



Electronic Bills

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In the beginning....

The Jackson report

The pilot (or lack of...)

92nd update of Civil Proceedings Rules –

Electronic Bills –

47PD5 – “In circumstances provided for in this paragraph, bills of cost for detailed assessment *must be in electronic spreadsheet format and compliant with paragraphs 5.A1 to 5.A4 (“electronic bills”)* while in all other circumstances bills of cost may be electronic bills or may be on paper (“paper bills”) and compliant with paragraphs 5.7 to 5.21.”

MUST BE ELECTRONIC IF –

- a) The case is a Part 7 multi-track claim, except –
 - (i) if fixed or scale costs
 - (ii) the receiving party is unrepresented; or
 - (iii) where the court has otherwise ordered; AND
- b) The bill relates to recoverable costs for work undertaken AFTER 6 April 2018

For work which spans both pre and post April 2018, the pre April 2018 work may be a paper or electronic bill. However post April 2018 work must be an electronic bill unless, “...*the court has otherwise ordered;*”

Electronic bills may be in either Precedent S spreadsheet format, or any other spreadsheet format which

- a) *Reports and aggregates costs based on the phases, tasks, activities and expenses defined in Schedule 2 to this Practice Direction;*
- b) *Reports summary totals in a form comparable to Precedent S;*
- c) *Allows the user to identify, in chronological order, the detail of all the work undertaken in each phase;*
- d) *Automatically recalculates intermediate and overall summary totals if input data is changed;*
- e) *Contains all calculations and reference formulae in a transparent manner so as to make its full functionality available to the court and all other parties. (47PD5.A2)*

The provisions of paragraphs 5.7 to 5.21 of 47PD5 continues to apply insofar as they are not inconsistent with the form and content of Precedent S.

Where a bill is required to be divided, the electronic bill should incorporate a summary in a form comparable with 'Funding and Parts Table' in Precedent S to provide the information that would otherwise be provided by its division into parts

Where a bill includes work undertaken both before and after the transition date (6 April 2018) an electronic bill for the entirety of the work may be filed, or a traditional paper bill for work prior to the transition period BUT an electronic bill for the period after.

Whenever an electronic bill is served/filed with the court, there must also be filed in hard copy, in a manageable paper format as shown in the pdf version of Precedent S; AND a copy of the full electronic spreadsheet version. An electronic version must also be served on the paying party. Service is to effected by email or other electronic means.

Where a paper bill is capable of being copied electronically AND a request is made before the detailed assessment, an electronic bill in native format (ie Excel or equivalent) must be provided free of charge not more than 7 days after receipt of request.

Electronic Bills

Providing the bill complies with 47PD5.A2 there is no requirement to use any particular format

The most common forms of bill presently being used are either Precedent S or one developed by the Association of Cost Lawyers (ACL).

Other bespoke bills tend to be based upon either of these formats. Masters have used an ACL format; Kain Knight use Precedent S. A leading software provider, CostMaster uses Precedent S, but has the ability to import data from the CostMaster system onto the Precedent S. These bills do have some differences in functionality and Codes.

Precedent S – is available from

<http://www.justice.gov.uk/courts/procedure-rules/civil/rules/part-47-procedure-for-detailed-assessment/practice-direction-46-costs-special-cases2>

The ACL electronic bill is available from

<https://www.associationofcostlawyers.co.uk/ACL-Bill>

Bill differences

Feature	ACL Bill	Precedent S
Includes instructions to use	Yes	No
Pivot Tables	No	Yes
Formula	Yes	Yes
Text Boxes	Yes	No
Codes	Yes	Yes
Part Summary	Yes	Yes
Worksheets	Yes	Yes
Locked Worksheets	Yes	No
Colour code	Yes	No

Tips and Traps

Identify which bill is being used and which Codes apply

Make a backup copy and regularly save any changes.

The bill is presented as a series of 'Worksheets' laid on top of each other. Not all are active, some contain fixed information such as instructions, narrative, etc.

