



## **CostsMaster User Guide Version 5**



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# Chapter

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1

**Overview**

# CostsMaster - An Overview

## **What is CostsMaster Quota?**

CostsMaster Quota is a software tool for lawyers which allows them to produce costs budgets and statements of costs for summary assessment.

The program allows you to import work from a time recording system or to enter work manually.

## **CostsMaster Versions**

The program can function in different modes depending on the licence you hold:

### **Restricted Trial Mode**

When you run the software without a licence, or with a trial licence that has expired or has no more free users, the program will run in restricted trial mode. This is designed for new users to evaluate the program to see if it meets their needs. The program will not expire and is fully functional but you are limited to recording 15 hours work.

### **Extended Trial Mode**

For most people the restricted trial mode is more than sufficient for them to evaluate whether the program meets their needs. However we recognise that there may be occasions when recording 15 hours work per file is insufficient to let you fully evaluate the program. If this is the case we will consider giving you a trial which does not restrict the amount of work recorded but which will function for a limited period. For this we will need to send you a trial licence which contains the time restriction.

If you wish to apply for an extended trial please contact us at [trials@costsmaster.co.uk](mailto:trials@costsmaster.co.uk) giving your full business name and address together with the reasons why the standard trial mode is insufficient for you to evaluate the program. Please note that we are unable to send out extend trial licences to applicants who only give a free email address.

### **Standard Mode**

This is the standard version of CostsMaster.

## **System Requirements**

CostsMaster requires the following:

### **Operating System**

Windows XP

Windows Vista  
Windows 7  
Windows 8  
Windows 10

Windows Server 2003 (via Terminal Services)  
Windows Server 2008 (via Terminal Services)  
Windows Server 2012 (via Terminal Services)  
Windows Server 2016 (via Terminal Services)

64 bit versions are supported via the 32 bit compatibility layer.

### **Office Software for Bill Generation**

CostsMaster generates its exported bills on disc in Rich Text Format (RTF), a document format designed for interchange of documents between different word processors. Whilst this should mean that any word processor will suffice, in practice each interprets the Rich Text Format differently.

The following Word Processors are fully supported:

Word 97  
Word 2000  
Word 2002 (XP)  
Word 2003  
Word 2007  
Word 2010  
Word 2013  
Word 2016

The following Word Processors are partially supported:

Open Office.

### **Display**

1024 x 768 Screen Resolution. Multiple displays are supported.

### **CPU**

Core 2 Duo 1.86GHz or faster recommended.

### **Memory**

1 - 2GB Ram (4GB recommended)




## **Hard Drive Space**

30 MB free space on your hard drive

# Chapter

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2

**Installation**

# CostsMaster Installation

## **Obtaining The Program**

The CostsMaster software is available as a download from our web site [www.costsmaster.co.uk](http://www.costsmaster.co.uk). Obtaining the program in this manner always ensures that you have the latest version available. Updates are made available from time to time which are free to all registered users. Occasionally the program may be made available on flash drive. Whilst convenient these quickly fall out of date so if you have obtained the program by this method you might want to check our web site to see if a more recent version has been released.

### **Downloading the program**

When you click on the program on our web site you may be asked where you want to save the file. If you are upgrading it is important not to select the CostsMaster icon on the desktop as this will overwrite the program file and stop it working. We would recommend creating a folder on your hard drive, perhaps within "My Documents", into which you save all the files you download from the internet. An obvious name would be "Downloads" but you can call it whatever you wish as long as you can locate it after the download has finished.

## **Installing The Program**

If you downloaded the file double click it to start the installation. If you have obtained the program from us on a flash drive you can use the graphical interface to select the program to install. If Windows does not automatically show the graphical interface, navigate to the flash drive and double click the "Run Me" program.

The setup program will now run. You will be asked where you want to install CostsMaster. The default is C:\Program Files\CostsMaster Draftsman (C:\Program Files(x86)\CostsMaster Draftsman on 64 bit operating systems) but you can choose any location on your hard drive.

The installation program will copy the program files to your hard drive. Other files will be copied to other locations. For full details of the locations of all CostsMaster files please see the section headed File Locations

The installation program will optionally create short cuts in the Start menu and on your desktop.

If you have obtained a full or extended trial licence you will now want to activate your copy. Please see the section on Licensing Methods for further details.

## **Updating The Program**

You can upgrade the program to a more recent version at any time by

- downloading the latest version of the setup program from our web site.
- running the "Check for Updates" tool from the Help menu. This item will only be enabled if you have sufficient permission to perform the update.

When you upgrade only the program files will be replaced - all your settings and documents will be retained.

## **Network Installation**

CostsMaster can be installed on a Terminal Services network or on a virtual machine. Simply install the standard version as administrator.

There are licensing implications when running the program in this way. Further details can be found in the section on Licensing Methods.

# **Chapter**

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**3**

**General Tasks**

# General Tasks

## **Running CostsMaster For The First Time**

After installing the program you can start CostsMaster from one of the shortcuts that the installer will have placed on your system in the start menu.

### **Restricted Trial Mode**

If you are running the program without a license the Trial window will appear. This has options to

- a) Run the restricted trial.
- b) Activate a purchased licence or extended trial
- c) Purchase the software

### **Extended Trial Mode**

If you have requested an extended trial licence, a window will appear showing you how much of the trial period remains.

### **Welcome Screen**

In all other cases, and after closing the above windows, the Welcome screen appears. This has buttons that allow you to

- a) Open a recent file (**Alt + R**)
- b) Browse for a file on your hard drive (**Alt + B**)
- c) Import work from a time recording system (**Alt + I**)
- d) Start a new document based on a partially completed template (**Alt + T**)
- e) Start a new completely blank file (**Alt + N**)
- f) View the user guide (**Alt + U**)
- g) Check to see if there are any updates available (**Alt + C**)
- h) Close CostsMaster (if you started it accidentally). (**Alt + X**)

The welcome screen can also be viewed at any time by selecting the New File button on the main toolbar (or by going to File > New).

Selecting any of the above options (other than the last) closes the Welcome screen and shows the main CostsMaster toolbar.

This has buttons which give you access to the most commonly used functions in the program. The program is divided into logical sections relating to the divisions in a traditional bill of costs. Holding the mouse over a button will produce a hint as to the button's purpose but for full details please see the sections on Setting up The Bill and Recording Work.

At the bottom of the main tool bar is a status panel divided into four sections which show

- Recent events that have happened (such as exporting a document or

- saving the file)
- The current part
- The current profile
- Whether the program is currently showing all features or only features relevant to legal aid, inter partes, Court of Protection or Central Funds.

These will be explained more fully in the following pages.

### **Tip of The Day**

For new users the tip of the day window can be a good way to learn about the exciting new features in CostsMaster. This window is shown on startup (although you can opt for this not to happen by selecting the appropriate tick box on the tip of the day window), or from the Help menu on the main toolbar.

## **Inputting Information**

The work you enter into CostsMaster Quota is stored in windows representing Attendances and Disbursements. You can also specify details for Fee Earners and Counsel, record information about budgets and divide work between parts where necessary.

Each of the sections is represented by a window which can be accessed in one of three ways:

### **From the menu on the main toolbar.**

All functions within the program can be accessed this way.

### **From one of the buttons on the main toolbar.**

Again all functions in the program can be accessed in this way but by default only the most frequently used buttons are visible. You can choose which buttons you would like on the toolbar in the Toolbar Settings window.

### **By using a keyboard shortcut**

A keyboard shortcut is the quickest way to get to a particular function. CostsMaster provides a comprehensive range of shortcuts for the most frequently used functions. Please see the section on Keyboard Shortcuts for a full list of the shortcuts available. There is also a PDF file of available shortcuts installed with the program and accessible from the program folder in the start menu. This is designed to be printed on thin card and folded over where it can be placed on your desktop for easy reference.

Full details of the available windows and their usage can be found throughout this guide, particularly in the sections on Working With Windows, Setting Up The Bill, and Recording Work.

## **Specifying Colours**

CostsMaster allows you to specify colours for different items such as column backgrounds. Where this is available the colours are chosen by clicking the button next to the colour swatch. This opens the Colour Picker window.

The Colour Picker Window lets you select one of 16 million available colours. Colours are made up of a combination of red, green and blue elements, each of which can have a value of 0 to 255. The original colour you started with is displayed in a swatch on the bottom left of the screen with the new colour you are selecting to its right.

If you know the red, green and blue values of the colour you want you could type these directly into the relevant boxes in this window. More likely you will want to experiment with different colours. For each of the basic elements there is a slider that you can move to "mix" the quantities of red, green and blue. You can also drag the mouse around on the colour spectrum.

The colour spectrum represents a mix of two of the three basic colour elements. The third element is represented by the bar down the left-hand side. By default the spectrum shows the mix of red through to green (with the blue element being controlled by the side bar) but you can change this by selecting an alternative value from the drop-down box above it. Dragging the mouse around this spectrum will let you select the exact shade of colour you require.



# Working With Windows

## **Working With Windows**

The main CostsMaster toolbar gives access to the other windows via the menu at the top or via the buttons (which can be customised using the Toolbar Settings window)

Most windows that allow you to record work have a grid where data can be entered. Please see the section on Working With Grids for further information.

There are two different types of window in CostsMaster, those that can be left open while you work on another part of the program and those that must be closed before you can proceed further.

### **Windows that can be left open**

Most windows with grids can be left open while you work elsewhere. These windows will update their information if data in another part of the program changes.

For example if you have the attendances window open showing incurred attendances and you move to the parts window and change to the anticipated part, the attendances window will change to show the items recorded in the newly selected part.

Any information you input into these windows is applied immediately. e.g. if you add an attendance and enter 30 minutes for the time the running totals in the control centre will update to reflect the new total.

To close the window simply click on the close button at the bottom of the screen.

There is also a help button which will bring up the page from this guide which is most relevant to the window.

### **Windows that must be closed before you continue**

Some windows must be closed before you can make changes elsewhere. Such windows include those relating to options as well as edit windows for each grid.

For the most part changes on these windows are not applied until you click the OK button and you are given the option of abandoning any changes made by clicking the cancel button. However there are some cases where changes to data are applied immediately (usually because the change needs to be made in order to update other information on that page). For example, using the auto-complete Shift + Enter function to complete rates and enhancement requires the values to be stored. Clicking the cancel button after performing such an operation will not undo these changes.

These windows also have a help button which will bring up the page from this guide which is most relevant to the window.

When one of these windows is open only the following shortcuts will be available:

- Shortcuts concerned with time recording
- Saving (including Save As)
- Help
- Any shortcuts relevant to the window itself

### **Closing Windows**

In addition to clicking the OK / Cancel / Close buttons you can close any window using the keyboard shortcut

**Alt + Enter**

This is the same as clicking the Close or OK buttons. For windows which must be closed before you can continue, the shortcut

**Shift + Alt + Enter**

is identical to clicking the Cancel button.

# Working With Grids

## Introduction to grids

Grids are used extensively throughout CostsMaster as they provide a flexible means of recording work. Each item is shown on a separate row. Items have various fields that differ depending on the type of item. Each field is represented by a different column.

Most items have more fields than can be comfortably shown in a grid. By default, lesser used columns are hidden leaving only those that are required frequently by most users. It is possible to access hidden fields either by enabling the column for that field or by viewing all fields in the edit window for the grid. In addition a complete list of available fields for a grid can be seen by clicking the top left column of a grid or using the shortcut

Ctrl + Shift + K




Clicking a field in this list will take you to the column for that grid or, if it is hidden, to the edit window.

To get back to this help page from any grid please use the following shortcut:

Ctrl + Shift + ?

All grids have a set of buttons along the top that let you manage the items in the grid. Full details can be found in the following sections:

## Adding & deleting items

|                                                                                     |                     |                  |
|-------------------------------------------------------------------------------------|---------------------|------------------|
|  | <b>New Item</b>     | Ctrl + Shift + N |
|  | <b>Insert Item</b>  | Ctrl + Shift + I |
|  | <b>Delete Items</b> | Ctrl + Shift + D |

Items can be added either to the end of the grid by clicking the New button or above the currently selected item by clicking the Insert button. Inserting items is not possible when more than one item has been selected. When the grid is in Multi select mode adding an item automatically opens the edit window for that item

The currently selected items can be deleted by clicking the delete button.

### **Moving items within the grid**



**Move Up**    Ctrl + Shift + ↑



**Move Down**    Ctrl + Shift + ↓

The currently selected items can be moved up or down one position by clicking the move up / move down buttons.

Alternatively items can be dragged to a new position in the grid with the mouse or even to a completely different grid provided the type of data displayed in both grids is compatible. All attendance grids are compatible with each other as are all disbursement grids.

To move an item or items by dragging it is necessary for the grid to be in multi-select mode and then to hold down the ALT key in order to signify that you intend to move an item rather than select it.

Each of these methods behaves slightly differently if you have multiple non-consecutive items selected, i.e. you have used the Ctrl key to select more than one item and at least two of the items have a row between them that is not selected. In this case, if you use the up / down arrow buttons each item will be moved up or down by one position. However if you drag them on to an existing item they will all appear consecutively after that item.

### **Copying and Moving Items to different locations**

#### **Right Click Method**

In CostsMaster there are two different ways of copying and moving items to a different part or location within the program. As well as Cutting, Copying and Pasting, you can right click on an item or a group of selected items and select the destination from the pop up menu that appears.

Using this method, you can copy or move items to a different part or to a different location within the same part. Should you want to move items to a different location within a different part using this method it would have to be accomplished in two stages.

When moving items to a part, the currently selected part is greyed out, but when copying it is not, meaning you can use this method to make a copy of an item in the same location.

#### **Drag & Drop Method**

Alternatively items can be dragged to a new position in the grid with the mouse or even to a completely different grid provided the type of data displayed in both grids is compatible. All attendance grids are compatible with each other as are all disbursement grids.

To move an item or items by dragging it is necessary to hold down the ALT key in order to signify that you intend to move an item rather than select it.

To copy an item or items by dragging it is necessary to hold down the CTRL key as well as the ALT key.

### **Cutting, copying & pasting items**



**Cut** Ctrl + X



**Copy** Ctrl + C



**Paste** Ctrl + V

The currently selected items can be cut or copied to the CostsMaster clipboard by clicking the cut or copy buttons. These buttons behave differently depending on whether the grid is in multi select mode. When not in multi select mode the Cut and Copy buttons apply to selected text, but in multi select mode they apply to the entire item.

To paste text or an item or items that have been cut or copied to the CostsMaster clipboard click the Paste button. The paste button is enabled whether or not the grid is in multi select mode but only when there is compatible data in the CostsMaster clipboard. Pasted items will appear in the grid immediately before the currently selected item.

Cutting and copying items in this way will only allow you to paste them within CostsMaster - they will not be available to external applications.

Pasting items to grids can only be done when the items on the clipboard are the same type as the grid.e.g. it is not possible to copy an attendance to the disbursements window.

### **Editing**



Ctrl + Shift + E

#### **Editing directly in the grid**

Editing items directly in the grid is only available when the grid is **not** in multi select mode.

Most columns in a grid can be edited directly by typing in the grid or by selecting an item from a drop-down box. The data you type into the grid is generally validated and saved when you exit a cell. Different columns have different methods of editing data depending on the type of that data. The different ways of editing are:

#### **Ordinary Edit**

This allows you to type text directly in the grid. It is typically used for textual descriptions. If there are presets associated with the type of column you are editing they will be suggested automatically as you type. It is also possible to cycle through the presets using the Ctrl + Alt + ↑ or ↓ shortcuts or to view the available presets using the Alt + ↓ shortcut .

### **Drop Down Edit**

Also known as a Combo Edit, this allows you to choose from a list of pre-defined values that appear when you click the arrow to the right of the box. For some columns you have to select one of the options but for others the options are suggestions and you can also type something different directly in the box. When you type in the box and items from the list that match what you type are suggested to you. The drop down list can be shown using the **Alt + ↓** shortcut and you can cycle through the list of possible values without dropping the list by using the **Ctrl + Alt + ↑** or **↓** shortcuts. When selecting an item from the drop down list for some columns, the data is validated immediately rather than when you exit the cell..

### **Spin Edit.**

This is a box that you can type in that also has up and down buttons that increment or decrement the value in the box. It is typically used for columns showing whole numbers. You can cycle through the incremental values by using the **Ctrl + Alt + ↑** or **↓** shortcuts.

### **Button**

Some columns represent data that cannot be directly edited in a grid. These columns will have a full button in the cell that when clicked will open a window where detailed information can be entered. For some columns this new window will contain a separate detailed grid.

### **Edit Button**

This is a box with a button to the right of it. This is similar to the Button but it also has a box that displays a value. This is used for some columns where the text displayed is a summary of that contained on the detailed window. For a few columns the text can be altered directly and where this is possible the value entered will be the most commonly used out of the full possibilities available in the separate window.

### **Properties**

Properties can be changed by clicking the relevant button on the Properties toolbar, by clicking in the properties column and selecting the item from the drop down list, or by using the appropriate keyboard shortcut. If you are in the Properties column you can make the list of shortcuts appear using the **Alt + ↓** shortcut. If you use the button or shortcut and have more than one item selected each property will be toggled, that is to say if it was previously on it will be changed to off. So if you select three items, the first of which is excluded and the other two are not, after clicking the exclude button the last two will be marked as excluded whereas the first will not.

To move between cells you can use the tab key. The enter key accepts the current suggested text of a dropped down item and moves to the next cell. To add a hard carriage return to text use **Ctrl + Enter**.

### **Editing via the Edit window**

You can also view and edit all fields for an item in the Edit window. This is

useful as you can view (and change) the settings of columns which are hidden because you use them infrequently.

If you select multiple items and click the edit button you can change the data for all items in one go. To do this, put the grid into Multi-Select mode, select the items and click the edit button. The window will show blank controls for any data that has different values. However you can change any item and all selected items will then have that value. Any field that is not altered will not be changed. It is easy to, say, change several items to a different fee earner in this manner.

### **Merging Items**



Ctrl + Shift + J

Using this feature, the currently selected items can be merged together into a single item.

When items are merged each field within the item is considered separately and CostsMaster attempts to create a meaningful merge of the data. Some fields, such as descriptions and other text fields, will have the text of the items added one after the other. Other fields such as time will have their values added together and some, such as start and end dates will take the earliest or latest as appropriate. There are a few fields which can not be merged meaningfully and for these the value of the first item will remain after the merge.

Merging items can only be done when the grid is in multi-select mode and when more than 1 item has been selected.

### **Splitting Items (Parts)**



At present the Split Items function applies only to parts. It lets you split a part into two with all work prior to a given date remaining in the original part and all work from that date being moved into a new part. Splitting work into multiple parts is not really necessary in Quota, but you may want to do this if the work is likely to go on to form part of a larger bill later.

Not all work can be split in this way. Standard telephone calls, letters out emails out and letters in will remain in the first part as they do not have any date information as will items with completely blank dates. The program will attempt to divine the intended date from any partially recorded dates but this will only be successful if there is enough information recorded. Partially recorded dates near to the split date may be interpreted incorrectly and will need to be dealt with manually.

When you split a part you will be presented with a window into which you can type the date at which you want to split the part. Click OK and the program will

automatically split the part for you. The part names will be amended to add a description of the date at which the parts were split. This is for identification purposes only and you can rename them afterwards.

## **Viewing data**



**Expand Rows**  
**Contract Rows**

Ctrl + Shift + <

Ctrl + Shift + >



**Show Bands**

Ctrl + Shift + B

## **Expanding & Contracting**

Often, the amount of data in a grid cell is larger than the space available. It is possible to expand the rows of a grid to show all the text in a cell by clicking the expand button. However, fewer rows will be visible. If you want to see more rows the process can be reversed by clicking the button again.

If all the data in a grid cell is larger than the cell can handle it is possible to view it by hovering the mouse over the cell.

## **Displaying Bands**

The Show Bands button displays alternate rows in the grid in different colours. This can make the grid easier to read.

See Also

Customising the grid

Selecting multiple items

## **Selecting items**



**Multi-Select Mode** Ctrl + Shift + M



**Select All**

Ctrl + Shift + Q

By default grids are placed in direct edit mode allowing you to type directly in the grid. In this mode it is not possible to select more than one item at a time. To do this you must place the grid into multi-select mode by clicking the multi-select button. In this mode it is not possible to directly edit text but data for one or more items can be edited via the edit window.

In multi select mode it is possible to select one or more rows. Multiple consecutive rows can be selected by clicking on the first row, then whilst holding the Shift key, clicking on the last row, by clicking on the first row and using Shift + Up/Down arrow to select the range of items, or by using the scroll wheel on a mouse. Multiple non-consecutive rows can be selected by



selecting the first row then, whilst holding the Ctrl key, selecting each of the other rows in turn.

It is also possible to select all items in a grid by clicking the Select All button or using the assigned shortcut. When using this function the grid will be placed in multi-select mode if it is not already in that state.

## **Notes**



Ctrl + Shift + O

Notes can be defined for each row in a grid. Clicking the Notes button will open a new window with a grid in which the notes are listed.

When a row has notes defined the properties cell for that row will display a small orange triangle in the top right-hand corner. Hovering the mouse over the properties cell will display the notes for that row in a hint window. Any private notes will be displayed in parenthesis.

Please see the section on Notes for more information.

## **Extended Characters**



Ctrl + Shift + H

If you need to type a character that does not appear on your keyboard you can view the available characters by clicking the above button.

This will open the Extended Characters window which displays a grid of all available characters for the currently selected font. There are three ways to insert a character at the current cursor point in the grid:

- Click the character you want to include, then press the "select" button.
- Double click the character you want to include.
- Navigate to the character you want with the arrow keys and press the Enter key

When you click on a character it is displayed in the lower right corner of the window together with its extended key code. If you use an extended character frequently you can insert it without opening the extended characters window by holding down the ALT key and entering the 4 digit extended code (with leading zeroes).

## **Properties**

Most items displayed in grids have what we call properties. These are items that are either on or off. For example attendances can be excluded or marked as estimated. These items are displayed as icons in the properties column of the grid.

Properties can be set in one of five ways:

- You can click the relevant button in the toolbar.
- You can use the shortcut for the relevant item.
- You can click the edit button and change the property in the edit window.
- You can click in the properties column with the left button and select (or de-select) the item from the list
- If you are in the properties cell the **Alt + ↓** shortcut will drop down the list of available properties (which can then be selected using the up and down arrows and the enter key).

If multiple items are selected the first three methods will toggle the property of all selected items.

In the grid, properties can be displayed one after another or aligned in columns depending on the option to *show property icons in columns* in the local settings window. Whichever option is set, you must take care to ensure that the width of the properties column is sufficient for your needs because if the grid is not expanded and there is insufficient space for all properties, those outside the column will not be seen. By default the width of each properties column is sufficient to display each property.

### Properties common to many types of data



#### Draw Attention

**Ctrl + Shift + W**

This allows you to flag items that require your attention in some way.

When you mark an item as requiring attention any items that include the marked item will appear with a greyed out icon to indicate that an item at a lower level requires attention. This avoids the likelihood of outstanding items in remote locations being overlooked.



#### Excluded

**Ctrl + Shift + X**

An excluded item is never exported and its value is not counted towards the running totals. This allows you to record items that may or may not be claimable and decide later whether to include them or not.

When an item is excluded it follows that any items within it are excluded also. Therefore when you exclude an item any items within it will be shown with a greyed out icon to indicate that they will be excluded but as a result of the setting of an item higher up the chain.

### Attendance properties



#### Estimated

**Ctrl + Shift + S**

Attendances for which no time is recorded can be marked as such in the

exported bill



### Print Out Time

Ctrl + Shift + P

This is intended for items where there is no file note but there is an entry on the print out from a time recording system.

### Disbursement properties



### Estimated

Ctrl + Shift + S

Disbursements for which no invoice or fee note exists can be marked as such in the exported bill



### Expert Fees

Ctrl + Shift + T

For disbursements representing expert fees.



### Invoice

Ctrl + Shift + V

For disbursements for which an invoice exists.



### Paid

Ctrl + Shift + P

For disbursements which have been paid. This can be set automatically when the word "paid" is typed in the description column.



### Receipt

Ctrl + Shift + R

For disbursements for which a receipted invoice exists.



### Court Fees

Ctrl + Shift + U

For Court Fees, which are given special treatment in Costs Budgets.

### Counsel Properties



### Leading Counsel

Ctrl + Shift + Q

Leading Counsel are given special treatment in Events-Based Case Plans and Costs Budgets. It is also possible to show Fees for Leading and Junior Counsel separately in the Control Centre.

### Notes Properties



### Private

Ctrl + Shift + P

Indicates that the note is private to the draftsman and should not be included in any exported document.

### Parts Properties



#### Claim VAT

Ctrl + Shift + V

Claims VAT on the costs in this part.



#### Anticipated

Ctrl + Shift + S

The costs in this part have not yet been incurred.

### Parties To The Action Properties



#### Client

Ctrl + Shift + C

Specifies that this party to the action is also a client. When a party to the action is a client it is possible to record extended information for them together with extra information such as their legal aid certificate details.

## Checking spelling

Each grid now has a live spelling checker that will mark mis-spelt words in the grid with a squiggly red line. By default only columns that are likely to have unique alphabetic text are checked, but it is possible to enable spell checking for any column you wish in the column settings window for a particular column.

To obtain suggestions for a mis-spelt word simply right click on the word in the grid. A pop up menu will appear with a list of possible suggestions for the mis-spelt word. Clicking one of the suggestions will replace the word with the suggestion.

Live spelling in grids can be turned on or off for all grids in the Local Settings window, Spelling page.

## Filtering data



The grid can be filtered to show only certain rows that match a condition that you define. When the filter option is turned on using the button on the toolbar, an additional row appears at the bottom of the grid, coloured yellow. Any text typed into the filter row causes the grid to show only matching rows. So, if you type "statement" in the filter row of the description column, only entries where the description contains the word statement will be shown.

In addition to simply matching text, it is also possible to use comparisons such

as > (greater than) or < (less than) etc. These are useful in numerical columns to show, say, items with time greater than 1 hour. Note that such comparisons are performed in terms of minutes or Standard Items: i.e. ">15" in a Time/No column will select all items with more than 15 minutes recorded, or more than 15 Standard Items.

Adding a new item when the filter is enabled will result in the Edit window for that grid being displayed even if the grid is not in multi-select mode. If the newly created item does not meet a filter condition and would therefore be hidden, the filter is disabled to allow the new item to remain visible; otherwise the filter is re-enabled.

If you edit one or more rows using an Edit window, accepting the changes will result in the filter being reapplied.

Moving around the filter row works the same as for any grid row, with a couple of additional shortcuts: **Ctrl + PageDown** will move from the regular grid to the filter row, and **Ctrl + PageUp** will move from the filter row back to the regular grid.

