



STRATEGIC  
PANEL  
& Committees

# Guidance on process for assuring Holistic Reporting data



## Change History

Version Number	Date of Issue	Reason for Change	Sections affected
1	13 September 2022	First publication	

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## 1. Introduction

In response to trading party feedback, we have improved our holistic reporting by creating Microsoft Excel Assurance Templates that will allow trading parties to provide assurance on key data fields.

These fields relate to the provision of information around vacancy and meter and premises location and status. For further information and examples see Appendix 1.

This will allow the reporting to account for situations where a supply point (SPID) is flagged as having an issue in one of these fields, but the trading party can confirm that the information is correct.

Within the Central Market Operating System (CMOS) there are fields which allow trading parties to explain omissions using an exception reason code. Where these exist<sup>1</sup>, they should continue to be used. In some cases, the exception reason codes available for these fields do not cover all scenarios. The assurance templates will allow SPIDs to be flagged with the reasons for non-provision of information. MOSL will use the assurance templates to remove the SPIDs or meters, as appropriate, from those reports which currently list them as having invalid or incomplete data.

## 2. Overview of process

### Step 1

The trading party completes assurance template, which should be downloaded from MOSL's website.

See section 3, Completing and submitting the assurance templates, for details.

#### Notes:

Templates have validation on some fields.

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<sup>1</sup> UPRN Reason Code (data item number D2040) and VOA BA Reference Reason Code (data item number D2038)

## Step 2

The trading party saves completed template to their organisation's SharePoint Site, in the 'New' folder located in Market Performance/Data Assurance.

See section 3, Completing and submitting the assurance templates, for further details.

### Notes:

Only one of each template is to be saved for each month. The completed template should contain only additions/removals for each month, as it supplements the information already assured i.e., it is not a cumulative list of all the SPIDs or meters the trading party is assuring.

Templates should be uploaded a minimum of five business days before the last business day of the month to ensure the dashboards and holistic reporting are updated at the beginning of the following month.

See section 3, Completing and submitting the assurance templates, for further details.

## Step 3

MOSL processes and validates the completed template.

The file is moved from the 'New' folder to the 'Processed' folder, located in Market Performance/Data Assurance in your organisation's SharePoint Site, as part of processing.

### Notes:

If the assurance file submitted by the trading party does not match the format of the template provided by MOSL the whole file will be rejected. The trading party will be notified of rejected files via the rejections dashboard. See step 4.

Data in the template will be validated against data from CMOS and the Data Quality, Metering and/or Vacancy Dashboards.

Once MOSL has processed that month's GIS and/or Premises assurance files and they have been moved to the 'Processed' folder the trading party can begin submitting their GIS and/or Premises assurance files for the next month.

See section 4, Processing and validation of completed assurance files, for further details of data validation.

#### Step 4

MOSL updates the assurance dashboard area of Data Quality and/or Vacancy Dashboards with 'accepted' assured meter or premises data. 'Accepted' data refers to those data items in the assurance template that pass the validation checks.

MOSL also updates the rejections dashboard area of Data Quality and/or Vacancy Dashboards with 'rejected' assured meter or premises data and rejected files. 'Rejected' data refers to those data items in the assurance template that do not pass the validation checks.

#### Step 5

MOSL updates the Holistic Reports with 'accepted' assured meter and/or premises data.

#### Step 6

The trading party reviews 'rejected' data items from the rejections dashboard and decides whether to resubmit any in the next month.

#### Notes:

The trading party can export details of the rejected data items from the rejections' dashboard.

### 3. Completing and submitting the assurance templates

#### General

The templates are Microsoft Excel workbooks containing basic validation of certain fields. The template is the first worksheet of the workbook. The second worksheet contains definitions of the fields and valid inputs.

There is one template for assuring GIS data and another for assuring premises data. You can find the templates on the Holistic Reporting area of MOSL website by clicking the following links:

- <http://tradingpartys://mosl.co.uk/document/documents/5965-holistic-reporting-gis-assurance-template-v1-0>
- <http://tradingpartys://mosl.co.uk/document/documents/5966-holistic-reporting-premises-assurance-template-v1-0>

Once completed, the template should be saved to your organisation's SharePoint Site, in the 'New' folder located in Market Performance/Data Assurance.

Only one of each template is to be saved for each month. The completed template should contain only additions/removals for each month, as it supplements the information already assured i.e., it is not a cumulative list of all the SPIDs or meters the trading party is assuring.