Consider the use of hiding irrelevant columns when undertaking a detailed assessment, especially on Precedent S bills

The most useful worksheets are Bill Summary to provide an overview of the total costs and the Bill Tab. For Precedent S bills, when making amendments to the Bill, 'Refresh All' needs to be entered for amendments to feed through to the Bill Summary. ACL bills do this automatically.

The use of 'filters' - Filters enable the bill to be analysed. A Filter can isolate specific entries such as fee earners, chunks of time, specific activities, even specific words.

Be aware of deficiencies in the bill, such as not distinguishing between individual letters/calls and timed letters/calls. Seek clarification within POD's

Think carefully as to the point that is being made. If general time is being challenged, consider filtering by reference to the specific Activity Codes (ACL – D1/ Prec S – A10). As with paper bills, seek to highlight excessive time on specific dates, duplication, incorrect activity code, etc.

From the general time filter, it is possible to filter further as for specific fee earners, dates or date range or budget phases.

Filters also have the capacity to search for given names, time, etc. If searching for names, be aware of 'misspelling', or different spellings, ie Brian/Bryan. If searching for 'considering expert reports' in Expert phase, consider also searching in other phases

Having identified the items to challenge, think how to present the challenge. Consider:-

- a) Colour coding items
- b) Creating a specific searchable tag, number or colour
- c) Use of Pivot Tables to simplify the identify of data
- d) Creating separate list of items challenged.
- e) Prepare a 'new' annotated bill, perhaps grouping together specific tasks or fee earners

Points of Dispute – the rules

MUST be short and to the point;

MUST follow Precedent G, so far as practicable;

MUST identify any general points or matters of principle to be first addressed; and

MUST identify specific points, stating concisely the nature and grounds of dispute.

(See **Ainsworth v Stewarts Law LLP** [2020] EWCA Civ 178)

There is presently no requirement for POD's to be in an electronic form, or embedded with the bill.

Check functionality of the bill before serving!

The Assessment

The principle of raising an objection, considering a reply and awaiting a determination remains the purpose of a detailed assessment!

Practical considerations.

Will your computer battery last the length of the hearing? If not bring an extension lead, spare battery or ask whether there are electrical sockets available.

Bring a mouse as some bills are not compatible with laptop touchpads

Consider whether a projector will assist in demonstrating objections/replies. Put the other party/court on notice if proposing to use one

Ensure that you are able to demonstrate the points raised in the objections.

Practice finding your way around the bill.

For large bills, consider whether 'sampling' is appropriate, adjudication on the 'high end points' or preliminary issues such as hourly rates.

Be prepared to show how entries relate back to the file, whether a paper or electronic file. This may require more fundamental changes with how time is being recorded.

Consider removing cells not being used.

Consider how items disallowed are going to be reflected in the bill. Remove blocks of time from a specific range, or reduce specific entries. Broad brush approach?

Not a war of attrition?

Assessments during the present emergency

Civil Justice Protocol regarding remote hearings – Issued 26/03/20

General Guidance on PDF bundles – Issued 20/05/20

Guidance for the conduct of remote costs hearings – ACL April 2020

Technology – BTMeetMe

Skype for Business

MS Teams

CVP (Cloud Video Platform)

https://mcusercontent.com/2750134472ba930f1bc0fddcd/files/8223b222-bdca-41ad-b6a0-0189d9fabced/FLBA_CVP_guide_v1.pdf

Useful Shortcuts

On the spreadsheets, when filters are on, the numbering to the left side shows blue. Switch off filtering when moving onto the next filter exercise

If making changes on Precedent S, press enter for changes to take effect

Ctrl + ↓/↑ - to go to start/end of column/data

Ctrl + Z - to go back to previous action

Shift + Ctrl + ↓ - to select a whole column of data or a data range

Shift + ↓/↑ - to select more than one cell

Ctrl + 9 – Hide row (click anywhere in row)

Ctrl + Shift + 9 – Unhide row

Ctrl + 0 – Hide column (highlight column's to be hidden)

Alt + = - Auto sum

Ctrl + F – Find (insert value)

