

Report Template

Report title	
Report reference	
Purpose of report	
Expected interpretation of report results	
Report structure (actual report headings and description of each heading)	
Data inputs to the report	
Number rounding convention	
History e.g. report builds month on month	
Rules governing treatment of data inputs (the actual formula / specification to prepare the report)	
Design questions awaiting a response	
Frequency of report	
Sort criteria – alphabetical, ascending etc	
Additional comments	
Estimated development cost	
Estimated ongoing cost	

Example

Report title	Number of meter reads accepted onto UK Link each month as a percentage of the Shipper's portfolio
Report reference	1
Purpose of report	To compare shipper read acceptances
Expected interpretation of report results	1) To understand current "performance" 2) To increase performance
Report structure (actual report headings and description of each heading)	Month Shipper short code Percentage of accepted reads for the period Industry average
Data inputs to the report	Shipper short code, portfolio size (meter points), number of accepted reads, date of accepted read
Number rounding convention	Data presented to 4 decimal places
History e.g. report builds month on month	The report will show rolling 12 months data
Rules governing treatment of data inputs (the actual formula / specification to prepare the report)	UNC M 3.3.4 (b) meter readings may be provided by the 25th Supply Point Systems Business Day after the Meter Read Date. To provide for the UNC rule, this report is prepared two months in arrears, e.g. January read performance is reported towards the end of March. The portfolio size is measured as at the last day of the relevant month.

Design questions awaiting a response	How are Class 1, 2 and 3 reads to be treated? Are supply points connected to the NTS included? Are estimated opening readings, must reads, customer reads included?
Frequency of report	Monthly
Sort criteria – alphabetical, ascending etc	Alphabetical by Shipper Short Code
Additional comments	
Estimated development cost	Awaiting resolution of the design questions
Estimated ongoing cost	TBC

Example report

Number of meter reads accepted onto UK Link each month as a percentage of the Shipper's portfolio				
Shipper Shortcode	Meter reading date month			
	January	February	March	etc
ABC	22%	28%	11%	
DEF	82%	76%	94%	
GHI	56%	67%	78%	
Average	50%	60%	70%	