

**To:** Edmund Ward[Edmund.Ward@ofgem.gov.uk]  
**From:** Mavreen Kabagambe  
**Sent:** 2016-11-04T11:33:24Z  
**Importance:** Normal  
**Subject:** FW: Procedure for compiling weekly reports to DECC / DETI  
**Received:** 2016-11-04T11:33:25Z  
[Procedure for compiling weekly reports.docx](#)

---

**From:** Mavreen Ananura  
**Sent:** 06 September 2013 17:25  
**To:** Tasfin Ahmed  
**Cc:** Mohini Depala  
**Subject:** Procedure for compiling weekly reports to DECC / DETI

Hi Tasfin,

Please find attached the procedure for compiling weekly reports to DECC and DETI

Mohini does the DETI reporting and I compile reports for DECC

Please let me know if you have any questions..

Regards,

Mav

**Mavreen Ananura**

Assistant RHI Finance Manager

New Scheme Development

9 Millbank

London

SW1P 3GE

Tel: 0207 901 3066

[www.ofgem.gov.uk](http://www.ofgem.gov.uk)

**ofgem e-serve**

**Weekly report to DETI**






- Run the NI Accreditation report in excel. Data > Existing connections > RHI Accreditation report NI
- Remove all duplicates
  - Data > remove duplicates > unselect all > select RHI number > Okay
- Delete column C (postcode)
  - *This is done to give DETI as little personal information about our applicants as possible, as is required legally*
- Save as format: **NI Data W-Ending xx-xx-2013** i.e., ending on a Sunday
- Save a copy of this report to SharePoint
- **Intranet > E-Serve > Environment and New Schemes > Renewable\_Heat\_Incentive\_Lib > Operations > Reporting > DETI - Weekly Data > 2013-2014 Q2 (Jul-Sept)**
- **Forward the report to the RHI Finance Manager for review or have him shadow you as you prepare it**
- Send this report to Peter Hutchinson [Peter.Hutchinson@detini.gov.uk](mailto:Peter.Hutchinson@detini.gov.uk) and Sandra Thompson [Sandra.Thompson@detini.gov.uk](mailto:Sandra.Thompson@detini.gov.uk) at DETI. The subject line should be 'NI weekly data'
- Respond to all queries arising

**Weekly report to DECC**

- Open the template for the weekly report to DECC. (read only) This can be found in SharePoint. **Intranet > E-Serve > Environment and New Schemes > Renewable\_Heat\_Incentive\_Lib > Operations > Payments > Finance Misc > Reports Graphics > Template for DECC weekly report**
- Refresh the second sheet
- Drag down the last populated line in the first sheet to about row 16,500 and delete all lines with no update ('value' cells)
- Do a 'paste special - values' of the first sheet into a new work sheet
- Remove all duplicates in RHI number
  - Data > remove duplicates > unselect all > select RHI number > Okay
- Delete column C (postcode)
  - *This is done to give DECC as little personal information about our applicants as possible, as is required legally*
- Save as format: Data **W-Ending xx-xx-2013** i.e., ending on a Sunday
- delete the first and second formula sheets
- Highlight row 1 and format this as a title row as desired. Add a filter i.e. data > filter to the first row. Format the worksheet for easy reading as well
- Go to column D (submission date) and by filtering, remove all data after the ending date above i.e., anything after midnight on Sunday
- Compare the total to the previous week's total. This can be found here **Intranet > E-Serve > Environment and New Schemes > Renewable\_Heat\_Incentive\_Lib > Operations > Reporting > DECC - Weekly Data > DECC Cost Control Weekly Reports > 2013-2014 Q2 (Jul-Sept)** Usually there's about an additional 40

- Use key as below at the end of your report. This is a list of items that need to be highlighted to DECC on a weekly basis

#### Key

|   |   |
|---|---|
|  | Submission date amended during week ending xx/xx/13 |
|  | Error in capacity; participant to correct entry     |
|  | Cancelled   |
|  | Superseded preliminary accreditation                |
|  | Withdrawn applications                              |

#### Key

##### Submission date amended

- Open the Amendment Record Sheet. This can be found here
- **Intranet > E-Serve > Environment and New Schemes > Renewable\_Heat\_Incentive\_Lib > Operations > Notifications > Amendment Record Sheet**
- Highlight each **RHI number** and **capacity** BLUE in your report through filtering by RHI number

##### Error in Capacity

- This information is contained in an email titled 'error in capacity' which is saved in the same folder as the weekly report to DECC template. It is contained in sentence 2 in this email.
- Highlight each **RHI number** and **capacity** YELLOW in your report through filtering by RHI number

- Cancelled applications

- These can be found by filtering column S (Application status)
- Highlight each **RHI number** and **capacity** DARK RED in your report

- Superseded preliminary accreditations

- These can be found in the *ALPACA – Preliminary and Full Conversions* spreadsheet in **SharePoint Intranet > E-Serve > Environment and New Schemes > Renewable\_Heat\_Incentive\_Lib > Operations > Accreditation admin > post-DA process**
- Highlight each **RHI number** and **capacity** GREEN in your report through filtering by RHI number

- Withdrawn applications

- This information is contained in an email titled 'Withdrawn application information' which is saved in the same folder as the weekly report to DECC template. It is contained in an attachment in this email.
- Highlight each **RHI number** and **capacity** ORANGE in your report through filtering by RHI number
- Save a copy of this report to SharePoint
- Intranet > E-Serve > Environment and New Schemes > Renewable\_Heat\_Incentive\_Lib > Operations > Reporting > DECC - Weekly Data > DECC Cost Control Weekly Reports > 2013-2014 Q2 (Jul-Sept)
- **Forward the report to the RHI Finance Manager for review or have him shadow you as you prepare it**
- Send this report to Irrelevant information redacted by the RHI Inquiry [@decc.gsi.gov.uk](mailto: @decc.gsi.gov.uk) and cc Irrelevant information [@decc.gsi.gov.uk](mailto: @decc.gsi.gov.uk) and Irrelevant information redacted by the RHI Inquiry [@decc.gsi.gov.uk](mailto: @decc.gsi.gov.uk) and Irrelevant information redacted by the RHI Inquiry [@decc.gsi.gov.uk](mailto: @decc.gsi.gov.uk) at Irrelevant information redacted by the RHI Inquiry [@decc.gsi.gov.uk](mailto: @decc.gsi.gov.uk) at DECC
- The subject line should be 'Weekly data'
- Respond to all queries arising