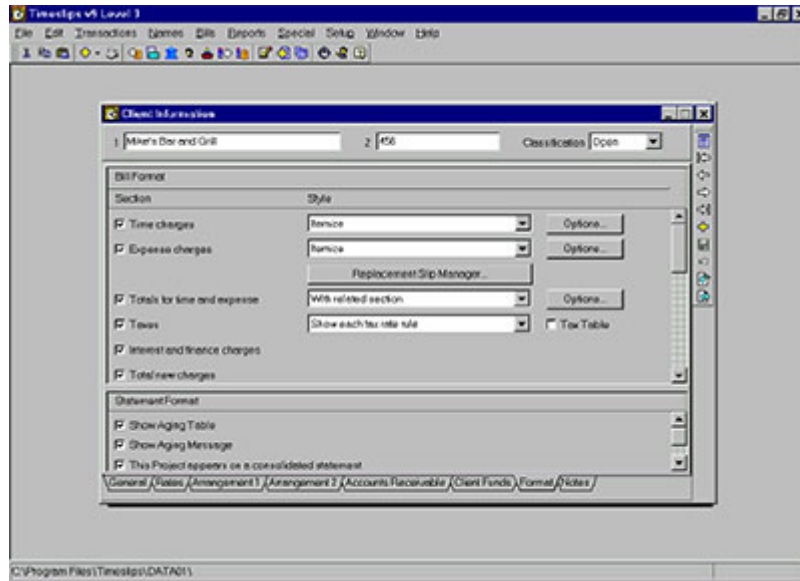
Note: The Clie.Nickname, Time Nickname and Acti.Nickname may be 1 or 2. This is dependent on how the end Customer has configured these fields in setting up Timeslips.

Also note that the records generated are detail records. The Timeslips Customer may opt to Itemize or Summarize by Expense as shown below to achieve the desired billing report result.

## Variations of the CopyAudit Export format may include, and are not limited to:

- 1) Changing the drop-down selection of “User” in the column setup to a literal “USER”, to limit the amount of Matching that may be required when importing records into Timeslips.
  - 2) Changing the literal “Copier” field in the column setup to some other literal expression, such as “Photocopies”.
  - 3) Changing the literal “Copier” field in the column setup to the drop-down selection “Document”, which inserts a description of “Copier Pages” (or the current description found in the Document field of CopyAudit).
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## To import records into Timeslips

After creating a file for import via the Copy Audit export option, go into Timeslips Import option.

Using the TSIImport template you created above, select the filename of the data to import at Get Data from:.

Select import.