If you have saved your template for the month in your organisation's SharePoint Site and then find you need to amend or add further items, you should delete the saved template from your organisation's SharePoint Site and then save the new/amended template to the site.

Templates should be uploaded a minimum of five business days before the last business day of the month to ensure the dashboards and holistic reporting are updated at the beginning of the following month.

#### **Holistic Reporting GIS Assurance Template**

See appendix 3 for template and definitions.

Data should only be input in columns coloured blue (columns A to H). Columns I onwards and/or coloured orange contain validation calculations and should not be over-written.

Where fields are validated, invalid data will be identified in column I 'ValidationIssues (Automatic)' i.e., column coloured orange.

#### **Holistic Reporting Premises Assurance Template**

See appendix 4 for template and definitions.

Data should only be input in columns coloured blue (columns A to F). Columns G onwards and/or coloured orange contain validation calculations and should not be over-written.

Where fields are validated, invalid data will be identified in column G 'ValidationIssues (Automatic)' i.e., column coloured orange.

## **4. Processing and validation of assurance files**

## General

If the assurance file submitted by the trading party does not match the format of the template provided by MOSL the whole file will be rejected. See Appendices 3 and 4 for the structure of templates.

The trading party will receive notification of rejections by MOSL updating the rejections dashboard area of the Data Quality and/or Vacancy Dashboards with 'rejected' assured meter or premises data and rejected files. 'Rejected' data refers to those data items in the assurance template that do not pass the validation checks.

## Holistic Reporting GIS Assurance Template

For GIS (meter data), reject if:

- WHOLESALER/SPID/SERIAL NO/MANUFACTURER/INITIAL READ combination **is not** valid for submitting trading party in reporting data for current month
- Matched record is a legacy long-unread meter (LLUM) in reporting data for current month.

## Holistic Reporting Premises Assurance Template

For premises data, reject if:

- Trading party/SPIDCORE combination **is not** valid for submitting trading party in reporting data for current month
- Measure is Unique Property Reference Number (UPRN) and matched record has UPRN field populated in reporting data for current month
- Measure is Valuation Office Agency (VOA) and matched record has VOA field populated in reporting data for current month
- Measure is Long-Term Vacant (LTV) and matched record is not recorded as LTV (as per the definition within the vacancy dashboard) in reporting data for current month
- Measure is Vacant with Consumption (VWC) and matched record is not recorded as VWC (as per the definition within the vacancy dashboard) in reporting data for current month
- Measure is VWC and DATE\_OF\_REVIEW is not within the last six months.



Once MOSL has processed that month’s GIS and/or Premises assurance files and they have been moved to the ‘Processed’ folder the trading party can begin submitting their GIS and/or Premises assurance files for the next month.