Annex A – Bill detail

P116 A6

DATA ENTRY SECTIONS																								
Item No	Entry No	Part ID	Date	Description of work	LTM	Time	Estimated ("E")	Counsel's Base Fee	Other Disburse	VAT On Other Disburse	ATEI Premium	Pre, Post or Non But	Phase C	Task C	Activ it C	Expen s C	Precedent H Phase	Entry All	External Party Name	Communication Meth	Base Profit Costs (e)	Disbursements Total (cops)	Part Name	Phase Name
103		Part 1		Standard Emails	AMR	0.10						Pre-Budget	P4	T10	A6		Disclosure	100.00%	Defendant Solicitor	Email	21.70	-	Pre-Budget Incurred Costs up to 2nd October 2017	Disclosure
104	E	Part 1		Standard Letters Out	AMR	0.10						Pre-Budget	P4	T10	A7		Disclosure	100.00%	Court	Letter	21.70	-	Pre-Budget Incurred Costs up to 2nd October 2017	Disclosure
105		Part 1	30/01/2015	Engaged considering the evidence to select an appropriate medical expert for the claim	AMR	0.20						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
106		Part 1	30/01/2015	Engaged drafting instructions to obtain a medical report from a Consultant in Accident and Emergency Medicine and considering whether any enclosures are required. Engaged identifying the	AMR	0.20						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
107	E	Part 1	11/03/2015	Engaged considering the present position of the medical evidence, ascertaining the next steps to progress the claim	AMR	0.10						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			21.70	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
108		Part 1	23/03/2015	Drafting letter to the Claimant enclosing the medical report by Mr. Hockey and advising on its contents and impact	AMR	0.20						Pre-Budget	P6	T15	A3		Expert Reports	100.00%	Claimant	Letter	43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
109		Part 1	23/03/2015	Engaged conducting a detailed review of the medical report by Mr. Hockey. Engaged considering his review of the Claimant's injuries and treatment, his opinion, prognosis and recommendations	AMR	0.80						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			173.60	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
110	E	Part 1	27/03/2015	Engaged obtaining Advice from senior colleague on the medical report by Mr. Hockey and cross-referencing with the Claimant's	AMR	0.20						Pre-Budget	P6	T15			Expert Reports	100.00%			43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
111		Part 1	27/03/2015	Engaged considering the medical report by Mr. Hockey and cross-referencing with the Claimant's injuries. Engaged identifying further evidence required and providing Advice to junior colleague	PG	0.20						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
112		Part 1	14/04/2015	Drafting letter to Defendant Insurer disclosing the medical report of Mr. Hockey and advising on further medical evidence required	AMR	0.20						Pre-Budget	P6	T15	A6		Expert Reports	100.00%	Defendant Insurer	Letter	43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
113		Part 1	14/04/2015	Engaged considering the Claimant's submissions regarding the medical report by Mr. Hockey, noting the contents and ascertaining the next steps to disclose upon he Defendant	AMR	0.20						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
114		Part 1	27/04/2015	Discussing the medical report and Mr. Hockey and further medical evidence to be obtained	EXEC (2)	0.20						Pre-Budget	P6	T15	A6		Expert Reports	100.00%	Defendant Insurer	Telephone Call	32.20	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
