IDMF CSV File Formats Mapping Guide (ILB)

IDMF Module for Legal

IRISLawBusiness Version: 2.5.2

**Version Draft**

*Prepared by*

**Nilesh Desai**

nilesh.desai@oneadvanced.com

*Contributors*

**[Contributors]**

**Revision and Signoff Sheet**

**Change Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Author** | **Version** | **Change reference** |
| xx-xxx-xxxx | xxxxx.xxxxxx | 0.1 | Initial draft |
| 19-Aug-2011 | Nilesh.Desai | 0.2 | * Added PLBSHeader CSV * Added PLBSHeaderCode column in ChartofAccount CSV * Added Note for FeeEarner CSV for migrating Non-Chargeable Matter * Added Note for ChargeDesc.CSV for migrating Non-Chargeable matter * Added Storage Location * Added Wills * Added Deeds * Removed Packets * Added Notes with more fields * Added Notes Matter (Multiple Notes) * Added Notes Entity (Multiple Notes) * Added Notes Will * Added Notes Deed * Removed Existing MatterNotes CSV   **Note**: Keep it separate so that we can validate data as part of IDMF validation populating ForeignKeyValidation IDMF tables |
| 01-Sep-2011 | Nilesh.Desai | 0.3 | * Added EntityLink CSV * Added System Parameter which is not included in document but I can see that in IDMF framework * Added Proft&LossType to make use of Departmental Structure * Added Notes to TempAssociation * Changed Bank CSV for SortCode |
| 13-Sep-2011 | Nilesh.Desai | 0.3 | Changed Bank CSV for SortCode |
| 19-Sep-2011 | Nilesh.Desai | 0.4 | Added Field in Year CSV for YearDescription  Added Notes to VatRate & PSBLHeaders |
| 14-Oct-2011 | Nilesh.Desai | 0.5 | IDMF Tool now available for ILB 1.15.5 Version  Added “IsMerge” Flag in Config CSV  Added “PostingNarrative” in Posting CSV |
| 16-Nov-2011 | Nilesh.Desai | 0.6 | IDMF Tool now available for ILB 1.17.6 Version  IDMF Tool now available for MLC Product files (Basic structure is in place and ready to use)  IDMF tool now available for Legal AID Civil |
| 22-Nov-2011 | Nilesh.Desai | 0.6 | IDMF tool now available for Legal AID Criminal |
| 01-Dec-2011 | Nilesh.Desai | 0.6 | Added more CSV for Legal AID Criminal |
| 06-Dec-2011 | Nilesh Desai | 0.7 | Added CSV for Anti-money laundering (AML) |
| 19-Dec-2011 | Nilesh.Desai | 0.7 | Changed Validation SQL for Legal AID Civil |
| 03-Feb-2012 | Nilesh.Desai | 0.8 | Added NoteTypes |
| 08-Feb-2012 | John.Darnbrough | 0.9 | Added DLF Posting, SubAccounts.csv and SubAccountsLink.csv |
| 28-Nov-2013 | John.Darnbrough | 1.0 | New Fields On Matter Link (Reference, Comment) |
|  |  |  | New Field on Address Link (Comment) |
|  |  |  | New Fields On Diary (Diary Status) |
|  |  |  | Change of Field Use on Entity (Registered Name) |
| 03-Mar-2014 | John.Darnbrough | 1.1 | Added Address to Branch CSV |
| 16-Oct-2014 | John.Darnbrough | 1.2 | Added Fields to ContactInfo CSV: Work Tel 2, Mobile Tel 2, Email Work, DDI, Directions |
| 17-Oct-2014 | John.Darnbrough | 1.3 | Added Address Fields to Deed CSV |
| 27-Nov-2014 | John.Darnbrough | 1.4 | Business Source Field on Matter instead of Clients Your Reference |
| 27-Nov-2014 | John.Darnbrough | 1.5 | Source Doc ID added to DocumentDetails.csv New Config Record – OldDocumentRoot New Config Record - NewDocumentRoot |
| 27-Apr-2015 | John.Darnbrough | 1.6 | New field on Disb Class |
| 21-May-2015 | John.Darnbrough | 1.7 | New field on TempAssociations |
| 06-July-2015 | John.Darnbrough | 1.8 | Added UserFieldGroup.csv Details |
| 15-Aug-2016 | Nilesh Desai | 1.9 | Change detail for MatterID field for CSV\_UesrData |
| 13-Jan-2017 | Nilesh Desai | 1.10 | Added New ADP & ABP Postings |

**Reviewers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Version approved** | **Position** | **Date** |
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1. Purpose Of Document

The purpose of this document is detail guideline for mapping CSV format files for IDMF.

* 1. Issues/Concerns

N/A

1. Document References

|  |  |  |
| --- | --- | --- |
| Ref No | Document | Location |
|  |  |  |

1. Mappings

The following is a brief description of the contents and a field level breakdown of the most current CSV file formats.

* 1. Address.csv

This holds a list of Addresses to be imported.

|  |  |
| --- | --- |
| Field | Description |
| AddressID | Integer identification for the address |
| AddressLine1 | Address line 1 |
| AddressLine2 | Address Line 2 |
| AddressLine3 | Address line 3 |
| Town | Town, also updates Towns table |
| County | County, also updates County table |
| PostCode | Postcode (limited to 10 characters) |
| Country | Country |
| DXNumber | DX Number |
| DXTown | DX Town |
| Organisation | Address Organisation Name |
| SubBuilding | Address Sub-Building Name |
| Building | Street (House) Name |
| Street | Address Street Name |
| DependentLocality | Dependant Locality |

* 1. AddressLink.csv

This links entities to addresses and defines the type of address.

|  |  |
| --- | --- |
| Field | Description |
| AddressID | Address ID, links to Address csv |
| Entity ID | EntityID, links to the entity csv |
| IsPrimaryAddress | Is this address the primary address for the entity? |
| AddressType | Type of address, links to AddressTypes table in ILB |
| Address Comment | Address Notes |

* 1. AMLEvidenceDetail.csv

|  |  |
| --- | --- |
| Field | Description |
| AMLEvidenceDetailID | Unique ID |
| EntityID | EntityID, links to the entity csv |
| ClientNumber | ClientNumber, links to the entity csv |
| OldClientNumber | ClientNumber, links to the entity csv |
| EvidenceRef | EvidenceRef, links to the Evidence CSV |
| EvidenceRefDetail | Evidence Reference Detail (Member\_Map\_EvidenceRef) |
| EvidenceNotes | Evidence Notes |
| Registered | 0 OR 1 (Default to 1) |
| ExistenceVerified | 0 OR 1 (Default to 1) |
| CopyOfTrustDeed | 0 OR 1 (Default to 0) |
| Nature\_Or\_PurposeOfEntity | Nature/Purpose of Entity |
| Relationship\_Or\_Affiliation | Relationship/Affiliation (Maximum to 100 character) |
| ReasonToActOnBehalfOfClient | Reason to act on behalf of client (Maximum to 100 character) |
| SourceOfFunds | Source of funds (Maximum to 100 character) |
| RegisteredNumber | Registered number (Maximum to 40 n-character) |

* 1. AMLSuspicion.csv

|  |  |
| --- | --- |
| Field | Description |
| AMLSuspicionID | Unique ID |
| EntityID | EntityID, links to the entity csv |
| ClientNumber | ClientNumber, links to the entity csv |
| OldClientNumber | ClientNumber, links to the entity csv |
| MatterID | MatterID, links to the Matter csv |
| MatterOldNumber | MatterOldNumber, links to the Matter csv |
| SuspicionDetails | Suspicion details (Maximum to 1000 character) |
| SuspicionNoNCISReport | Suspicion No NCIS Report details (Maximum to 1000 character) |
| SuspicionNCISDiscuss | Suspicion NCIS Discuss (Maximum to 1000 character) |
| PoCa2002 | 0 OR 1 (Default to 0) |
| TerrorismAct | 0 OR 1 (Default to 0) |
| FastTrack | 0 OR 1 (Default to 0) |
| FastTrackText | Fast Track Text (Maximum to 50 character) |
| Consent | 0 OR 1 (Default to 0) |
| ConsentDate | Consent Date |
| ReportedNOMLRO | Reported NO/MLRO, refer to FeeEarnerRef in Earner CSV |
| ReportedNOMLRODate | Reported NO/MLRO Date |
| ReportedMLCO | Reported MLCO, refer to FeeEarnerRef in Earner CSV |
| ReportedMLCODate | Reported MLCO Date |
| ReportedSOCA | Reported SOCA, refer to FeeEarnerRef in Earner CSV |
| ReportedSOCADate | Reported SOCA Date |

* 1. BillAllocation.csv

This holds payment allocations. It can have the following combinations:

* Cash to pay bill.
* Credit note to pay bill.
* Cash to pay debit cash.

|  |  |
| --- | --- |
| Field | Description |
| ID | Unique ID. |
| BillID | ID of the bill (COB) in the Postings.csv file OR ID of a debit cash (OPR) transaction. |
| WriteOffID | <Not used> |
| PaidByID | ID of the payment (OPR) in the Postings.csv OR  ID of a credit note (COB) to pay a bill |
| Costs | How much of the bill fees are being paid |
| Disbs | How much of the bill vatable disbs are being paid. |
| DisbsNV | How much of the bill non-vatable disbs are being paid. |
| VatAmount | How much of the bill VAT is being paid. |
| AllocationDate | The date the payment was allocated. |