## Appendix 1: Data fields and related measure/Additional Performance Indicator (API)

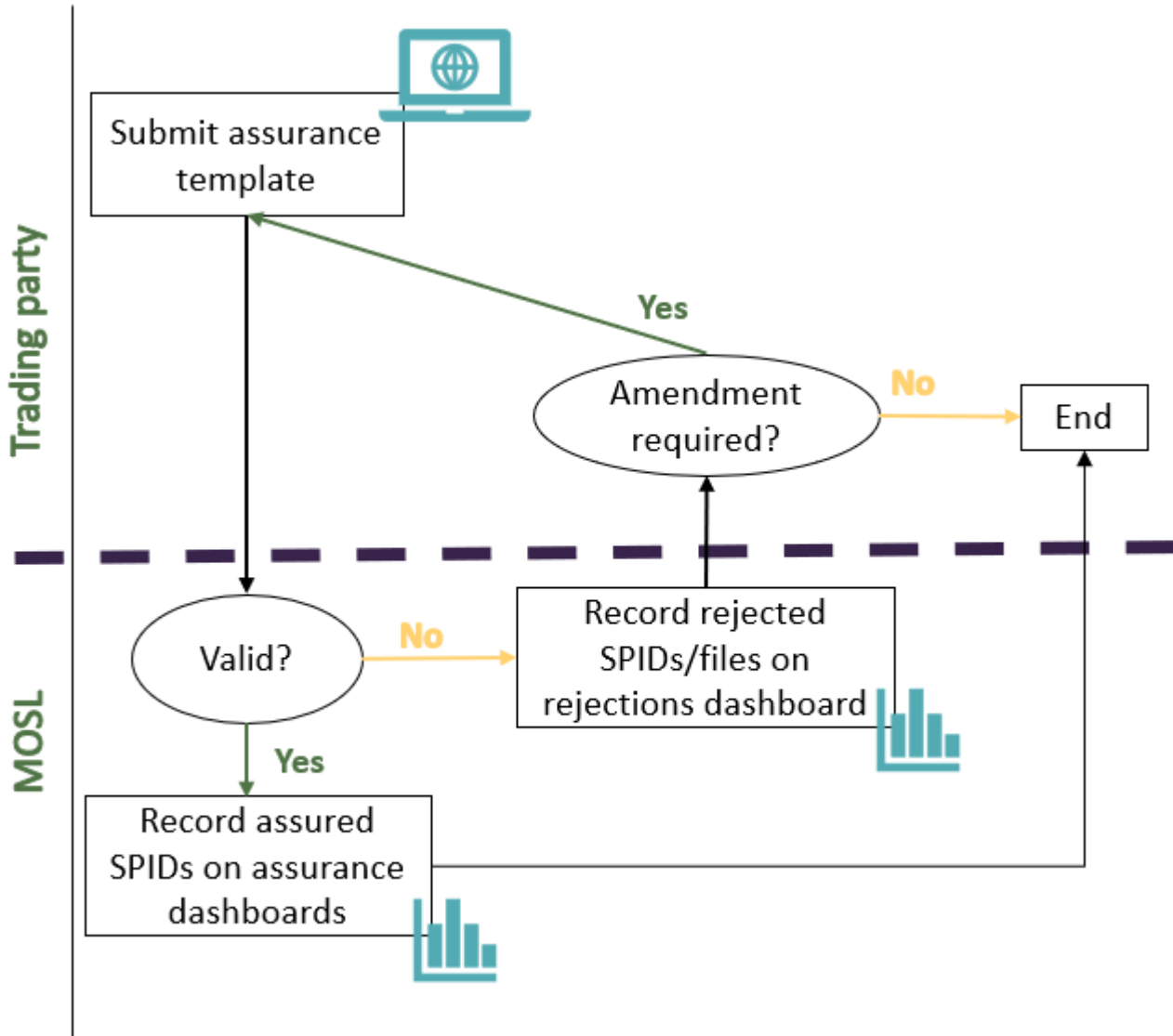
The following fields sometimes contain or have missing data which cause them to be flagged as problems on the reporting dashboards:

Field	Used for	Issue	Example
Unique Property Reference Number (UPRN) (Wholesaler API)	Confirming the premises location by referencing the UPRN database	Some SPIDs will not have a UPRN and may not have a valid exception reason code	Horse troughs do not have UPRNs
Valuation Office Authority (VOA) (Wholesaler API)	Confirming eligibility within the market by referencing the VOA database to identify the customer	Some SPIDs will not have a VOA and may not have a valid exception reason code	An irrigation system will not have a VOA, although the farmhouse which manages it would
Geographic Information System (GIS) (Wholesaler API)	Identifying the location of a SPID	Validation process will always flag numerous SPIDs at a single location as being erroneous. This is acceptable in some cases.	A single office block with multiple businesses might have all SPIDs for all businesses located together in a basement
Long Term Vacant (LTV) premises (Wholesaler API)	Flagging a premises which has been vacant for six or more years with no identifiable consumption which may need to be removed from the market or recognised as legitimately in the market, pending eventual re-occupation	The LTV measure assumes that the ongoing vacancy status of the premises can be resolved by the wholesaler de-registering the SPID and removing it from the market. The wholesaler may not be able to remove the SPID from the market	Some premises may remain vacant because of slow economic growth
Vacant with Consumption (Retailer API)	Identifying metered premises with an occupancy status of “vacant” with a level consumption that is representative of an occupied premises – suggesting that the	Vacant premises may be managed by a security company that visits regularly and uses the utilities	Security guard running taps and flushing lavatories



	premises occupancy status should be "occupied"		
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## Appendix 2: Diagram of assurance process



## Appendix 3: Holistic Reporting GIS Assurance Template v1.0

	A	B	C	D	E	F	G	H	I
1	DATE_OF_REVIEW	SPID	METER_MANUFACTURER	METER_SERIAL_NO	INITIAL_READ_DATE	ACTION	GIS_ISSUE_TYPE	COMMENTS	ValidationIssues (Automatic)
2	10/08/2022	abcabcabcabc	abc		10/08/2022	Assured	UPRN / POSTCODE CENTRE	This is an example.	No Issues