### Filtering on properties

You can set filter conditions to display only rows with or without particular properties. Click in the properties column of the filter row and select a property from the list: the icon will be displayed. If you hold down the **Ctrl** key when clicking, the icon will be displayed with a large X through it: this will select rows without that property.

If you select several properties, only rows with (or without) all the selected properties will be displayed.

### Advanced filtering

The basic filtering described above allows you to filter on one condition per column. Sometimes you may need more than this, for example if you wanted to show items dated within a known period. The grid settings window now has an additional filters page where it is possible to set up multiple filters. This page can be accessed quickly by clicking the filter icon on the left most column. Here you can add as many filters per column as you wish. By default all filters are cumulative (AND) but it is also possible to specify a range of alternatives that can be met (OR) and to specify if the match should be case sensitive.

Each filter (except a property filter) has three main components, which are mandatory, and two extra options:

**Column** is one of the columns available in the current grid, regardless of current visibility (i.e. columns which are hidden but not disabled)

**Op** is one of the seven possible operators:

[..] matches if **column** contains **match** (note that this

- compares the text: "5" will match "5:00" or "150")
- = matches if **column** is exactly the same as **match**
  - <> matches if **column** not the same as **match**
  - > matches if **column** is strictly greater than **match**
  - >= matches if **column** is greater than or the same as **match**
  - < matches if **column** is strictly less than **match**
  - <= matches if **column** is less than or the same as **match**

**Match** is the text to be matched against **column**

**Case Sensitive** determines whether "a" matches "A": if ticked then no.

**Join** determines how this filter interacts with previous filters (only available for second and subsequent filters):

- AND** will show the row if this filter matches and the previous filters did also
- OR** will show the row if this filter matches as well as if the previous filters did also

A property filter can be **Joined** with other filters as above: it only has the **Column** and **Match** components: the latter will hold one or more properties, all of which need to match. The **Case Sensitive** option does not apply.

## Sorting data

Data in the grid can be sorted by any column by clicking on the column heading whilst holding the Ctrl key. Clicking once sorts the column in ascending order, clicking twice sorts it in descending order. A small blue triangle appears in the heading for any column that is sorted, pointing upwards if the sort is ascending or downwards if it is descending.

If there are many identical entries in a column being sorted you can apply a second (and subsequent) sort by clicking on another column heading whilst holding the Shift key. When you do this the sort indicator contains a number indicating the sort precedence order. You can repeat click a column whilst still holding the Shift key to change the sort order for that column.

Please note that some grids, such as the rates grids, cannot be sorted as their order is pre-determined by the order of parts.

If you ctrl + click on the top left most column header a small pop up menu will appear giving you two options:

### **Undo Sort**

This will make the grid revert to the state it was in immediately prior to the last sort operation. Please note that this function will operate only once and it is not therefore possible to undo two successive sort operations.

### Sort by natural order

When items are entered into CostsMaster the date and time they are created is stored with them. This makes it possible to sort items by the order they were entered. This can be useful if you need to go back through a file which may be out of order to check the work that has been recorded.

Because CostsMaster uses the creation date to determine the natural order, it is possible to view attendances and disbursements from multiple locations by natural order in the part attendances and part disbursements windows.

The creation date is accurate to the nearest second. This means that if you create two attendances in very quick succession (by using a keyboard shortcut) they will effectively have the same natural order and their order when sorted by natural order will vary. This is considered to be acceptable in normal usage.

### Customising the grid

It is possible to alter the size of each column by dragging the column heading at its right edge. Furthermore the position of each column can be changed by clicking and dragging the column heading whilst holding the ALT key. The position and size of each column is stored and remembered for future use.

Further properties can be set in the Grid Settings window.

In addition each column has a set of Column Settings that can be edited by users.

### Grid Settings



Ctrl + Shift + G

The Grid settings window lets you define the appearance of the grid as a whole. It is divided into three sections:

#### Appearance

The appearance of all grids is defined in the Local Settings Window but you can opt to override the global settings for a particular grid.

Font                      This sets the font for the grid as a whole.

Background Colour   This sets the background colour for the grid.

Band Colours           This is the colour that will display for alternate rows when the Show Bands feature is turned on.

Selected Cell Colour   This sets the background colour for the cell (or rows in multi-select mode) that is currently selected.

**Toolbars**

These settings allow you to specify whether each toolbar is visible or not.

**Columns**

Here you will find a list of all columns capable of being shown in the current grid. Those that are visible have a tick in the box next to them. By clicking the check box you can make columns visible or invisible as you'd like. You can also access the Column settings window for the currently selected column via the button at the bottom right corner of the window.

**Filters**

Here you can set up more complicated filters as described in Filtering data.

**Column Settings**

If you right-click on a column and select "Column Settings" you will be presented with the column settings window. This window allows you to set various properties for each column individually.

**Width**

The width of the column. You can set this numerically here as an alternative to dragging the column heading.

**Hidden**

By ticking this box you can hide any columns that you never use in order to make more space for other columns. The data represented in these columns can still be viewed and edited in the edit window for the item. Sometimes a column may be hidden due it not being applicable as a result of a setting elsewhere. Where this is the case the reason it is hidden is displayed here.

**Spell Check**

If this box is ticked the cell in this column will display mis-spelled words with squiggly red lines. See Checking spelling for more information.

**Text Alignment**

This group of buttons allows you to set the alignment of text to either Left, Right or Centre.

**Cursor Position**

This setting determines the position of the cursor when you tab into the column. You can have the cursor appear at the beginning, at the end or for all the text to be selected. The latter is useful if you want to be able to replace the entire text quickly.

**Use Column Style**

When ticked the column will use the colour and font specified in the following settings, rather than using the font and background colour specified in the grid settings window. This is useful if you want a column to stand out for some reason.



|                          |                                                                                                                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Background Colour</b> | The background colour for the column. See Specifying Colours for more details.                                        |
| <b>Font</b>              | An example of the current column font is displayed. The "change" button allows you to change all aspects of the font. |

## **Toolbars**

Most of the functions applicable to grids can be accessed from the buttons on the toolbars at the top of the grid. Each grid has three separate toolbars:

### **Main toolbar**

This contains buttons for adding, deleting, moving and editing the selected items in the grid.

### **States toolbar**

This contains buttons that control the appearance of the grid. These include Multi-select, Show bands, & Expand and contract.

### **Properties toolbar**

This contains buttons for setting properties for the items in the grid such as estimated for attendances or expert fees for disbursements.

These toolbars can be dragged to different positions should you so wish, or you can also hide any toolbars that you don't use, perhaps because you always use the keyboard shortcuts. You can do this via the right-click pop-up menu that appears when you click on the toolbar, or from the toolbars sub menu on the main grid pop-up menu. Power users can even hide all toolbars to release space for more items on screen.

## **Exporting grid data**



Data in any grid can be exported for use in a spreadsheet or other program.

The grid contents can be exported in CSV or XML formats. There is an option in the local settings window to specify whether a header row is added when exporting to a CSV file.

Only data in visible columns is exported. Any notes recorded for an item will also be included if the properties column is visible.

## **Other features**

These features are all found on the pop up menu that appears when you right-click on the grid.

### **Show All Columns**

This will make any hidden columns visible.

### **Reset Grid Settings**

This will cause the grid to revert to the state it was in when it first appeared. Only the default columns will be visible and the settings will all be reset to their defaults.

### **Refresh Grid**

This setting will cause the grid to repaint itself. Occasionally you might encounter a situation where the grid does not paint itself properly particularly when it is first shown. Clicking Refresh Grid will often cure this but we would ask that you also let us know about the problem so that we can fix it.

### **Open Parent Window**

(found under Current Item). This will open the window of the item one level up from the currently selected item.

### **Open Current Window**

(found under Current Item in the Part Attendances and Part Disbursements window). This will open the currently selected item in its original window.

# Working With Files

## Introduction

The work you record in CostsMaster Quota is saved to and loaded from files which are stored on your hard disk. CostsMaster Quota files are saved with the .cmxq file extension, although this may be hidden by Windows.

A CostsMaster file represents both the computer disk file as well as the solicitor's paper file and/or electronic time record that you cost.

## Opening Files



**New File**      Ctrl + N



**Open File**      Ctrl + O



**Reopen File**

### **Starting a new file.**

Clicking the New file button will take you to the welcome screen that you see when you first start CostsMaster. From here you can start a new file based on a template or a completely new file.

Starting a new file gives you a file with two parts (one for incurred work and one for anticipated, plus four grades (A-D). You can of course alter these, add to them or delete them as you need. If you find you are re-entering the same data each time you can save this data as a program template and use that as the starting point for future files.

There are two main ways of opening CostsMaster files, from within the program or from a Windows folder window.

### **Opening files from within CostsMaster.**

If you already have CostsMaster running you can open files by clicking on the Open File button on the toolbar, or by going to the File menu and selecting "Open". This will open the standard file dialog which will allow you to browse the folders on your hard drive and locate your files.

When first opened, the dialog displays your CostsMaster files folder which by default is a "CostsMaster Files" subdirectory within your "My Documents" directory, but you can navigate to any other location on your PC or network.

By default the dialog shows all files with a file extension that it can open (.cmxq) but you can change the type of file displayed by changing the value of the "Files of Type" box at the bottom of the dialog.

A number of sample files are installed with the program. You can use these to explore the features available in CostsMaster and see the different types of document that you can produce.

### **Opening Files from a Windows Folder**

If you do not have CostsMaster running you can open a file from within a Windows folder such as your My Documents folder, by double clicking it. This will start CostsMaster and open the file automatically for you.

### **Reopening Files**

Files you have worked on recently are listed within the Reopen menu. Simply clicking on one will reopen it without you having to browse your hard drive for it. Any files that can't be found on your system are greyed out.

### **Opening Files from a Newer Version of CostsMaster**

If you try to open a file that has been saved by a more recent version of CostsMaster you will be presented with a warning box advising you that the file can be opened but that any information specific to the newer version will be lost. This should not be a problem if you are only going to work on the file yourself but, if you intend to send the file back to the person who originally saved it, that information will not be retained and they may have to enter it again.

Generally you are advised to always use the latest version which can be freely downloaded from our web site at any time.

### **Opening Backup Files**

When you save a file CostsMaster makes backups of the previous saves up to a number that you can define in the Local Settings Window. To open one of these backup files go to the File menu and click on Open. In the file dialog box change files of Type to "CostsMaster Backup Files". Backup files are stored in their own folder which, by default, is a backups sub folder within the CostsMaster Files folder, so you will need to navigate to there.

Your backup files should have the extensions .c01, .c02 etc up to the number of backups you have specified. the .c01 file is the most recent.

Please note that using the above method to open backup files will show only files up to .c09 in the dialog. To view older files you will need to change the "files of type" box to "All files".

## Saving Files

**Save**

Ctrl + S

**Save As**

Ctrl + F

If you have recorded work or made any changes to a file within CostsMaster you should save your work to disk by clicking the Save button on the main toolbar, or by going to the file menu and clicking "Save" or "Save as...".

If you click "Save" and the file has previously been saved or opened (i.e. there is a known file name) the file will be saved without further intervention. However if the file has not previously been saved or if you click "Save as..." then the standard CostsMaster file dialog will appear allowing you to browse for a folder in which to save the file and give it a name.

When first opened the dialog displays your CostsMaster files folder which by default is a "CostsMaster Files" subdirectory within your "My Documents" directory, but you can navigate to any other location on your PC or network.

If you attempt to close the program when there is unsaved work you will be prompted to save the file.

CostsMaster also has a comprehensive system for making backups of bills and for automatically saving your work at pre-defined intervals. These options can be accessed from the Local Settings Window.

## Program Templates

**New From Template**

Ctrl + T

**Save As Template**

Ctrl + W

Program templates is the name we give to partially completed CostsMaster files that are used as the basis for the subsequent bills you produce.

When you start a new file you will probably find that there is some information you enter time after time. To save yourself entering it every time you start a new file, enter the information then click Save As Template.

When you next need to prepare a budget, instead of starting a new blank file go to New From Template and select the template you previously saved. This will start a new file with all the information previously entered saving you from entering it all over again.

A number of basic program templates are provided as a starting point. If you alter these you should save them with a different name otherwise your changes may be overwritten when updating the program.

If you work in house or do a lot of work for the same solicitors you might find

it worthwhile to record details of fee earners within the template.

## **File Locations**

By default CostsMaster is installed to C:\Program Files (x86)\CostsMaster Quota, though you can of course change this during the setup.

The default save directory is set to <My Documents>\CostsMaster files

Settings are stored in <Application data>\CostsMaster\Draftsman, even for Quota, as it enables users who have both Draftsman and Quota to share a common set of settings. The settings are stored in xml files. Whilst these files can be edited in a text or xml editor we do not recommend this as XML files are not as tolerant of badly formed data as ini files. Thus a mistake in editing could cause the settings to be lost.

Dictionaries are stored in <Application data>\CostsMaster\Dictionaries.

Export templates are recorded within the Windows Registry but settings are maintained in an "Quota Template Settings subfolder of the Settings directory.

The default location for program templates is <My Documents>\CostsMaster files\Program Templates

Some of these default locations can be changed from within CostsMaster by going to Options > Local Settings > File Locations.

# Chapter

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4

**Setting up the bill**

# Setting Up The Bill

## **VAT**



Ctrl + Shift + V

VAT can be defined in a number of places within CostsMaster. It is usually accessed from a button that will show the VAT window but some grids also offer a "Claim VAT" property that allows you to turn the claim for VAT on and off.

The VAT window allows you to specify whether VAT can be claimed and at what rate. There are three common scenarios:

1. Claim VAT on both profit costs and disbursements:  
Tick the Claim VAT box and enter the appropriate rate in the VAT Rate box.
2. Do not claim VAT on profit costs or disbursements:  
Untick the Claim VAT box.
3. Claim VAT on disbursements but not on profit costs:  
Tick the Claim VAT box but enter 0 for the VAT Rate. The VAT on profit costs will come out at zero and will be ignored whilst VAT on disbursements can still be claimed.

## **Instructing Solicitor**



Ctrl + I

This window can be located under the File menu on the main toolbar and contains information relating exclusively to the instructing solicitor.

This window contains information about the firm of solicitors with conduct of the matter. It contains contact details that are used on forms and on the front sheets of bills.

## **Case Details**



Ctrl + Alt + D

The Case Details window contains details of the Court that the matter concluded in, the case type, the assessment basis and the parties to the action. This information is used on forms and on the headings of bills of costs. It is not necessary to complete all the information here if it is not going to be used for the particular bill you intend to prepare.

This window contains information applicable to most bill types but information



specific to a particular bill type can be accessed by clicking on the appropriate button at the bottom of the window.

### **Court & Title**

The Court, Division and Sub-Division boxes have a number of preset Courts from which to choose.

### **Parties to the Action**

Parties to the action are entered in a grid. These have a dual purpose: as well as appearing in the heading of the action it is also possible to specify that they are a client, in which case further information can be recorded.

### **Description**

The name of the party as it appears in the action.

### **Status**

Their status in the action (e.g. Claimant, First Respondent etc.)

### **Type (Paying or Receiving Party)**

Whether the party is to pay costs, receive costs or neither. When specifying that a party to the action is a client, this will be automatically set to "receiving", provided it has not previously been set to "paying". For budgets and N260s, which are prepared before the award of costs, you should set the party you are acting to as "receiving" as the document you are preparing is for the costs that will be claimed if they obtain an award of costs.



### **Client**

This property indicates that the party to the action is also a client.

## **Costs Budget**



Ctrl + Alt + Y

The costs budget window allows you to specify information needed for the budget as well as manage each phase. Please see the sections on preparing costs budgets and managing costs budgets for further details.

### **Date of Costs Budget**

The date of the costs budget for inclusion on the exported document.

### **Date of CMC**

The date of the CMC hearing, for use in the Precedent R

### **Other Exclusions**

Here you can list any other items that have not been included in the costs budget. The text here will be included on the front page of the exported document.

### **Calculate Budget Against**

This setting determines whether the figure entered for the budget in each phase is in respect of anticipated costs only or both incurred and anticipated. This will ensure that the correct calculations are performed when advising you on whether you are over-budget.

### **Client Budget**

As well as managing the budget set by the Court, you can use this window to keep a track on any budget set for the client.

### **Include Budget Percentage Costs**

When ticked the exported document contains provision for the costs of the budget and of the budget procedure. These figures can be calculated automatically or you can specify the figures directly. If calculated automatically you can also specify whether they should be calculated solely on future costs.

### **Phases**

The grid on this window has a row for each possible phase, plus an additional row for "Unassigned or Solicitor/Client costs". Additional rows can be added, should you need to define a conditional phase. Additional phases defined here will then be available as an option in the phases drop down control for applying to work, as well as the default phase controls. It is not possible to delete the standard phases but they can be re-ordered (for convenience - they will always export in the standard order) but conditional phases you have created can be deleted.

Although the costs budget phases differ from the phases for a bill, this is not a problem because the phase is determined automatically from the task that has been recorded. As long as you record tasks for the items you want included the correct budget phase will be used for the costs budget even though it may differ from the phase used for the bill.

The following fields are available for each phase:

#### **Phase Name**

The name of the phase. This is editable only for conditional phases you have created.

#### **Assumptions**

Any assumptions made when anticipating costs for this phase.

### **Budget**

If a budget is set for a phase you can enter it here. This will then allow you to manage the budget using this window.

### **Incurred / Pre-Budget**

The total costs assigned to each phase in parts not marked as anticipated. This field is read-only (calculated from the work entered on the file).

### **Anticipated / Budgeted**

The total costs assigned to each phase in parts marked anticipated. This field is read-only (calculated from the work entered on the file).

Before a budget is set the above two fields are called "incurred" and "anticipated". This reflects the perception of the work at the stage of preparing a costs budget. Once the budget has been set or agreed, these columns change to "Pre-budget" and "Budgeted" which reflects the perception of the work from the budget up to the stage of preparing a bill.

### **Total**

The total incurred and anticipated costs for each stage. This field is read-only.

### **Opponent Budgets**

It is possible to record details of the budget(s) prepared by your opponents in order to produce the costs budget comparison document. To do so click the "+" symbol in the bottom right hand corner and you will be prompted to enter the name of the opponent. If you have managed to obtain their budget in excel format CostsMaster can attempt to extract the figures automatically. If you only have a paper document, or if the Excel document is not in the expected format, you will need to enter the figures manually. You will see that as well as a tab for your own "Costs Budget Phases" a new tab will have been created for the opponent you have added. You can now enter the budget details in the same way as you did for your own client.

## **Parts**



Ctrl + Alt + T

A CostsMaster Quota bill consists of at least two parts, one for incurred costs and one for anticipated. You may chose to record you work in more than the standard two parts if, for example, you expected the work to form part of a bill in the future.

You may also split work into parts for your own benefit and combine them dynamically when exporting the bill.

You will see that the main toolbar displays, in the bottom right panel, an indication of the currently selected part (or the fact that no parts have yet been defined if that is the case). When you look at work windows (which we will come to later) the details shown will be those for the currently selected part.

A part has the following fields:

### **Description**

The name of the part as it will appear in the bill. This information may only appear in a bill if it has more than one part.

### **Start Date / End Date**

You can optionally specify the dates that this part covers. These dates can be used to automatically show the period a part covers in an exported document. In addition when you record an attendance outside the range of dates the program warns you that you are doing so, in case you are inadvertently entering an attendance in the wrong part.



The VAT that is claimed for this part.

### **Export Options**

Accessed from the Edit Parts window, this window lets you specify how this part will be exported (if at all) to various bill types.

The settings here reflect those set in the export wizard. Please see the section on Assigning Parts and subsequent sections for further information.



### **Anticipated**

Whether the part represents anticipated costs in a costs budget or Post budget costs in a phased bill. Please see the sections on preparing costs budgets for further information.



### **Excluded**

If a part is excluded any work recorded within it will not appear in an exported bill.



### **Draw Attention**

This property can be used to highlight items that require your attention in some manner.

**Summary Assessment Date**

The date of any summary assessment hearing covering the costs in this part.

**Summary Assessment Judge**

The name of the Master of Judge who is assigned to deal with the Summary Assessment Hearing.

**Summary Assessment Hearing Type**

The type of any summary assessment hearing covering the costs in this part. You can select from the pre-selected text or add an entry of your own.

**Default Phase**

The Default Phase is used to specify the phase that is used for new attendances and disbursements within this part. You can select the phase from the drop down box but please note that this control will have no impact if the attendance is for a party that has a default phase set. In these circumstances the party takes precedence. This setting will, however, take precedence over any default phase set for the bill.

**Changing Parts**

When you look at a work window, such as the Attendances window, it will show all the attendances recorded within the current part. The current part is displayed at the bottom of the main toolbar. Selecting a part in the parts window changes the current part to the newly selected part. However you can also change parts quickly by using the shortcut **Ctrl + ↑↓** whether the parts window is open or not.

# Fee Earners, Rates & Counsel

## Fee Earners



Ctrl + Alt + F

In CostsMaster work is recorded against "fee earners". You can consider CostsMaster fee earners in their traditional sense (i.e. as a person in a firm of solicitors who carries out work e.g. John Smith), but they can be far more than that. They can represent work carried out at different periods of time or work done in connection with specific issues or causes of action (e.g. injunction). In short, a CostsMaster fee earner represents any distinction you would make when recording work in the traditional manner on your pad of paper.

You do not need to define all your fee earners at the start - you can add them as you go along. However it is best to try and decide upon the way you intend to break down the work at the beginning if you can.

Please note that due to internal complications, you cannot cut a fee earner from the fee earners grid, but you can copy and paste them.

The following fields are available for fee earners:

### **Description**

This is for the user to differentiate between different fee earners on a file if necessary, it is not a description used in the bill. The Description must be unique - if you add a description that already exists (or if you paste an item copied from the grid) CostsMaster will automatically add a number to the end of the description or, if there is already a number at the end it will increase the number by one. Presets can be selected by using the Alt + Down arrow shortcut.

### **Initials**

The initials of the fee earner. If blank when entering the description the program will attempt to guess the initials from the description entered.

### **Grade**

Each fee earner needs to be assigned to a grade for their work to appear in a budget or N260. There are a number of preset grades (and you can add your own) or you can define a new grade or select an existing one that has been defined on the grades window.



**Excluded**

If a fee earner is excluded any work assigned to them will not appear in the exported bill. Any attendances assigned to an excluded fee earner will show a

greyed out excluded property icon to indicate that they will not export.



### **Draw Attention**

This property can be used to highlight items that require your attention in some manner.

## **Grades & Rates**



Ctrl + Alt + C

If "fee earners" represent the way you divide up the work when you cost the file, Grades represent the way the work will appear in the finished budget or N260. Each fee earner is assigned to a Grade. This assignment can be changed at any time and more than one fee earner can be assigned to a Grade.

It is possible to record your work against each individual fee earner and later decide which grade they belong to. And when you later discover that the fee earner you assumed to be a clerk is in fact a senior assistant solicitor you can reassign them to the correct grade in a matter of seconds.



### **Excluded**

When a category is excluded any work assigned to a fee earner that is itself assigned to the category will not be included in the exported bill. Any attendances assigned to an excluded category will show a greyed out excluded property icon to indicate that they will not export.



### **Draw Attention**

This property can be used to highlight items that require your attention in some manner.

## **Counsel**



Ctrl + Alt + Q

Details of Counsel instructed on a matter can be also be recorded in CostsMaster. Once recorded you can apply them to disbursements or attendances to specify that the work recorded represents Counsel's Fees.

The following fields are available for Counsel:

### **Description**

The name of the Counsel instructed. The Description must be unique - if you

add a description that already exists (or if you paste an item copied from the grid) CostsMaster will automatically add a number to the end of the description or, if there is already a number at the end it will increase the number by one. Presets can be selected by using the Alt + Down arrow shortcut.

### **Export Description**

In some circumstances, such as when claiming both inter partes and legal aid work, it is necessary to create two different Counsel entries for the same Counsel. In this instance you can use the Description field to distinguish between the two entries internally whilst using the Export Description to ensure that only Counsel's correct name appears in the exported bill.

### **Rates**

The hourly rates used for calculating Counsel's fees when claimed as timed attendances.



### **Leading Counsel**

This property specifies whether this Counsel is a leading counsel. The totals of Counsel so designated are usually distinguished from junior counsel in exported documents.



# Chapter

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5

**Recording work**

# General Information

## **Entering Dates**

The way in which CostsMaster handles dates allows you to enter them in a variety of ways to suit the situation.

### **Whole dates**

Most of the time you will know the exact date on which an item of work was carried out. In this case you can enter the date in the format dd/mm/yy or dd/mm/yyyy but you can also use long or short month names ("Sep", "September") and long days as well ("21st")

The valid elements that can separate a date element are not limited to forward slashes and can be defined in the Local Settings Window where there is a page of options relating to dates.

### **Omitting the Year**

Within grids you may omit the year and CostsMaster will attempt to guess it based on the year of any previous item and the year of the last date entered anywhere on the file. In order to establish the date that is intended CostsMaster uses the following rules:

1. If the year of the previous item when added to the dd/mm gives a date that is in the future the year before is used instead
2. If the year of the previous item when added to the dd/mm gives a date that is newer than the previous date or older than the previous date by an amount within the Date Window settings as defined in the Local Settings Window then the year of the previous date is used otherwise the next year is used to make the intended date.

### **Partial dates**

If the full date is not known it is possible to enter part of a date and CostsMaster will still attempt to identify the elements you have entered and format them appropriately on export.

### **Date ranges**

Sometimes, you may have a note of work that was done over a range of dates on a series of particular dates. Entering this in CostsMaster is no problem. Just enter the dates separated by whatever characters you want to appear on export (e.g. 1/12/2012 - 5/12/2012) and CostsMaster will do the rest. You can even enter a range of partial dates (e.g. "Nov - Dec 2012") or a series of dates (e.g. "1-3 & 5/12/12"). As you can see from the last

example you can enter ranges that include repeating elements only once and CostsMaster will work out the correct dates.

When you merge items that include dates that have ranges CostsMaster will be able to understand the range and merge the dates accordingly provided the date range is separated by the word "to" or a dash "-". If the range is indicated by some other method it will not be recognised by the merge procedure and you may need to adjust the resulting date manually in order to show it in an optimum manner.

### **Functions that work on dates**

If you have specified a date range for an item CostsMaster understands that there are a number of dates, whole or partial, that apply to that item. Functions that work on dates have to decide which of the many dates is the effective date and do so as follows:

Functions that divide work by date (such as Splitting parts) use the earliest possible date as the effective date.

Functions that check whether a date is within a range of dates (such as checking whether the date of an attendance is within the range of dates defined for a part) will only consider a date included if both its earliest and latest dates are within the specified range.

Functions that order dates (such as sorting) will arrange the dates by each element in turn so that if two items have the same first date, the items are then sorted by the second date etc. with any item that doesn't have a corresponding date coming first.