* 1. Branch.csv

This holds a list of Branches to be imported.

|  |  |
| --- | --- |
| Field | Description |
| Branch Code | Alpha Numeric Code, 10 chars |
| Branch Description | Branch Name |
| LondonRates | 1 for London or 0 for elsewhere |
| TelNo | Telephone number |
| SupNum | Sup Number, Maximum to 7 digit e.g. BB/IRV |
| CivilContractNo | Civil Contract number, Maximum to 10 digit e.g. XX/IRV/V |
| CDSReg | Maximum to 2 digit e.g. 08 |
| CDSVersion | Maximum to 10 Digit |
| LSCYear | Maximum to 10 Digit |
| AddressLine1 | Address line 1 |
| AddressLine2 | Address Line 2 |
| AddressLine3 | Address line 3 |
| Town | Town, also updates Towns table |
| County | County, also updates County table |
| PostCode | Postcode (limited to 10 characters) |
| Country | Country |
| DXNumber | DX Number |
| DXTown | DX Town |
| Organisation | Address Organisation Name |
| SubBuilding | Address Sub-Building Name |
| Building | Street (House) Name |
| Street | Address Street Name |
| DependentLocality | Dependant Locality |

* 1. BranchDept.csv

This links each branch to its relevant departments and sets the default fee earner & banks for the Branch / Department combination.

|  |  |
| --- | --- |
| Field | Description |
| Branch Code | Refers to the branch code in Branch.csv |
| Department | Refers to the Department code in Departments.csv |
| Fee Earner | Refers to the FeeEarnerCode in FeeEarner.csv |
| Office Bank | Refers to the Office Bank Account code in OfficeBanks.csv |
| Client Bank | Refers to the Client Bank Account code in ClientBanks.csv |

* 1. BusinessSources.csv

This table contains business source information, and is linked to by the entity csv by looking up the description of the entity “Buisness Type Desc” field.

|  |  |
| --- | --- |
| Field | Description |
| BusSourceID | Numeric id |
| BusSourceCode | Business Source Code |
| BusSourceDescrption | Business Source Description |

* 1. ChargeDesc.csv

This holds a list of Charge Headers (Rate tables) to be imported.

|  |  |
| --- | --- |
| Field | Description |
| Code | Charge Description Reference (Maximum to 60 Digit) |
| Description | Description |

**Note**: Inside IDMF hard coded Code – ‘01’, so kindly create one 01 charged description for created non-chargeable matter & Work type

* 1. ChartOfAccount.csv

This imports nominal accounts and also causes nominal department records to be created.

|  |  |
| --- | --- |
| Field | Description |
| AccountTypeCode | Nominal account type. This actually has to contain the description text of the ILB nominal type. E.g. “Current Liabilities”  The nominal types in ILB are:  1 Not on Balance Sheet  2 Income From Costs  3 Other Income  4 Expenditure  5 Fixed Assets  6 Current Assets  7 Current Liabilities  8 Partners Accounts  9 Long Term Liabilities  10 Petty Cash  11 Purchase Ledger Control  12 Counsel Ledger Control  13 Vat Control  14 Unpaid Billing Disbursements  15 Interest Nominal  16 Unpaid Vat  17 Unpaid Costs  18 Realised Loss/Gain  19 Office Opening Balance Equity  20 Accruals  21 Pre-Payments  22 Other System Nominal  23 Client Opening Balance Equity  24 Profit Share  25 Bill Write Off  26 LSC payments |
| HeaderCode | First part of ILB nominal code |
| HeaderDescription | Nominal account description |
| AccountCode | Second part of ILB nominal code |
| YearEndHeader | <Not used> |
| NominalCode | Internal code to use when referencing nominal from Posting.csv |
| BranchCode | Refers to the branch code in Branch.csv |
| Banks | \*Appears to be used in import script but does not show in ILB |
| PLBSHeadersCode | Refer PLBSHeaderCode to CSV\_PLBSHeaders  OR Refer PLBSHeaderRef IN ILB in PLBSHeaders Table |

* 1. ClientBanks.csv

This holds a list of Client Banks to be imported. These are transferred to the Banks table in ILB with a BankTypeID of 1 (Client Bank).

|  |  |
| --- | --- |
| Field | Description |
| Client Bank Account | Alpha Numeric Code, 4 chars |
| Client Bank Account Description | Bank Account Name |
| Sort Code | SortCode [Will be use for creating service) |
| Account Number | Sort Code & Account Number |

* 1. Config.csv

This holds a list of single values to import.

|  |  |
| --- | --- |
| Field | Description |
| Name | Name of variable |
| Value | Value of variable |

The current config values are:

|  |  |
| --- | --- |
| Name | Value description |
| CurrentPeriod | The date of the start of the current period. This should be the same date as the period start in the Years.csv file. The format is dd-mmm-yyyy. E.g. 01-Nov-2009 |
| FirmClient | The client code for the firm client. If this code does not exist in the client import data the client will be added. The client record will then be given the firm client type. |
| FirmBranch | The Branch code for the firm Client. The client record will then be given the firm client Branch. |
| FirmName | If the firm client is added, this is the firm name to use. |
| LSCClient | The client code for the LSC client. If this code does not exist in the client import data the client will be added. The client record will then be given the LSC client type. |
| WorkingOfficeBank | The bank code of the office bank to use as a working bank. This is used for purchase ledger payments because there is no way to make them balance against the nominal ledger. The working bank is used and then the total amount is transferred from the bank to the nominal at the end. |
| SystemType | This parameter updating ILB system parameter for “Account Type” i.e. SysParamID = 3 and values for this can be  Bills Delivered **OR** Cash Received **OR** Cash on Vat **OR** Cash on Costs and Vat |
| UseCounselLedger | This can be TRUE or Blank and this will be updating ILB parameter “Use Counsel Ledger” i.e. SysparamID = 10 |
| ClientNumberFormat | This is required to format client number e.g. XXX000 OR X0000 etc.  Note: if nothing specified to this then default to X0000 |
| Profit&LossType | Shared OR Departmental |
| DefaultNominalDeptNo | Refer DepartmentCode in Department CSV; if Blank OR wrong code then default to DeptID = 1 i.e. Dummy in ILB Static data from Department Table  **Note**: Usable only if “Profit&LossType” parameter in config is “Shared “ |
| IsMerge | TRUE OR FALSE (No Flag is added then by default it will take FALSE) |
| IsLegalAID | TRUE OR FALSE (No flag is added then by default it will assume FALSE) |
| DefaultBranch | e.g. XXX (Branch Code from Branch CSV)  **Note**: Used if System is IsLegalAID is TRUE  **Info:** This default Branch is being used for creates “FIRM09998” & “FIRM09999” Income from costs Nominal and create “Z00002” – LSC client. |
| DefaultClientBank | e.g. XXXX (Client Bank Account from ClientBanks CSV)  **Note**: Used if System is IsLegalAID is TRUE  **Info**:This default Client Bank is being used for create BranchDept for Department “FIRM” |
| DefaultOfficeBank | e.g. XXXX (Office Bank Account from OfficeBanks CSV)  **Note**: Used if System is IsLegalAID is TRUE  **Info:** This default Office Bank is being used for create BranchDept for Department “FIRM” |
| DefaultFeeEarner | e.g. XXX (FeeEarnercode Account from FeeEarner CSV)  **Note**: Used if System is IsLegalAID is TRUE  **Info:** This default FeeEarner is being used for create Matters “CLS CMRF/CMSF matter for Branch” (each branch) |
| DefaultPartner | e.g. XXX (FeeEarnercode Account from FeeEarner CSV)  **Note**: Used if System is IsLegalAID is TRUE  **Info:** This default FeeEarner as client Partner is being used for create Client “Z00002” – LSC client. |
| MonthEndDateOfLastLSCSubmission | e.g. XX-XXX-XX (31-May-11)  **Note**: Used if System is IsLegalAID is TRUE  **Info:** This default month end submission date is being used for creating matter ‘Z00002’ as open date and also used while creating ‘CMSF+CMRF’.for each branch e.g. ‘Z00002XXXX’ |
| IsAutoAllocation | TRUE or FALSE (By default it will auto allocation will be false) |
| OldDocumentRoot | The root path of where the source documents are stored. E.g. “\\server\data\docs\” |
| NewDocumentRoot | The root path of where the migrated documents will be stored e.g. “\\newserver\data\documents”. If the documents aren’t changing location set this to the same as OldDocumentRoot |

* 1. ContactInfo.csv

This holds Contact Info for Clients, Contacts, Suppliers etc..

|  |  |
| --- | --- |
| Field | Description |
| ContactInfoId | Unique numeric ID (Auto Generated unique Integer number). |
| EntityID | ID of the Entity in Entity.csv that the contact info belongs to |
| AddressID | ID of the Address in Address.csv that the contact info belongs to |
| HomeTel | Home Telephone Number |
| WorkTel | Work Telephone Number |
| MobileTel | Mobile Telephone Number |
| Fax | Fax Number |
| Email | Email Address |
| WebAddress | Web Site Address |
| WorkTel2 | Second Work Telephone Number |
| MobileTel2 | Second Mobile Telephone Number |
| EmailWork | Work Email Address |
| DDI | Direct Dial In Number |
| Directions | Directions |

* 1. Court.csv

This hold static data for courts which is being generated based on spread-sheet provided by government which required for Legal AID criminal.