115		Part 1	03/06/2015	Engaged considering the present position of the medical evidence, ascertaining the next steps to progress the claim and identifying any advice to be given to the Claimant	AMR	0.10						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			21.70	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
116		Part 1	22/07/2015	Engaged considering the present position of the supplementary medical evidence, ascertaining the next steps to progress the claim	AMR	0.10						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			21.70	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
117		Part 1	26/08/2015	Discussing the disclosure of the Claimant's medical records and the next steps to obtain further medical evidence	EXEC (2)	0.20						Pre-Budget	P6	T15	A3		Expert Reports	100.00%	Claimant	Telephone Call	32.20	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
118		Part 1	27/08/2015	Drafting lengthy email to the Claimant enclosing the addendum report by Mr. Hockey and advising on its contents and impact	AMR	0.20						Pre-Budget	P6	T15	A3		Expert Reports	100.00%	Claimant	Email	43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
119		Part 1	27/08/2015	Engaged conducting a detailed review of the addendum medical report by Mr. Hockey. Engaged considering his review of the Claimant's medical records, ongoing injuries and treatment, his	AMR	0.50						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			108.50	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
120		Part 1	04/09/2015	Discussing the Claimant's ongoing injuries, treatment and recovery, Confirming the impact upon their employment and daily life. Advising	AMR	0.30						Pre-Budget	P6	T15	A3		Expert Reports	100.00%	Claimant	Telephone Call	65.10	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
121		Part 1	11/09/2015	Drafting letter to Defendant Insurer regarding instructions to Consultant Orthopaedic Surgeon to confirm agreement	AMR	0.20						Pre-Budget	P6	T15	A6		Expert Reports	100.00%	Defendant Insurer	Letter	43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
122		Part 1	16/09/2015	Engaged considering the evidence to select an appropriate Consultant Orthopaedic Surgeon for the claim	AMR	0.20						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
123		Part 1	16/09/2015	Engaged drafting instructions to obtain a medical report from a Consultant Orthopaedic Surgeon and considering whether any enclosures are required. Engaged identifying the evidence to be	AMR	0.10						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			21.70	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
124		Part 1	20/10/2015	Engaged considering the present position of the medical evidence from Consultant Orthopaedic Surgeon, ascertaining the next steps to progress the claim and drafting case plan	AMR	0.20						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
125		Part 1	21/12/2015	Engaged considering the Claimant's submissions regarding his medical appointment with Mr. Jamil, his ongoing injuries, treatment and recovery, noting the contents and assessing the impact upon the	AMR	0.20						Pre-Budget	P6	T15	A10		Expert Reports	100.00%			43.40	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports
126		Part 1	11/02/2016	Engaged conducting a detailed review of the medical report by Mr. Jamil. Engaged considering his review of the Claimant's medical records, injuries and treatment, his opinion, prognosis and	AMR							Pre-Budget	P6	T15	A10		Expert Reports	100.00%			-	-	Pre-Budget Incurred Costs up to 2nd October 2017	Expert reports