### **Entering text in date fields**

By default text is not permitted in date fields but this option can be changed in the Local Settings Window. If you have allowed text to be entered it is even possible to describe a date as "About December 2012" or even "various" if your fee earner is really bad at making attendance notes!

If you are going to enter text in date fields you might want to look at the values defined for date separators in the Local Settings window. It is highly inadvisable to use any of these characters other than for the purpose of separating date elements as to do so will cause CostsMaster to misunderstand your intentions. It is for this reason that the comma is no longer included by default in the date separators and it may be that you want to remove the full stop also from this list if you use this in a date other than as a separator.

### **Display of dates**

Within the program the date will be displayed in the format defined by the Windows short date format. This is usually dd/mm/yyyy for more recent Windows versions and dd/mm/yy for older versions. This setting can be changed by going to Control panel and clicking Regional settings.

NOTE: if your computer is set to use a different Windows date format the program may behave unpredictably with dates.

When Exporting the bill all dates are converted according to the format specified in the relevant export phrase. This gives you complete control over the look of dates in your exported document and it is quite simple to vary the date format depending on the type of document you are exporting.

### **Entering Time**

Time can be entered in a variety of ways. Hours and minutes can be separated by a colon, full stop, comma or semi colon. Time entered with a valid separator will always be interpreted in the same way:

These examples are for 1 hour and 12 minutes

|                   |      |
|-------------------|------|
| Minutes           | :72  |
| Hours and minutes | 1:12 |
| Units             | 1:2  |

These examples are for 48 minutes:

|                   |      |
|-------------------|------|
| Minutes           | :48  |
| Hours and minutes | 0:48 |
| Units             | :8   |

Time entered without a separator (i.e. whole numbers) will be interpreted as either hours minutes or units as defined by the user. The default is minutes. This can be set on the Local settings menu. The number of minutes in a unit can be also be defined. See the section on customizing the program later in this guide for further details.

Using the standard designation above it is not possible to enter fractions of an hour that require two digits as the program will interpret this a meaning minutes. e.g 1.2 will be interpreted as 1:12 but 1.25 will be interpreted as 1:25 rather than 1:15. You can get around this by using the "f" character as a separator so that 1f25 will be interpreted as 1:15. When entering time in this manner any fractional amount is rounded up to the nearest minute *at the time of entry*.

### **Displaying time**

The program will always display time in the format h:mm e.g. 1:24 or 0:48

Time entered as 0 will be displayed as such when exported. This is a safety feature as it makes it easy to spot a figure that has been left blank accidentally. Should you wish to leave a figure blank on export enter the time as a dash , i.e. "-".

When an attendance is assigned a rate type such as telephone calls, letters out, emails out or letters in, the Time / Items column is used to record the

number of items of that particular type.

## **Rounding**

CostsMaster does not round figures until they appear in an exported bill. When they are rounded that amount is carried forward for future calculations so that the figures on paper all add up correctly.

CostsMaster offers two types of rounding. Common Rounding is the method used in the past but it now also offers Bankers' Rounding. Both methods are similar save for cases where the third digit is a 5 and there are no other digits greater than 0. In Common rounding this will be rounded up but in bankers rounding it will be rounded up only if the second digit is an odd number.

Bankers' rounding is said to give results that are statistically more even.

## **The Practical Effects Of Rounding**

Because of the way that different forms of bill are laid out the total costs for the same file will differ when exported as different documents. The more "rounded" the rates are the less the rounding effect. The current care rates are especially prone to rounding anomalies of this kind.

## **Rounding and Running Totals**

In CostsMaster the running totals are calculated by first calculating each item individually. This is done because it is considerably faster and because the type of bill being exported is not known until export. Thus the effects of rounding mean that the running totals are only approximate.

## **Abbreviations**



Alt + Shift + A

CostsMaster lets you define your own abbreviations which can be used to speed up the time you spend typing. This is an invaluable feature in CostsMaster that helps the costs draftsman to become even more efficient and productive.

Abbreviations can be defined in the Edit Abbreviations Window.

They can be applied to the following data:

- The description column of any grid (including the additional descriptions for categories and parties)
- The narratives (including enhancement description and additional narratives for a case plan)
- The miscellaneous attendances heading for a party
- The payee field of a disbursement
- The brief description for a procedural step
- The status of a case party
- The scratch pad

- The text of a note

Let's assume you have defined the following abbreviations:

|      |           |
|------|-----------|
| clt  | client    |
| dftg | drafting  |
| stmt | statement |

If you typed the following in the documents grid:

Dftg stmt for clt

When you left the cell it would be expanded to:

Drafting statement for client

Please note that if the first letter of the abbreviation is capitalised, so will the first letter of the expanded text. In order for this to work all abbreviations and their expanded descriptions should be entered in lower case characters, except where a word is always capitalised.

Be careful never to define an abbreviation that is a word you might use. For example if you defined app as an abbreviation for application you would not be able to refer to an APP 8 – it would appear as Application 8!

Plurals must be defined separately from the singular form. Possessives too must be defined separately but may become automatic in subsequent versions.

## **Notes**



**Ctrl + Shift + O**

Each item in CostsMaster has the ability to record notes against it. These can be used as reminders to yourself or as notes to someone checking the file. You can also export them to a word processed document as an annotated note.

In grids an item with a note will have a coloured triangle in the top right corner of the properties column. This triangle is coloured yellow for public notes, red for private notes and orange for notes of both types.

Notes have just two fields:

### **Description**

This is the text of the note



**Private**

Private notes are notes intended for your benefit only. Private notes are not included in any exported document.

# Attendances & Disbursements

## Phases, Tasks And Activities

### **Costs Budget Phases -v- JCode Phases -v- New Bill Phases**

Lord Justice Jackson's Review of Civil Litigation Costs proposed the use of phases, tasks and activities when recording and claiming work in order to more efficiently manage the recovery of costs. A scheme of costs budgeting was introduced which requires the grouping of work by phases.

A new form bill of costs was later piloted driven by a set of phase, task and activity/expense codes (known as the J-Codes). The J-Code phases are similar to the costs budget phases but differ in a number of ways.

Following feedback from users a revised form of bill (the "new bill") has been introduced with a similar set of tasks, simplified activities and expenses and phases more akin to the costs budget phases.

If this state of affairs seems confusing then fear not, as CostsMaster supports all three types of phases meaning you can produce fully compliant bills and budgets in any format whatever the basis of your time recording.

There is a button on the Control Centre that lets you specify whether you are showing (1) Precedent H Phases, (2) New Bill Phases, Tasks, Activities & Expenses or (3) J-Codes. You can change this setting as you go and the values for phases, task and activity will instantly update to match the new settings. You can even enter data based on one type of settings when showing another e.g. enter the J-Code whilst showing New Bill values.

In Quota you would usually leave this set to "Precedent H Phases" unless you were recording work in more detail because you expected it to form part of a bill at a later date, or if you wished to produce supporting documentation for the budget that also breaks the work down by task and activity.

### **Recording Phases**

If you are showing Precedent H Phases then you will not have any tasks, activities and expenses visible. This setting is intended for situations where you are preparing a costs budget and you don't expect the work to form part of a bill at a later date.

If you are showing New bill phases or J-Codes then it is not actually necessary to manually record the phase. When a task is selected the phase is inferred automatically. There are however several situations where you might want to manually specify a phase

- If you specify a phase before specifying a task, the list of tasks you have to choose from is restricted to those that match the phase.

You might therefore want to specify the phase as a filter to make it easier to select the correct task

- If you are tagging an item which will fall under a contingent phase in the costs budget then, in addition to setting the task you will also need to specify the contingent phase.

## **Recording Tasks, Activities and Expenses**

In CostsMaster, there are several ways to record tasks, activities and expenses:

- Select the item from a drop down list. As stated above it is possible to limit the number of tasks shown by first selecting a phase.
- If you know the text of the item you want to select you can begin typing it in and the first match will be selected automatically
- If you know the J-Code you can type that in directly (this works even if the J code you are entering is not compatible with the currently set phase and even if you are not currently showing J-Codes).
- You can define key-word presets that will automatically set the appropriate task, activity or expense when that word is found in the description. By spending a little time adding and customising the presets to match the words that you use you can find that a large proportion of work is tagged automatically without any intervention. This behaviour is on by default but can be turned off in the Presets window.

When importing work from a time recording system these presets can optionally be used to tag values in the same way. They are also used by the tool to apply tasks and activities to the entire file, both of which let you quickly deal with historical work that has not been tagged.

If you are unsure about which code to use, you can hover over an item from the drop down list and a full description will be displayed.

## **Default Values**

It is possible to specify defaults at various places within CostsMaster. Doing this will cause any new inter partes attendances or disbursements within that item to automatically receive the default code. The defaults are applied when the item is first created, so will not apply if the current default fee earner is assigned to a Legal Aid Category.

## **Control Centre**

The default phase for the entire file can be recorded here. If specified then any newly created item will receive the default phase (unless there is a different phase specified in one of the locations described below). Changing this value has no effect on any existing items. Changing this value as you move through a file allows the tasks of newly created items to be filtered to only show compatible items making it easier to select the item you want. If you are happy selecting from the entire list of tasks there is no need to set



this value.

## Parts

You can also set the default phase separately for parts. You might want to do this if you had decided to record work from each phase in a different part. If a default phase is set for a part it will override any default phase set in the Control Centre. Changing this value affects only newly created items.

### **Automatically applying Phases, tasks and activities**

CostsMaster includes a tool that will automatically tag work with phases, tasks and activities. It does this by looking for key words in the description of the work. These can be customised by the user to improve the detection rate. Please see the separate section for further details.

## US Codes

The J-Codes are based on the UTBMS code set, used by many large, international firms (particularly in the US) for e-Billing. If you are used to recording US codes, or if you are importing work from a time recording system where the US codes have been used, CostsMaster will automatically convert them to the UK equivalents.

## Attendances

Attendances have the following fields:

### **Date**

The date of the attendance. Please see Entering Dates for more information.

### **Description**

The description of the work that was done. Depending on the way the attendance is formatted for export this may be optional in some cases.

### **Time / Item**

The time spent in minutes. See entering time for more information.

### **Lump Sum**

An optional lump sum that will appear with the attendance. If a lump sum is recorded then any values entered in the time and enhancement columns will be ignored and will appear greyed out.

### **Fee Earner**

The fee earner to which this attendance is assigned. An attendance must be assigned to a fee earner for the work to appear in the exported bill. Unlike CostsMaster 2 it is not necessary to assign the attendance to a fee earner

immediately - there is an "Unassigned" option for any work where you do not as yet know which fee earner to assign it to.

If the fee earner you wish to select has not yet been created you can simply type the name in the box and you will be asked if you want to create it.

### **Counsel**

As well as recording solicitors' time you can also record Counsel fees as a timed attendance. To do this simply leave the fee earner as "unassigned" and instead assign the Counsel column to the name of a Counsel. If you select a Counsel when the fee earner is not unassigned the program will ask you if you intended to do this and if you ask yes, the fee earner will be marked as "unassigned" automatically.

Counsel's fees recorded in this manner will be calculated using the rate defined for this Counsel in the Counsel window and will usually show the calculation in the exported bill. They will still be treated as Counsel fees in the same way as if they had been created as a disbursement.

### **Phase, Task & Activity**

This field allows you to assign the attendance to a particular phase for the purposes of a costs budget. Please see the section on phases, tasks and activities for further information.

### **Disbursements**

Each attendance can have one or more disbursements embedded within it. These disbursements are useful for situations where you want to keep the disbursement next to the attendance to which it relates.

Please note that embedding a disbursement within an attendance tightly binds that disbursement to the attendance. If the attendance is subsequently deleted the disbursement will be too.

### **Index**

A numeric value that can be used to specify the order that exported items will appear in when they have the same date.

### **N260 Section**

This field allows you to specify in which section in an N260 (statement of costs for summary assessment) this item should appear. Options are:

- Not specified,
- Documents
- Hearings
- Travel & Waiting
- Site Inspections
- Party Attendances
- Party Telephones
- Party Attendances

## N260 Party

This field is used when the N260 Section is set to Party Attendances, Party Telephones or Party Attendances. Options are:

- Not specified,
- Client
- Opponents
- Others



## Estimated

Whether the attendance time was estimated by the draftsman rather than coming from a file note.



## Print Out

Whether the attendance time came from a computer print out rather than a file note.



## Excluded

An excluded attendance will not appear in the exported bill.



## Draw Attention

This property can be used to highlight items that require your attention in some manner.

## Specifying Phase, Task & Activity

At the bottom of the attendances window are boxes that allow you to quickly specify the phase, task and activity for the currently selected items.

## Disbursements

Disbursements can be recorded at various places within CostsMaster. The fields available are:

### Description

A description of the disbursement. This can be a full description or it can utilise the additional properties to create a compound description on export. Please see the section on export templates for further details.

### Amount

The amount of the disbursement. If you hit the Shift + Enter keys while the

cursor is in this field the program will assume that the figure you have entered is inclusive of VAT and will split out the basic and VAT elements.

### **Recoverability**

This field can be used to reduce the percentage of this disbursement claimed.

### **VAT**

The VAT claimed on the disbursement. If you hit the Shift + Enter keys while the cursor is in this field the program will calculate the VAT on the amount entered in the Amount field.

For exported documents that distinguish between disbursements that attract VAT and those that do not (Such as the CLAIM1), it is possible to record a disbursement that is subject to VAT where you do not yet know the amount and have it appear in the correct section by recording a VAT amount but no principal. In this case the program will know not to include the VAT in the exported bill.

### **Percentage**

It is possible to record a disbursement in full but claim only a percentage by setting this field to the percentage you want claimed. In an exported bill the disbursement will export with the full amount shown in the description together with details of the percentage claimed. If a percentage is defined, the grid will only show the full amount of the disbursement when the cursor is in the cell, other times it will show the amount that will be claimed as a result of the percentage reduction. As well as entering the percentage directly it is possible to enter a forward slash followed by the number by which the disbursement should be divided, and CostsMaster will then calculate the percentage.

### **Counsel**

This drop down box contains a list of all the Counsel defined in the Counsel window. Selecting the name of a Counsel designates this disbursement as representing Counsel's fees. If the Counsel you want to select is not in the list you can simply type the name and you will be asked if you want to create the Counsel. If you do not need to distinguish between counsel you can simply create a counsel called, say, "Counsel" and assign disbursements to it to designate them as Counsel fees.

### **Phase, Task & Expense**

This field allows you to assign the attendance to a particular phase for the purposes of a costs budget. Please see the section on phases, tasks & activities for further information.

### **Payee**

Optional field for recording who the disbursement was paid to

**Invoice Date**

Optional field for recording the date of any invoice relating to the disbursement.

**Invoice No**

Optional field for recording the number of any invoice relating to the disbursement.

**Date Paid**

Optional Field for recording the date the disbursement was paid

**Disbursement Group and Disbursement Type**

These fields are used to specify the type of expert fee for the Costs Budget. The pre-set values correspond to the LAA list of expert types but you can type in other values if the expert you want is not listed.

The Disbursement Group can be used as a filter to limit the number of options in the Disbursement Type drop down list.

**Expert Type**

For budgets, this value determines which column in the expert fee summary this item will be shown in or whether it appears as a "expert disbursement". Options are:

- Report
- Conference
- Joint Statement
- Disbursement

It is shown only when the Expert Fee property has been set, but the drop down items are available at all times and selecting one will automatically turn on the Expert Fees property.

**Prep Rate**

The rate used by the Expert

**Expert Time**

This field is used in Costs Budgets to specify the time spent by an expert. It is used for information purposes in the exported document and does not form the basis of any calculation. You must always enter the amount claimed by the expert as a disbursement in the usual way.

**CMS Activity**

This column is populated by data from a time recording system. It records the Activity value recorded on the time recording system and is shown here for

information only.



### **Estimated**

Whether the disbursement amount was estimated by the draftsman rather than coming from an invoice or fee note.



### **Invoice**

Optional field for specifying whether an invoice is available for this disbursement



### **Paid**

Optional field for specifying whether this disbursement has been paid. Will be set automatically if the description contains the word "Paid".



### **Receipt**

Optional field for specifying whether there is a receipt for this disbursement.

The optional disbursement fields can be used in place of information in the description field. This will allow you to

- a) create an export phrase that builds the description dynamically and
- b) use the optional fields in a disbursement report to the client showing which disbursements are missing receipts, which have no invoices, which haven't yet been paid etc.



### **Expert Fees**

Specifies whether the disbursement relates to Expert Fees. Will be set automatically if the description contains the word "Report".



### **Court Fees**

Specifies whether the disbursement relates to Court Fees (for use in Costs Budgets).



### **Excluded**

Any disbursement that is excluded will not appear in the exported bill.



### **Draw Attention**

This property can be used to highlight items that require your attention in some manner.

## Specifying Phase, Task & Expense

At the bottom of the attendances window are boxes that allow you to specify the phase, task and expense for the currently selected items.

## Auto-Insert Text

### Shift + Enter

There are two features that will automatically insert text into the description column of attendances and disbursements:

### Document tags

CostsMaster allows you to quickly insert a "tag" number into a description. This is typically used if you are flagging the physical documents with a paper tag and wish to include a reference to that flag in the item description. CostsMaster automatically keeps track of the next available tag and will insert it when you use the Shift + Enter shortcut in the description column of an attendance or disbursement.

By default CostsMaster defaults to tagging documents in lower case Roman numerals and inserting the tag within parentheses, but both of these settings can be altered in the Local Settings window.

The tag is inserted at the current cursor position. Please note that if any text is selected it will be replaced by this operation.

### Mileage Claims

For disbursements only, CostsMaster can insert a claim for mileage simply by entering the amount of miles travelled and using the Shift + Enter key in the description column. A full description is inserted together with the amount and VAT.

If the cell has just the figures for the miles travelled CostsMaster can calculate the appropriate amount just by using the shortcut. However if there is other text in the cell it is necessary to select the figures for miles travelled before using the shortcut.

The mileage rate is defined in the Local Settings Window together with the text that is inserted with it.

# **Chapter**

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6

**Types of Bill**



# Costs Budgets

## **Introduction**

CostsMaster allows you to both prepare a Costs Budget and to manage that budget once it is set by the Court or agreed with the other side. The following sections explain these procedures in detail.

## **Preparing Costs Budgets**

General information relating to Costs Budgets is entered in the Costs Budget Window. Beyond that it is only necessary to specify the phase that applies to each item of work and to specify which work is incurred and which anticipated.

### **Phases and Costs Budgets**

The Precedent H Costs Budget has the work grouped by phases. These represent periods in the action such as "pre-action costs" or types of work such as "witness statements". As well as the standard phases it is sometimes necessary to create contingent phases for work which may or may not be required depending on the course the case takes.

Before an attendance and disbursement can be included in a budget it must be tagged with a phase. You may also wish to tag items with tasks (and activities) because this will not only enable you to use the work in a bill at the end of the matter, you can also choose to produce supporting documentation that breaks the work down by task and activity. Whilst this might seem like an arduous task CostsMaster provides ways to automatically mark work without you having to do so. Please see the section on Phases, Tasks and Activities for more information.:

### **Apply Phases Tool**

If you have an existing file that you want to mark retrospectively you can use this function on the tools menu to mark all attendances and disbursements or just those whose phase has not been set. It uses keywords which you can define in the Presets Window to match against the description and thus identify a suitable phase.

### **Apply Phases when Importing work**

When importing work from a case management system you can have CostsMaster automatically apply phases using presets in the same manner as the Apply Phases Tool above. The import wizard has a page where the necessary box can be selected and the phases are then applied as the work is imported.

### **Apply phases whilst recording work**

If you are entering work into CostsMaster there are several default phases

that, if defined, will automatically set the phase for any item. Default phases can be defined for the bill (in the Control Centre, designed for when all work you are entering at present falls within a phase (e.g. "pre-action costs") and for a part (e.g. where you have decided to record all work for a particular phase within a separate part). These are applied in reverse order so that any part default that takes precedence over any bill default.

In the event that no default phase is defined the content of the description is used to match against presets in the same manner as the Apply Phases tool. Because of this the default phase can only be applied when the description has been changed.

### **Anticipated Work and Parts**

Costs Budgets also require you to distinguish work that has been incurred with work that you anticipate doing during the life of the case. In CostsMaster you do this by recording anticipated work in a separate part and marking that part with the Anticipated property.

Work in an exported costs budget is automatically grouped by phase and so there is no need to separate work into many separate parts unless you need to do so in order to produce another type of document. Whilst it is not necessary to do so, you are still at liberty to split your work into separate parts should you so wish.

### **Procedural Steps**

Procedural Steps have their own phase field but this is a full phase field, used for any summarily assessed costs within the step, and not a default phase. However once the phase is set for a procedural step any attendances or disbursements will automatically pick up that phase. Should you not want an attendance or disbursement to have the same phase you can simply override this for the attendance or disbursement concerned.

### **Forms of Budget**

The Precedent H budget can be exported in both a word processor format for printing or as an Excel spreadsheet. In addition it is possible to produce supporting documentation to back up the summary figures included in the budget. Finally you can produce a costs budget report which shows details of each phase and how the costs so far recorded compare to those set in the budget.

## **Managing Costs Budgets**

Once a budget has been set by the Court or agreed with the other side it is possible to use CostsMaster to manage the costs on the file and ensure you are on target to meet the budget or to know when it is necessary to seek a revised budget.

The costs budget window gives a detailed analysis of each phase in the columns of the grid together with an analysis of the entire matter in the summary at the top of the page.

## Setting the budget

The costs budget window allows you to set a budget for each phase if that is what has been set. If the Court has set a single overall budget you can simply enter the overall budget against any phase. In this case you will not be able to analyse the budget phase by phase but only for the matter as a whole. The budget may have been set in relation to anticipated costs only or in relation to both incurred and anticipated. Whichever way this has been done, you can enter the figure and make the appropriate selection from the box above the grid, and CostsMaster will then monitor progress against the correct figure.

Once a budget has been set for a phase the heading of the Incurred and Anticipated columns changes to "Pre-Budget" and "Budgeted" to better reflect the current situation.

## Updating work post-budget

After the budget has been set you can from time to time update the CostsMaster file by importing new work from a time recording system or by entering new work directly into CostsMaster. As well as entering new work you will need to reassess the anticipated work yet to be done. On the one hand this will decrease because work that was previously anticipated has now been incurred, On the other hand the anticipated costs may increase as you realise that there is other work to do that you had not planned for. In this latter case you may decide that you need to apply for a revised budget.

## Analysing the costs

The Budgeted column lists the budgeted costs for the action, by phase, and the total figure is shown at the top of the window. Once the budget has been set hovering the mouse over the budgeted value will show the percentage of budgeted costs against the budget for that phase.

In addition this percentage is reflected in the background colour as follows:

|                  | <b>Solid Colours</b> | <b>Gradient Option</b> |
|------------------|----------------------|------------------------|
| <b>0 - 75</b>    | Green                | Green                  |
| <b>76 - 100</b>  | Yellow               | Green - Yellow         |
| <b>101 - 125</b> | Red                  | Yellow - Red           |
| <b>126 -</b>     | Red                  | Red                    |

The background colour can either change gradually giving a gradient of colours as it approaches the end of the range or it can change abruptly from one colour to another when the value passes the end of the range. This setting is specified in the local settings window.

Please note the values used to calculate the colours are the rounded percentages so if a budget has been set for £10,000 the anticipated costs will need to exceed £10050 before the percentage value increases to 101% and the colours change.

## Client budget

Aside from budgets set by the Court, it is also possible to record any budget agreed with your client and then monitor the costs against that budget. The total costs for the client will also include costs that have not been assigned to a phase or are marked as solicitor/client costs.

You can hover over the Incurred and Total values to get an indication of the percentage as for the Court budget above, and the background will change colour in similar fashion.

## Costs Budget Comparisons

The costs budget window allows you to add extra budgets which can be compared against yours. At the bottom of the window you will see a tab labelled "Costs Budget Phases": to the far right of the window are two buttons labelled "+" and "-" which allow you to add a new budget or remove that selected (you cannot remove the main budget).

If you click the "+" button you will be asked for a name for the new budget. You can either create a blank budget and enter the figures by hand or extract the figures from a suitable Excel spreadsheet: if you tick the latter you can open the file in question or type/paste in the path.

You can edit each comparison budget just like the primary budget: you can add or delete Contingent Phases, but you cannot remove standard phases.

You can export a comparison by selecting "Costs Budget Comparison" in the "Costs Budget" list on the Export Wizard.

## Costs Budget Settings



Ctrl + Alt + V

The Costs Budget Settings window allows you to specify options that affect the look and content of the exported budget.

### General

#### Contingent Phases per Page

This setting determines the number of contingent phases on each page of the costs budget form. For some Costs Budget templates this figure is fixed and altering this value will have no effect.

#### Include Budget Discussions

This option determines if a budget discussion form (Precedent R) is produced along with your Costs Budget.

### Show Rate Column in Addendum

When disbursements are shown in the addendum in the budget, this option will allow you to also show any rate recorded for those disbursements.

### Shading

This setting determines the colours used in the exported document. The options are

- **Colour** - the document is exported with different colours for solicitor, counsel, experts and disbursements. In addition different shades are used to distinguish totals from other values making the form easier to read.
- **Grey** - the document does not distinguish between solicitor, counsel, expert and disbursements but does use different shading to distinguish totals and headers from other figures.
- **None** - the document is exported with no colour or shading.

### Group Counsel Fees by

This setting allows you to adjust how Counsel Fees are shown. The options are

- **Name / Rate** - each Counsel is shown by name along with their hourly rate.
- **Leader or Junior / Rate** - Counsel are grouped together according to whether they are marked as Leading Counsel or not, and within that by their hourly rate.
- **Leader or Junior** - Counsel are grouped together according to whether they are marked as Leading Counsel or not, regardless of hourly rate.
- **All** - Counsel are all grouped together on a single line labelled "All Counsel".

### Show Counsel Subtotal

If selected an additional row will be inserted after the list of Counsel showing a sub-total for all Counsel.

### Group Expert Fees by

This setting allows you to adjust how Expert Fees are shown. The options are

- **Payee / Rate** - each Expert is shown by name along with their hourly rate.
- **Rate** - Experts are grouped together by their hourly rate.
- **All** - Experts are all grouped together on a single line labelled "All Experts".

### Show Expert Subtotal

If selected an additional row will be inserted after the list of Experts showing a sub-total for all Experts.

### **Show Rate Column in Addendum**

If selected an additional column will be inserted in the Addendum showing the hourly rate where applicable.

### **Show Assumptions in Addendum**

This setting allows you to control whether the Assumptions recorded in the Costs Budget window will be added to the Addendum. The options are:

- **Never**
- **Always**
- **When any one has more characters than the threshold**
- **When all combined have more characters than the threshold**

The **Assumptions In Addendum Threshold** is entered into the box underneath these options.