To generate this CSV refer worksheet “Court Codes” in below attached excel spread-sheet.



Note: In ILB we need to create service as “Court” which required for Legal AID criminal type matter.

|  |  |
| --- | --- |
| Field | Description |
| CourtPSDNo | Court PSD Number e.g. C1013, C1021 |
| CourtName | Court Name e.g. BRISTOL, NORTH AVON |

* 1. Deed.csv

|  |  |  |  |
| --- | --- | --- | --- |
| Field | Description | | |
| DeedId | | Unique numeric ID (Auto Generated unique Integer number). | |
| EntityID | Refer EntityID which being generated while created Entity CSV | | |
| ClientNumber | Client Reference, refers to the old client number in Entity CSV | | |
| MatterID | Refer MatterID which being generated while created Matter CSV | | |
| MatterNumber | Old matter reference as it was in the source system, refers to OldMatterNumber in Matter CSV | | |
| ClientOrMatterLevel | “Client” OR “Matter” | | |
| DeedRef | New Deed Reference (Should be Unique) | | |
| DeedDescription | Deed Description | | |
| DeedTypeDescription | Refere ILB DeedType Table (e.g Others, Securities etc) | | |
| DateCreated | Deed Date Created | | |
| DateDestroyed | If Blank then default to 01/01/1753 | | |
| StorageLocID | Refer StorageLocID which being generated while created CSV\_StorageLocation | | |
| StorageLocReference | StorageLocReference, refers to the client number in StorageLocation csv | | |
| StorageLocNotes | Storage Location Notes for that will | | |
| PhysicalFileTypeDesc | Deed (Default to text Deed) | | |
| AddressLine1 | | | Address line 1 |
| AddressLine2 | | | Address Line 2 |
| AddressLine3 | | | Address line 3 |
| Town | | | Town, also updates Towns table |
| County | | | County, also updates County table |
| PostCode | | | Postcode (limited to 10 characters) |
| Country | | | Country |
| DXNumber | | | DX Number |
| DXTown | | | DX Town |
| Organisation | | | Address Organisation Name |
| SubBuilding | | | Address Sub-Building Name |
| Building | | | Street (House) Name |
| Street | | | Address Street Name |
| DependentLocality | | | Dependant Locality |

* 1. Departments.csv

This holds a list of Departments to be imported.

|  |  |
| --- | --- |
| Field | Description |
| DepartmentCode | Alpha Numeric Code, 5 chars |
| DepartmentDescription | Department Name |

* 1. DepositBanks.csv

This holds a list of Deposit Banks to be imported. These are transferred to the Banks table in ILB with a BankTypeID of 3 (Deposit Bank).

|  |  |
| --- | --- |
| Field | Description |
| Client Bank Account | Alpha Numeric Code, 4 chars |
| Client Bank Account Description | Bank Account Name |
| Sort Code | SortCode [Will be use for creating service) |
| Account Number | Sort Code & Account Number |

* 1. Diary.csv

This holds all the diary entries to be imported.

|  |  |
| --- | --- |
| Field | Description |
| DairyID | Integer identification for the diary entry |
| Client Number | Client Reference, refers to the client number in Entity csv |
| Matter Number | Matter Reference |
| Matter Old Number | Old matter reference as it was in the source system, refers to OldMatterNumber in Matter csv |
| Date | Start date for the entry |
| DateEnd | End date for the entry |
| Type | Type of entry |
| Narrative | Appointment or task description |
| Priority | Priority |
| Fee Earner | Fee Earner Ref, refers to FeeEarnerCode in FeeEarner csv |
| DueDate | Task due date |
| Diary Status | Can be ‘Not Set’, ‘In Progress’, ‘On Hold’ or ‘Completed’ |

* 1. DisbAllocation.csv

This specifies what disbursements are on each bill. The bill (COB) must exist in the Posting.csv file. All disbursements on each bill must be supported by records in this file. If the amounts do not exactly match the disbursements total on the bill, the bill posting will fail.

There are two types of disbursement in this file:

* Billed disbursements. The ODI records must have already been posted for these. You must fill in the DisbID and BilledByIdD.
* Disbs billed but not paid. These have not yet been posted as disbursements on the ledger so you do not fill in the DisbID. They will be posted as disbursement transactions so you need to fill in the Description and DisbClass also.

|  |  |
| --- | --- |
| Field | Description |
| ID | Unique numeric ID. |
| DisbID | ID of the ODI transaction in the Posting.csv file.  Leave this empty if this is a disb billed but not paid. |
| CreditedByID | <Not used> |
| WriteOffID | <Not used> |
| BilledByID | ID of the COB transaction in the Posting.csv |
| AllocatedAmountNV | The non vatable amount of the disb that is billed. |
| Allocated Amount | The vatable amount of the disb that is billed (excl VAT). |
| Allocated Vat | The VAT on the disb that is billed. |
| Bill Number | <Not used> |
| Description | Description of a new disbursement.  Fill this in only if this is a disb billed but not paid. |
| DisbClass | Disb class, refers to Disb Code in the DisbClass.csv file  Fill this in only if this is a disb billed but not paid. |

* 1. DisbClass.csv

This holds a list of disbursement types.

|  |  |
| --- | --- |
| Field | Description |
| Disb Code | Alpha code,10 chars |
| Disb Description | Description |
| Disb Type Is External | Set to 1 for External Disb or 0 for Internal Disb |

* 1. DocumentDetails.csv

This holds information regarding documents saved to matter history such as the original file name and location, and where the file should be stored in ILB. There is a separate tool to physically copy source documents to the ILB destination location. The Source server and ILB destination server locations are entered into the document moving tool and all folders in the DocumentDetails.csv are sub folders of those.

An example Source server location could be:

“\\OldServer\SourceDocuments\”

An example ILB destination server could be :

“\\NewServer\IRISLawBusiness\IRISLawBusinessDocuments\”

|  |  |
| --- | --- |
| Field | Description |
| ClientRef | Client Reference – refers to the old client Number in Entity csv |
| MatterRef | Matter Reference – refers to the OldMatterNumber in Matter csv |
| DocumentPath | The full path of where the document is stored in the source system e.g. “\\server\data\docs\client\001234\matter\000001” |
| DocumentName | The document filename |
| DocumentCreatedDate | The date the document was created on |
| oldDocumentPath | <Not used> |
| oldDocumentPath\_additional | <Not used> |
| DocumentTitle | The title of the document stored in history – Maximum of 100 characters and will be mapped to “Description” of ILB Documents |
| DocumentCreatedBy | The user name of the user who created the document |
| DocumentDesc | Up to 300 characters that will be mapped to the document notes field in ILB. |
| Source Doc ID | Unique Integer value used for internally mapping tables |

* 1. EarnerBudgets.csv

Imports budget figures into ILB, budgets are stored in their own table in ILB each budget maps to periodid and a feeearner.

|  |  |
| --- | --- |
| Field | Description |
| Earner | Earner Ref |
| PeriodId | Period of the budget |
| BudgetPrivateMatterStart | Number of private matter starts |
| BudgetPublicMatterStarts | Number of public matter starts |
| BudgetHours | Hours Budgeted |
| BudgetFees | Fees Budgeted |
| BudgetPostedValue | Budgeted posting values |
| BudgetDraftBilledValue | Budgeted Draft Bills |
| BudgetClaimedValue | Budgeted Claimed Value |
| BudgetBilledValue | Budgeted Bills |
| BudgetWrittenOffValue | Budgeted Written Off Time |
| BudgetFeesWrittenOff | Budgeted Written Off Fees |

* 1. Evidence.csv

|  |  |
| --- | --- |
| Field | Description |
| EvidenceRef | Evidence Ref (Maximum to 10 character) |
| EvidenceDescription | Evidence Description (Maximum to 100 character) |
| EvidenceForPerson | O OR 1 |
| EvidenceForCompany | O OR 1 |
| EvidenceArchived | O OR 1 |

* 1. Entity.csv

This holds a list of entities (people and organisations) to be imported. Entities can be clients, general contacts, suppliers and so-on, and will update multiple tables depending upon the entity type.

