

CostsMaster Import Work Comma Separated Value (CSV) data format

Version 1.0

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,Accomodation,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.