### **Header & Footer**

There are five elements that can be included in either the header or footer of the document if you so wish. They are

- Page number
- Date of export
- Company Name
- Reference
- Filename

The company name and reference are recorded in the Local Settings window. The file name is the name you have saved your CostsMaster file as without the full path.

### **Spreadsheet**

There are four settings which allow you to control how your spreadsheet looks. They are

- **Hide Zero Values** - cells appear blank if they evaluate to 0
- **Colour Editable Cells** - cells that you can alter are turned yellow
- **Freeze Breakdown Columns** - the row headings on the Breakdown tab remain in place when you scroll sideways
- **Repeat Breakdown Columns** - the row headings on the Breakdown tab are replicated for each Phase

The latter two settings are mutually exclusive: you can select neither or just one, not both.

There are also boxes which allow you to control the **Font Size**

The **Worksheet View** box allows you to specify the default view applied to each worksheet page. The default is "Normal" but you can also specify Page View and Page Break Preview which format the page to reflect how it will appear when printed. This applies only to pages where the columns are designed to be printed and it only applies if the above options to Freeze or Repeat columns are not selected.

## **Phases**

For each phase (including any contingent phases you have created) you can specify options relating to the supporting documentation. You can make changes to one phase and have them apply to all phases by holding down the shift key when making the selection. To make them apply only to subsequent phases hold down the ctrl key.

### **Include in Supporting Documentation**

When selected the costs assigned to this phase will be included. Ticking this box enables the other controls on this page.

### **Incurred Costs / Anticipated Costs**

Tick the incurred costs box to include details of incurred costs in the supporting documentation and likewise for the anticipated costs.

### **Group By**

The work in the supporting documentation can be grouped within each phase by Tasks and (optionally) by activities.

### **Show Amounts**

When selected the total amount will be included in the supporting documentation as well as the time spent.

### **Show Individual Attendances**

When selected the individual attendances are included in the supporting documentation rather than just a summary of the total time spent.

## **Costs Budget Comparison**

The Costs Budget Comparison template allows you to produce a document comparing two or more budgets on a phase by phase basis.

before you can produce this document you must first add details of your opponent budgets in the Costs Budget window.

**Costs Budget Discussion (Precedent R)**

There are two ways of exporting Precedent R.

If you wish to include Precedent R with your Costs Budget as per the official Precedent H, simply tick the appropriate box in the Costs Budget Settings window. When you export a Precedent H the Precedent R will be included automatically with the budgeted figures from your budget.

If you wish to prepare a Precedent R covering your opponent's budget you must first enter details of their budget into the Costs Budget window where you can also record your points of contention and make any offers. Once you have done this, simply export using the Costs Budget Discussion template and a separate Precedent R page will be created for each opponent budget for which you have entered details.

Please note that your own client's budget will not be included when you export a Budget discussion as a standalone document, and any opponent budgets will not be included when you export a budget discussion as part of a Precedent H.



# N260

## **N260**

The N260 form is the prescribed form for use on Summary Assessment hearings.

The form has various restrictions by virtue of its design which either require additional fields to be set within CostsMaster or minor alterations to the exported format.

Work in the N260 is broken down between the client, opponent, site inspections and others. Work in these sections should be specified using the N260 Section field in the Attendances window.

Just as with other documents, it is possible to export more than one part and to either show the parts separately or to combine them together. If you export two parts that each have their own summary assessment settings the program will attempt to combine the hearing type and dates in a readable manner.

## **N260 Settings**

The breakdown settings window allows you to specify the level of detail that is included in a breakdown or statement of costs.

### **N260**

This page contains settings relevant only to the N260.

It allows you to claim Counsel Fees individually or by grouping them as suggested in the N260 form by hearings/non-hearings. If the latter option is selected then the description for non-hearings used in the exported form is drawn from the disbursement description of each Counsel's fee. You should therefore limit the description in this case to something like "advice" or "conference" in order to get a meaningful description on export.

### **N260A/B**

This page contains settings relevant only to the N260A & N260B

### **Hide Zero Values**

When this option is ticked any cells in the spreadsheet that have a value of zero instead appear as blank cells

### **Export Fee Earner Info For Legal Team Members**

When ticked (the default) information from the Fee Earners window is exported to the N260A/B. This is how the N260A/B is designed but it breaks

the long standing rule in CostsMaster where Fee Earner info is private to the user and only Category information is exported. If you untick this box then only Category information will appear in the bill.

### **For Grade Use**

This box allows you to specify whether Grade information is recorded in Description 2 or Description 3 of the Category information.

The **Worksheet View** box allows you to specify the default view applied to each worksheet page. The default is "Normal" but you can also specify Page View and Page Break Preview which format the page to reflect how it will appear when printed. This applies only to pages where the columns are designed to be printed and it only applies if the above options to Freeze or Repeat columns are not selected.

# Chapter

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7

**Creating Documents**

# Exporting The Document

## **Introduction**



When you have finished recording work, you need to export the document for sending to the Court.

CostsMaster can export your document for editing in a Word Processor or it can generate a PDF file which you can send electronically without fear of it being altered. Some documents such as Costs Budgets can be exported to an Excel spreadsheet.

When you click the Export button you will be taken through the steps needed to create the bill by the Export Wizard.

## **The Export Wizard**

The export wizard takes you step by step through the process of specifying the form and content of the exported document.

Each page has one or more options to select. The "next" button takes you to the next page and, should you need to review a decision made earlier in the process, the "previous" button will allow you to retrace your steps. If you want to abort the process you can click the "cancel" button.

The changes made in the export wizard are saved when the wizard closes and reused the next time the wizard is run. In addition you can save the changes before the end using the "Apply" button. This can be useful if you want to make changes in order to preview a document without having to actually create an exported document.

If you have already been through the wizard and made your choices, but subsequently need to perform a further export, you can click the "Export Now" button which will skip the following pages of the wizard and use the choices made previously.

We describe here the pages that are common to all documents but certain pages will appear only for certain types and these will be explained later in the section on exporting particular documents

### **Select the documents to export.**

For each type of document you can select one or more export templates that will determine the format of the document. It is therefore possible to export more than one type of document simultaneously. By default, only the latest versions of templates are shown but there is an option to show superseded templates, should you need to use an old format for a historical case.

### Specify the type of file to export.

You can choose from Word Processor documents or Spreadsheets (for some documents only), which can be edited afterwards, or PDF files which are read-only.

You can also specify whether each type of file should be opened for viewing by CostsMaster.

### Specify where the file should be saved

This window gives you the option of:

- **Saving the file automatically** - this saves the file in the same location as the saved CostsMaster file with the same name plus a suffix to denote the type of exported document. This is the default and will be automatically selected unless the user chooses to alter the setting. Any alterations made will be stored and reused the next time the Wizard is opened.
- **entering a name if the file already exists** This allows the user to choose a different name for a file instead of overwriting the previous copy of the document.
- **always choosing where to save the file** This allows the user to always select where the file should be saved, rather than in the default directory.

**Default Location** This allows you to specify the folder where the document will be saved. By default it shows the location specified for Exported Documents in the File Locations page of the Local Settings Window.

### Part Assignment

There will then follow any pages specific to the types of document you are exporting where you can assign parts, followed by:

### Other Options

#### Include a draft watermark

This page allows you to incorporate a watermark on the document, particularly useful if you wish it to be clear to the client that it is only a draft version. Not all word processors support this.

#### Include notes

Any (non-private) notes that you have recorded in CostsMaster can optionally be exported to the bill. These will appear as annotated comments and can be useful if there are many items you need to bring to the attention of your client. Please note that not all Word processors support this feature and that the format of the document you are exporting may restrict the ability of CostsMaster to export certain notes. Where this applies full details are given in

the section on exporting particular documents.

### **Sort Items By Date**

When this option is selected CostsMaster will automatically sort any items that appear by date order. Not all exported items appear in this way and any such items will not be affected by this setting. Where items do not have a date CostsMaster assumes that you want them kept in the approximate order that they appear and attempts to do this where possible.

### **Options specific to the N260**

If you have chosen to export an N260 a further page will appear with options specific to this. Further details of these options can be found in the N260 section.

## **Assigning Parts**

For the N260 CostsMaster lets you decide which parts you want to export, the order in which they are exported and whether any parts are combined together in the finished bill.

You will be shown a grid listing each of the parts you have defined in CostsMaster. For each part you will be able to change a range of options.

### **Export To**

This allows you to choose from three options:

- **Not Exported** - this part will not be included in the exported document.
- **Next Available Part** - CostsMaster will export this part and will assign it the next available part number. Parts with this setting will export in the order they appear in the Parts Window.
- **Specific Part** - this part will be exported with a specific part number that you can define.

### **Export Part No.**

This setting is enabled only when the above setting is set to "Specific Part". It allows you to specify the part number it will have on export and can be used to combine parts together (see below). Parts with this setting will export in ascending order of the part no. You can therefore use this feature to alter the order that the parts export. It is even possible to skip a part number for any reason (say if a previous solicitor's costs are being prepared by a different draftsman).

### **Combining Parts**

If you want two or more parts to be combined into a single part on export simply set each of them to "Specific Part" and set the part number to the same value.

## Mixing Settings

It is perfectly permissible to use a combination of parts set to "Next Available" and "Specific". In this case any parts set to "Next Available" will be interposed in any gaps in the numbering of specific parts.

Please note that the settings on this page reflect any settings you have already made in the Part Export Options window. Changes here will be applied to the part for future use.

## Previewing The Document



Ctrl + P

If you do not want to export a final document but only wish to see the work you have recorded so far, it is possible to create a near instantaneous preview of the document within CostsMaster.

This preview skips the export wizard and uses the default values. However, if you have previously been through the wizard it will utilise the choices you made then and apply them to the previewed bill.

When you click the Preview button on the main toolbar or on the menu a sub menu will open with options for each type of bill that can be previewed. If you use the above shortcut it will show the last type of document previewed.

If you have more than one template for any document type selected in the export wizard the preview will preview all the selected templates, one after another.

## Creating a Costs Budget

Costs budgets are exported in the same way as other documents. However, because work in a costs budget is grouped by phase there is no option to assign the parts you wish to export and should you need to exclude a part from the budget you will need to set its excluded property within the program.

### Precedent H Costs Budget

This can be exported as a word processor document, ideal for printing, or as an Excel Spreadsheet that can be used at the hearing where the budget is set. There are two forms of Precedent H, one that follows the published form almost exactly and one with a revised arrangement of pages which we feel presents the information more clearly.

### Costs Budget Discussion (Precedent R)

This document contains details of the offers and counter arguments made in respect of an opposing budget.

## **Supporting Documentation**

The Precedent H budget only includes summaries of the work included in the budget. If you wish to back up the budget with more detail, you can produce supporting documentation covering your own choice of phases and detail and grouped by task and activity. Please see the section on Costs Budget Settings for more information.

## **Costs Budget Comparison**

This document allows you to compare the costs between opposing budgets on a phase by phase basis.

## **Costs Budget Report**

This is a report of how the costs recorded in CostsMaster compare with the costs set in the budget and is intended to be sent to the client or fee earner for information.



# Export Phrases & Export Templates

## Export Phrases



Alt + Shift + E

Export phrases are used to describe the content and format of different lines in the exported document. They can include plain text that you can alter plus references to elements of the items you record in CostsMaster, such as attendances, disbursements, parts etc. On export these references are used to export the data you have entered. In addition, the phrases contain information about how dates and amounts are to be formatted and the typographic formatting of the text.

All these elements can be altered to give you complete control of the appearance of your exported documents.

The Export Phrases window divides the available phrases into sections which are displayed in the box on the left. Selecting one of these updates the right hand side to show further details. The sections that are displayed here can vary depending on how the window was opened. If Opened from the Options > Export Phrases menu item on the main window then all available sections will be visible as well as export options. If however the window is opened by clicking the "Export Phrases" button in the Export Templates window, only the phrases relevant to the currently selected template will be shown.

When you select a phrase section the left hand part of the window reveals a further list in the middle of the screen plus other controls on the right. The middle list shows all the available phrases in the currently selected section. Selecting one of the phrases results in the controls on the right updating to show the contents and formatting of that phrase, giving you the ability to alter the phrase if desired.

Export phrases give you a lot of control for editing but that control can make them a little complicated. There are therefore two ways of editing export phrases: simple mode and advanced mode. You can switch between the two modes using the tabs at the middle top of the window.

### **Override the Global Phrase with the phrase in this template**

This tick box will only be visible if you have launched this window from the Export Templates window. As well as the global export phrases, each template has its own set of phrases. When this box is unticked it means the global export phrase will be used, but if ticked the template's own phrase will be used instead.

## Preview

The preview button will generate a short preview document of the currently selected section in order to see the effect of changes. The preview will use work recorded in the file so it is necessary to actually have work in the section in order to see the effect. In addition some additional work may also be shown.

In simple mode you are able to edit the text of an export phrase and make formatting changes that affect the phrase as a whole. More detailed editing is available in advanced mode.

## Primary Text

This is plain text that is exported to a document exactly as it is entered. For example, the Heading phrase in the Bills - Rates section has by default the text "Rates Utilised", but you can alter this should you want your rates section to be headed differently. Not all phrases have primary text. The item phrase in the Bill - Documents section for example has no plain text because its content is created from each entry you have made in the Documents window.

## Secondary Text / Description

A very few phrases have two pieces of text, usually where plain text is split around an element that is drawn from the file. The Default Category Description phrase in the Bill - General section has primary text of "All work carried out by" and secondary text of "except where stated otherwise". On export this would be placed either side of the Default Category so it might read "All work carried out by Partner except where stated otherwise".

This box behaves slightly differently for properties. Property phrases are used to show a visual property from within CostsMaster (such as "estimated") in a textual form for export. Not all properties in CostsMaster have meaning in an exported document, and only those that are used in exported documents are shown here. For properties the Secondary Text box allows you to record the description that is appended to the narrative where a property is used in the bill. So if you look at the estimated property you will see that the Description is "Estimated time is marked (e)" to explain the presence of the "(e)" estimated markers in your bill.

## Character Style / Set Style

It is possible to set the character style for the phrase as a whole by ticking the Bold, Underline and italic boxes. Where a phrase has one or more of these attributes the boxes will be ticked and the "Character Style" text will display with the appropriate style settings by way of illustration.

Setting these values in Simple Mode will apply them to the entire phrase. In advanced mode it is possible to apply them selectively to elements of the phrase. If the phrase has differing formatting the boxes to set the character style will not be visible but instead you will see a button labelled "Set Style".

When you click this you will be warned that the separate styles will be lost and a universal style applied instead.

### **Formatting**

At the bottom of the simple tab are various formatting controls that control the exact form that dates, times, currencies and other elements can take. These may or may not be visible depending on the phrase. Only if the phrase contains an element capable of being formatted in that way will the relevant page appear.

The available options for the formatting controls allow you to select an item by way of example (so the Day control in the date formatting will have options for "8", "08", "8th" and "none". An example of the full formatting is displayed above the formatting controls. The example that is used can be altered using a box at the bottom of the formatting controls.

The various formats and options are described in the reference section.

In Advanced mode you are given access to each element of the export phrase. As well as setting formatting for each item individually you can alter the order of items and specify the text that appears before or after an item.

The elements of the export phrase are shown in a box near the top of the advanced tab. If you select the Item phrase within the Bill - Documents section you will see a range of text representing an entry for a documents item in a bill. You cannot edit the text directly but if you click on different parts of the text you will see the element that you have clicked on highlighted in yellow.

### **Show Examples / Fields**

At the top left of the export phrase is a control that toggles the phrase between showing example text and the name of the internal field element. For example if you leave this set to examples the first element is a date displayed as today's date. If you change the control to show fields this element is now shown as "<DATE>". When showing fields it is a little easier to spot which elements are present but showing examples makes it easier to understand the purpose of each element.

### **Move Position**

To the top right of the export phrase are two buttons that will move the currently selected element to the left or right. This makes it possible to reorder the elements of the phrase so that they appear in the order you want.

### **"Superfluous" Elements**

Looking at the documents item example you will probably be thinking that it contains more than you would want to see in a bill. The reason for this is because it shows items that may or may not appear in the bill depending on

whether certain conditions are met.

For example the documents item has a time element ("2:06") followed by an items element ("25") and a Lump Sum element ("£1234.56"). For any given documents item only one of these will appear, usually the time, but if you recorded a lump sum figure then the lump sum element would be used and if you recorded an attendance at a unitary rate type the items element would be used.

Furthermore there are several elements such as the Category Name ("Partner") that will appear only if it is not the default and the Rate Class ("Advocacy Rate") that will appear only if you have recorded an attendance at a rate type that differs from the default for that section (preparation for the documents section).

### **Character Style**

Just as in simple mode it is possible to set the Bold, underline and italic styles plus the font size but in advanced mode you apply them to individual elements. Should you wish to apply a style to all elements you can click the "Apply to All" button.

### **Conditional Text**

There are two controls for Conditional prior and post text. These are used to add plain text either side of an element but in such a way that the plain text will only appear if the element appears. We mentioned above that there are situations where an element may not appear, such as the rate type which will only appear if it is not the default for that section. In the Documents item example the rate type "Advocacy" has conditional prior text of "(" and conditional post text of " rate)". This means that if the rate type appears it will be wrapped in parenthesis and have the word "rate" appended as it appears in the example. If the Advocacy rate type does not appear then the parenthesis and word "rate" will not appear either.

### **Formatting**

At the bottom of the tab you may see various controls that allow you to format the selected element. Unlike Simple Mode, only one set of formatting controls is visible at a time and only if the currently selected element supports such formatting. So if you click on the time element ("2:06") you will see controls that allow you to specify the format of the time element. You can also change the example used (and if you have already done so you will understand why my examples above may not accord with your copy!).

The various formats and options are described in the reference section.

### **Restore Default**

You may find that in exploring the possibilities of the Export Phrases window that you make one too many changes to a phrase. Fear not, the "Restore

Defaults" will return it to the state it was when CostsMaster was first loaded. Please note that all changes you have made to this phrase since installation will be lost.

## **Export Templates**

The Export Templates window can be accessed from the Options menu.

Export templates are collections of settings relating to the formatting of the exported document, such settings being easily adjusted from within CostsMaster.

On the left of the window is a list of folders that organise the available templates into logical groups. Clicking the Plus sign to the left of the folder will reveal the available templates in each group. When you click on a template the right hand part of the page becomes enabled with the settings for that particular template. This side of the window is divided into different tabs covering different areas, some of which may not be relevant for every template. You can make changes to any enabled control and the changes will be applied when you close the window by using the OK button. If you have altered a template and do not like the effect, and you want to revert to the original settings you can do so by clicking the "Reset to Default Values" button on the "General" tab.

### **General**

#### **Hide this template in the Export Wizard**

If this box is ticked the selected template will not appear in the export wizard and it will not be possible to export a document using it. You may want to do this if you never produce a particular type of template and want fewer items to choose from in the Export Wizard.

#### **Make a Copy of this Template**

This button allows you to make a copy of a template. You can then alter the settings of the copy whilst leaving the original template as is. When you click this button you will be prompted for a name for the template. The name must be unique and a suggested name is given, though you are free to use any unique name of your choosing.

#### **Reset To Default Values**

This button will remove any changes you have made to a template and return it to the state it was in when CostsMaster was first installed.

#### **Delete Template**

This will delete the selected template from your system. You can restore a deleted template (but with its default settings) on the Repair tab (see below).

### **Export Phrases**

As well as the general export phrases, each template has its own set of export phrases. These can be used when you want a different phrase for a particular type of export (e.g. a different estimated time marker for a CLAIM1) or where you have a client who likes different wording, you can make a copy of a template and change the phrases to suit. Clicking this button will open the Export Phrases window.

### **Save Template As**

This button allows you to save a template to a location on your hard disk or on the network. You can then give this template to a colleague or place it in a shared location for the use of others.

### **Import Template**

This button allows you to import a template that another user has saved from their copy. When importing you can choose to place the template in the default location with your other export templates, or to put it in another location such as a shared network drive.

## **Appearance**

### **Default Font Name & Size**

These controls allow you to alter the default font name and size. Please note this font will apply to the text of items recorded within CostsMaster and may not apply to some pre-set text and parts of forms which may have their text style hard coded.

Please bear in mind that not all fonts will display at the same width and height for a given font size. For example, Arial is a larger font than Times New Roman. Many bill templates default to using Times New Roman 12 point. If you change this to Arial we would recommend also changing the font size to 11 point which will give a similar size text and prevent large numbers from wrapping onto a second line.

### **Default Cell Padding**

For templates that use a table structure to export, this setting determines the amount of space in centimetres that is allowed between text and the edge of the cell. Please be aware that increasing this value may result in certain text no longer fitting in a cell and wrapping to a second line as a result.

### **Form Protection / Form Shading**

If the template represents a pre-printed form these controls will be enabled. If Form protection is ticked the pre-set text on a form will not be editable and the user will only be able to edit the text that would normally be added to a pre-

printed form. With this box un-ticked all text on the form can be edited. If Form shading is ticked, the areas of a protected form that can be edited are shown in grey giving the user a visual indication of which areas of a protected form can be altered.

Please note that not all word processors may implement these functions. Furthermore these functions can also be enabled and disabled within your word processor.

## **Page Setup**

### **Orientation**

This determines whether the template is generated as portrait or landscape. Most forms assume a certain orientation and altering this setting will cause the form to export incorrectly.

### **Margins**


These boxes allow you to specify the margins for the page and the header and footer. If reducing the margins you will probably have to alter the column positions as there will now be correspondingly less space on the page to fit everything in.

### **Repair**

This tab contains a button that will validate all installed templates and restore any CostsMaster-installed templates that you had previously deleted.

# Chapter

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8

**Getting work in to (and  
out of) CostsMaster**



# Importing Work



Shift + Alt + I

Whilst CostsMaster has a fast and efficient method that allows you to enter data quickly, if you have access to the data in a time recording system you may prefer to load that work into CostsMaster to form the basis of the exported budget.

The following pages explain how you can do this.

# Importing Work from a Time Recording System

In order to import work from a time recording system you first need to get your time recording system to generate a file containing the work in a format that the data import wizard can handle. At present the file can be in either XML, CSV or Excel formats: the first of these is slightly more flexible, but must match the specification which can be found on our web site, whereas the latter two can be mapped as appropriate using the helper provided.

Most decent time recording systems have the ability to allow the user to export data to XML or CSV in a format that the user can control. If you cannot specify the fields that are output you may need to ask the vendor of your time recording system to arrange this for you, or just generate fields in the default format and use the Data Mapping functions in CostsMaster to identify the required fields.

Once you have the file you can import it using the Data Import Wizard.

Work imported in this manner will still need the intervention of a draftsman, not least in the essential task of deciding which work is recoverable.

# Data Import Wizard



Shift + Alt + I

Once you have a compatible file you are ready to run the Data Import Wizard. This wizard guides you through the steps to import work from a file generated by a case management or other system.

## Select a file to import

Click the "select file" button and navigate to the folder on your computer that contains the file you wish to import. When you select it the file will be validated and if it passes you will be taken to the next page.

If the file you select does not use the standard format, you will need to define a mapping to convert it, using the Import File Format Mapping dialog which is accessed using the "Manage Mappings" button. Once a mapping is defined it can be selected using the drop-down. The "Make Default" button sets a particular mapping to be pre-selected: this is also available on the dialog itself and in Local Settings.

## Assign Phases Tasks and Activities to work

If the work being imported is not already tagged with phases or tasks & activities CostsMaster can attempt to do this automatically by matching the description of each item against the presets which you can customise for this purpose.

You can also choose whether these are assigned to all work or only to work which doesn't have a phase or task & activity already set.

If you choose not to apply these at this time you can do so later by running the Apply Phases/Tasks & Activities tool.

## Import the work

Press finish and the work will be imported.

## Import File Format Mapping

In order to import work into CostsMaster it used to be necessary for that work to be in a prescribed format in order that CostsMaster could know the meaning of each column in the file. Now, even this is no longer necessary as you can tell CostsMaster which columns to use and for which purpose as part of the import process.

This is done in the Import File Format Mapping window. Please remember that the information you provide in this window can be saved for use in future meaning this is a process that only has to be done once for a particular type of file. In fact, if you always import work from a single system, you can specify the mapping as a default and will never have to use this window again!

Mapping fields applies only to CSV and Excel files. XML files must be in the prescribed format if they are to be imported.

### Mapping an Import File to CostsMaster

The mapping is done via the grid at the bottom of the window. This contains one column for every type of data that CostsMaster is expecting. The first row (or rows depending on type - see below), in red, contains a drop down box containing a list of all the possible fields. Your task is to select the field that best represents the data in your file. The easiest way to do this is to click "Load Test File" and select your import file. Some data from this file will be read into the grid and it is then a simple matter to match the red drop down to the type of information in the rows below.

### Mapping controls

Above the grid are several controls which may need to be altered depending on the type of file being imported:

**Each Row Contains** - A file being imported may contain attendances, disbursements or a combination of both. This control allows you to specify

- **Attendances** - each row contains an Attendance item (minimum 12 columns)
- **Disbursements** - each row contains a Disbursement item (minimum 11 columns)
- **Either** - each row can contain either an Attendance or a Disbursement item, according to whether "Type" is "A" or "D" (minimum 12 columns). With this option you will have two rows in red to select from, one for attendances and one for disbursements.
- **Composite** - each row can contain either or both types, depending upon whether there is data in "Time" or "Amount" (minimum 14 columns).

Selecting a new format after making any other changes will prompt CostsMaster to ask you if you want to save the changes.

**Data Starts At Row** - If your file contains headings or a description at the beginning this control allows you to skip them.

**Worksheet** - If you are importing an Excel file this control allows you to specify which sheet in a multi-sheet Excel workbook should be used as a source. Work sheets are shown as tabs above the grid and selecting a different tab will alter this control and vice versa.

**Show Columns** - the number of columns displayed will vary depending on the type of data selected above. In addition you can opt to include extra columns in order to include additional data from your file which you want to retain but which CostsMaster may not be expecting.

**Additional Columns as Notes** - if you have increased the number of columns, you can use this option to retain the additional data as notes attached to the imported items. If this option is not selected these extra columns are discarded.

**Time is in Hours** - This option selects whether a whole number in "Time" is evaluated in minutes or hours: this only applies when the format includes Attendance items.

**Comment prefix** - A row in a file may be a comment which is data that is not intended to be imported. Such a file has an identifying character at the beginning, which is commonly "C": the default is blank, but that can be altered here.

### **Saving the Mappings**

This section of the window allows you to save your information for use in future. The drop-down box contains a list of all mappings you have previously saved and allows you to quickly choose which mapping to work with for a particular import file. Once saved, mappings can also be selected from the data import wizard without having to enter this window.