|  |  |
| --- | --- |
| Field | Description |
| Entity ID | Integer value used for internally mapping tables |
| Client Number | Client reference – leave empty if just a contact |
| Open Date | Client (file) opened date |
| Client Partner | The partner in charge of the client file |
| Entity Is A Supplier | Is the entity a supplier |
| Entity Is A Prospect | <Not used> |
| Supplier Code | Supplier reference (Mandatory if Entity Is a supplier flag “Y”) |
| Is A Company | Is the entity a company else it is a person |
| Registered Name | Registered Name for Organisations |
| Business Type Code | Supplementary information |
| Buisness Type Desc | Supplementary information – this description is mapped to matching description in the BusinessSouces.csv |
| Title | Refer Titles table in ILB for Person title  Values should be Miss, Mr, Mrs, Ms OR can be blank  **Note**: PersonSex will be updated based on this |
| ForeName | Person forename |
| SameName | Person surname |
| Salutation | Person Salutation (Envelope) |
| Company Name | Organisation name |
| Tax Code | Supplementary information |
| Address Name | Supplementary information |
| Date Of Birth | Person date of birth |
| Place Of Birth | Person place of birth.  Or  Used for Company/Suppliers when added as services. A lookup is performed on the description in the Industry table. E.g. “Accountant”, “Bank”, “Council” etc. |
| Birth Surname | <Not used> |
| Marital Status | Person Marital Status |
| Occupation | Person Occupation |
| NI Number | Person National Insurance number |
| Notes ID | Notes Id – maps to Notes table and data from Notes.CSV (This field no longer used – EntityNotes.csv now allows multiple notes per Entity) |
| BranchCode | Branch ref |
| Old Client Number | Populates client “Previous Reference” to allow searching on old codes. |
| CliUCN | Client UCN |
| CliHOUCN | Client HOUCN |
| PLTurnOver | Purchase Ledger Supplier Turn Over |
| PLCreditLimit | Purchase Ledger Supplier credit limit |
| PLPaymentDays | Purchase Ledger Payment Days |
| PLType | Purchase Ledger Supplier Type |
| PLAccountNo | Purchase Ledger Supplier Account Number |
| PLOfficeBank | Purchase Ledger Supplier Office Bank |
| AltRef | Alternate Client Reference |
| ConCheck | Conflict checked |
| ConCheckFee | Conflick check fee earner |
| ConCheckDate | Conflick check date |
| Ethnicity | e.g. 01  Refer Ethniccode in dbo.Ethnicity table in ILB  EthnicCode EthnicDesc   1. Other 2. White British   02 White Irish  03 Black or Black British African  04 Black or Black British Caribbean  05 Black or Black British Other  06 Asian or Asian British Indian  07 Asian or Asian British Pakistani  08 Asian or Asian British Bangladeshi  09 Chinese  10 Mixed White and Black Caribbean  11 Mixed White and Black African  12 Mixed White and Asian  13 Mixed Other  14 White Other  15 Asian or Asian British Other  99 Unknown |
| Disability | e.g. OTH  Refer DisabilityRef in dbo.Disability table in ILB  DisabilityRef DisabilityDescription  COG Cognitive Impairment  ILL Long- Standing Illness or Health Condition  LDD Learning Disability/ Difficulty  MHC Mental Health Condition  NCD Not considered disabled  OTH Other  PHY Physical Impairment  SEN Sensory Impairment  UKN Unknown |

* 1. EntityLink.csv

|  |  |
| --- | --- |
| Field | Description |
| EntityIDFrom | Refer EntityID which being generated while created Entity CSV |
| EntityIDTo | Refer EntityID which being generated while created Entity CSV |
| RelationshipFromCode | Refer Relationship From Code which being generated while created TempAssociations CSV |
| RelationshipFromDesc | From Description if Any |
| RelationshipToCode | Refer Relationship To Code which being generated while created TempAssociations CSV |
| RelationshipToDesc | To Description if Any |
| NotesID | <Not in use> Keep empty |
| **Note**: RelationshipFromDesc + ‘-‘ + RelationshipToDesc will goes to ILB in AssocDescription column to ssociation table | |

* 1. EntityLinkAML.CSV

|  |  |  |  |
| --- | --- | --- | --- |
| Field | | Description | |
| EntityLinkAMLID | | Integer identification for the EntityLinkAML | |
| EntityID | | Refer EntityID which being generated while created Entity CSV | |
| ClientNumber | | Refer ClientNumber which being generated while created Entity CSV | |
| OldClientNumber | | Refer OldClientNumber which being generated while created Entity CSV | |
| AMLStatusID | | Refer AMLStatusID in ILB table AMLStatus   |  |  |  | | --- | --- | --- | | **AMLStatusID** | **AMLStatusRef** | **AMLStatusDescription** | | 1 | Not Ided | Client Un-Identified | | 2 | Is Ided | Client Identified | | 3 | Pre-1994 | Pre-1994 Investment Relationship | | 4 | Pre-2004 | Pre-2004 Business Relationship | | 5 | Business | Existing Business Relationship | | e | Exempt | Regulation 5 Exception | | 7 | Pre-Reg03 | Matter falls outside scope of MLR 2003 | | 8 | Bus+Exempt | Existing Business Relationship + Regulation 5 Exception | | 9 | Pre94+Exem | Pre-1994 Investment Relationship + Regulation 5 Exception | | 10 | Pre04+Exem | Pre-2004 Business Relationship + Regulation 5 Exception | | 11 | Pre-Reg07 | Matter falls outside scope of MLR 2007 | | 12 | Pre-Regs | Matter falls outside scope of MLR 2003 and MLR 2007 | | 13 | Bus+Pre07 | Existing Business Relationship / Investment, Outside Scope of MLR 2007 | | |
| JustificationRef | Refer JustificationRef in Justification CSV | |
| AMLIDDate | | AML Date | |
| AMLIDFee | | FeeEarnercode from FeeEarner CSV (AMLAuthorised = 1) | |
| AMLPre1994BR | | 1 OR 2 OR 3 (Default is 1)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | | |
| AMLPre2003BR | | 1 OR 2 OR 3 (Default is 1)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | | |
| AMLReg5 | | 1 OR 2 OR 3 (Default is 1)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | | |
| AMLExplainBR | | O OR 1 (Default is 0) | |
| AMLReg5Explain | | AML Reg5 Explain (Description) | |
| AMLBRAuthoriser | | FeeEarnercode from FeeEarner CSV (AMLAuthorised = 1) | |
| AMLHighLaunderRisk | | 1 OR 2 OR 3 (Default is 1)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | | |
| AMLClientPEP | | 1 OR 2 OR 3 (Default is 1)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | | |
| AMLClientInstrOther | | 1 OR 2 OR 3 (Default is 1)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | | |
| AMLSuspectLaunderOrTerrorist | | 1 OR 2 OR 3 (Default is 1)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | | |
| AMLAuthoriser\_2007 | | FeeEarnercode from FeeEarner CSV (AMLAuthorised = 1) | |

* 1. FeeEarner.csv

This holds a list of Fee Earners to be imported. Fee earner details update the Person table with the earner’s basic personal information , the Additional Address info table with the earner’s contact information and the earners table with the fee earner information.

**Note**: Please at least one FeeEarner as IsAPartner = ‘Y’ for creating Non-chargeable matter as this is

hard coded in IDMF tool

|  |  |
| --- | --- |
| Field | Description |
| Title | Person record, Title |
| Initials | <Not used> |
| ForeName | Person record, Forename |
| SurName | Person record, Surname |
| RealName | <Not used> |
| NameSuffix | <Not used> |
| Branch | <Not used> |
| CostCentre | <Not used> |
| Department | <Not used> |
| Supervisor | <Not used> |
| IsAFeeEarner | <Not used> |
| IsAPartner | Earner record, determines if earner is a Partner or Fee Earner |
| FeeEarnerCode | Earner Record, Fee Earner Reference |
| WorkType | <Not used> |
| FeeEarnerClassCode | Earner Record, Criminal Work Class Code |
| TimeUnit | <Not used> |
| HomePhone | Home Telephone, used by Contact Info import |
| WorkPhone | Work Telephone, used by Contact Info import |
| Fax | Fax number, used by Contact Info import |
| MobilePhone | Mobile Telephone, used by Contact Info import |
| Email | Email address, used by Contact Info import |
| CostGroupCode | <Not used> |
| JobTitle | Person record, Occupation |
| Web | Web Address URL, used by Contact Info import |
| UserName | When creating a user to match the fee earner – login name |
| AMLAuthorised | 0 OR 1 |

* 1. Justification.csv

|  |  |
| --- | --- |
| Field | Description |
| JustificationRef | Justification Ref (Maximum to 10 character) |
| JustificationDescription | Justification description (Maximum to 100 character) |
| JustificationArchived | 0 OR 1 |
| JustificationForCompany | 0 OR 1 |
| JustificationForPerson | 0 OR 1 |

* 1. LegalAIDSpanCodeCombination.csv

This CSV holds valid span code combination with auto generated (> 50000) work type codes for Legal AID Civil type matters.