Annex B - ACL Electronic Points of Dispute

NOTE - Expand (+) Column 'C' to set Precedent Q Number, 'H' to see Indemnity Limit, 'J-L' to see Enhancements, 'P-W' for extra details and 'Y' for Points of Dispute/Replies.																									
Item No.	Part No.	Date	F/E or STL Ref	Narrative	Hrs	Profit Costs Expand + to see indemnity limit)	Counsel's fee	Dfbs	Disbs VAT - Y/N	Code-Task	Pre Post or None Budget	Code/Activity	Code/Comm	Code/Party	Code/Dfsh	Item No.	Point of Dispute No.	Point of Dispute	Offered time (in hours)	Offered £ (Counsel/ Disbursements)	Reply	Counter Offer (in hours)	Counter offer £ (Counsel/ Disbursements)	Decision	Item Amount (Sought in Bill)
1	1	09/03/15	AND	review of full file of papers from PT, considering main points in relation to Breach of Duty, noting Claim Form and date for service of Particulars of Claim and diarising and developing plan of action in order to take the matter forward. Perusing the case papers, considering Letter of Claim and Letter of Response, noting date for service of the Particulars of Claim and devising plan of action reviewing disclosure to date, considering the Defendant's Policy on Engagement and Observation, considering the Defendant's Risk Assessments and relevant medical records in relation to the time prior to the incident and considering level of observation of the Claimant in light of the same.	2.5	£ 1,000.00	£ -	£ -	-	1.1	Pre	D1				1		The time claimed of 5 hours is excessive for the work undertaken. The Defendant considers that a more reasonable and proportionate amount of time in respect of these items would be 1 hour, 30 minutes	1.5		The Defendant is reminded that no charge for the work by Hereward & Forster has been made. The time sought to review there papers and establish how best to proceed is geminately reasonable and necessary.	2.5		£ 1,000.00	
2	1	13/03/15	AND	Letter of Claim and Letter of Response, noting date for service of the Particulars of Claim and devising plan of action reviewing disclosure to date, considering the Defendant's Policy on Engagement and Observation, considering the Defendant's Risk Assessments and relevant medical records in relation to the time prior to the incident and considering level of observation of the Claimant in light of the same.	1.0	£ 400.00	£ -	£ -	-	1.1	Pre	D1				2			0.0			1.0		£ 400.00	
3	1	13/03/15	AND	Letter of Claim and Letter of Response, noting date for service of the Particulars of Claim and devising plan of action reviewing disclosure to date, considering the Defendant's Policy on Engagement and Observation, considering the Defendant's Risk Assessments and relevant medical records in relation to the time prior to the incident and considering level of observation of the Claimant in light of the same.	1.5	£ 600.00	£ -	£ -	-	4.2	Pre	D1				3			0.0			1.5		£ 600.00	
4	1	13/03/15	AND	E-mail to NHSLA Re: extension for Particulars of Claim	0.1	£ 40.00	£ -	£ -	-	2.1	Pre	C5	RE	P2 .3		4			0.1			0.1		£ 40.00	
5	1	13/03/15	AND	E-mail to NHSLA	0.1	£ 40.00	£ -	£ -	-	2.1	Pre	C5	RE	P2 .3		5			0.1			0.1		£ 40.00	
6	1	16/03/15	AND	Drafting N434 - Notice of Change of Solicitors	0.2	£ 80.00	£ -	£ -	-	2.1	Pre	D1				6		The time claimed is excessive for a straightforward document; 6 minutes offered.	0.1		Accepted	0.1		£ 80.00	
7	1	16/03/15	AND	Drafting Consent Order extending time for Particulars of Claim	0.3	£ 120.00	£ -	£ -	-	2.1	Pre	D1				7		The time claimed is excessive for this straightforward and pro-forma consent order; 6 minutes offered.	0.1		The Claimant will accept 2 units	0.2		£ 120.00	
8	1	16/03/15	AND	reviewing the in preparation to contact the Claimant's father, noting issues to be discussed to include, capacity, present symptoms and treatment and current status of proceedings.	0.4	£ 160.00	£ -	£ -	-	1.1	Pre	D1				8		Given the time claimed just 3 days prior, the Defendant considers that it was unnecessary to spend further time considering the same issues as would have been considered just prior to the attendance. No offer.	0.0		Entirely reasonable to review matters and prepare a short list of matters to be discussed.	0.4		£ 160.00	
9	1	16/03/15	AND	Call to Claimant's father Re: Introduction, the Claimant's capacity, current symptoms and situation, discussing currant's evidence and the father's view on liability/breach of duty and thereafter noting the same	0.6	£ 240.00	£ -	£ -	-	1.1	Pre	C2	TA	P1. 2		9		The Defendant considers that the disagreement between the Claimant and his father in relation to the Claimant's capcity is not an inter partes matter, but a Solicitor/client one to resolve. The Defendant considers it likely the time includes other solicitor/client matters due to new solicitor being instructed. The time claimed is excessive in any event; 18 minutes offered.	0.0		The Claimant's capacity is a highly relevant issue to be discussed. The time is maintained.	0.6		£ 240.00	

Appendix – C Use of filter button

The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The 'Filter' button, represented by a funnel icon, is highlighted in the 'Sort & Filter' group. Other buttons in this group include 'Sort', 'Clear', 'Reapply', and 'Advanced'. The 'Data Tools' group contains buttons for 'Text to Columns', 'Flash Fill', 'Remove Duplicates', 'Data Validation', 'Consolidate', 'Relationships', and 'Manage Data Model'. The 'Forecast' group includes 'What-If Analysis' and 'Forecast Sheet'. The 'Outline' group includes 'Group', 'Ungroup', and 'Subtotal'.