The **Save** button will save any changes to the current mapping, whereas the **Save As...** button will allow you to save the current settings under a new name (or replace an existing mapping). We recommend you give the mapping a name that clearly identifies its purpose so it can be recalled easily later. Should you want to remove an entry you can do so with the **Delete** button.

If you tend to use one particular mapping most of the time you can use the **Make Default** button to specify it as the default, meaning you will not even have to select it when going through the data import wizard. If you select the default mapping, some text to identify this fact is displayed underneath the drop-down. The facility to select the default is duplicated in Local Settings and on the Data Import Wizard.

You can transfer saved mappings to or from a colleague: the **Transfer to/from External File...** button will open the Transfer Mappings window.

# Transfer Mappings

To exchange mappings with colleagues, it is necessary to transfer them between CostsMaster's internal list and an external file.

## My Mappings

The left-hand list is for the current set of mappings, and is filled by clicking the **Load** button underneath. Multiple items can be selected using **Ctrl**-click and **Shift**-click as elsewhere. The **Delete Selected** button will remove the selected items from the list, which can be restored using the Load button until the window is closed or the **Save** button used to confirm changes.

The **COPY -->>** button will copy selected items to the right-hand list.

## File Mappings

The right-hand list is used for an external file. The **Load** button will allow you to load items from an existing file: the name of the file will be displayed at the top of the window. The **Save** and **Save As...** buttons allow you to save your chosen items to a new file or update an existing file. Again the **Delete Selected** button will remove the selected items from the list.

The **COPY <<--** button will copy selected items to the left-hand list.

# Outputting Work



Shift + Alt + O

As well as importing work, it is also possible to output work to an external file for loading into other systems. At present work output in this manner uses the same data format as is used for importing data from a time recording system. This format is fairly basic and does not contain all the information recorded within CostsMaster.

The output work function will involve the CostsMaster Data Output wizard. This wizard gives you the option of selecting which parts you wish to output and to choose a name for the file. The file will then be written in XML format only.



# Chapter

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9

**Customising CostsMaster**

# Local Settings

## **Introduction**



The Local Settings window contains options that affect the way you use CostsMaster. There are a number of individual pages accessible by clicking an item in the list on the left of the screen.

## **General**

### **No of file names in recent list**

This governs the number of items that appear in the list of recently opened files in the file menu. The default is 10.

### **Show Full path for items in recent list**

By default the list of recently opened files shows only the file name part and not the full location. When this option is ticked the full location is shown. This makes the items much longer but is necessary if you need to distinguish between similarly named items in different locations.

### **Always Show Control Centre**

When ticked the control centre is always shown when CostsMaster starts. If it is unticked you can view the control centre by clicking the "Control Centre" menu item on the File Menu.

### **Lock Open Files**

When ticked any file open in CostsMaster will be locked at the file system level preventing anyone else opening the file and making changes which would cause one or other user to lose data.

### **Automatically re-size windows when grid widths change**

When re-sizing columns or making columns visible or hidden, if this option is selected the window will adjust in size to accommodate the widths of the grid. If this option is not selected you will have to adjust the window size manually.

### **Show property icons in columns**

By default any property icons that are set are displayed in the properties column one after the other. If this option is set, properties of the same type are aligned underneath each other. This makes it easier to see which properties are set but the properties column must be larger to accommodate them.

### **Use Extended Shortcuts**

Because there are so many features in CostsMaster it is not possible to access them all via shortcuts in the normal manner. For this reason, when this option is selected the left and right shift keys are considered independently when identifying shortcuts. When it is not selected the left and right shift and control keys are considered equivalent and any shortcuts that utilise the right keys will be unavailable.

### **Hide Zero Values in Grid**

This option lets you choose whether zero values in grids are displayed as numbers or as blanks.

### **Assume whole numbers are**

This setting determines how the program interprets whole numbers entered into a time/items column. The options are for hours, minutes or units and if the latter is selected you can define how many minutes make up a unit.

This only affects the way numbers are entered. Time is always displayed as hh:mm.

## **Personal**

This page has information relating to the company or firm whose costs are being claimed.

## **Safety**

### **Automatically save files**

If this box is checked CostsMaster will automatically save your file (if it has changed) every so often. You can also define how frequently this takes place.

### **Show Message When Auto saving**

Additionally CostsMaster can advise you when auto saves happen so that you can mark the place in the file. In the event that your computer crashes before the next save you will then know where to start re-costing the file from.

### **Give Audible Warning When Auto saving**

As well as displaying the message when auto saving, the program can produce an audible warning. This is particularly useful for people who look at the keyboard when they type as it is very easy for such people to accidentally dismiss the auto save notification and to thereafter accidentally overwrite data.

### **Commit Data prior to auto save**

Usually data in the control in which you are typing is saved to memory only when you leave that control. With this option selected the data in the control

you are working in is committed to memory just before the auto save takes place. This means that the data saved is right up to the minute. However it results in the program refreshing its windows which can cause the data to become selected and then accidentally deleted by the next keystroke. (hitting the ESC key or Ctrl + Z BEFORE leaving the control restores the accidentally deleted text!).

### **When saving keep this many old files**

When a file is saved CostsMaster additionally keeps old copies. CostsMaster files have a .cm3 extension and backups are given a .c01 etc. extension. This setting determines how many backups to keep. This is a useful safety device if you find you make a mistake when costing a file and need to go back to a point before the error occurred. Backup copies are stored in the Backup files folder which is defined in the File Locationspage

To facilitate this you may find it useful to mark your file with the time a save takes place (whether it is a manual save or an auto save). If you do need to revert to an earlier save you can then locate the point on the file that has the same time as the backup file you have reverted to.

For details on opening backup files please see the section on Opening Files.

### **Verify Saved Files**

When ticked CostsMaster will verify that the file it has saved exists on disk and that it is the correct size.

### **Enable History (Undo/Redo)**

When ticked the program records a History of all actions performed by the user together with sufficient data to allow the action to be undone at a later date. In large files this feature can cause the program to become sluggish. If this affects you you can disable the history by unticking this box.

## **File Locations**

This page lets you specify the default location for the different types of files you use in CostsMaster. Changing any of these items changes the location for future use but does not move any files stored in the old location to the new location. If you wish to do this you should do so yourself using My Computer or similar.

### **CostsMaster Files (.cm3)**

This is the default location for the files containing the information you have input into CostsMaster. By default it is <My Documents>\CostsMaster Files\

### **Exported Documents (.rtf)**

CostsMaster 3 and later exports documents differently to previous versions. Instead of putting the data directly into Word the program saves the file in a

format that should be readable by many word processors and then optionally opens the file in the word processor of your choice. This setting determines the location that these files are saved to.

You can specify that the file will be saved to the same location as the CostsMaster file or you can have it save into a specific folder.

### **Backup Files (.c01 etc.)**

Previous versions of CostsMaster saved backup files in the same location as the original file but from version 3 they are saved into their own backups folder. The default is <My Documents>\CostsMaster Files\Backups\

### **Program Templates**

These are part completed bills that you can use to avoid completing the same tasks you do every time you start a bill. The default is <My Documents>\CostsMaster Files\Program Templates\

## **Dates**

### **Dates entered without years...**

When entering a date without a year CostsMaster will attempt to guess the year. It does this by checking the previous date entered and using the year from that if it will make a date that is in advance of the previous date, otherwise it adds to the year. However not all files are in strict date order and entering a date that is a few days before the previous one would result in CostsMaster guessing that it was a year later than it was. Therefore the program uses the date window specified here and will assume the current year if the resulting date falls within the number of days specified.

### **Date Separators**

This box allows you to specify the characters that can be used to separate the elements of a date. By default CostsMaster lets you use the forward slash, full stop or colon but you can define any characters you want to use here.

More importantly, you may want to remove characters such as the full stop or colon if you are entering text in a date field and want to use these characters as part of a date. If you do not do so, CostsMaster will probably misinterpret the information you have entered.

### **Prevent text being entered in date columns**

This option, when selected, will prohibit the entry of any characters other than numbers and date separators in a date field. You may however want to turn this option off should you want to enter text in dates such as "around Dec 2012" or even "various".

### **Warn when text is typed instead of a date**

This option is only enabled if the above option is selected. When it is itself selected and you type an alphabetic character, you will receive a warning to this effect. This is useful if you tend to look at the keyboard when you type as it is quite easy to type the description to an attendance whilst the cursor is in the date column. The option below specifies the way the warning will occur.

### **When you need to be warned about an invalid entry...**

If you type text in a date column or if you have specified start and end dates for a part and you then type a date outside that range, the program will warn you of this fact. Here you can choose how you want to be warned, either by message, by making a sound or both.

## **Currency**

### **Current VAT Rate**

This is the default value that is used for bill VAT when starting a new bill. Changing this has no effect on existing files - you must change the VAT figure within the Edit Part Window.

### **Rounding Method**

Please see the section on rounding for further details.

### **Currency Symbol**

This determines the symbol used by CostsMaster with currency amounts within the program. It defaults to "£".

## **Auto-Insert Text**

### **Mileage Rate**

This box lets you specify the mileage rate (in pence per mile) that is used to create a disbursement claiming mileage allowance simply by typing the miles travelled in the description column of a disbursement and using the Shift + Enter shortcut. Only numbers are allowed (with no pound signs etc.)

Please note that whereas in CostsMaster 2 this value was displayed as a fraction of a pound, in this version it is displayed as pence only.

### **Mileage Description**

When using the mileage shortcut described above CostsMaster will use the text entered here to construct a phrase that will be inserted into the disbursement description column. If you use the special characters ^1 and ^2 in the phrase they will be replaced by the miles travelled and the mileage rate respectively. The default description is

Paid travel expenses (^1 miles at ^2 pence per mile)

If the Mileage rate is 36 pence per mile and 26 miles are claimed the resulting description will be

Paid travel expenses (26 miles at 36 pence per mile)

### Document Tag Type

There is a similar feature activated by the same Shift + Enter shortcut in the description column of the attendances and disbursements grid. This lets you insert a tag into the description that can refer to a flag placed on a physical document. This setting determines the type of that flag. The options are

- Lower case Roman numeral (i, ii, iii)
- Upper case Roman numeral (I, II, III)
- Numerical (1, 2, 3)
- Lower case alphabetic (a, b, c....aa, ab etc.)
- Upper case alphabetic (A, B, C....AA, AB etc.)
- Mixed case alphabetic (A, B, C....a, b, c....Aa, Ab etc.)

### Document Tag Description

When the above shortcut is used CostsMaster will use the text entered here to construct a phrase that will be inserted into the description column. If you use the special character ^1 in the phrase it will be replaced by the actual tag.

The default description is

(^1)

Which results in the tag appearing in parenthesis:

(iv)

Please see the section on Auto-Insert Text for more information.

### Next Tag

The value of the next tag to be used can be set here - useful if you added an item by mistake, or you want the numbering to carry on from a previous bill.

## Spelling

### Live spelling check in grids and text boxes

When ticked the grids will underline any mis-spelt words as they are typed without need to do a full spelling check.

### Full Spelling check options

When performing a full spelling check (from the tools menu) you can use

these boxes to specify which parts of the file CostsMaster does not check. Available options are:

- Case Details
- Counsel
- Grades
- Costs Budget
- Notes

By default, the first two options are set to "no"; the rest are all set to "yes".

### **Spelling Options**

Opens the Spelling Options Window

## **Spelling Options**

These options are accessed from the "Spelling" page of the Local Settings Window.

### **Spelling**

#### **Show spelling errors as you type**

Enables live spelling in grids and principal text entry boxes such as the narrative window, by underlining mis-spelled words with a red line.

#### **Automatically correct spelling errors as you type**

Enables the auto correction of mis-spelled words found in your Auto-Correct list (see below)

#### **Automatically correct dual capitals**

Automatically corrects the second character of a word to lower case where the first two characters are in upper case.

#### **Flag repeated words when checking spelling**

Causes words repeated twice to be flagged even if they are correctly spelt.

#### **When Checking Spelling Ignore...**

These options allow you to specify types of mis-spelled words that you don't want flagged including:

- words in upper case
- words containing numbers
- markup languages (HTML, XML etc.)
- Internet addresses
- Abbreviations



- Lines beginning with any character specified by you.

## Language

### Language Settings

Allows you to specify the language used for Spelling checks. By default only the British dictionary is installed with CostsMaster.

### Additional Dictionaries

This lists any additional dictionaries on your computer that can be utilised, such as Word custom dictionaries (dictionaries containing words you have added within Word or other Microsoft programs). If you have other dictionaries you want to use you can locate them by clicking the "Locate Dictionaries" button and browsing your hard drive for their whereabouts.

### Custom Dictionary

The custom dictionary is where words you have added during a spelling check are stored. The default custom dictionary is called cmuser.adu but you can create additional dictionaries should you want to. This dictionary is stored within your Windows profile and is specific to you even on multi-user systems. Even so, should you wish to create a specific dictionary for certain files where, say, you encounter a large amount of specific technical jargon, you can do so here.

### Adds

These are the words you have added to your custom dictionary. You can add further words here or delete any words added in error.

### Auto-Corrections

These are the word replacement pairs that will be automatically corrected if the option to do so is selected (see earlier on this page). This is the place to list words you commonly mis-spell (such as *accomodate* instead of *accommodate*.) Here you can create new entries or delete any you no longer want included.

### Exclusions

These are words that you do not want flagged as misspelled.

## Fonts

This page lets you specify the font used for the narrative window and the font and colours for grids.

The changes made here will apply to all grids although each grid has the option to override these settings and use its own font and colour.

## **Export Tools**

CostsMaster gives you the option of running a selection of tools automatically before every export. Simply select the tools you want to run here.

Available options are the Spelling Check and the various Searches.

## **Export Viewers**

CostsMaster allows you to specify which applications are used to view different types of documents once you have exported them.

CostsMaster exports word processor documents in Rich Text Format (RTF), an open format designed for the exchange of word processing data between systems. The RTF specification was developed by Microsoft and accordingly it is best supported by Microsoft Word. Other word processors, such as Open Office Writer, can read RTF documents with only minor issues but others have limitations which make the complex documents produced by CostsMaster impossible to view.

CostsMaster exports spreadsheet documents in Excel Format (XLS), a format used by Microsoft Excel. It can also be opened and edited with Open Office.

Either of these can also be exported in PDF format, which are read-only, and can be opened with any PDF viewer.

For each type of document (Word Processor, PDF and Spreadsheet) you have the option to use whatever default application you already have defined or to choose a specific application for files exported from CostsMaster.

## **Hints**

When hovering the mouse over columns and data CostsMaster often shows a hint explaining the purpose of the item or showing the complete text where there is insufficient space in a column etc. These options cover how those hints are displayed.

Here you can turn off the display of hints altogether as well as specifying the time (in milliseconds) you have to hold the mouse over an area before a hint appears and the time it remains on screen.

## **Import & Output**

**When resolving negative time automatically remove entries that are reduced to zero**

It is not possible to record negative time in CostsMaster but when importing work from a time recording system such entries are often encountered where they are often used to correct or negate a previous entry. When such entries are found the user can utilise functions which automatically deduct negative time from an associated entry. When this is done and the items are reduced to zero, if this option is selected then the items will be deleted automatically,

otherwise they must be deleted manually.

### **Include Header In CSV Grid Exports**

When selected the exported CSV file for a grid will contain the column names as the first line.

### **Import File Mapping**

You can choose a default File Mapping to use when importing data from an external file, or manage the available mappings.

## **Phase, Task & Activity**

### **Show Costs Budget percentages as**

This option allows you to specify whether the background colour of a cell in the Costs Budgets window shows a colour. Three options are available:

- No Colour
- Solid colours - the background colour changes abruptly when the percentage value exceeds the threshold
- Gradients - the background colour changes gradually over the range of percentage values. This gives a visual indication of how far over budget a particular phase is.

### **Show Extended List of Activities and Expenses**

By default CostsMaster only shows the most commonly used activities and expenses in the drop down boxes for these fields. When this option is selected all activities and expenses are shown.

# Other Settings

## **Presets**



Presets can be defined for:

### **Attendances**

These can be used in any attendance grid.

### **Disbursements**

These presets are available in the description to every disbursement grid and in the edit disbursements window.

### **Grades**

These presets can be selected from the description field in the Grades & Rates window by using the Alt + Down Arrow shortcut.

### **Counsel**

These presets can be selected from the description field in the Counsel window by using the Alt + Down Arrow shortcut.

### **Party Status**

These presets are available to describe the status of parties to the action.

### **Phases, Tasks & Activities**

These presets are used when applying phases, tasks, activities and expenses to work using the tool provided for that purpose, when importing work or when no default is defined. You can add additional words and the phase each will trigger to help improve the accuracy of the matching process.

By default Phases, tasks and activities are set automatically but you can turn this off by unticking the relevant box here.

## **Abbreviations**



Alt + Shift + A

The abbreviations window is where you define abbreviations.

Buttons on the bottom of the window allow you to add, edit or delete an item. It is also possible to print out a list of items for reference purposes.

### **Abbreviations**

Abbreviations are where you specify short phrases that you want CostsMaster to automatically extend to a lengthier piece of text. For further information on

the use of abbreviations please see the section on using abbreviations.

## **Main Toolbar**

The toolbar on the main CostsMaster window is made up of several separate toolbars each corresponding to an entry on the main menu.

### **Repositioning toolbars**

By clicking and dragging the toolbar at its extreme left hand edge it is possible to reorder its position within the toolbar area. When dragging within the toolbar area you can stack the toolbars on multiple lines by dragging the toolbar up or down as you move it.

## **Toolbar Settings**



Alt + Shift + T

The toolbar settings window allows you to specify which toolbars appear on the main toolbar and which buttons are visible on each. There are also some general options that apply to all toolbars.

### **Button Size**

You can specify whether buttons are shown with small, medium or large icons.

### **Auto Arrange Buttons**

When you have more buttons visible than can be shown on screen you can access the additional buttons via the pop out on the right of the toolbar. When this option is selected any buttons selected in this way will appear on the main toolbar in place of any that are little used.

### **Show Captions for Toolbars**

When this option is ticked a title appears above each toolbar explaining its purpose.

### **Show Captions for buttons**

When ticked this option causes the buttons on the main toolbar to display text that explains its purpose. This can be useful whilst you are getting familiar with the program but it does cause fewer buttons to appear in a given space and you may need to increase the size of the Main window or drag some of the toolbars to a lower level in order to see everything.

### **Toolbar Style**

This drop down box allows you to alter the colour of the toolbars and menus. It is necessary to click the Apply Style button to make any changes take effect.

## Toolbars

The sections other than "General" each relate to a toolbar. There is a toolbar corresponding to each main menu heading and each entry on a menu also has a button. Many of these are hidden by default but on each page you can specify whether the toolbar is visible and choose which buttons are visible on each.

## Profiles



By default CostsMaster settings are saved in a single file on your hard drive. However CostsMaster also gives you the opportunity to create additional option sets that can hold alternative settings that can be used in different situations. These are called profiles.

Profiles can be created, copied, deleted and applied in the Profiles Manager window.

A new profile is applied from the drop down box at the top of the window. The new profile will be applied when you close the Profiles manager. Applying a new profile will cause all your current settings, window positions, grid settings etc. to be replaced with the values from the new profile. As a result you may see some windows "jump" to their new positions whilst others will be closed beforehand. The safety settings will be changed also and it is recommended that you check these to make sure that backups are being saved at a suitable frequency.

Below this are a range of controls for managing your profiles.

Any profiles you have defined will appear in the list on the left. For each profile you can specify the name (which must be unique but CostsMaster will take care of this for you if you wish) and an optional description.

The buttons above the list of profiles allow you to do the following:



**Add**

This will create a new profile and add it to the end of the list. You will have the option to create a profile using the default settings that are used when the program first runs or to base it on the settings on the currently active profile. This will retain the current window positions, grid options and other settings from which you can make further changes.



**Copy**

A new profile will be created using the settings of the currently selected profile in the list of profiles (as opposed to the currently active profile). This again

gives you a basis from which to make further changes.



This will create a new profile and insert it before the currently selected item in the list of profiles. As with adding, you are given the option to base the new profile on the default settings or on the currently active profile.



Moves the selected item up one place in the list of profiles



Moves the currently selected item down one place in the list of profiles



Deletes the currently selected profile from the list of profiles. The settings file on disk will not be deleted and can be imported should you need it again. However if you create a new profile with the same name as one that has been deleted the disk file will be overwritten with the options of the new profile.



An advanced option that allows you to import option files. This allows one person to create a profile that can be shared amongst several users. The other users can import the file and it will then be saved amongst the other profiles on their PC.

When you create a profile that you want to share with others you will find it in the CostsMaster Application Data Directory. The location of this folder can vary from PC to PC but if you go to the Help menu and click "About" the value for your Computer will be displayed. Navigate to that directory and look for a file with the same name as the profile you created. Copy this to the other user's PC and get them to import it in their Profiles Manager.

# Chapter

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10

**Tools and Utilities**



# Tools & Utilities

## History



Ctrl + H

The History window gives you an overview of the recent changes made to your CostsMaster file as well as giving you the opportunity to revert to a specific point in that history, undoing any changes made in the interim.

The history window contains a grid which shows each change that has taken place as a separate row. The grid columns contain information on the type of change, the date and time the change took place, the location of the item that was changed and (if appropriate) the field that was changed together with the old and new values.

Selecting a row in the grid enables the Undo button at the bottom of the window. Clicking this button will undo all the changes up to this point. Once an undo operation has been carried out you can reverse all or part of the change by selecting the point you want to go back to and clicking the Redo button.

Please note that the History window will only contain items that have changed since you last opened your file. Items from previous sessions are not retained and cannot be undone, but any backup files on disk are listed here and you can use the History window as a convenient way to revert to a backup file.

In large files the history function can cause the program to become slow as many functions require a copy of the entire file to be saved in case it is needed to be undone. If you wish to turn the history off you can do so using an option in the Local Settings window.

## Find & Replace



Ctrl + F

CostsMaster includes comprehensive tools to search for and optionally replace any text you have entered into the program.

### **Search For**

Type the text you want to find or replace in the top most box. Below this are two options:

**Ignore Case** - When this option is ticked the search routine will not distinguish between text in upper and lower case.

**Whole Words Only** - When this option is selected the matching text is found only if it forms a whole word on its own e.g. searching for "sum" would not

match "Summer" with this option selected but would if it was not selected.

**Find First / Find Next** - Clicking this button will find the first/next occurrence of the word in the file. The window containing the specified word will be opened and the text highlighted.

### **Replace By**

When this option is selected any text found will be replaced by the specified text.

**Prompt on Replace** - when this option is selected you are asked for confirmation that you want the replacement operation to be carried out.

**Replace First/Next** - Clicking this button will find the first/next instance and display it. If "Prompt on replace" is selected you will be asked to confirm the replacement otherwise the replacement will happen but you will have to click the Find Next button to continue the replacement operation.

**Replace All** - Clicking this button will replace all instances of the word without having to click the Find Next button each time. If you have selected "Prompt on replace" then you will still be asked to confirm each replacement.

### **More Options**

By default CostsMaster will search in all locations for the specified text but by clicking the "More Options" button you can gain access to a set of controls that allow you to specify not only which areas of the program you want to search in but also which parts.

### **Finding text in hidden columns**

If text is found in a column that is hidden the column is made visible but only until the window is next closed. If you want to reset the columns without closing the window you can do so using the button for this purpose on the grid toolbar.

## **Searches**

CostsMaster has a number of searches you can perform in order to report on items that you might want to address before exporting a bill. The results are displayed in a grid that can be edited to correct the blank time without having to locate the original entry. The refresh button at the bottom of the window will re-run the search.



### **Search for Blank Time**

The blank time search looks through all attendances and shows any where the time and the lump sum are zero.



### **Search For Blank Disbursements**

The blank disbursements search looks through all disbursements (including disbursements embedded within attendances) and shows any where the amount is zero.



### **Search for Estimated Time**

The estimated time search looks through all attendances and shows any that have been marked as estimated.



### **Search for Excluded Attendances**

The excluded attendances search will show you all attendances within the file that have been marked as excluded, whether directly or as a result of another item higher up being excluded.



### **Search for Excluded Disbursements**

The excluded disbursements search will show you all disbursements within the file that have been marked as excluded, whether directly or as a result of another item higher up being excluded.



### **Search for Attendances with Unassigned Phases**

This will search for any attendances that do not have a phase assigned to them.



### **Search for Disbursements with Unassigned Phases**

This will search for any disbursements that do not have a phase assigned to them.



### **Search for Attendances with Unassigned Tasks**

This will search for any attendances that do not have a task assigned to them.



### **Search for Disbursements with Unassigned Tasks**

This will search for any disbursements that do not have a task assigned to them.



### **Search for Attendances with Unassigned Activities**

This will search for any attendances that do not have an activity assigned to them.



### **Search for Disbursements with Unassigned Expenses**

This will search for any disbursements that do not have an expense assigned to them.

## **Spelling Check**

This tool will perform a spell check of your entire file. Any words which are not found in the dictionary will be flagged up in a window where you will have the opportunity to alter them, ignore them or add them to the dictionary.

Not every piece of text in a CostsMaster file is checked as many fields record work that is not likely to be in a spelling dictionary, such as a legal aid reference number. The main description field of each item is always checked as are fields that contain substantial text. Fields that contain names are not checked.

In addition it is possible to specify whether CostsMaster should check the spelling in different sections of the file. These options are set in the Local Settings window, spelling page.

## **Apply Phases, Tasks & Activities**

This tool will allow you to apply Phases or Tasks, Activities and Expenses to an existing file where this information has not been set or where you want to replace the information that has been set.

The tool varies depending on the current setting for Show Phases in the Control Centre. If you are showing Budget Phases then this tool will apply phases, whereas for the other settings this tool will apply Tasks, Activities & Expenses.

The tool works by looking for the existence of key words in the description of each item. These key words are defined in the Presets window where there are separate sections for phases, tasks, activities and expenses. A few values are provided but you are able to change those and add your own values and you should do this before running the tool.

When you invoke this tool you will be asked if you want to overwrite all values or only values that have not been set. If you had already set some values manually you would probably only want to set values for items not already set, otherwise there is a risk of existing values being changed. If information had already been set but you doubted its veracity and felt that the key words that you had defined would give you a more accurate result, you would probably choose to overwrite all values.

After this the program will examine each attendance and disbursement and set the phase, task, activity or expense value automatically.

Please note that if a phase has been set for an item, the tool will only set tasks that are compatible with the phase. In addition, if you are using this tool to apply tasks to work that has been budgeted and some items of work were left "unassigned" as you intended them to appear in an eventual phase bill as non-phase costs, the use of this tool could result in tasks being assigned to this hitherto unassigned work which could result in it acquiring a phase. In general it is better to identify such work and apply appropriate tasks manually before running this tool.