To generate CSV details use below attached query



|  |  |
| --- | --- |
| Field | Description |
| WorkTypeCode | WorkTypeCode, Autogenrated > 50000 |
| SpanType1Ref | Span Code 1 |
| SpanType2Ref | Span Code 2 |

* 1. Matter.csv

This holds a list of Matters to be imported.

|  |  |
| --- | --- |
| Field | Description |
| MatterID | Integer identification for the Matter |
| ClientNumber | Client reference |
| MatterNumber | Matter reference |
| MatterOldNumber | Matter number as stored in source system |
| Business Source | BusSourceDescription From BusinessSources.csv |
| Flags |  |
| Status | <Not used> |
| Description | Matter Description |
| OpenDate | Matter (file) opened date |
| Branch | Matter branch ref |
| CostsCentre | <Not used> |
| Department | Matter department ref |
| WorkType | Matter work type ref  **Legal AID Civil**: Keep blank for Valid SpanCode combination, will automatically generate worktypes based on list defined in LegalAIDSpanCodeCombination.CSV |
| FeeEarner | Matter fee earner ref |
| Partner | Matter partner ref |
| ClientBank | Client bank ref |
| RateTable | Charge Header ref |
| NotesID | Notes id, refers to Notes CSV (This field no longer used – MatterNotes.csv now allows multiple notes per matter) |
| ArchiveNumber | <Not used> |
| ArchivePacketDesc | <Not used> |
| ArchiveDate | Date matter archived |
| ArchiveLocation | Archive file number |
| DestroyDate | Matter destroy date |
| DateDestroyed | Date matter destroyed |
| ArchivePacketNotes | <Not used> |
| BudgetLimit | Matter overall limit |
| CostsEstimate | Matter Quote value |
| DisbLimit | Disbursements limit |
| TimeLimit | Time limit |
| WIPLimit | WIP limit |
| AltMatRef |  |
| IsLegalAID | Y OR N |
| SpanCode1 | SpaneCode1 e.g. FAMA |
| SpanCode2 | SpaceCode2 e.g. FOTH |
| matUFN | UFN number and format will be like “**DDMMYY\XXX**”  DD – Date of matter open date  YY – Year of Date Class of Work Completed  MM – Year of Date Class of Work Completed  **Format** : DDMMYY\NNN (DD – Day, MM – Month, YY – Year, N – Number) |
| matPFCertificateNo | PF Certificate Number |
| MatterRiskAssessComp | 1 OR 2 OR 3 (Blank then 0)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | |
| MatterRiskAssessScore | 1 OR 2 OR 3   |  |  | | --- | --- | | 1 | Low | | 2 | Medium | | 3 | High | |
| MatterRiskAssessJustification | Matter Risk Assess Justification (Maximum to 8000 Character) |
| ElectronicIDCheckRequired | 1 OR 2 OR 3 (Blank then 0)   |  |  |  | | --- | --- | --- | | **AMLAnswersID** | **AMLAnswersRef** | **AMLAnswersDescription** | | 1 | None | Not Answered | | 2 | Yes | Yes | | 3 | No | No | |

* 1. MatterLink.csv

This creates project associations, i.e. links entities to matters and defines the relationship between them. This is not needed for the link between the primary client and the matter so if you are just importing matters and clients where each matter has one client then this file is not needed.

|  |  |
| --- | --- |
| Field | Description |
| Matter ID | Matter ID, refers to MatterID in Matter csv |
| Entity Id | Entity ID, refers to EntityID in entity csv |
| Relationship To Code | Refers to Relationship To Code in TempAssociations csv |
| Relationship To Desc | The ‘relationship to’ description |
| Relationship From Code | Refers to Relationship From Code in TempAssociations csv |
| Relationship From Desc | The ‘relationship from’ description |
| Notes ID | Note ID, refers to NoteID in Notes.csv  **Note**: (Need to remove this field as we created separate CSV for Matter Notes, So keep it blank for time being) |
| Reference | Matter Party Reference |
| Comment | Matter Party Notes |

* 1. MatterPFCivilDetail.csv

This holds only those matters which Legal AID Civil details which have valid span code combination.

|  |  |
| --- | --- |
| Field | Description |
| MatterID | Matter ID, refers to MatterID in Matter CSV |
| MatterOldNumber | MatterOldNumber, refers to MatterOldnumber in Matter CSV |
| PFCivilMatterIsCont | 1 OR 0 (Is Case Continuing) |
| PFCivilMatterDidComplete | 1 OR 0 ((Complete Under Contract?) |
| PFCivilMatterUnderTolerance | 1 OR 0 (Is Case being carried out under tolerance?) |
| PFCivilMatterCompDate | End point Completed Date |
| PFCivilMatterEPoint1Outcome | OutCome, refer EndPointCode in dbo.EndPoints Table in ILB (Refer Note 1) |
| PFCivilMatterEPoint3StageReached | StageReched, refer EndPointCode in dbo.EndPoints Table in ILB (Refer Note 2) |
| PFCivilMatterIsNilEffect | 1 OR 0 (Nil effect Matter) |
| PFCivilMatterProcurementArea | Procurement Area, refer to PFCivilMatterProcurementAreaCode in dbo.PFCivilMatterProcurementArea table in ILB (Refer Note 3) |
| PFCivilMatterAccessPoint | Access Point, refer to PFCivilMatterAccessPoint Code in dbo. PFCivilMatterAccessPoint table in ILB (Refer Note 4) |
| PFCivilMatterCaseStageI | Case Stage, refers to PFCivilMatterCaseStageRef in dbo.uvw\_PFCivilMatterCaseStageDetails view in ILB (Refer Note 5) |
| PFCivilMatterLANumber | Matter LA Number (Char Maximum to 30 digit) |
| PFCivilMatterDamagesRecovered | Damages Recovered (Maximum to Numeric(14,4)) |
| PFCivilMatterFamilyTypeID | 1 OR 2 OR 3  i.e. 1 – Parent, 2 – Child, 3 – Joined Party |
| PFCivilMatterMeetingsRef | MettingsRef, refers to PFCivilMatterMeetingsRef in dbo.PFCivilMatterMeetings in ILB and shouldn’t archive |
| PFCivilMatterAdditionalTravelPayment | Additional Travel Payment |
| PFCivilMatterRelCaseInfo | Relevant Case Information |
| VatRateRef | Vat Rate, refers to VatRateRef in dbo.VatRates table in ILB |
| PFCivilMatterLegacyCase | 1 OR 0 (Legacy Case?) |
| PFCivilMatterCMRHOral | 0 TO 9 (Oral Hearing?) |
| PFCivilMatterCMRHTele | 0 TO 9 (Telephone Hearings?) |
| PFCivilMatterHOInterview | 0 TO 9 (HO Interviews?) |
| PFCivilMatterHearingCode | HeadingCode, refer to PFCivilMatterHearingcode in dbo. PFCivilMatterHearing in ILB |

Notes:

|  |  |
| --- | --- |
| Notes | Description |
| 1 | Valid list to fill in column “PFCivilMatterEPoint1Outcome” is dependent on   * “PFCivilMatterDidComplete” defined in this MatterPFCivilDetail CSV * “SpanCode1” defined in Matter CSV   Below attached SQL query we can use to fill in details**:** |
| 2 | Valid list to fill in column “PFCivilMatterEPoint3StageReached” is dependent on   * “SpanCode1” defined in Matter CSV   Below attached SQL query we can use to fill in details**:** |
| 3 | Valid list to fill in column “PFCivilMatterProcurementArea” is dependent on   * “SpanCode1” defined in Matter CSV   Below attached SQL query we can use to fill in details**:**    Note: It may change static list for procurement after 01st Feb’12 |
| 4 | Valid list to fill in column “PFCivilMatterAccessPoint” is dependent on   * “SpanCode1” defined in Matter CSV * “PFCivilMatterProcurementAreaCode” defined in this MatterPFCivilDetail CSV   Below attached SQL query we can use to fill in details**:** |
| 5 | Valid list to fill in column “PFCivilMatterCaseStage” is dependent on   * “SpanCode1” defined in Matter CSV * “OpenDate” defined in this Matter CSV |

* 1. MatterPFCriminalAppealDetail.csv

|  |  |
| --- | --- |
| Field | Description |
| MatterPFCriminalAppealDetailD | Unique Id |
| MatterID | Refer MatterID in Matter CSV |
| MatterOldNumber | Refer MatterOldNumber in Matter CSV |
| PFMatClassCompleted | Date Class of work completed |
| PFMatCCRC | 0 OR 1 (Application to the CCRC) |
| PFAdviceAsistExt | Non CCRC Extension (Decimal) |
| PFAdvocancyAssistExt | CCRC Extension (Decimal) |
| VatRateRef | Refer Vat Code in VatRates CSV |

* 1. MatterPFCriminalInvestDetail.csv

|  |  |
| --- | --- |
| Field | Description |
| MatterPFCriminalInvestDetailD | Unique Id |
| MatterID | Refer MatterID in Matter CSV |
| MatterOldNumber | Refer MatterOldNumber in Matter CSV |
| PFMatClassCompleted | Date Class of work completed |
| OutComeCode | Refer OutComecodesRef in ILB table OutComeCodes |
| PostChargeClaimTypesID | Refer PostChargeClaimTypesId in ILB table “PostChargeClaimTypes”  **PostChargeClaimTypesId PostChargeClaimTypesDescription**  1 Not Applicable  2 Breach of bail conditions  3 Arrest on warrant following failure to appear at the  Magistrates Court   1. Post-Charge ID Parade/recharge following   discontinuance/dismissal of the case  5 Administration of a reprimand, warning or caution |
| PFMatIsDefendantAYouth | 0 OR 1 |
| PFMatIsImmigration | 0 OR 1 |
| PFMatInstructingPSRef | Refer “NewPolicyID” in PoliceStation CSV |
| PFMatCDSDirect | 0 OR 1 |
| PFInvestAdviceAssistExt | Advice + Assistance Extension (Decimal) |
| DSCCNumber | YY – Year of Date Class of Work Completed  MM – Year of Date Class of Work Completed  **Format** : YYMMNNNNNL (YY – Year, MM – Month, N – Number, L – Letter) |
| PFMatReleventCaseInfo | Relevant Case Information (any text) |
| VatRateRef | Refer Vat Code in VatRates CSV |
| ContactForProvider | Refer FeeEarnerCode from FeeEarner CSV |