## Definitions

Template	Field	Description	Definition	Valid inputs (if exist)
GIS	DATE_OF_REVIEW	This is the date the TP reviewed the GIS co-ordinates for the meter in question	This field must be populated with a date	A date in the correct format DD/MM/YYYY
GIS	SPID	This is the SPID (D2001) for the meter the TP is assuring the GIS co-ordinates as being correct for the meter in question	This field must be populated with a SPID	Field must contain 13 characters
GIS	METER_MANUFACTURER	This is the meter manufacturer as stated in CMOS (D3013) for the meter the TP is assuring the GIS co-ordinates as being correct	This field must be populated with the meter manufacturer as shown in CMOS	Field must not be blank.
GIS	METER_SERIAL_NO	This is the meter serial number as stated in CMOS (D3014) for the meter the TP is assuring the GIS co-ordinates as being correct	This field must be populated with the meter manufacturer as shown in CMOS	Field must not be blank.
GIS	INITIAL_READ_DATE	This is the initial read date as stated in CMOS of the meter the TP is assuring the GIS co-ordinates as being correct	This field must be populated with a date	A date in the correct format DD/MM/YYYY
GIS	ACTION	This field differentiates between a meter where co-ordinates are being assured and one where previously assured co-ordinates is to be removed from the assured count e.g. the co-ordinates were assured as correct in error	Field values must be in list of valid inputs	"Assured", "Removed"
GIS	GIS_ISSUE_TYPE	This field states the current GIS issue as they are defined on the About page of the Data Quality Dashboard.	Field values must be in list of valid inputs	'UPRN / POSTCODE CENTRE', 'FAR UPRN / POSTCODE CENTRE', '> 20 METERS STACKED'
GIS	COMMENTS	This field can be used by the TP to provide any additional information	This field will be a string composed of UTF-8 characters.	This field is optional

## Appendix 4: Holistic Reporting Premises Assurance Template v1.0

	A	B	C	D	E	F	G
1	DATE_OF_REVIEW	SPIDCORE	MEASURE	ACTION	EXPLANATION	COMMENTS	ValidationIssues
2	01/10/2022	abcabcabca	UPRN	Assured	UPRN: Verified Non-Addressable: Trough / Field Supplies	This is an example	No Issues

### Definitions

Field	Description	Definition	Valid inputs (if exist)
DATE_OF_REVIEW	This is the date the TP reviewed the GIS co-ordinates for the meter in question	This field must be populated with a date	A date in the correct format DD/MM/YYYY
SPIDCORE	This is the SPIDCORE for the premises the TP is assuring the data as being correct	This field must be populated with a SPIDCORE	Field must contain 10 characters
MEASURE	This is the measure against which the TP is assuring data as being correct	Field values must be in list of valid inputs	'UPRN', 'VOA', 'LTV', 'VWC'
ACTION	This field differentiates between a premises where data is being assured and one where previously assured data is to be removed from the assured count e.g the data was assured as correct in error	Field values must be in list of valid inputs	'Assured', 'Removed'
EXPLANATION	This field provides an explanation of why the data is being assured. The list of valid inputs is determined by the measure input in the 'MEASURE' field.	Field values must be in list of valid inputs	<p><b>If 'MEASURE' = 'UPRN' valid inputs are:</b>                      'UPRN: Verified Non-Addressable: Trough / Field Supplies',                      'UPRN: Verified Non-Addressable: Irrigation / Watering',                      'UPRN: Verified Non-Addressable: Allotment',                      'UPRN: Verified Non-Addressable: Tap',                      'UPRN: Verified Non-Addressable: Garages',                      'UPRN: Verified Non-Addressable: Bin Store',                      'UPRN: Verified Non-Addressable: Plot',                      'UPRN: Verified Non-Addressable: Other (Please Comment)'</p> <p><b>If 'MEASURE' = 'VOA' valid inputs are:</b>                      'VOA: Verified Non-Addressable: Irrigation / Watering',                      'VOA: Verified Non-Addressable: Allotment',                      'VOA: Verified Non-Addressable: Tap',                      'VOA: Verified Non-Addressable: Garages',                      'VOA: Verified Non-Addressable: Bin Store',                      'VOA: Verified Non-Addressable: Plot',                      'VOA: Verified Non-Addressable: Other (Please Comment)'</p> <p><b>If 'MEASURE' = 'LTV' valid inputs are:</b>                      'Occupied NHH',                      'Vacant NHH'</p> <p><b>If 'MEASURE' = 'VWC' valid inputs are:</b>                      'Vacant Security on-site/temporary',                      'Vacant Permanent Disconnection Requested',                      'HH premises Deregistration requested'</p>
COMMENTS	This field can be used by the TP to provide any additional information	This field may be left blank	Not applicable