### **Mark Estimated Time As Excluded**

This tool will examine your entire file and mark any item as excluded that has the estimated property set.

### **Time Recording**



Ctrl + Alt + Shift + T

This can also be accessed from the Tools menu.

This feature can be used for recording the time spent costing a file. This can be useful if the costs draftsman wishes to keep an accurate record of time spent preparing the bill or case plan for invoicing purposes. It can be activated as follows:

The time recording window shows the current time being recorded and the total time recorded so far on the file. The current time will be reset if you:

- (a) save the file
- (b) stop recording time, or
- (c) do not use a mouse or keyboard on a CostsMaster window for the idle timeout period

To record time you must first enable time recording on the window. Here you can also specify the idle timeout (from 0 to 9999 minutes - 2 minutes is the default) and the minimum amount of time that is stored (from 1 to 999 minutes - 1 minute is the default).

There are three buttons at the bottom of the window:

- (i) The Play button starts recording
- (ii) The Stop button stops recording

In addition these two buttons indicate the current state of time recording and

- (iii) The Pause button indicates that recording has been stopped by virtue of

the idle timeout being reached. Clicking the pause button has no effect.

Time recording can also be started using the Ctrl + Alt + Shift + R shortcut and stopped using the Ctrl + Alt + Shift + O shortcut.

There is no need to leave the time recording window open - it merely provides information on the state of the time recording, which will continue even when it is closed.

Please note:

- There is a short delay between the actual passing of the idle timeout and the time recording window showing that time recording is paused, and a similar delay when recording starts again.
- When importing a CostsMaster 2 file any time recorded there will be added to the total time. Please check any such time carefully as the time recording system in CostsMaster 2 could give unpredictable results on occasion.

### **Licence Manager**



Alt + Shift + D

This can be found under the Tools menu. This window provides information about the licences in use on your computer.

For information please go to Licence Management.

### **Backup Settings**

This tool will allow you to make a backup of your settings, either for safety purposes or in order to move them to a new PC.

When you click Backup Settings it will create a copy of your settings in a zip file and you will be able to choose where on your computer this is saved and its name. By default it is called "CostsMasterSettings\_ddmmyy.zip" where ddmmyy is the current day, month and year.

If you need to restore your settings, for example after moving to a new computer, simply click the Restore Settings menu item, navigate to the settings file you saved above and open it. Your settings will then be applied.

## **Check for Updates**



### **Check For Updates**

This feature can be found under "Help" on the main toolbar.

This is a new addition to CostsMaster and, if selected, will automatically run a check to see whether or not there have been any updates to CostsMaster since the version that you are using was installed. If there have been you will be informed of the latest version and given the opportunity to install it.



### **Configure Updates**

Here you can specify whether the program automatically searches for updates and, if so, how often.

## **Scratch Pad**



### **Ctrl + H**

This is a basic notes window that can be viewed on the File menu. Its purpose is as a repository for notes and reminders to oneself.

The notes you make are saved with the file. If you have recorded any notes in the scratchpad for a file, the scratchpad window will be displayed automatically when you open the file.

## **Control Centre**



### **Ctrl + L**

The Control Centre window can be shown by clicking the "Control Centre" entry on the File menu. It will automatically be shown if the option to "Always show control centre" in the local settings window is ticked.

### **Running Totals**

The window displays a grid showing Profit Costs, Disbursements, Counsel's fees and the total with VAT for each and a grand total inclusive of VAT.

At the top of the window are a set of buttons which

- 
- Show the base and lump sum values separately for profit costs
- Show ordinary disbursements and expert fees separately
- Show junior and leading Counsel fees separately
- Show or hide the VAT columns

There is also a drop down box labelled "Show totals for" which optionally shows the totals for:

- the current bill
- the current part

The running totals give you an *approximate* indication of the current costs. The actual costs claimed may vary as a result of rounding depending on the type of bill exported. The running totals calculate each attendance separately and add the totals together. Your exported document may group attendances together which might result in a difference of a few pence. The difference is less pronounced with rates that use whole even numbers. Claiming enhancement often exaggerates the difference. However the difference should always be a small percentage of the overall costs claimed - usually pence and reaching pounds only in very large bills.

At the bottom of the window is a drop down panel with other options that you may wish to change frequently when costing.

### **Default Grade**

The default grade is the grade at the top of the grid in the Grades & Rates. This combo box allows you to quickly change the default grade.

The default grade will be automatically assigned when creating an attendance, so using this setting can save you time in reassigning grades later.

### **Default Phase**

The Default Phase is used to specify the phase that is used for new attendances and disbursements. You can select the phase from the drop down box but please note that this control will have no impact if the attendance is within a part that has its own default phase set. In these circumstances the part takes precedence .

This control mirrors that in the Edit Bills window.



### **Show Work From All Parts**

When this button is selected, the attendance & disbursement windows will show all work within the bill rather than just for the current part. When work for all parts is shown the grids will show an additional column indicating the part that a particular item resides in. Please note, however, that it is not possible to add, delete, cut, copy, paste or reorder items when work for all parts is shown.

Please note that when this option is selected the current part will be constantly updated to the part of the currently selected item in the active grid. For example if you have this option turned on in a bill with two parts, when you open the attendances window it will show entries from both parts. If part 1 is the current part, when you select an attendance that is in part 2 the main toolbar will show that the current part has now changed to part 2.





## Show Phases

This option allows you to specify one of three different types of phases within the program.

- **Budget Phases** - Only phases specific to Precedent H will be shown and the task, activity and expense columns will be hidden. This is suitable if you are simply preparing a budget and you do not want the work to form part of a bill later and you do not require supporting documentation for the budget.
- **New Bill Phases, Tasks & Activities** - Phases, tasks, activities and expenses specific to the new bill format will be shown.
- **J-Codes** - Phases, tasks, activities and expenses specific to J-Codes will be shown.

The choice made here determines which phases (and tasks and activities) are displayed in the grid and in the drop down boxes, but you can still type in values specific to a different type of phase and the program will still recognise it. So for example, with this set to show New Bill phases, tasks and activities the drop down box for activities will show the values specific to the new bill, but you can also type in the A-Code (either new bill short-form or J-Code long form) if you know them. Please see the section on Phases, Tasks and Activities for further information.

## Calculator



Although CostsMaster performs all of the calculations in the bill for you, there may be times when you need to perform a calculation manually. If you can't lay your hands on your real calculator CostsMaster gives you a virtual calculator that is always available from the tools menu.

# Chapter

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11

**Software Protection**

# Software Protection

## **CostsMaster Licensing Methods**

CostsMaster Quota is licensed using software product keys. There are three different types available:

### **Individual Product Keys**

These are software keys that activate CostsMaster Quota on a physical standalone machine. The code ties the licence to a physical machine but it is possible to deactivate a machine and reuse the licence on a different machine without any intervention from us. This is all done in the Licence Management Window

Individual product keys require the machine to be connected to the internet when first activated and thereafter at intervals of up to 7 days.

Individual product keys can not be used on virtual machines or when running CostsMaster Quota via Terminal Services.

### **Network Product Keys**

These are software keys that require the installation of a licensing server on the network. The licensing server authorises copies of CostsMaster Quota to run on the network up to the maximum number of available licences. This method is suitable if you are accessing CostsMaster remotely or if it is running on a virtual machine but the licence server itself must be run on a physical machine on the network.

The licence server requires a connection to the internet in order to pick up changes in licence numbers.

### **Online Product Keys**

These are similar to network product keys except that the licence server is hosted by us remotely. They are therefore suitable if you have no physical machines on which to run the licence server.

All users will require an internet connection to use this type of licence though there is a grace period (to get you over any occasional loss of connectivity) during which CostsMaster will continue to function fully.

Please see the Licensing User Guide for further information on the differences between each type of licence and additional help on selecting the type that is right for you.

## **Licence Management**



Alt + Shift + D

The Licence Management window can be accessed from the Tools menu within CostsMaster. It will show automatically at start-up if no licence has been enabled for the program.

This window allows you to specify the type of licensing you are using with CostsMaster as well as providing information about the licenses in use on your computer and allowing you to upgrade a license.

You can select from three options as follows:

### **None (Trial)**

This allows the program to run in restricted trial mode where only 15 hours work can be recorded. If you have purchased CostsMaster or have obtained an extended trial please select one of the other options to activate your licence.

### **Local Activation**

If you have chosen to license via individual activation keys you should enter them here. Enter the key which is in the form XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX into the Product Key box and click the "Activate" button. The program will contact the CostsMaster activation server via the internet and authorise your copy of the program.

If, in the future, you need to move your licence to a different computer you can deactivate it here then repeat the activation process on the new computer. Once a key has been entered, you don't have to re-enter it again from scratch when re-activating - simply click the "Show Previous Key" button and the key will be recalled.

### **Network Activation**

If you have chosen to license via a network license server you can select this option. The address and port of the license server must be entered (you can get these from your IT department who will have set up the network license server on your network) and you can then request a network license. The license is dropped automatically when the program is closed but if necessary you can explicitly drop the licence should you need to do so (e.g. to enable someone else to use it) by clicking the "Drop Licence" button.

# Chapter

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12

**Getting Help**

# Getting Help

## **The User Guide & Other Documents**

### **User Guide & Help File**

The user guide and help file both have the same content but are in different formats.



The user guide is in Adobe PDF format and is set out in chapters like a book. Although it has an index at the end it is really suited to reading about a topic as a whole.

The user guide is installed with the program and can be accessed from the Documentation section of the Help menu.



The help file is in Microsoft HTML Help format and is broken down into smaller blocks of text that are specific to a particular subject. This makes it more useful for finding specific information whilst using the program.

The help file can be accessed in a number of ways:

- From the Help menu on the main toolbar
- By clicking on the Help button that appears at the bottom of most windows
- By using the Ctrl + Shift + ? shortcut in any grid

The first method will take you to the contents page of the help file but the other methods will take you directly to the most relevant page for the window you currently have open.

### **Shortcut Sheets**

These are a list of the most common shortcuts available in CostsMaster. They are designed to be printed off on thick A4 paper or card and folded in half to give two sheets which can be stood up on your desk as an aide-memoire.

### **Quick Start Guides**

In addition to the main user guide we also provide some quick start guides which are designed to give you a quick practical example of how to produce a particular document. Guides are available for

Costs Budgets

- N260

### **Tip Of The Day**

These are a series of tips which can be displayed when the program first starts or at any time by selecting the menu item on the Help menu.

## **Technical Support**

Technical support is available to registered users by email to support@costsmaster.co.uk or by telephone to 0800 043 2091. The support lines are manned Monday to Friday between the hours of 10.00am and 4.00pm.

You can also email us by selecting the "Email Support" option on the help menu. This method has the advantage that you can optionally include the current file you are working on without having to manually attach it to an email. It also allows you to include diagnostic information about your computer, though you should select this option only if we have asked you to do so as it is quite lengthy.

Our lines are staffed by experienced costs draftsmen who are also CostsMaster users themselves and who are adept at explaining how to put your knowledge of costs drafting to the best use in CostsMaster. Of course we can also help with any technical issues you might have from time to time.

## **If Things Go Wrong**

Occasionally you may experience an error in CostsMaster. Although we test the program thoroughly before release, we are only human and you might stumble upon a hitherto undiscovered bug. If the program code encounters an error you will be presented with an error box with several options:

### **Send Bug Report**

This will send a bug report to us so we can investigate and fix the problem. The bug report will include details of your hardware and any other programs running at the time of the crash, but all information received is treated in the strictest confidence.

You will also have the option to include a screen grab - please do as a picture really does speak a thousand words in these cases. You are also invited to enter a description of the problem. Please use this space to tell us as near as possible what you were doing immediately prior to the problem appearing. The more information you can give us the more likely we are to trace and fix the problem.

### **Continue**

This will close the error report without sending the bug report.

### **Close and lose data**

This will close the program immediately. As is suggested by the name, any unsaved data will be lost. This is therefore a button of last resort and should be used only if the program is stuck in a cycle of error messages from which

you cannot escape any other way.



# **Chapter**

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**13**

**CostsMaster Reference**

# Export Phrase Formatting

This section describes the different means of formatting export phrases from within the Export Phrases Window.

## **Dates**

Dates have the following formatting options, given an example date of 6 August 2011:

### **Day**

6  
06  
6th  
None

### **Month**

8  
08  
Aug  
August  
None

### **Year**

11  
2011  
None

### **Separator**

/  
Space  
:  
.

### **Example Date**

The example date defaults to the current date but can be altered from the box at the bottom of the window.

## **Time**

Times have the following formatting options, given an example time of 126 minutes:

### **Hours**

2  
02  
2h  
2 hours

### Mins

6  
06  
6m  
6 minutes

### Mins (Decimal)

0.1  
0.10  
0.100  
0.1000

### Separator

:  
Space  
.  
-  
None (*not Decima*)  
· (middle dot)

### Decimal Hours

There are two caveats to bear in mind when changing this setting.

First, the selection simply determines how the **Mins** option is interpreted. CostsMaster does not remember how **Mins** was set before **Decimal Hours** was changed and will not revert if it is changed back.

Second, the "None" setting for the **Separator** is equivalent to a regular decimal point if **Decimal Hours** is set, since it make no sense to have no separator in this context.

## Currency

Currencies have the following formatting options:

### Symbol

£  
None

### Pounds

If not zero  
Always

### **Pence**

Don't Show Zero  
Show Zero

### **Separator**

.  
Space  
Double space  
:  
-  
· (middle dot)

### **Padding**

Increasing the value beyond zero will place the symbol this many digits away from the figure at a minimum. This is used to align pound signs in a neat row.

### **Thousand Separator**

Inserts a comma before every third set of pound figures.

### **Show If Zero**

If ticked will show a zero amount rather than showing nothing.

## **Decimal**

A decimal figure is one that can have a fractional element but which is not a currency. Decimal figures have the following formatting options:

### **Units**

If not zero  
Always

### **Fraction**

Don't Show Zero  
Show Zero

### **Separator**

.  
Space  
Double Space

:  
-  
· (middle dot)

### **Thousand Separator**

Inserts a comma before every third set of pound figures.

### **Show If Zero**

If ticked will show a zero amount rather than showing nothing.

## **Sequential**

A sequential number is a whole number with no fraction that follows a sequential format. Sequential numbers have the following formatting options, given an example amount of 25:

### **Style**

1, 2, 3, 4  
i, ii, iii, iv  
I, II, III, IV  
a, b, c, d  
A, B, C, D  
A, B..Z, a, b..z  
a, b..z, A, B..Z  
one, two, three  
One, Two, Three

### **Minimum Digits**

Setting a value greater than zero will add zeros to the beginning of the number if necessary to make it up to the number of digits specified

### **Show Zero**

If ticked will show a zero amount rather than showing nothing.

# Keyboard Shortcuts

## **Shortcuts for Windows**

The following shortcuts will open their respective window or bring it to the front if it is already open.

### **Bill Windows**

|                |                       |
|----------------|-----------------------|
| Ctrl + Alt + C | Grades                |
| Ctrl + Alt + D | Case Details          |
| Ctrl + Alt + Q | Counsel               |
| Ctrl + Alt + T | Parts                 |
| Ctrl + Alt + V | Costs Budget Settings |
| Ctrl + Alt + W | Breakdown Settings    |
| Ctrl + Alt + Y | Costs Budgets         |

### **Part Windows**

|         |               |
|---------|---------------|
| Alt + D | Attendances   |
| Alt + J | Disbursements |

### **General Window Shortcuts (in Windows that have these columns and/or buttons)**

|                      |                      |
|----------------------|----------------------|
| R Ctrl + R Shift + D | Disbursements        |
| R Ctrl + R Shift + V | VAT                  |
| R Ctrl + R Shift + X | Expand Abbreviations |

### **Other Window shortcuts:**

|                     |                                                                |
|---------------------|----------------------------------------------------------------|
| Ctrl + F            | Find & Replace                                                 |
| Ctrl + H            | History Window (Undo & Redo)                                   |
| Shift + Alt + A     | Abbreviations Window                                           |
| Shift + Alt + D     | Licence Manager                                                |
| Shift + Alt + E     | Export Phrases Window                                          |
| Shift + Alt + I     | Import Work Window                                             |
| Shift + Alt + O     | Output Work Window                                             |
| Shift + Alt + T     | Toolbar Settings Window                                        |
| Shift + Alt + W     | Pending Work Window                                            |
| Alt + Enter         | Closes the active window and applies any pending changes       |
| Alt + Shift + Enter | Closes the active window without applying any pending changes. |

## **Shortcuts for Grids**

Due to the number of shortcuts required, some key combinations are used more than once.

**Shortcuts that apply to all grids:**

|                          |                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ctrl + Shift + A         | Add and edit an item.                                                                                                                                 |
| Ctrl + Shift + B         | Show the grid rows in alternate colours                                                                                                               |
| Ctrl + Shift + D         | Delete the selected items                                                                                                                             |
| Ctrl + Shift + E         | Edit the selected items                                                                                                                               |
| Ctrl + Shift + G         | Grid Settings                                                                                                                                         |
| Ctrl + Shift + H         | Extended Characters                                                                                                                                   |
| Ctrl + Shift + I         | Insert an item                                                                                                                                        |
| Ctrl + Shift + K         | Show and select columns                                                                                                                               |
| Ctrl + Shift + M         | Toggle multi-select mode                                                                                                                              |
| Ctrl + Shift + N         | Add a new item                                                                                                                                        |
| Ctrl + Shift + O         | Show the notes window                                                                                                                                 |
| Ctrl + Shift + Q         | Select All                                                                                                                                            |
| Ctrl + Shift + W         | Mark the item as requiring attention (Warning).                                                                                                       |
| Ctrl + Shift + X         | Exclude the currently selected items from the bill                                                                                                    |
| Ctrl + Shift + ↑         | Move the selected items up                                                                                                                            |
| Ctrl + Shift + ↓         | Move the selected items down                                                                                                                          |
| Ctrl + Shift + <         | Contract the rows of the grid so that they show one line of text                                                                                      |
| Ctrl + Shift + >         | Expand the rows of the grid so they show all text for each item                                                                                       |
| Ctrl + Shift + ?         | Help for the grid                                                                                                                                     |
| Ctrl + C                 | Copy text                                                                                                                                             |
|                          | Copy items (in multi select mode)                                                                                                                     |
| Ctrl + V                 | Paste text                                                                                                                                            |
|                          | Paste items (in multi select mode)                                                                                                                    |
| Ctrl + X                 | Cut text                                                                                                                                              |
|                          | Cut items (in multi select mode)                                                                                                                      |
| Ctrl + Enter             | Adds a hard carriage return.                                                                                                                          |
| Alt + ↓                  | In the properties column, displays the properties pop up menu                                                                                         |
|                          | In columns with a drop-down box causes the list of options to drop down                                                                               |
|                          | In columns with preset suggestions, causes a list of suggestions to drop down                                                                         |
| Alt + ↑                  | Causes any drop-down list to close up.                                                                                                                |
| Alt + Shift + ↓ or ↑     | In columns with a drop-down box or with preset suggestions, cycles through the available possibilities (overwriting the current contents of the cell) |
| Alt + Home / End         | In a column with a drop-down list showing, selects the first or last item.                                                                            |
| Alt + Shift + Home / End | In a column with a drop-down box or with preset suggestions, selects the first or last item (overwriting the current contents of the cell).           |

**Shortcuts that apply to some but not all grids:**

Right Shift + Right Control + D Disbursements window for grids that offer a disbursements column

**Shortcuts that apply to Attendances grids:**

Ctrl + Shift + P Mark the selected items as having time recorded on a print out.  
 Ctrl + Shift + S Mark the selected items as estimated  
 Ctrl + Shift + X Expand abbreviations immediately (applies to Edit Attendances window only)

**Shortcuts that apply to Disbursement grids:**

Ctrl + Shift + P Mark the selected items as having been paid  
 Ctrl + Shift + R Mark the selected items as having a paper receipt  
 Ctrl + Shift + S Mark the selected items as estimated  
 Ctrl + Shift + T Mark the selected items as being Expert fees  
 Ctrl + Shift + V Mark the selected items as having a paper invoice

**Shortcuts that apply to the Parts grid:**

Ctrl + Shift + V Mark the selected items as claiming VAT

**Shortcuts that apply to the Counsel grid:**

Ctrl + Shift + C Mark the selected Counsel as being Leading Counsel.

**Shortcuts that apply to the Parties To The Action grid:**

Ctrl + Shift + C Mark the selected parties as being clients.

**Shortcuts that apply to the Notes grid:**

Ctrl + Shift + P Mark the selected items as being private

**Auto-complete shortcut:**

Shift + Enter

In a date column uses the date of the previous item

In the description column of a disbursement grid that contains a whole number, interprets the number as being mileage

In the description column of other grids adds a document tag reference

In the VAT column of a disbursement grid calculates the VAT based on the value in the amount column.



In the amount column of a disbursement grid interprets the value in the amount column as being inclusive of VAT and separates it into the principal and VAT elements.

## **Other Shortcuts**

### **File Shortcuts**

|          |                              |
|----------|------------------------------|
| Ctrl + A | Save File As                 |
| Ctrl + D | Scratch Pad                  |
| Ctrl + E | Create Bill                  |
| Ctrl + F | Find & Replace               |
| Ctrl + H | History Window (Undo & Redo) |
| Ctrl + I | Instructing Solicitor        |
| Ctrl + L | Control Centre               |
| Ctrl + N | New File                     |
| Ctrl + O | Open File                    |
| Ctrl + P | Preview Bill                 |
| Ctrl + Q | Exit CostsMaster             |
| Ctrl + S | Save File                    |
| Ctrl + T | New From Template            |
| Ctrl + W | Save As Template             |

### Miscellaneous Shortcuts

|                        |                                      |
|------------------------|--------------------------------------|
| Ctrl + ↑↓              | Change Parts                         |
| Ctrl + Shift + Alt + O | Stop Recording Time                  |
| Ctrl + Shift + Alt + R | Start Recording Time                 |
| Ctrl + Shift + Alt + T | Show Recorded Time                   |
| Ctrl + Shift + Alt + Y | Reset position of all active windows |
| Ctrl + Shift + Alt + Z | Reset main toolbar position          |

# XML & CSV Import and Output Work Specifications

The latest XML Schema and CSV Specifications can be downloaded from our web site at

<http://www.costsmaster.co.uk/importschemata.htm>

At the time of writing there are several versions of the XML Schema and CSV Specification. Version 2.1 is the latest and adds an optional field for the inclusion of task and activity information.

Version 1.0 files can be imported by CostsMaster v3.4 and later.

Version 1.1 files can be imported by CostsMaster v3.6 and later.

Version 2.0 files can be imported by CostsMaster v4.0 and later.

Version 2.1 files can be imported by CostsMaster v5.0 and later.

CostsMaster v5.0 will output work in v2.1 XML format.

## **XML Schema v1.0**

```
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
  targetNamespace="http://www.costsmaster.co.uk/ImportSchema"
  xmlns:cm="http://www.costsmaster.co.uk/ImportSchema">
  <xsd:annotation>
    <xsd:documentation>
      CMS Input for Costmaster CM3
      CostsMaster Ltd. All rights reserved.
      Version 1.0
    </xsd:documentation>
  </xsd:annotation>
  <xsd:element name="WorkBlock" type="cm:WorkBlockData"/>
  <xsd:complexType name="WorkBlockData">
    <xsd:sequence>
      <xsd:element name="WorkItem"
        type="cm:WorkItemData"
        minOccurs="0"
        maxOccurs="unbounded"/>
    </xsd:sequence>
  </xsd:complexType>

  <xsd:complexType name="WorkItemData">
    <xsd:choice>
      <xsd:element name="Attendance" type="cm:AttendanceData" />
      <xsd:element name="Disbursement" type="cm:DisbursementData" />
    </xsd:choice>
  </xsd:complexType>
```

```

<xsd:complexType name="AttendanceData">
  <xsd:sequence>
    <xsd:element name="Date" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Time" type="xsd:string" minOccurs="1"/>
    <xsd:element name="FeeEarner" type="xsd:string" minOccurs="1"/>
    <xsd:element name="HourlyRate" type="xsd:string" minOccurs="0"/>
    <xsd:element name="RateType" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Category" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
    <xsd:element name="EmbeddedWorkItem" type="cm:WorkItemData"
minOccurs="0" maxOccurs="unbounded"/>
  </xsd:sequence>
</xsd:complexType>

```

```

<xsd:complexType name="DisbursementData">
  <xsd:sequence>
    <xsd:element name="InvoiceDate" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Amount" type="xsd:string" minOccurs="1"/>
    <xsd:element name="VAT" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
  </xsd:sequence>
</xsd:complexType>

```

```

</xsd:schema>

```

### **XML Schema v1.1**

```

<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
  targetNamespace="http://www.costsmaster.co.uk/ImportSchema"
  xmlns:cm="http://www.costsmaster.co.uk/ImportSchema">
  <xsd:annotation>
    <xsd:documentation>
      CMS Input for Costmaster CM3
      CostsMaster Ltd. All rights reserved.
      Version 1.1
    </xsd:documentation>
  </xsd:annotation>
  <xsd:element name="WorkBlock" type="cm:WorkBlockData"/>
  <xsd:complexType name="WorkBlockData">
    <xsd:sequence>
      <xsd:element name="WorkItem"

```

```

        type="cm:WorkItemData"
        minOccurs="0"
        maxOccurs="unbounded"/>
    </xsd:sequence>
</xsd:complexType>

```

```

<xsd:complexType name="WorkItemData">
  <xsd:choice>
    <xsd:element name="Attendance" type="cm:AttendanceData" />
    <xsd:element name="Disbursement" type="cm:DisbursementData" />
  </xsd:choice>
</xsd:complexType>

```

```

<xsd:simpleType name="AttendanceLocation">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PROC_STEP"/>
    <xsd:enumeration value="PW_ATT"/>
    <xsd:enumeration value="PW_LTC"/>
    <xsd:enumeration value="PW_MISC"/>
    <xsd:enumeration value="PW_TC"/>
    <xsd:enumeration value="PW_LO"/>
    <xsd:enumeration value="PW_EO"/>
    <xsd:enumeration value="PW_RLO"/>
    <xsd:enumeration value="PW_LI"/>
    <xsd:enumeration value="DOC"/>
    <xsd:enumeration value="TWA"/>
    <xsd:enumeration value="COSTS"/>
  </xsd:restriction>
</xsd:simpleType>

```

```

<xsd:simpleType name="DisbursementLocation">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PROC_STEP"/>
    <xsd:enumeration value="PW_DISB"/>
    <xsd:enumeration value="MISC"/>
    <xsd:enumeration value="COSTS"/>
  </xsd:restriction>
</xsd:simpleType>