* 1. MatterPFCriminalModuleForChargeDesc.csv

In ILB even if matter is Legal aided but sometime based on charge description not allowing to add “PF Criminal” module to ILB and hence introduce this CSV to add valid charged description which required PF Module. Attached is SQL script to add default values to CSV files.



|  |  |
| --- | --- |
| Field | Description |
| Code | Unique Identifier (Pre-defined GUID by ILB) |
| Description | Charged Description |

* 1. MatterPFCriminalOffencesDetail.csv

|  |  |
| --- | --- |
| Field | Description |
| MatterPFCriminalOffencesID | Unique Id |
| MatterID | Refer MatterID in Matter CSV |
| MatterOldNumber | Refer MatterOldNumber in Matter CSV |
| OffenceRef | Refer OffenceRef in ILB table Offences |
| PFMatOffIsMain | 0 OR 1  **Note**: For each matter we have to have one main offence entry and other should be zero) |
| PFMatRepOrderGranted | LA Order Date (Default is 1753-01-01) |
| PoliceOfficer | Refer “NewPolicyID” in PoliceStation CSV  **Note**: If blank then defaulting from Claim details CSV i.e. MatterPFCriminalInvestDetail, MatterPFCriminalPrisonDetail, MatterPFCriminalProceedDetail |
| PFMatOffUrlNo | Ref (Maximum to 10 character) |
| PFMatOffCustodyRef | Custody Ref (Maximum to 10 character) |
| PFMatOffOffenceStartDate | Start Date |
| PFMatOffOffenceEndDate | End Date |
| OffenceStatusRef | Refer OffenceStatusID from ILB OffenceStatus table  OffenceStatusId OffenceStatusDescription  1 Not Set  2 RIC [Remanded in Custody]  3 Unconditional Bail  4 Conditional Bail  5 RICLAU [Remanded in Custody Local Authority]  6 RICLAC [Remanded in Custody Local Authority Care] |

* 1. MatterPFCriminalPrisonDetail.csv

|  |  |
| --- | --- |
| Field | Description |
| MatterPFCriminalInvestDetailID | Unique Id |
| MatterID | Refer MatterID in Matter CSV |
| MatterOldNumber | Refer MatterOldNumber in Matter CSV |
| PFMatClassCompleted | Date Class of work completed |
| OutComeCode | Refer OutComecodesRef in ILB table OutComeCodes |
| PFMatParole | 0 OR 1 |
| OffenceCatCode | Refer field OffenceCatCode from IBL table “OffenceCategories” |
| PrisonCode | Refer “Code” in Prison CSV |
| PFAdviceAsistExt | Advice + Assistance Extension (Decimal) |
| PFAdvocancyAssistExt | Advocacy Assistance Extension (Decimal) |
| PrisonLawNumber | Number (Maximum to 10) |
| VatRateRef | Refer Vat Code in VatRates CSV |
|  |  |

* 1. MatterPFCriminalProceedDetail.csv

|  |  |
| --- | --- |
| Field | Description |
| MatterPFCriminalProceedDetailID | Unique Id |
| MatterID | Refer MatterID in Matter CSV |
| MatterOldNumber | Refer MatterOldNumber in Matter CSV |
| PFMatClassCompleted | Date Class of work completed |
| OutComeCode | Refer OutComecodesRef in ILB table OutComeCodes |
| VatRateRef | Refer Vat Code in VatRates CSV |
| PfMatIsDefendantAYouth | 0 OR 1 (Dealt with in a Youth Court) |
| PFMatCarterReview | 0 OR 1 (Carter Review) |
| PfMatIsCaseIndict | 0 OR 1 (Is case Indictable Only) |
| SolicitorInstructed | Refer FeeEarnerCode from FeeEarner CSV |
| CaseDisposalPleasReference | Refer PleasReference from ILB view “uvw\_PleasDetails” where BillingTypeID = 4 (Case Disposal) |
| PFAdvocacyAssistExt | Advocacy Assistance Extension (Decimal) |
| DSCCNumber | YY – Year of Date Class of Work Completed  MM – Year of Date Class of Work Completed  **Format** : YYMMNNNNNL (YY – Year, MM – Month, N – Number, L – Letter) |
| MaatID | Number (maximum to 10 digit) |
| PfMatRepOrderRefused | 0 – Not Applicable  1 – Refused on Merit  2 – Refused on means  3 – Form Completion |
| EnhancedRateTravel | Number (3 digit) |
| EnhancedRateWaiting | Number (3 digit) |
| EnhancedRatePreparation | Number (3 digit) |
| EnhancedRateAttendance | Number (3 digit) |
| EnhancedRateLetters | Number (3 digit) |
| EnhancedRateAdvocacy | Number (3 digit) |
| EnhancedRateTelePhoneCalls | Number (3 digit) |
| PfMatIscounselAssigned | 0 OR 1 (Council Assigned) |
| PfMatNsfReason | Reason for NSF (Any Text) |
| PfMatAppealProvAssess | 0 OR 1 (Appealing Provisional Assessment) |
| PfMatWastedCostsOrder | 0 OR 1 (Was a wasted Order Made) |
| PfMatReleventCaseInfo | Relevant Case Information (Any Text) |
| PfThreeMonthClaim | Claimed after 3 Months (Any Text) |
| PfMatProsecutionEvidence | Prosecution Evidence (Maximum to 10 digit) |
| PfMatDefenceWitnesses | Defence Witnesses (Maximum to 10 digit) |
| PfMatDefenceStatements | Defence Statements (Maximum to 10 digit) |
| PfRemitBackbyCourt | 0 OR 1 (Remitted back by Court) |
| PfMatWorkPrecedeOrder | 0 OR 1 (Work Preceding Order) |
| PfMatAssessCostsAttend | 0 OR 1 (Attend the costs review) |
| PfMatAssessCostsVenue | Venue (any Text) |
| PfReviewReasons | Review Reasons (any Text) |

* 1. Notes.csv

Imports Notes (Entity, Matter, Wills, Deeds) into ILB

|  |  |
| --- | --- |
| Field | Description |
| NoteID | Refer EntityID which being generated while created CSV\_Entity |
| NoteTypeDescription | This is description field which exists in NotesType table in ILB  More Info: Should be valid description based on Deed/Will etc |
| NotesDateAdded | Notes added date is blank then default to current date |
| NotesAddeduid | We can default to MSH  OR  if user created then we can default to that username existing in ILB users tables |
| NotesCompleteduid | We can default to MSH  OR  if user created then we can default to that username existing in ILB users tables |
| NotesDescription | Text Notes Description |
| NotesContent | Text Notes Content |
| NotesStartDate | Notes added date is blank then default to ‘01/01/1753’ |
| NotesEndDate | Notes added date is blank then default to current date |
| ApplicationName | Refer Applications table in ILB  More Info: Some sample examples |
| NotesSignedDate | Notes added date is blank then default to ‘01/01/1753’ |
|  |  |

* 1. NotesDeed.csv

|  |  |
| --- | --- |
| Field | Description |
| NoteID | Refer NoteID which being generated while created Notes CSV |
| DeedID | Refer DeedID which being generated while created Deed CSV |
| DeedRef | Deed Reference, refers to the DeedRef in Deed CSV |

* 1. NotesEntity.csv

|  |  |
| --- | --- |
| Field | Description |
| NoteID | Refer NoteID which being generated while created Notes CSV |
| EntityID | Refer EntityID which being generated while created Entity CSV |
| ClientNumber | Client Reference, refers to the oldClient Number in Entity csv |

* 1. NotesMatter.csv

|  |  |
| --- | --- |
| Field | Description |
| NoteID | Refer NoteID which being generated while created Notes CSV |
| MatterID | Refer MatterID which being generated while created CSV\_Matter |
| MatterNumber | Old matter reference as it was in the source system, refers to OldMatterNumber in Matter csv |

* 1. NotesWill.csv

|  |  |
| --- | --- |
| Field | Description |
| NoteID | Refer NoteID which being generated while created Notes CSV |
| WillID | Refer WillID which being generated while created Will CSV |
| WillRef | Will Reference, refers to the WillRef in Will CSV |
| WillPrevRef | Will Previous Reference, refers to the WillPrevRef in Will CSV |

* 1. NoteTypes.csv

|  |  |
| --- | --- |
| Field | Description |
| NoteTypesDescription | Note Type Description |
| NoteTypeClient | 0 OR 1 |
| NoteTypeMatter | 0 OR 1 |
| NoteTypeModule | 0 OR 1 |
| NoteTypeOther | 0 OR 1 |
| NoteTypeAML | 0 OR 1 |
| NoteTypeDeed | 0 OR 1 |
| NoteTypeWill | 0 OR 1 |
| NoteIsSystem | 0 OR 1 |

* 1. Offences.csv

See attached script for default offence for to popualate Offences details (Optional). You can created your own Offences as well.



|  |  |
| --- | --- |
| Field | Description |
| OffencesID | Unique Id |
| OffenceCatCode | Unique Id |
| OffenceRef | Offence Code |
| OffenceDescription | Offence Description |
| OffenceIsArchived | 0 OR 1 |

* 1. OfficeBanks.csv

This holds a list of Office Banks to be imported. These are transferred to the Banks table in ILB with a BankTypeID of 2 (Office Bank).

|  |  |
| --- | --- |
| Field | Description |
| Office Bank Account | Alpha Numeric Code, 4 chars |
| Office Bank Account Description | Bank Account Name |
| Sort Code | SortCode [Will be use for creating service) |
| Account Number | Sort Code & Account Number |

* 1. PLBSHeaders.csv

This CSV will create Profit & Loss / Balance Sheet Header groups which we can link to ChartOfAccount for crating grouping.

