

CostsMaster Import Work Comma Separated Value (CSV) data format Version 2.2

This document describes the format of Excel .csv and .xlsx files that can be directly imported into CostsMaster Craftsman and Quota applications.

Alternatively, files with a different column order and other features may be imported by generating a “mapping” within CostsMaster. See the User Guide for information on this. Files using a mapping do not need a version number, but the data fields must conform to the specification below. Some fields are not relevant for the Quota application and these are indicated.

The first field in the file is the version number “V2.2”. This field can either be the only field on the first line, or the first field on the first data line (it is also allowed at the start of subsequent data lines, but has no effect). This field is not included in the following description.

Any line starting with the character ‘C’ is a comment line and is ignored by the import process.

Each data line in the CSV file represents either an attendance, a disbursement or an embedded disbursement work item. The first character in the first column on each line is either ‘A’ or ‘D’ or ‘E’ to indicate which type of work item the line contains. Lines marked ‘E’ represent disbursements that will be embedded within the most recent attendance item when imported into CostsMaster.

Attendance lines contain at least 13 columns of data, while Disbursement (and Embedded Disbursement) lines contain at least 11 columns. The contents of each column is shown in the following table:

Column	Attendance Data	Disbursement/Embedded Disbursement Data
1	A	D or E
2	Date	Date
3	CMS Activity	CMS Activity
4	Description	Description
5	Time ¹	Amount
6	Fee Earner ⁹	VAT
7	Category	Location ^{7,9}
8	Hourly Rate	Party ⁹
9	Location ^{2,9}	Phase Code ³
10	Party ⁹	Task Code ⁴
11	Phase Code ³	Expense Code ⁸
12	Task Code ⁴	Entry No
13	Activity Code ⁵	Note (optional) ⁶

14	Entry No	
15	Note (optional) ⁶	

Notes:

1. The time field should be in minutes (integer), hours(with a decimal point) or hours and minutes (with a colon separator). For example "90", "1.5" and "1:30" are all equivalent. To import time in "units" use a mapping (see the User Guide).
2. Location is an optional field that specifies where in the CostsMaster file the imported work item will be located. Users will be able to view and change this location when the work is in Pending Work window. Table 1 shows all possible codes and their meanings for attendance locations. This data is not used in the Quota application.
3. The Phase Code field in Attendance or Disbursement lines may be empty or exactly match a standard phase JCode, JA00, JB00 etc. Or New Bill code P1-P15. Any other value may optionally be imported as a user-defined Contingent phase name.
4. The Task Code field in Attendance or Disbursement lines may be empty or exactly match a standard task JCode, JA10, JH30 etc. or New Bill task Code T1-T41.
5. The Activity Code field in Attendance lines may be empty or exactly match a standard activity JCode, A101, A120 etc. or New Bill activity Code A1-A10.
6. There may be zero or more Note fields on any data line.
7. Table 2 shows all possible codes and their meanings for disbursement locations.
8. The Expense Code field in Disbursement lines may be empty or exactly match a standard expense JCode, X103, X123 etc. or New Bill expense Code X1-X15.
9. The Location, Party, Fee Earner and Entry No data is not used in the Quota application.

In the Quota application a new part is created for each file import file. The imported data sent to the Attendances and Disbursements window for the new part. In the Draftsman application importing data is a two step process. First the input file is read into the Pending Work window, then the items are assigned to the appropriate part of the bill. If the input file contains Location and Party data then assigning the items will be more accurate and faster. Party data is only relevant for the various Party Work locations (PW_).

Newline characters and commas are allowed in "double quoted" strings – the quotes are stripped during the import process. However to explicitly import a double quote character , the input string should contain two adjacent double quote characters.

Table 1: Attendance Location Codes

PROC_STEP	Procedural Steps
PW_ATT	Party Work Attendances
PW_LTC	Party Work Long Telephone Calls
PW_LEO	Party Work Long Emails Out
PW_LLI	Party Work Long Letters In
PW_PREP	Party Work Preparation
PW_MISC	Party Work Miscellaneous
PW_TC	Party Work Standard Telephone Calls
PW_LO	Party Work Standard Letters Out
PW_EO	Party Work Standard Emails Out
PW_RLO	Party Work Standard Routine Letters Out
PW_LI	Party Work Standard Letters In
DOC	Documents
TWA	Travelling and Waiting
COSTS	Costs of Assessment Attendances

Table2: Disbursement Location Codes

PROC_STEP	Procedural Steps
PW_DISB	Party Work Disbursements
MISC	Miscellaneous Disbursements
COSTS	Costs of Assessment Disbursements

Below is an example CSV data file containing 7 attendances, 1 embedded disbursement and 4 disbursements:

V2.1

C, Sample CostsMaster Input File

A,18/02/2011,Perusal,perusing documentation,01:00,Jackie

Davidson,Partner,30,DOC,,JD00,JD10,A121,34

A,18/02/2011,Letter,Letter to Mrs AJ,00:12,Davidson,,31.9,PW_LO,'Mrs A Johnson,,,A121,34,A Note

A,10/07/2011,Drafting,drafting POA1,00:12,Jackie Davidson,,66.4,DOC,,JB00,JB02,A111,,Note 1

A,13/07/2011,Attendance,Attendance Note: G. Attendance,00:36,Jackie

Davidson,,65.8,PW_ATT,::::,

E,13/07/2011,Expenses during Attendance, Parking fees,5.00,1.00,,,UNASS,,,

A,14/07/2011,Letter In,Email,00:06,Fiona Carter,,31.5,PW_LI,Client,My Phase,,,Note 2

A,17/07/2011,Letter Out,Letter,00:06,Fiona Carter,Category_A,31.5,PW_LO, Mrs "A"
Johnson,,,JA10,
A,10/07/2011,EMail Out,email to counsel,00:06,Fiona Carter,,21.27,PW_EO,counsel,,,Note
3,,Note 4
D,06/01/2011,Gen expenses,Visiting Client,£60,£12,MISC,Client,CMC,,,
D,06/01/2011,Court expenses,Attending Hearing, £100,£20,PROC_STEP,,,,,
D,06/01/2011,Accomodation,Expert Visit,£150,£30,,Client,JB00,JB30,X112,,Note 5
D,06/01/2011,Misc,Office expenses,£20,£4,,,Phase "Y",JC01,X101,,Note 6