```

```

<xsd:complexType name="AttendanceData">
  <xsd:sequence>
    <xsd:element name="Date" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Time" type="xsd:string" minOccurs="1"/>
    <xsd:element name="FeeEarner" type="xsd:string" minOccurs="1"/>
  </xsd:sequence>
</xsd:complexType>

```

```

    <xsd:element name="HourlyRate" type="xsd:string" minOccurs="0"/>
    <xsd:element name="RateType" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Category" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Location" type="cm:AttendanceLocation"
minOccurs="0"/>
    <xsd:element name="Party" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
    <xsd:element name="EmbeddedWorkItem" type="cm:WorkItemData"
minOccurs="0" maxOccurs="unbounded"/>
  </xsd:sequence>
</xsd:complexType>

```

```

<xsd:complexType name="DisbursementData">
  <xsd:sequence>
    <xsd:element name="InvoiceDate" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Amount" type="xsd:string" minOccurs="1"/>
    <xsd:element name="VAT" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Location" type="cm:DisbursementLocation"
minOccurs="0"/>
    <xsd:element name="Party" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
  </xsd:sequence>
</xsd:complexType>

```

```

</xsd:schema>

```

### **XML Schema v2.0**

```

<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
  targetNamespace="http://www.costsmaster.co.uk/ImportSchema"
  xmlns:cm="http://www.costsmaster.co.uk/ImportSchema">
  <xsd:annotation>
    <xsd:documentation>
      CMS Input for Costmaster CM4
      CostsMaster Ltd. All rights reserved.
      Version 2.0
    </xsd:documentation>
  </xsd:annotation>
  <xsd:element name="WorkBlock" type="cm:WorkBlockData"/>
  <xsd:complexType name="WorkBlockData">
    <xsd:sequence>
      <xsd:element name="WorkItem"
        type="cm:WorkItemData"
        minOccurs="0"

```

```

        maxOccurs="unbounded"/>
    </xsd:sequence>
</xsd:complexType>

```

```

<xsd:complexType name="WorkItemData">
    <xsd:choice>
        <xsd:element name="Attendance" type="cm:AttendanceData" />
        <xsd:element name="Disbursement" type="cm:DisbursementData" />
    </xsd:choice>
</xsd:complexType>

```

```

<xsd:simpleType name="AttendanceLocation">
    <xsd:restriction base="xsd:string">
        <xsd:enumeration value=""/>
        <xsd:enumeration value="PROC_STEP"/>
        <xsd:enumeration value="PW_ATT"/>
        <xsd:enumeration value="PW_LTC"/>
        <xsd:enumeration value="PW_LLO"/>
        <xsd:enumeration value="PW_LEO"/>
        <xsd:enumeration value="PW_LRL"/>
        <xsd:enumeration value="PW_LLI"/>
        <xsd:enumeration value="PW_PREP"/>
        <xsd:enumeration value="PW_MISC"/>
        <xsd:enumeration value="PW_TC"/>
        <xsd:enumeration value="PW_LO"/>
        <xsd:enumeration value="PW_EO"/>
        <xsd:enumeration value="PW_RLO"/>
        <xsd:enumeration value="PW_LI"/>
        <xsd:enumeration value="DOC"/>
        <xsd:enumeration value="TWA"/>
        <xsd:enumeration value="COSTS"/>
    </xsd:restriction>
</xsd:simpleType>

```

```

<xsd:simpleType name="PhaseCode">
    <xsd:restriction base="xsd:string">
        <xsd:enumeration value="UNASS"/>
        <xsd:enumeration value="PREACT"/>
        <xsd:enumeration value="ISSPLEA"/>
        <xsd:enumeration value="CMC"/>
        <xsd:enumeration value="DISCL"/>
        <xsd:enumeration value="WITNESS"/>
        <xsd:enumeration value="EXPERT"/>
        <xsd:enumeration value="PTR"/>
        <xsd:enumeration value="TRIPREPC"/>
        <xsd:enumeration value="TRIAL"/>
        <xsd:enumeration value="ADRSET"/>
        <xsd:enumeration value="COND"/>
    </xsd:restriction>

```

```
</xsd:simpleType>
```

```
<xsd:complexType name="PhaseType">
  <xsd:simpleContent>
    <xsd:extension base="cm:PhaseCode">
      <xsd:attribute name="ConditionalPhaseName" type="xsd:string" />
    </xsd:extension>
  </xsd:simpleContent>
</xsd:complexType>
```

```
<xsd:simpleType name="RateClassCode">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value="PREP"/>
    <xsd:enumeration value="ADV"/>
    <xsd:enumeration value="CSL"/>
    <xsd:enumeration value="TW"/>
    <xsd:enumeration value="TC"/>
    <xsd:enumeration value="LO"/>
    <xsd:enumeration value="LI"/>
    <xsd:enumeration value="RLO"/>
    <xsd:enumeration value="USER 1"/>
    <xsd:enumeration value="USER 2"/>
    <xsd:enumeration value="USER 3"/>
    <xsd:enumeration value="USER 4"/>
    <xsd:enumeration value="EO"/>
  </xsd:restriction>
</xsd:simpleType>
```

```
<xsd:simpleType name="DisbursementLocation">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PROC_STEP"/>
    <xsd:enumeration value="PW_DISB"/>
    <xsd:enumeration value="MISC"/>
    <xsd:enumeration value="COSTS"/>
  </xsd:restriction>
</xsd:simpleType>
```

```
<xsd:complexType name="AttendanceData">
  <xsd:sequence>
    <xsd:element name="Date" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Time" type="xsd:string" minOccurs="1"/>
    <xsd:element name="FeeEarner" type="xsd:string" minOccurs="1"/>
    <xsd:element name="HourlyRate" type="xsd:string" minOccurs="0"/>
    <xsd:element name="RateType" type="cm:RateClassCode"
minOccurs="0"/>
    <xsd:element name="Category" type="xsd:string" minOccurs="0"/>
  </xsd:sequence>
</xsd:complexType>
```

```

    <xsd:element name="Location" type="cm:AttendanceLocation"
minOccurs="0"/>
    <xsd:element name="Party" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Phase" type="cm:PhaseType"/>
    <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
    <xsd:element name="EmbeddedWorkItem" type="cm:WorkItemData"
minOccurs="0" maxOccurs="unbounded"/>
  </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="DisbursementData">
  <xsd:sequence>
    <xsd:element name="InvoiceDate" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Amount" type="xsd:string" minOccurs="1"/>
    <xsd:element name="VAT" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Location" type="cm:DisbursementLocation"
minOccurs="0"/>
    <xsd:element name="Party" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Phase" type="cm:PhaseType"/>
    <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
  </xsd:sequence>
</xsd:complexType>

</xsd:schema>

```

### **XML Schema v2.1**

```

<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
  targetNamespace="http://www.costsmaster.co.uk/ImportSchema"
  xmlns:cm="http://www.costsmaster.co.uk/ImportSchema">
  <xsd:annotation>
    <xsd:documentation>
      CMS Input for Costmaster CM5
      CostsMaster Ltd. All rights reserved.
      Version 2.1
      This schema defines XML files that can be imported into CostsMaster 5
      Draftsman and Quota applications,
      please see comments below for fields that are specific to one application
      only.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:element name="WorkBlock" type="cm:WorkBlockData"/>
    <xsd:complexType name="WorkBlockData">
      <xsd:sequence>

```



```
        <xsd:element name="WorkItem"
                    type="cm:WorkItemData"
                    minOccurs="0"
                    maxOccurs="unbounded"/>
    </xsd:sequence>
</xsd:complexType>
```

```
<xsd:complexType name="WorkItemData">
  <xsd:choice>
    <xsd:element name="Attendance" type="cm:AttendanceData" />
    <xsd:element name="Disbursement" type="cm:DisbursementData" />
  </xsd:choice>
</xsd:complexType>
```

```
<xsd:simpleType name="AttendanceLocation">
  <xsd:annotation>
    <xsd:documentation>
      Relevant to CostsMaster Draftsman application only.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PROC_STEP"/>
    <xsd:enumeration value="PW_ATT"/>
    <xsd:enumeration value="PW_LTC"/>
    <xsd:enumeration value="PW_LLO"/>
    <xsd:enumeration value="PW_LEO"/>
    <xsd:enumeration value="PW_LRL"/>
    <xsd:enumeration value="PW_LLI"/>
    <xsd:enumeration value="PW_PREP"/>
    <xsd:enumeration value="PW_MISC"/>
    <xsd:enumeration value="PW_TC"/>
    <xsd:enumeration value="PW_LO"/>
    <xsd:enumeration value="PW_EO"/>
    <xsd:enumeration value="PW_RLO"/>
    <xsd:enumeration value="PW_LI"/>
    <xsd:enumeration value="DOC"/>
    <xsd:enumeration value="TWA"/>
    <xsd:enumeration value="COSTS"/>
  </xsd:restriction>
</xsd:simpleType>
```

```
<xsd:simpleType name="V20Phase">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value="UNASS"/>
    <xsd:enumeration value="PREACT"/>
    <xsd:enumeration value="ISSPLEA"/>
    <xsd:enumeration value="CMC"/>
  </xsd:restriction>
</xsd:simpleType>
```

```

    <xsd:enumeration value="DISCL"/>
    <xsd:enumeration value="WITNESS"/>
    <xsd:enumeration value="EXPERT"/>
    <xsd:enumeration value="PTR"/>
    <xsd:enumeration value="TRIPREPC"/>
    <xsd:enumeration value="TRIAL"/>
    <xsd:enumeration value="ADRSET"/>
    <xsd:enumeration value="COND"/>
  </xsd:restriction>
</xsd:simpleType>

<xsd:complexType name="V20PhaseType">
  <xsd:simpleContent>
    <xsd:extension base="cm:V20Phase">
      <xsd:attribute name="ConditionalPhaseName" type="xsd:string" />
    </xsd:extension>
  </xsd:simpleContent>
</xsd:complexType>

```

```

<xsd:simpleType name="PhaseType">
  <xsd:annotation>
    <xsd:documentation>
      This type is not used because any string that is not a valid JCode
      phase ('JA00' - 'JK00')
      or New bill phase ('P1' - 'P15')
      is now assumed to be a Contingent Phase Name.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="JA00"/>
    <xsd:enumeration value="JB00"/>
    <xsd:enumeration value="JC00"/>
    <xsd:enumeration value="JD00"/>
    <xsd:enumeration value="JE00"/>
    <xsd:enumeration value="JF00"/>
    <xsd:enumeration value="JG00"/>
    <xsd:enumeration value="JH00"/>
    <xsd:enumeration value="JI00"/>
    <xsd:enumeration value="JJ00"/>
    <xsd:enumeration value="JK00"/>
    <xsd:enumeration value="any-contingent-phase"/>
  </xsd:restriction>
</xsd:simpleType>

```

```

<xsd:simpleType name="TaskType">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
  </xsd:restriction>
</xsd:simpleType>

```

```
<xsd:enumeration value="JA10"/>
<xsd:enumeration value="JA20"/>
<xsd:enumeration value="JA30"/>
<xsd:enumeration value="JA40"/>
<xsd:enumeration value="JB10"/>
<xsd:enumeration value="JB20"/>
<xsd:enumeration value="JB30"/>
<xsd:enumeration value="JB40"/>
<xsd:enumeration value="JC10"/>
<xsd:enumeration value="JC20"/>
<xsd:enumeration value="JD10"/>
<xsd:enumeration value="JD20"/>
<xsd:enumeration value="JD30"/>
<xsd:enumeration value="JD40"/>
<xsd:enumeration value="JE10"/>
<xsd:enumeration value="JE20"/>
<xsd:enumeration value="JF10"/>
<xsd:enumeration value="JF20"/>
<xsd:enumeration value="JG10"/>
<xsd:enumeration value="JG20"/>
<xsd:enumeration value="JG30"/>
<xsd:enumeration value="JH01"/>
<xsd:enumeration value="JH02"/>
<xsd:enumeration value="JH03"/>
<xsd:enumeration value="JH04"/>
<xsd:enumeration value="JH05"/>
<xsd:enumeration value="JH06"/>
<xsd:enumeration value="JH07"/>
<xsd:enumeration value="JH08"/>
<xsd:enumeration value="JH09"/>
<xsd:enumeration value="JI01"/>
<xsd:enumeration value="JI02"/>
<xsd:enumeration value="JJ10"/>
<xsd:enumeration value="JJ20"/>
<xsd:enumeration value="JJ30"/>
<xsd:enumeration value="JK10"/>
<xsd:enumeration value="JK20"/>
<xsd:enumeration value="JK30"/>
<xsd:enumeration value="JK40"/>
<xsd:enumeration value="L110"/>
<xsd:enumeration value="L120"/>
<xsd:enumeration value="L130"/>
<xsd:enumeration value="L140"/>
<xsd:enumeration value="L150"/>
<xsd:enumeration value="L160"/>
<xsd:enumeration value="L190"/>
<xsd:enumeration value="L210"/>
<xsd:enumeration value="L220"/>
<xsd:enumeration value="L230"/>
<xsd:enumeration value="L240"/>
<xsd:enumeration value="L250"/>
```

```
<xsd:enumeration value="L260"/>
<xsd:enumeration value="L310"/>
<xsd:enumeration value="L320"/>
<xsd:enumeration value="L330"/>
<xsd:enumeration value="L340"/>
<xsd:enumeration value="L350"/>
<xsd:enumeration value="L390"/>
<xsd:enumeration value="L410"/>
<xsd:enumeration value="L420"/>
<xsd:enumeration value="L430"/>
<xsd:enumeration value="L440"/>
<xsd:enumeration value="L450"/>
<xsd:enumeration value="L460"/>
<xsd:enumeration value="L470"/>
<xsd:enumeration value="L510"/>
<xsd:enumeration value="L520"/>
<xsd:enumeration value="L530"/>
<xsd:enumeration value="T1"/>
<xsd:enumeration value="T2"/>
<xsd:enumeration value="T3"/>
<xsd:enumeration value="T4"/>
<xsd:enumeration value="T5"/>
<xsd:enumeration value="T6"/>
<xsd:enumeration value="T7"/>
<xsd:enumeration value="T8"/>
<xsd:enumeration value="T9"/>
<xsd:enumeration value="T10"/>
<xsd:enumeration value="T11"/>
<xsd:enumeration value="T12"/>
<xsd:enumeration value="T13"/>
<xsd:enumeration value="T14"/>
<xsd:enumeration value="T15"/>
<xsd:enumeration value="T16"/>
<xsd:enumeration value="T17"/>
<xsd:enumeration value="T18"/>
<xsd:enumeration value="T19"/>
<xsd:enumeration value="T20"/>
<xsd:enumeration value="T21"/>
<xsd:enumeration value="T22"/>
<xsd:enumeration value="T23"/>
<xsd:enumeration value="T24"/>
<xsd:enumeration value="T25"/>
<xsd:enumeration value="T26"/>
<xsd:enumeration value="T27"/>
<xsd:enumeration value="T28"/>
<xsd:enumeration value="T29"/>
<xsd:enumeration value="T30"/>
<xsd:enumeration value="T31"/>
<xsd:enumeration value="T32"/>
<xsd:enumeration value="T33"/>
<xsd:enumeration value="T34"/>
```

```
<xsd:enumeration value="T35"/>
<xsd:enumeration value="T36"/>
<xsd:enumeration value="T37"/>
<xsd:enumeration value="T38"/>
<xsd:enumeration value="T39"/>
<xsd:enumeration value="T40"/>
<xsd:enumeration value="T41"/>
</xsd:restriction>
</xsd:simpleType>
```

```
<xsd:simpleType name="ActivityType">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="A101"/>
    <xsd:enumeration value="A102"/>
    <xsd:enumeration value="A103"/>
    <xsd:enumeration value="A104"/>
    <xsd:enumeration value="A105"/>
    <xsd:enumeration value="A106"/>
    <xsd:enumeration value="A107"/>
    <xsd:enumeration value="A108"/>
    <xsd:enumeration value="A109"/>
    <xsd:enumeration value="A110"/>
    <xsd:enumeration value="A111"/>
    <xsd:enumeration value="A112"/>
    <xsd:enumeration value="A113"/>
    <xsd:enumeration value="A114"/>
    <xsd:enumeration value="A115"/>
    <xsd:enumeration value="A116"/>
    <xsd:enumeration value="A117"/>
    <xsd:enumeration value="A118"/>
    <xsd:enumeration value="A119"/>
    <xsd:enumeration value="A120"/>
    <xsd:enumeration value="A121"/>
    <xsd:enumeration value="A122"/>
    <xsd:enumeration value="A123"/>
    <xsd:enumeration value="A124"/>
    <xsd:enumeration value="A125"/>
    <xsd:enumeration value="A126"/>
    <xsd:enumeration value="A127"/>
    <xsd:enumeration value="A128"/>
    <xsd:enumeration value="A1"/>
    <xsd:enumeration value="A2"/>
    <xsd:enumeration value="A3"/>
    <xsd:enumeration value="A4"/>
    <xsd:enumeration value="A5"/>
    <xsd:enumeration value="A6"/>
    <xsd:enumeration value="A7"/>
    <xsd:enumeration value="A8"/>
    <xsd:enumeration value="A9"/>
```

```
<xsd:enumeration value="A10"/>
</xsd:restriction>
</xsd:simpleType>
```

```
<xsd:simpleType name="ExpenseType">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="X101"/>
    <xsd:enumeration value="X102"/>
    <xsd:enumeration value="X103"/>
    <xsd:enumeration value="X104"/>
    <xsd:enumeration value="X105"/>
    <xsd:enumeration value="X106"/>
    <xsd:enumeration value="X107"/>
    <xsd:enumeration value="X108"/>
    <xsd:enumeration value="X109"/>
    <xsd:enumeration value="X110"/>
    <xsd:enumeration value="X111"/>
    <xsd:enumeration value="X112"/>
    <xsd:enumeration value="X113"/>
    <xsd:enumeration value="X114"/>
    <xsd:enumeration value="X115"/>
    <xsd:enumeration value="X116"/>
    <xsd:enumeration value="X117"/>
    <xsd:enumeration value="X118"/>
    <xsd:enumeration value="X119"/>
    <xsd:enumeration value="X120"/>
    <xsd:enumeration value="X121"/>
    <xsd:enumeration value="X122"/>
    <xsd:enumeration value="X123"/>
    <xsd:enumeration value="X124"/>
    <xsd:enumeration value="X125"/>
    <xsd:enumeration value="X126"/>
    <xsd:enumeration value="X127"/>
    <xsd:enumeration value="X128"/>
    <xsd:enumeration value="X129"/>
    <xsd:enumeration value="X130"/>
    <xsd:enumeration value="X131"/>
    <xsd:enumeration value="X132"/>
    <xsd:enumeration value="X133"/>
    <xsd:enumeration value="X134"/>
    <xsd:enumeration value="X135"/>
    <xsd:enumeration value="X136"/>
    <xsd:enumeration value="X137"/>
    <xsd:enumeration value="X138"/>
    <xsd:enumeration value="X139"/>
    <xsd:enumeration value="X140"/>
    <xsd:enumeration value="X141"/>
    <xsd:enumeration value="X142"/>
    <xsd:enumeration value="X143"/>
```

```

<xsd:enumeration value="X144"/>
<xsd:enumeration value="X145"/>
<xsd:enumeration value="X146"/>
<xsd:enumeration value="X147"/>
<xsd:enumeration value="X148"/>
<xsd:enumeration value="X1"/>
<xsd:enumeration value="X2"/>
<xsd:enumeration value="X3"/>
<xsd:enumeration value="X4"/>
<xsd:enumeration value="X5"/>
<xsd:enumeration value="X6"/>
<xsd:enumeration value="X7"/>
<xsd:enumeration value="X8"/>
<xsd:enumeration value="X9"/>
<xsd:enumeration value="X10"/>
<xsd:enumeration value="X11"/>
<xsd:enumeration value="X12"/>
<xsd:enumeration value="X13"/>
<xsd:enumeration value="X14"/>
<xsd:enumeration value="X15"/>
</xsd:restriction>
</xsd:simpleType>

```

```

<xsd:simpleType name="RateClassCode">
  <xsd:annotation>
    <xsd:documentation>
      Relevant to CostsMaster Draftsman application only.
      Quota application always uses "Preparation" rate.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PREP"/>
    <xsd:enumeration value="ADV"/>
    <xsd:enumeration value="CSL"/>
    <xsd:enumeration value="TW"/>
    <xsd:enumeration value="TC"/>
    <xsd:enumeration value="LO"/>
    <xsd:enumeration value="LI"/>
    <xsd:enumeration value="RLO"/>
    <xsd:enumeration value="USER 1"/>
    <xsd:enumeration value="USER 2"/>
    <xsd:enumeration value="USER 3"/>
    <xsd:enumeration value="USER 4"/>
    <xsd:enumeration value="EO"/>
  </xsd:restriction>
</xsd:simpleType>

```

```

<xsd:simpleType name="DisbursementLocation">
  <xsd:annotation>

```

```

    <xsd:documentation>
      Relevant to CostsMaster Draftsman application only.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PROC_STEP"/>
    <xsd:enumeration value="PW_DISB"/>
    <xsd:enumeration value="MISC"/>
    <xsd:enumeration value="COSTS"/>
  </xsd:restriction>
</xsd:simpleType>

<xsd:complexType name="AttendanceData">
  <xsd:annotation>
    <xsd:documentation>
      The "Activity" and "Phase" elements are depreciated and are present
      for legacy files only, use CMSActivity, and PhaseCode instead.
      "RateType", "Location", "Party" are not used in the Costsmaster Quota
      application.
      For Quota use, the Grade name is specified in either the "Category" or
      "Fee Earner" fields.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:sequence>
    <xsd:element name="Date" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Time" type="xsd:string" minOccurs="1"/>
    <xsd:element name="FeeEarner" type="xsd:string" minOccurs="0"/>
    <xsd:element name="HourlyRate" type="xsd:string" minOccurs="0"/>
    <xsd:element name="RateType" type="cm:RateClassCode"
minOccurs="0"/>
    <xsd:element name="Category" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Location" type="cm:AttendanceLocation"
minOccurs="0"/>
    <xsd:element name="Party" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Phase" type="cm:V20PhaseType"
minOccurs="0"/>
    <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
    <xsd:element name="EmbeddedWorkItem" type="cm:WorkItemData"
minOccurs="0" maxOccurs="unbounded"/>
    <xsd:element name="CMSActivity" type="xsd:string" minOccurs="0"/>
    <xsd:element name="PhaseCode" type="xsd:string" minOccurs="0"/>
    <xsd:element name="TaskCode" type="cm:TaskType" minOccurs="0"/>
  >
    <xsd:element name="ActivityCode" type="cm:ActivityType"
minOccurs="0"/>
  </xsd:sequence>
</xsd:complexType>

```



```

<xsd:complexType name="DisbursementData">
  <xsd:annotation>
    <xsd:documentation>
      The "Activity" and "Phase" elements are depreciated and are present
      for legacy files only, use CMSActivity, and PhaseCode instead.
      "Location" and "Party" are not used in the CostsMaster Quota
      application.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:sequence>
    <xsd:element name="InvoiceDate" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Amount" type="xsd:string" minOccurs="1"/>
    <xsd:element name="VAT" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Location" type="cm:DisbursementLocation"
minOccurs="0"/>
    <xsd:element name="Party" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Phase" type="cm:V20PhaseType"
minOccurs="0"/>
    <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
    <xsd:element name="CMSActivity" type="xsd:string" minOccurs="0"/>
    <xsd:element name="PhaseCode" type="xsd:string" minOccurs="0"/>
    <xsd:element name="TaskCode" type="cm:TaskType" minOccurs="0"/>
  >
    <xsd:element name="ExpenseCode" type="cm:ExpenseType"
minOccurs="0"/>
  </xsd:sequence>
</xsd:complexType>

</xsd:schema>

```

## **XML Schema v2.2**

```

<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
  targetNamespace="http://www.costsmaster.co.uk/ImportSchema"
  xmlns:cm="http://www.costsmaster.co.uk/ImportSchema">
  <xsd:annotation>
    <xsd:documentation>
      CMS Input for Costmaster CM5
      CostsMaster Ltd. All rights reserved.
      Version 2.2
      This schema defines XML files that can be imported into CostsMaster 5
      Draftsman and Quota applications,
      please see comments below for fields that are specific to one application
    </xsd:documentation>
  </xsd:annotation>

```

only.

```

    </xsd:documentation>
  </xsd:annotation>
  <xsd:element name="WorkBlock" type="cm:WorkBlockData"/>
  <xsd:complexType name="WorkBlockData">
    <xsd:sequence>
      <xsd:element name="WorkItem"
        type="cm:WorkItemData"
        minOccurs="0"
        maxOccurs="unbounded"/>
    </xsd:sequence>
  </xsd:complexType>

```

```

<xsd:complexType name="WorkItemData">
  <xsd:choice>
    <xsd:element name="Attendance" type="cm:AttendanceData" />
    <xsd:element name="Disbursement" type="cm:DisbursementData" />
  </xsd:choice>
</xsd:complexType>

```

```

<xsd:simpleType name="AttendanceLocation">
  <xsd:annotation>
    <xsd:documentation>
      Relevant to CostsMaster Draftsman application only.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PROC_STEP"/>
    <xsd:enumeration value="PW_ATT"/>
    <xsd:enumeration value="PW_LTC"/>
    <xsd:enumeration value="PW_LLO"/>
    <xsd:enumeration value="PW_LEO"/>
    <xsd:enumeration value="PW_LRL"/>
    <xsd:enumeration value="PW_LLI"/>
    <xsd:enumeration value="PW_PREP"/>
    <xsd:enumeration value="PW_MISC"/>
    <xsd:enumeration value="PW_TC"/>
    <xsd:enumeration value="PW_LO"/>
    <xsd:enumeration value="PW_EO"/>
    <xsd:enumeration value="PW_RLO"/>
    <xsd:enumeration value="PW_LI"/>
    <xsd:enumeration value="DOC"/>
    <xsd:enumeration value="TWA"/>
    <xsd:enumeration value="COSTS"/>
  </xsd:restriction>
</xsd:simpleType>