**Note**: ILB already having some default PLBSHeaders and for making use of Data Validation we can add static default PLBSHeaders to CSV

|  |  |
| --- | --- |
| Field | Description |
| PLBSHeaderCode | PL & BS HeaderCode |
| PLBSHeaderDescription | PL & BS Header Description |
| PLBSHeaderArchived | 0 OR 1 |

* 1. PoliceStation.csv

This hold static data for police station which is being generated based on spread-sheet provided by government which required for Legal AID criminal.

To generate this CSV data refer worksheet “Police Station Data” in below attached excel spread-sheet.



|  |  |
| --- | --- |
| Field | Description |
| NewPolicyID | New Police Station ID e.g. BG001, BG002 etc |
| PoliceStationName | Police Station Name |
| PSSchemeCode | refer in column PSSchemeRef in ILB table dbo.PSScheme |
| PSSchemeName | PSScheme Name |
| Change | Change (Taken it b’cos it was there in spead sheet but not in use in migration) |

* 1. Posting.csv

This contains all of the accounts transactions to be posted. DisbAllocation.csv and ProfitSplit.csv are also required for bills. All transactions posted will balance against the client/office nominal take on account (nominal types 23 and 19) associated with the supplied branch code.

Where amounts are specified, if the amount is positive it represents a “normal” posting of this type and if it is negative it represents the opposite of a “normal” posting.

|  |  |  |
| --- | --- | --- |
| Type of posting | Positive amount  e.g. 123.45 | Negative amount  e.g. -123.45 |
| OCL – Client current | Receipt | Payment |
| ODL – Client deposit | Receipt | Payment |
| OPR – Office cash | Receipt | Payment |
| ODI – Disbursement | Payment | Receipt |
| COB – Bill | Bill | Credit note |
| ONL – Nominal | Receipt | Payment |
| OBB – Bank | Receipt | Payment |
| PLO – Purchase ledger invoice | Credit note | Invoice |
| PLP – Purchase ledger payment | Payment | Cancel payment |
| DLF – Direct Lodgement Uplift | Receipt | Payment |
| ADP | Anticipated Disbursement – External |  |

The posting fields are as follows:

|  |  |
| --- | --- |
| Field | Description |
| ID | Unique numeric ID. |
| OldSystemRef | <Not used> |
| PostingCode | Transaction type, currently supported is:  OCL – Client current  ODL – Client deposit  OPR – Office cash  ODI – Disbursement  COB – Bill  ONL – Nominal  OBB – Bank  PLO – Purchase ledger invoice  PLP – Purchase ledger payment  DLF – Direct Lodgement Uplift (ILS Migrations Only)  ADP – Anticipated Disbursement |
| TransDate | Transaction posting date. Use format DD-MMM-YYYY as date formats are not specified for input and other formats may be confused depending on Windows date settings. E.g. 01-May-2010 |
| TransRef | Reference e.g. a cheque number |
| TransText | Transaction description/narrative |
| Branch | Refers to the BranchCode in Branch.csv |
| CostCentre | We are using this for department so this will refer to DepartmentCode In Departments.csv |
| OfficeBank | Used by OBB:  Office bank code, refers to Office Bank Account in OfficeBanks.csv |
| ClientBank | Used by OBB:  Client bank code, refers to Client Bank Account in ClientBanks.csv  This can be a client current or deposit bank. |
| SubAccount | Used by: DLF  Refers to SubAccountID in SubAccounts.csv |
| MatterOldNumber | Original matter code in source system |
| Nominal Code | Used by: ONL Nominal code, refers to NominalCode in ChartOfAccount.csv |
| VatCode | Used by: ODI, COB, ONL, PLO, ADP, ABP  VAT code, refers to Vat Code in VatRates.csv |
| Amount | Used by: OCL, ODL, OPR, ONL, OBB, PLO, PLP, ADP  The amount to be posted (excl VAT) |
| VatAmount | Used by: ONL, PLO, ADP |
| DisbClass | Used by: ODI, ADP  Disb class, refers to Disb Code in the DisbClass.csv file |
| VatableWhenBilled | <Not used> |
| BillNumber | <Not used> see TransRef |
| Costs | Used by COB, ABP:  The bill fee amount (excl VAT) |
| CostsVat | Used by COB, ABP:  The bill fee VAT amount |
| DisbsNV | Used by ODI, COB, ABP:  Non vatable disbs |
| Disbs | Used by ODI, COB, ABP:  Vatable disbs (excl VAT) |
| DisbsVat | Used by ODI, COB, ABP:  VAT on disbs |
| Nyp | <Not used> |
| NypVat | <Not used> |
| BillVat | Used by COB, ABP:  Total VAT on the bill |
| BillTotal | Used by COB, ABP:  Bill total (total of all bill elements above) |
| InterestCalcDate | <Not used> |
| InterestAmount | <Not used> |
| FromNominal | <Not used> |
| ToNominal | For OBB – The balancing display ref |
| AffectTaxableValue | <Not used> |
| TaxableValue | <Not used> |
| Supplier Code | Used by: PLO, PLP  For OBB – The balancing display ref |
| InvoiceDate | <Not used> |
| InvoiceNumber | <Not used> |
| PurchaseOrder | <Not used> |
| InvoicePaidByID | <Not used> |
| FromClientBank | <Not used> |
| ToOfficeBank | For OBB – The balancing display ref |
| ToClientBank | For OBB – The balancing display ref |
| ToMatterOldNumber | For OBB – The balancing display ref |
| ToCostCentre | <Not used> |
| ToBranch | <Not used> |
| WorkingAllocatedAmount | <Not used> |
| MemoID | <Not used> |
| DisbsNV | This must be left blank and is used in the staging database to track the ILB transaction id after the transaction has been posted. This is so it can find disbursements when posting the bills and so it can find bills when posting the time. |
| Status | For OBB only:  C =Cleared, U = Uncleared, D = Deleted (shown on history) |
| PostingNarrative | For OBB – Detail Posting Narration |

* 1. Prison.csv

This hold static data for prison which is being generated based on spread-sheet provided by government which required for Legal AID criminal.

To generate this CSV refer worksheet “Prison Codes” in below attached excel spread-sheet.



|  |  |
| --- | --- |
| Field | Description |
| Code | Code e.g. AKCM, ALCM |
| Prison Location | Prison Location Name e.g. ACKLINGTON, ALBANY |

* 1. ProfitSplit.csv

This specifies the fee earner share of the fees on a bill. Each bill must have records in this file totalling up the bill costs exactly otherwise the bill posting will fail.

|  |  |
| --- | --- |
| Field | Description |
| ID | Unique numeric ID. |
| BillID | ID of the COB transaction in the Posting.csv file |
| FeeEarner | Fee earner code,refers to FeeEarnerCode in the FeeEarner.csv file. |
| Costs | Amount of fee share for this fee earner. |

* 1. Staff.csv

This table contains staff members which will be imported as users, with their first name being used as the username and the password being set as a default to Iris1234

|  |  |
| --- | --- |
| Field | Description |
| Title | Title of Staff member ie Mr or Mrs |
| Initials | Initial of Staff member |
| Forename | Forename of staff member |
| Surname | Surname of staff member |
| Department | Department of staff member |
| HomePhone | Home telephone number |
| WorkPhone | Work telephone number |
| Fax | Fax number |
| Mobilephone | Mobile number |
| Email | Email address |
| JobTitle | Job Title |
| Web | Web Page |
| Earner | Fee Earner associated with staff member  Note: Staff is not associates with Fee Earner than keep blank |
| LoginName | User login name |

* 1. StorageLocations.csv

Import Storage Location (which will be link to Wills & Deeds) into ILB.

|  |  |
| --- | --- |
| Field | Description |
| StorageLocId | Unique numeric ID (Auto Generated unique Integer number). |
| StorageLocReferenceParent | Parent StorageLoc Reference need to link if any to create Hierarchy of Storage Location |
| StorageLocReference | StorageLocReference (Alpha Numeric restrict to 20 digit) |
| StorageLocDescription | Location Description |
| StorageLocNotes | Location Notes if Any |
| StorageLocIsDefault | 1 OR 0 |