							("E")	Fees	Disbursements	Disbursements
2	464	Part 3	02/10/2018	Discussing agreement of proposed order for Application hearing	EXEC(2)	0.10				
466	465	Part 3	02/10/2018	Drafting letter to Defendant Solicitors regarding agreement of proposed order for Application hearing	EM	0.10				

Appendix – D filter for ‘Davies’

Liaising with SBO Re: obtaining fee remission for Court Issue fee

		E	F	G	H	J	K	L	M	N	O	P
		DATA ENTRY SECTIONS										
	Description of work	LTM	Time	Estimated ("E")	Other Disbursements	VAT On Other Disbursements	ATEI Premium	Pre, Post or Non Budget	Phase Code	Task Code	Activity Code	
/2017	Liaising with SBO Re: obtaining fee	AND	0.10					Budgeted	P2	T4	A8	
/2017	E-mail to Counsel	AND	0.10					Budgeted	P6	T16	A2	
/2017	E-mail to Claimant Re: Defendant	AND	0.20					Budgeted	P6	T16	A3	
/2017	Liaising with JTA Re: present posit	AND	0.30					Budgeted	P6	T16	A8	
/2017	Letter to Claimant Re: fee remissi	SBO	0.20					Budgeted	P2	T4	A3	
/2017	Call to Claimant Re: fee remission	SBO	0.10					Budgeted	P2	T4	A3	
/2017	Call from Claimant's father Re: dis	AND	0.50					Budgeted	P6	T16	A3	
/2017	Considering 42 page report of the matters to be discussed with Clair	JTA2	2.60					Budgeted	P6	T16	A10	
/2017	Letter to Claimant Re: advising on	JTA2	1.00					Budgeted	P6	T16	A3	
/2017	Liaising with ANU Re: application Morgan to provide certificate nec	AND	0.20					Budgeted	?	?	A8	
/2017	E-mail to Professor Morgan Re: D	JTA2	0.10					Budgeted	P6	T16	A5	
/2017	E-mail to Professor Gournay Re: D	JTA2	0.10					Budgeted	P6	T16	A5	
/2017	Drafting formal instructions to AN	AND	0.30					Budgeted	?	?	A10	
/2017	Liaising with AND over expert evic	JTA2	0.40					Budgeted	P6	T16	A8	
/2017	Liaising with SBO over fee remissi	AND	0.10					Budgeted	P2	T4	A8	
/2017	Perusing and amending Letter to Claimant with advice on experts' evidence	AND	0.30					Budgeted	P6	T16	A3	
/2017	Further amending letter of advice to the Claimant Re: the expert reports and checking the same	JTA2	0.40					Budgeted	P6	T16	A3	
/2017	Finalising fee remission application	SBO	0.10					Budgeted	P2	T4	A10	
/2017	Liaising with Court Clerk seeking fee remissions to confirm case not funded by Legal Aid	SBO	0.10					Budgeted	P2	T4	A8	

Appendix – E Filtered results

Table Tools Copy of Precedent 5 ACL Anonymised V2.xlsx - Excel Besford, District Judge

File Home Insert Draw Page Layout Formulas Data Review View Design Tell me what you want to do

E1271 Liaising with SBO Re: obtaining fee remission for Court Issue fee

DATA ENTRY SECTIONS														
Item No	Entry No	Part ID	Date	Description of work	LTM	Time	Estimated ("E")	Other Disbursements	VAT On Other Disbursements	ATEI Premium	Pre, Post or Non Budget	Phase Code	Task Code	Activity Code
526	524	?	Part 1	21/06/2016	E-mail to Mr Paul Stewart-Davies Re: approach letter	AND	0.20				Pre-Budget	P6	T15	A5
527	525	?	Part 1	22/06/2016	Call from Paul Stewart-Davies	AND	0.10				Pre-Budget	P6	T15	A5
	527	?	Part 1	23/06/2016	Call from Mr Paul Stewart Davies Re: assistance he could provide	AND	0.20				Pre-Budget	P6	T15	A5
534	532	?	Part 1	01/07/2016	E-mail to Mr Stewart-Davies Re: letter of approach	AND	0.20				Pre-Budget	P6	T15	A5
560	557	?	Part 1	22/07/2016	Call from Mr Paul Stewart-Davies	SBH	0.10				Pre-Budget	P6	T15	A5
1736														
1737														
1738														
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