```

```

<xsd:simpleType name="V20Phase">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value="UNASS"/>
    <xsd:enumeration value="PREACT"/>
    <xsd:enumeration value="ISSPLEA"/>
    <xsd:enumeration value="CMC"/>
    <xsd:enumeration value="DISCL"/>
    <xsd:enumeration value="WITNESS"/>
    <xsd:enumeration value="EXPERT"/>
    <xsd:enumeration value="PTR"/>
    <xsd:enumeration value="TRIPREPC"/>
    <xsd:enumeration value="TRIAL"/>
    <xsd:enumeration value="ADRSET"/>
    <xsd:enumeration value="COND"/>
  </xsd:restriction>
</xsd:simpleType>

<xsd:complexType name="V20PhaseType">
  <xsd:simpleContent>
    <xsd:extension base="cm:V20Phase">
      <xsd:attribute name="ConditionalPhaseName" type="xsd:string" />
    </xsd:extension>
  </xsd:simpleContent>
</xsd:complexType>

<xsd:simpleType name="PhaseType">
  <xsd:annotation>
    <xsd:documentation>
      This type is not used because any string that is not a valid JCode
      phase ('JA00' - 'JM00')
      or New bill phase ('P1' - 'P15')
      is now assumed to be a Contingent Phase Name.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="JA00"/>
    <xsd:enumeration value="JB00"/>
    <xsd:enumeration value="JC00"/>
    <xsd:enumeration value="JD00"/>
    <xsd:enumeration value="JE00"/>
    <xsd:enumeration value="JF00"/>
    <xsd:enumeration value="JG00"/>
    <xsd:enumeration value="JH00"/>
    <xsd:enumeration value="JI00"/>
    <xsd:enumeration value="JJ00"/>
    <xsd:enumeration value="JK00"/>
    <xsd:enumeration value="JL00"/>
    <xsd:enumeration value="JM00"/>
  </xsd:restriction>
</xsd:simpleType>

```

```
<xsd:enumeration value="any-contingent-phase"/>
</xsd:restriction>
</xsd:simpleType>
```

```
<xsd:simpleType name="TaskType">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="JA10"/>
    <xsd:enumeration value="JB10"/>
    <xsd:enumeration value="JB20"/>
    <xsd:enumeration value="JB30"/>
    <xsd:enumeration value="JC10"/>
    <xsd:enumeration value="JC20"/>
    <xsd:enumeration value="JC30"/>
    <xsd:enumeration value="JD10"/>
    <xsd:enumeration value="JD20"/>
    <xsd:enumeration value="JE10"/>
    <xsd:enumeration value="JE20"/>
    <xsd:enumeration value="JE30"/>
    <xsd:enumeration value="JE40"/>
    <xsd:enumeration value="JF10"/>
    <xsd:enumeration value="JF20"/>
    <xsd:enumeration value="JF30"/>
    <xsd:enumeration value="JF40"/>
    <xsd:enumeration value="JG10"/>
    <xsd:enumeration value="JG20"/>
    <xsd:enumeration value="JH10"/>
    <xsd:enumeration value="JH20"/>
    <xsd:enumeration value="JH30"/>
    <xsd:enumeration value="JI10"/>
    <xsd:enumeration value="JI20"/>
    <xsd:enumeration value="JI30"/>
    <xsd:enumeration value="JJ10"/>
    <xsd:enumeration value="JJ20"/>
    <xsd:enumeration value="JJ30"/>
    <xsd:enumeration value="JJ40"/>
    <xsd:enumeration value="JJ50"/>
    <xsd:enumeration value="JJ60"/>
    <xsd:enumeration value="JJ70"/>
    <xsd:enumeration value="JK10"/>
    <xsd:enumeration value="JK20"/>
    <xsd:enumeration value="JL10"/>
    <xsd:enumeration value="JL20"/>
    <xsd:enumeration value="JL30"/>
    <xsd:enumeration value="JM10"/>
    <xsd:enumeration value="JM20"/>
    <xsd:enumeration value="JM30"/>
    <xsd:enumeration value="JM40"/>
    <xsd:enumeration value="L110"/>
    <xsd:enumeration value="L120"/>
```

```
<xsd:enumeration value="L130"/>
<xsd:enumeration value="L140"/>
<xsd:enumeration value="L150"/>
<xsd:enumeration value="L160"/>
<xsd:enumeration value="L190"/>
<xsd:enumeration value="L210"/>
<xsd:enumeration value="L220"/>
<xsd:enumeration value="L230"/>
<xsd:enumeration value="L240"/>
<xsd:enumeration value="L250"/>
<xsd:enumeration value="L260"/>
<xsd:enumeration value="L310"/>
<xsd:enumeration value="L320"/>
<xsd:enumeration value="L330"/>
<xsd:enumeration value="L340"/>
<xsd:enumeration value="L350"/>
<xsd:enumeration value="L390"/>
<xsd:enumeration value="L410"/>
<xsd:enumeration value="L420"/>
<xsd:enumeration value="L430"/>
<xsd:enumeration value="L440"/>
<xsd:enumeration value="L450"/>
<xsd:enumeration value="L460"/>
<xsd:enumeration value="L470"/>
<xsd:enumeration value="L510"/>
<xsd:enumeration value="L520"/>
<xsd:enumeration value="L530"/>
<xsd:enumeration value="T1"/>
<xsd:enumeration value="T2"/>
<xsd:enumeration value="T3"/>
<xsd:enumeration value="T4"/>
<xsd:enumeration value="T5"/>
<xsd:enumeration value="T6"/>
<xsd:enumeration value="T7"/>
<xsd:enumeration value="T8"/>
<xsd:enumeration value="T9"/>
<xsd:enumeration value="T10"/>
<xsd:enumeration value="T11"/>
<xsd:enumeration value="T12"/>
<xsd:enumeration value="T13"/>
<xsd:enumeration value="T14"/>
<xsd:enumeration value="T15"/>
<xsd:enumeration value="T16"/>
<xsd:enumeration value="T17"/>
<xsd:enumeration value="T18"/>
<xsd:enumeration value="T19"/>
<xsd:enumeration value="T20"/>
<xsd:enumeration value="T21"/>
<xsd:enumeration value="T22"/>
<xsd:enumeration value="T23"/>
<xsd:enumeration value="T24"/>
```

```
<xsd:enumeration value="T25"/>
<xsd:enumeration value="T26"/>
<xsd:enumeration value="T27"/>
<xsd:enumeration value="T28"/>
<xsd:enumeration value="T29"/>
<xsd:enumeration value="T30"/>
<xsd:enumeration value="T31"/>
<xsd:enumeration value="T32"/>
<xsd:enumeration value="T33"/>
<xsd:enumeration value="T34"/>
<xsd:enumeration value="T35"/>
<xsd:enumeration value="T36"/>
<xsd:enumeration value="T37"/>
<xsd:enumeration value="T38"/>
<xsd:enumeration value="T39"/>
<xsd:enumeration value="T40"/>
<xsd:enumeration value="T41"/>
</xsd:restriction>
</xsd:simpleType>
```

```
<xsd:simpleType name="ActivityType">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="A101"/>
    <xsd:enumeration value="A102"/>
    <xsd:enumeration value="A103"/>
    <xsd:enumeration value="A104"/>
    <xsd:enumeration value="A105"/>
    <xsd:enumeration value="A106"/>
    <xsd:enumeration value="A107"/>
    <xsd:enumeration value="A108"/>
    <xsd:enumeration value="A109"/>
    <xsd:enumeration value="A110"/>
    <xsd:enumeration value="A111"/>
    <xsd:enumeration value="A112"/>
    <xsd:enumeration value="A113"/>
    <xsd:enumeration value="A114"/>
    <xsd:enumeration value="A115"/>
    <xsd:enumeration value="A116"/>
    <xsd:enumeration value="A117"/>
    <xsd:enumeration value="A118"/>
    <xsd:enumeration value="A119"/>
    <xsd:enumeration value="A120"/>
    <xsd:enumeration value="A121"/>
    <xsd:enumeration value="A122"/>
    <xsd:enumeration value="A123"/>
    <xsd:enumeration value="A124"/>
    <xsd:enumeration value="A125"/>
    <xsd:enumeration value="A126"/>
    <xsd:enumeration value="A127"/>
  </xsd:restriction>
</xsd:simpleType>
```

```
<xsd:enumeration value="A128"/>
<xsd:enumeration value="A129"/>
<xsd:enumeration value="A1"/>
<xsd:enumeration value="A2"/>
<xsd:enumeration value="A3"/>
<xsd:enumeration value="A4"/>
<xsd:enumeration value="A5"/>
<xsd:enumeration value="A6"/>
<xsd:enumeration value="A7"/>
<xsd:enumeration value="A8"/>
<xsd:enumeration value="A9"/>
<xsd:enumeration value="A10"/>
</xsd:restriction>
</xsd:simpleType>
```

```
<xsd:simpleType name="ExpenseType">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="X101"/>
    <xsd:enumeration value="X102"/>
    <xsd:enumeration value="X103"/>
    <xsd:enumeration value="X104"/>
    <xsd:enumeration value="X105"/>
    <xsd:enumeration value="X106"/>
    <xsd:enumeration value="X107"/>
    <xsd:enumeration value="X108"/>
    <xsd:enumeration value="X109"/>
    <xsd:enumeration value="X110"/>
    <xsd:enumeration value="X111"/>
    <xsd:enumeration value="X112"/>
    <xsd:enumeration value="X113"/>
    <xsd:enumeration value="X114"/>
    <xsd:enumeration value="X115"/>
    <xsd:enumeration value="X116"/>
    <xsd:enumeration value="X117"/>
    <xsd:enumeration value="X118"/>
    <xsd:enumeration value="X119"/>
    <xsd:enumeration value="X120"/>
    <xsd:enumeration value="X121"/>
    <xsd:enumeration value="X122"/>
    <xsd:enumeration value="X123"/>
    <xsd:enumeration value="X124"/>
    <xsd:enumeration value="X125"/>
    <xsd:enumeration value="X126"/>
    <xsd:enumeration value="X127"/>
    <xsd:enumeration value="X128"/>
    <xsd:enumeration value="X129"/>
    <xsd:enumeration value="X130"/>
    <xsd:enumeration value="X131"/>
    <xsd:enumeration value="X132"/>
  </xsd:restriction>
</xsd:simpleType>
```

```

<xsd:enumeration value="X133"/>
<xsd:enumeration value="X134"/>
<xsd:enumeration value="X135"/>
<xsd:enumeration value="X136"/>
<xsd:enumeration value="X137"/>
<xsd:enumeration value="X138"/>
<xsd:enumeration value="X139"/>
<xsd:enumeration value="X140"/>
<xsd:enumeration value="X141"/>
<xsd:enumeration value="X142"/>
<xsd:enumeration value="X143"/>
<xsd:enumeration value="X144"/>
<xsd:enumeration value="X145"/>
<xsd:enumeration value="X146"/>
<xsd:enumeration value="X147"/>
<xsd:enumeration value="X148"/>
<xsd:enumeration value="X1"/>
<xsd:enumeration value="X2"/>
<xsd:enumeration value="X3"/>
<xsd:enumeration value="X4"/>
<xsd:enumeration value="X5"/>
<xsd:enumeration value="X6"/>
<xsd:enumeration value="X7"/>
<xsd:enumeration value="X8"/>
<xsd:enumeration value="X9"/>
<xsd:enumeration value="X10"/>
<xsd:enumeration value="X11"/>
<xsd:enumeration value="X12"/>
<xsd:enumeration value="X13"/>
<xsd:enumeration value="X14"/>
<xsd:enumeration value="X15"/>
<xsd:enumeration value="X16"/>
</xsd:restriction>
</xsd:simpleType>

```

```

<xsd:simpleType name="RateClassCode">
  <xsd:annotation>
    <xsd:documentation>
      Relevant to CostsMaster Draftsman application only.
      Quota application always uses "Preparation" rate.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PREP"/>
    <xsd:enumeration value="ADV"/>
    <xsd:enumeration value="CSL"/>
    <xsd:enumeration value="TW"/>
    <xsd:enumeration value="TC"/>
    <xsd:enumeration value="LO"/>
  </xsd:restriction>
</xsd:simpleType>

```



```

    <xsd:enumeration value="LI"/>
    <xsd:enumeration value="RLO"/>
    <xsd:enumeration value="USER 1"/>
    <xsd:enumeration value="USER 2"/>
    <xsd:enumeration value="USER 3"/>
    <xsd:enumeration value="USER 4"/>
    <xsd:enumeration value="EO"/>
  </xsd:restriction>
</xsd:simpleType>

<xsd:simpleType name="DisbursementLocation">
  <xsd:annotation>
    <xsd:documentation>
      Relevant to CostsMaster Draftsman application only.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value=""/>
    <xsd:enumeration value="PROC_STEP"/>
    <xsd:enumeration value="PW_DISB"/>
    <xsd:enumeration value="MISC"/>
    <xsd:enumeration value="COSTS"/>
  </xsd:restriction>
</xsd:simpleType>

<xsd:complexType name="AttendanceData">
  <xsd:annotation>
    <xsd:documentation>
      The "Activity" and "Phase" elements are depreciated and are present
      for legacy files only, use CMSActivity, and PhaseCode instead.
      "RateType", "Location", "Party" are not used in the Costsmaster Quota
      application.
      For Quota use, the Grade name is specified in either the "Category" or
      "Fee Earner" fields.
    </xsd:documentation>
  </xsd:annotation>
  <xsd:sequence>
    <xsd:element name="Date" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Activity" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
    <xsd:element name="Time" type="xsd:string" minOccurs="1"/>
    <xsd:element name="FeeEarner" type="xsd:string" minOccurs="0"/>
    <xsd:element name="HourlyRate" type="xsd:string" minOccurs="0"/>
    <xsd:element name="RateType" type="cm:RateClassCode"
minOccurs="0"/>
    <xsd:element name="Category" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Location" type="cm:AttendanceLocation"
minOccurs="0"/>
    <xsd:element name="Party" type="xsd:string" minOccurs="0"/>
    <xsd:element name="Phase" type="cm:V20PhaseType"
minOccurs="0"/>
  </xsd:sequence>
</xsd:complexType>

```

```

        <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
        <xsd:element name="EmbeddedWorkItem" type="cm:WorkItemData"
minOccurs="0" maxOccurs="unbounded"/>
        <xsd:element name="CMSActivity" type="xsd:string" minOccurs="0"/>
        <xsd:element name="PhaseCode" type="xsd:string" minOccurs="0"/>
        <xsd:element name="TaskCode" type="cm:TaskType" minOccurs="0"/>
    >
        <xsd:element name="ActivityCode" type="cm:ActivityType"
minOccurs="0"/>
        <xsd:element name="EntryNo" type="xsd:integer" minOccurs="0"/>

    </xsd:sequence>
</xsd:complexType>

```

```

<xsd:complexType name="DisbursementData">
    <xsd:annotation>
        <xsd:documentation>
            The "Activity" and "Phase" elements are depreciated and are present
            for legacy files only, use CMSActivity, and PhaseCode instead.
            "Location" and "Party" are not used in the CostsMaster Quota
            application.
        </xsd:documentation>
    </xsd:annotation>
    <xsd:sequence>
        <xsd:element name="InvoiceDate" type="xsd:string" minOccurs="1"/>
        <xsd:element name="Activity" type="xsd:string" minOccurs="0"/>
        <xsd:element name="Description" type="xsd:string" minOccurs="1"/>
        <xsd:element name="Amount" type="xsd:string" minOccurs="1"/>
        <xsd:element name="VAT" type="xsd:string" minOccurs="1"/>
        <xsd:element name="Location" type="cm:DisbursementLocation"
minOccurs="0"/>
        <xsd:element name="Party" type="xsd:string" minOccurs="0"/>
        <xsd:element name="Phase" type="cm:V20PhaseType"
minOccurs="0"/>
        <xsd:element name="Note" type="xsd:string" minOccurs="0"
maxOccurs="unbounded"/>
        <xsd:element name="CMSActivity" type="xsd:string" minOccurs="0"/>
        <xsd:element name="PhaseCode" type="xsd:string" minOccurs="0"/>
        <xsd:element name="TaskCode" type="cm:TaskType" minOccurs="0"/>
    >
        <xsd:element name="ExpenseCode" type="cm:ExpenseType"
minOccurs="0"/>
        <xsd:element name="EntryNo" type="xsd:integer" minOccurs="0"/>

    </xsd:sequence>
</xsd:complexType>

```

</xsd:schema>

### **CSV Specification v1.0**

Each line in the CSV file represents either an attendance or a disbursement work item.

The first character in the first column on each line is either 'A' or 'D' to indicate which type of work item the line contains. Attendance lines contain either 7 or 8 columns of data, while Disbursement lines contain 6 or 7 columns. The contents of each column is shown in the following table:

| Column | Attendance Data | Disbursement Data |
|--------|-----------------|-------------------|
| 1      | A               | D                 |
| 2      | Date            | Date              |
| 3      | Activity        | Activity          |
| 4      | Description     | Description       |
| 5      | Time            | Amount            |
| 6      | Fee Earner      | VAT               |
| 7      | Hourly Rate     | Note (optional)   |
| 8      | Note (optional) | (No Data)         |

Below is an example CSV data file containing 8 attendances and 4 disbursements:

```
A,18/02/2011,117 Perusal,perusing and considering
documentation,01:00,Jackie Davidson,0
A,14/07/2011,106 Letter Out,Letter to Mrs A Johnson,00:12,Jackie
Davidson,31.9,Note 1
A,10/07/2011,104 Drafting,drafting POA1,00:12,Jackie Davidson,66.4
A,13/07/2011,101 Attendance,Attendance Note: G. Attendance,00:36,Jackie
Davidson,65.8
A,14/07/2011,105 Letter In,Email,00:06,Fiona Carter,31.5,Note 2
A,17/07/2011,106 Letter Out,Letter to Mrs "A" Johnson,00:06,Fiona
Carter,31.5
A,10/07/2011,106 Letter Out,email to counsel,00:06,Fiona Carter,21.27
A,20/07/2011,105 Letter In,email from counsel,00:06,Fiona Carter,21.27
D,06/01/2011,Parking Fees,Visiting Client,£60,£12
D,06/01/2011,Court expenses,Attending Hearing,£100,£20
D,06/01/2011,Accommodation,Expert Visit,£150,£30,Note 3
D,06/01/2011,Misc,Office expenses,£20,£4
```

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.

### **CSV Specification v1.1**

The first field in the file is the version number "V1.1". 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 9 columns of data, while Disbursement (and Embedded Disbursement) lines contain at least 8 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      | Activity           | Activity                                |
| 4      | Description        | Description                             |
| 5      | Time               | Amount                                  |
| 6      | Fee Earner         | VAT                                     |
| 7      | Hourly Rate        | Location**                              |
| 8      | Location*          | Party                                   |
| 9      | Party              | Note (optional***)                      |
| 10     | Note (optional***) |                                         |

\*The location field in Attendance Data lines may be empty or consist of one of the following strings:

PROC\_STEP, PW\_ATT, PW\_LTC, PW\_MISC, PW\_TC, PW\_LO, PW\_EO, PW\_RLO, PW\_LI, DOC, TWA, COSTS

\*\*The location field in Disbursement Data lines may be empty or consist of one of the following strings:

PROC\_STEP, PW\_DISB, MISC, COSTS

\*\*\*There may be zero or more Note fields on any data line.

Importing data is a two step process. First the input file is reading 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\_).

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

V1.1

C, Sample CostsMaster Input File

A,18/02/2011,117 Perusal,perusing and considering documentation,01:00,Jackie Davidson,30,DOC,

A,14/03/2011,106 Letter Out,Letter to Mrs A

Johnson,00:12,Davidson,31.9,PW\_LO,'Mrs A Johnson

A,10/07/2011,104 Drafting,drafting POA1,00:12,Jackie

Davidson,66.4,DOC,, ,Note 1

A,13/07/2011,101 Attendance,Attendance Note: G. Attendance,00:36,Jackie Davidson,65.8,PW\_ATT,,

E,13/07/2011,102 Expenses during Attendance, Parking fees,5.00,1.00,,

A,14/07/2011,105 Letter In,Email,00:06,Fiona Carter,31.5,PW\_LI,Client,Note 2

A,17/07/2011,106 Letter Out,Letter,00:06,Fiona Carter,31.5,PW\_LO, Mrs "A" Johnson

A,10/07/2011,106 EMail Out,email to counsel,00:06,Fiona

Carter,21.27,PW\_EO,counsel,Note 3,Note 4

D,06/01/2011,102 Gen expenses,Visiting Client,£60,£12,MISC,Client

D,06/01/2011,Court expenses,Attending Hearing, £100,£20,PROC\_STEP,,

D,06/01/2011,Accommodation,Expert Visit,£150,£30,,,Note 5

D,06/01/2011,Misc,Office expenses,£20,£4,,

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.

### **CSV Specification v2.0**

The first field in the file is the version number "V2.0". 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 11 columns of data, while Disbursement (and

Embedded Disbursement) lines contain at least 10 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      | Activity          | Activity                                |
| 4      | Description       | Description                             |
| 5      | Time              | Amount                                  |
| 6      | Fee Earner        | VAT                                     |
| 7      | Hourly Rate       | Location2                               |
| 8      | Location1         | Party                                   |
| 9      | Party             | Phase Code3                             |
| 10     | Phase Code3       | Cond. Phase Name4                       |
| 11     | Cond. Phase Name4 | Note (optional5)                        |
| 12     | Note (optional5)  |                                         |

Notes:

1. The location field in Attendance Data lines may be empty or consist of one of the following strings: PROC\_STEP, PW\_ATT, PW\_LTC, PW\_MISC, PW\_TC, PW\_LO, PW\_EO, PW\_RLO, PW\_LI, DOC, TWA, COSTS
2. The location field in Disbursement Data lines may be empty or consist of one of the following strings: PROC\_STEP, PW\_DISB, MISC, COSTS
3. The Phase Code field may be empty or consist of one of the following strings: UNASS, PREACT, ISSPLEA, CMC, DISCL, WITNESS, EXPERT, PTR, TRIPREPC, TRIAL, ADRSET, COND
4. The Conditional Phase Name field is only used for Conditional (user defined) phases, i.e. when the phase code is COND. Otherwise this field is ignored during Import.
5. There may be zero or more Note fields on any data line.

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\_).

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

V2.0

C, Sample CostsMaster Input File

A,18/02/2011,117 Perusal,perusing and considering

documentation,01:00,Jackie Davidson,30,DOC,,,

A,14/03/2011,106 Letter Out,Letter to Mrs A

Johnson,00:12,Davidson,31.9,PW\_LO,'Mrs A Johnson,,

A,10/07/2011,104 Drafting,drafting POA1,00:12,Jackie

Davidson,66.4,DOC,,WITNESS, ,Note 1

A,13/07/2011,101 Attendance,Attendance Note: G. Attendance,00:36,Jackie

Davidson,65.8,PW\_ATT,,,,

E,13/07/2011,102 Expenses during Attendance, Parking

fees,5.00,1.00,,,UNASS,

A,14/07/2011,105 Letter In,Email,00:06,Fiona

Carter,31.5,PW\_LI,Client,COND,Phase X,Note 2

A,17/07/2011,106 Letter Out,Letter,00:06,Fiona Carter,31.5,PW\_LO, Mrs "A" Johnson,,

A,10/07/2011,106 EMail Out,email to counsel,00:06,Fiona

Carter,21.27,PW\_EO,counsel,,,Note 3,Note 4

D,06/01/2011,102 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,Accommodation,Expert Visit,£150,£30,,,,Note 5

D,06/01/2011,Misc,Office expenses,£20,£4,,,COND,Phase "Y",Note 6

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.

## **CSV Specification v2.1**

CostsMaster Import Work Comma Separated Value (CSV) data format  
Version 2.1

This document describes the format of Excel .csv and .xlsx files that can be directly imported into CostsMaster Draftsman 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 "V2.1". 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 <sup>1</sup>            | Amount                                  |
| 6      | Fee Earner <sup>9</sup>      | VAT                                     |
| 7      | Category                     | Location <sup>7,9</sup>                 |
| 8      | Hourly Rate                  | Party <sup>9</sup>                      |
| 9      | Location <sup>2,9</sup>      | Phase Code <sup>3</sup>                 |
| 10     | Party <sup>9</sup>           | Task Code <sup>4</sup>                  |
| 11     | Phase Code <sup>3</sup>      | Expense Code <sup>8</sup>               |
| 12     | Task Code <sup>4</sup>       | Note (optional) <sup>6</sup>            |
| 13     | Activity Code <sup>5</sup>   |                                         |
| 14     | Note (optional) <sup>6</sup> |                                         |



## 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 and Fee Earner 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

A,14/03/2011,Letter,Letter to Mrs AJ,00:12,Davidson,,31.9,PW\_LO,'Mrs A Johnson,,,A121,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,Accommodation,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

## **CSV Specification v2.2**

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 Draftsman 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 <sup>1</sup>            | Amount                       |
| 6  | Fee Earner <sup>9</sup>      | VAT                          |
| 7  | Category                     | Location <sup>7,9</sup>      |
| 8  | Hourly Rate                  | Party <sup>9</sup>           |
| 9  | Location <sup>2,9</sup>      | Phase Code <sup>3</sup>      |
| 10 | Party <sup>9</sup>           | Task Code <sup>4</sup>       |
| 11 | Phase Code <sup>3</sup>      | Expense Code <sup>8</sup>    |
| 12 | Task Code <sup>4</sup>       | Entry No                     |
| 13 | Activity Code <sup>5</sup>   | Note (optional) <sup>6</sup> |
| 14 | Entry No                     |                              |
| 15 | Note (optional) <sup>6</sup> |                              |

## 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,Accommodation,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

# Command Line Parameters

## **Command Line Parameters**

It is possible to alter the way CostsMaster operates via the use of command line parameters. These are additional flags passed to the program in the command line that is used to start the program.

### **Fading Splash Screen**

**/noalphablend**

The splash screen that appears when first starting the program fades in and out when the program is not running under Terminal Services. This can pose a strain on older computers with inferior graphics capabilities and can be disabled by adding the /noalphablend parameter

### **No Splash Screen**

**/nosplash**

It is also possible to dispense with the splash screen altogether. This is not recommended because the purpose of the splash screen is to inform the user that initialisation work is going on behind the scenes before the main windows appear. Suppressing the splash screen doesn't stop this work going on and it will therefore appear to the user that nothing is happening.

### **Multiple Instances of CostsMaster**

**/multi**

By default only one copy of CostsMaster can be opened at once. Having multiple floating windows from different instances open at the same time quickly becomes confusing, and there are issues with changing settings in one version where the change will be lost if that version is not closed last. It is possible to override this and have two or more instances running but we would strongly advise against this unless you are absolutely sure you know what you are doing.

To open a second instance, you need to start the second instance with the /multi parameter. You will still get a warning asking you if you want to continue. For your sanity we would advise you to heed it.

### **Defining a command line parameter**

The easiest way to add a parameter is to alter a shortcut (either an existing one or by creating a new one if you want to use one of these features only occasionally). If you right click on a shortcut to CostsMaster and select "properties", the Windows shortcut properties box will appear. The target will probably contain something like:

"C:\Program Files\Costsmaster Draftsman Edition\CostsMaster.exe"



To add the /noalphablend parameter add it to the end like this:

```
"C:\Program Files\Costsmaster Draftsman Edition\CostsMaster.exe" /noalphablend
```

To add more than one parameter just separate them with a space:

```
"C:\Program Files\Costsmaster Draftsman Edition\CostsMaster.exe" /noalphablend /multi
```

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