* 1. SubAccounts.csv

Import SubAccounts for Other Funds Banks (ILS Migrations Only).

|  |  |
| --- | --- |
| Field | Description |
| SubAccountID | Unique numeric ID (Auto Generated unique Integer number). |
| OtherFundsBanKRef | Client Bank Account Code from DepositBanks.csv |
| AccNumber | Account Number |
| AccName | Account Name |
| AccOpenDate | Account Open Date |

* 1. SubAccounstLink.csv

Link Sub Accounts for Other Funds Banks to Matters (ILS Migrations Only).

|  |  |
| --- | --- |
| Field | Description |
| SubAccountID | Sub Account ID from SubAccounts.csv |
| MatterID | Matter ID from Matter.csv |

* 1. TempAssociations.csv

This holds the relationship definitions used in the MatterLink csv file. The combination of Relationship From and Relationship To determine the ILB Association Role between the entity and the matter (i.e. whether the entity is the client or other type of contact).

|  |  |
| --- | --- |
| Field | Description |
| Relationship From Code | Relationship code |
| Relationship To Code | Relationship code |
| Association Role Description | Association role description  (Refer AssociationRolesDescription in AssociationRoles table in ILB) |
| RoleTagCode | Role Tag Code |
| Note: I believe we should populated TempAssocitions based on existing AssociationRoles for Member/Org/Project and reference that From/To RelationShip Code to EntityLink/MatterLink CSV’s (Can be review later once confirm and worked) | |

* 1. TimeActivity.csv

Time activities such as “Telephone out” etc.

|  |  |
| --- | --- |
| Field | Description |
| Time Activity Code | Unique 3 char code. |
| Time Activity Description | Description e.g. “Telephone out” (Maximum 25 Character) |
| Chargable | 1 or 0 |
| Item | 1 for item charge rate |
| LSCCategory | CatID from ILB TimeTypeCategories table |
| LegalAid | 1 – Private, 2 – Public funding, 3 - Both |

* 1. TimeAdditionalDetail.csv

|  |  |
| --- | --- |
| Field | Description |
| TimeAdditionalDetailID | Unique numeric ID (Auto Generated unique Integer number). |
| TimeDetailID | Refer ID in TimeDetail CSV |
| AttedanceLocation | Blank OR 1, 2, 3  1 – Not Applicable  2 – Court Service  3 – Police Station Service |
| Locationcode | Depend on AttedanceLocation Fields which is being filled in  If AttedanceLocation is  1 – Keep blank  2 – Refer “NewPolicyID” in PoliceStation CSV  3 – Refer “CourtPSDNo” in Court CSV |
| AttendanceIndCode | Refer AttendanceIndCode in table “AttendanceIndividuals” in ILB. Can be blank if AttedanceLocation is 0 OR Blank  AttendanceIndCode AttendanceIndDesc  C Client  D Other Defence Solicitor  E Expert Witness  PR Probation  P Prosecution/Police  W Witness  S Surety  O Other |
| TimeMiles | Number - Time Miles if TimeType is Travelling |
| TimeFareDescription | Time Fare Description |
| Fares | Fares |

* 1. TimeDetail.csv

This holds matter time transactions.

|  |  |
| --- | --- |
| Field | Description |
| ID | Unique numeric ID. |
| ActivityCode | Activity code refers to Time Activity Code in TimeActivity.csv |
| TransDate | Transaction posting date. Use format DD-MMM-YYYY as date formats are not specified for input and other formats may be confused depending on Windows date settings. E.g. 01-May-2010 |
| TransText | Transaction description/narrative |
| FeeEarner | Fee earner code,refers to FeeEarnerCode in the FeeEarner.csv file. |
| RateTable | <Not used> |
| MatterOldNumber | Original matter code in source system |
| Minutes | Minutes |
| ChargeValue | Charge value |
| Status | <Not used> |
| BillID | Fill this in if this time transaction is billed.  ID of the COB transaction in the Posting.csv file |
| CostValue | Cost value |
| ChargeDescCode | Charge header (rate table) code |

* 1. TimeRates.csv

This holds the time charge values and is a 3 way matrix between fee earner, charge desc and time activity.

|  |  |
| --- | --- |
| Field | Description |
| Code | Unique code – easiest thing is to just use  FeeEarnerCode ‘-‘ + TimeActivityCode + ‘-‘ + ChargeDescCode |
| LegalAid | 0 OR 1 |
| Client/Matter | ? |
| CourtCode | ? |
| FeeEarnerCode | Fee earner code |
| FELevel | ? |
| TimeActivityCode | Refer “Time Activity Code” From TimeActivity CSV OR “000” which ILB Dummy activitycode |
| Value | Hourly rate |
| ChargeDescCode | Charge Desc code |

* 1. UserData.csv

This holds Supplementary Details information – The data that the user has entered into a supplementary field regarding a particular client or matter

|  |  |
| --- | --- |
| Field | Description |
| EntityId | The entity id the data belongs to, maps to EntityID in Entity csv |
| MatterId | The matter id the data belongs to, maps to MatterOldNumber in matter csv |
| FieldID | The ID, maps to ID in UserField csv |
| VariableData | The content of the field (the actual user data) |

* 1. UserFieldGroup.csv

This holds Supplementary Details information – The user-defined fields that can be used to enter additional information about clients and matters.

|  |  |
| --- | --- |
| Field | Description |
| ID |  |
| Description | The Name of the Group |
| UsageID | 1 – Individual & Organisation 2 – Individual Only 3 – Organisation Only 4 – Users Only 5 - Matters |

* 1. UserField.csv

This holds Supplementary Details information – The user-defined fields that can be used to enter additional information about clients and matters.

|  |  |
| --- | --- |
| Field | Description |
| ID |  |
| GroupID | The field relates to ID in UserFieldGroup.csv |
| FieldDescription | The descriptive name of the field so the user knows what it was intended to store |
| DataType | The data type the field is looking for, e.g. date, text. |

* 1. VatRates.csv

This holds a list of VAT rates to be imported.

Note: Data validation and override current static Vat Rate changes can be work now

|  |  |
| --- | --- |
| Field | Description |
| Vat Code | Alpha code, 10 chars |
| Description | Description |
| Rate | Rate as a percentage up to 2 decimal places |

* 1. Will.csv

Import wills into ILB.

|  |  |  |
| --- | --- | --- |
| Field | Description | |
| WillId | | Unique numeric ID (Auto Generated unique Integer number). |
| EntityID | Refer EntityID which being generated while created Entity CSV | |
| ClientNumber | Client Reference, refers to the old client number in Entity CSV | |
| MatterID | Refer MatterID which being generated while created Matter CSV | |
| MatterNumber | Old matter reference as it was in the source system, refers to OldMatterNumber in Matter CSV | |
| ClientOrMatterLevel | “Client” OR “Matter” | |
| WillRef | New Wills Reference (Should be Unique) | |
| WillPrevRef | Wills Previous Reference and Blank for Deeds Types of records  (Should be Unique) | |
| WillTypeDescription | Current Will OR Previous Will | |
| WillsIsOriginal | 1 or 0 | |
| WillType | Wills (Default to Text Wills) | |
| WillDescription | Will Description | |
| DateCreated | Will Date Created | |
| DateDestroyed | If Blank then default to 01/01/1753 | |
| StorageLocID | Refer StorageLocID which being generated while created CSV\_StorageLocation | |
| StorageLocReference | StorageLocReference, refers to the in StorageLocation csv | |
| StorageLocNotes | Storage Location Notes for that will | |
| PhysicalFileTypeDesc | Will (Default to text Will) | |

* 1. WorkTypes.csv

This holds a list of Work Types (also known as matter codes) to be imported.

|  |  |
| --- | --- |
| Field | Description |
| DepartmentCode | Department for the work type |
| WorkTypeCode | The work type code. WorkTypeCode + DepartmentCode must form a unique reference code. |
| WorkTypeDescription | Description for the work type |
| ChargeDescCode | Charge header (rate table) the work type uses |
| IsLegalAID | TRUE OR FALSE (No flag is added then by default it will assume FALSE) |
| WorkCatDescription | Valid for IsLegalAID = TRUE  Refer WorkCatDescription from ILB dbo.WorkCat Static Data  1 Family  2 Housing  3 Debt  4 Welfare Benefits  5 Consumer and General Contract  6 Immigration - Asylum  7 Immigration - Other  8 Employment  9 Mental Health  10 Personal Injury  11 Clinical Negligence  12 Community Care  13 Actions Against the Police  14 Education  15 Public Law  16 Miscellaneous  17 Criminal  18 Other |

* 1. Years.csv

This holds a list of Years to be imported.

Note: Actually this is period wise data, so please generate data accordingly

|  |  |
| --- | --- |
| Field | Description |
| YearNumber | Period number |
| YearDescription | Financial Year Description |
| StartDate | Start Date |
| EndDate | <Not used> |
| PeriodEndDate | End Date |
| VatQuarter | <Not used> |