



CARBON REDUCTION COMMITMENT ENERGY EFFICIENCY SCHEME Merging Reports

This guide has been written to help customers with combining their CRC data in instances where two reports (one containing data from our new systems and one from our old system) have been received with split consumption for one site.

The two reports

Report 1 (New system)

Standard report summary

CRC Energy Efficiency Scheme
Prepared for: A Sample Customer
Report Type: Selective Standard CRC report
Period: 26/12/2012 - 25/12/2013
Date: 10 March 2014
Report ID: CRC176-FOR MERGE EXAMPLE

Your Billed Settled Half Hourly Metered Consumption

Qualification Indicator

Over 6,000 MWh

1,000 - 6,000 MWh

0 - 1,000 MWh

No half hourly metered consumption

Fuel Type	Meter Class	MWh	Total kWh
ELEC	HH B1RJ	0	0.00
ELEC	HH	0	0.00
ELEC	HH UWS	0	0.00
Total:		0	0.00

No half hourly metered consumption

Fuel Type	Meter Class	MWh	Total kWh	Total Tonnes CO2	Total CRC Allowance Cost
ELEC	HH B1RJ	0	0.00	0.00	0.00
ELEC	HH	0	0.00	0.00	0.00
ELEC	HH UWS	0	0.00	0.00	0.00
ELEC	BBH AUK	0	0.00	0.00	0.00
ELEC	BBH	8	7,426.00	4.02	40.21
ELEC	BBH UWS	0	0.00	0.00	0.00
Total:		8	7,426.00	4.02	40.21

Report 2 (Old system)

Standard report summary

CRC Energy Efficiency Scheme
Prepared for: A Sample Customer
Report Type: All Standard CRC reports
Reporting Period: 26/12/2012-25/12/2013
Date: 19 March 14

Your Half Hourly Metered Consumption

Over 6,000 MWh

1,000 - 6,000 MWh

0 - 1,000 MWh

No half hourly metered consumption

Fueltype	Meter	MWh	Total kWh
ELEC	HH	0	0.0
ELEC	HH UWS	0	0.0
Total:		0	0.0

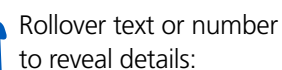
No HH Billed Meters

Gas

Fueltype	AD	MWh	Total kWh	Total tonnes CO2	Total CRC Allowance cost
GAS	u=73,200 kWh				
GAS	v=73,200 kWh				
Total:					

Electricity

Fueltype	Core kWh	MWh	Total kWh	Total tonnes CO2	Total CRC Allowance cost
ELEC	HH	0	0.0	0	£0.00
ELEC	BBH AUK	0	0.0	0	£0.00



1 Copy the MPAN from **Report 1** on the electricity tab

- 2 Take a note of the kWh value for each month.
- 3 Locate **Report 2** and CTRL + F to search for the MPAN in the second CRC report.
- 4 Type the consumption into **Report 2** on the corresponding row for this MPAN for each relevant month(s). E.g. 70 kWh is added in this example under the column for November.

You will need to repeat this process for each MPAN.

[illegible][illegible][illegible]

The screenshot shows the Microsoft Excel application window. The title bar reads "Microsoft Excel - [Book1.xlsx]". The ribbon includes "File", "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", "Tools", and "Developer". The "Formulas" ribbon is active, showing the "Formula Bar" with the formula "=SUM(B2:D2)". The "Task" column lists tasks: "Design", "Procurement", "Construction", and "Commissioning". The "Start" and "Finish" columns show dates. A red circle highlights a cell in the "Finish" column for the task "Design" on 10/10/15, with a large red number "4" overlaid on it.



Rollover text or number to reveal details:

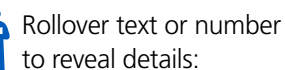
Recalculating

- 5 To recalculate the Total kWh column, use the auto sum function and highlight the monthly data for the specified MPAN on this row (eg. Start month Apr 14 and end month Mar 15). Once this is highlighted press enter to accept the selection.
- 6 To recalculate the CO₂ tonnes supplied, using the auto sum function, select the total kWh figures from the relevant row and multiply this figure by 0.0005331 for electricity from the grid, 0.00049023 for electricity from on-site generation and 0.000184557 for natural gas.
- 7 To recalculate the CO₂ allowance multiply the CO₂ tonnes figure by £16.40 to calculate the cost of buying allowances in the 'compliance sale' or by £15.60 to calculate the cost of buying at the 'forecast price'.

Screenshot of the spreadsheet showing step 5. A red circle highlights the 'Total kWh' column for a specific MPAN row, with the formula bar showing '=SUM(I18:I19)'.

Screenshot of the spreadsheet showing step 7. A red circle highlights the 'Total CO₂' column for a specific MPAN row, with the formula bar showing '=SUM(I18:I19)'.

Screenshot of the spreadsheet showing step 6. A red circle highlights the 'Total CO₂' column for a specific MPAN row, with the formula bar showing '=SUM(I18:I19)'.



Depending on the meter types that have been updated with additional consumption, you may wish to recalculate the summary page tables.

8 9 Auto filter the electricity page so that you can select your meter type, (eg. NHH).

Use the auto sum function and then open the electricity page tab.

[illegible]

The screenshot displays the Microsoft Excel application window. The title bar reads 'Microsoft Excel - [Book1.xlsx]'. The ribbon at the top includes 'Home', 'Insert', 'Page Layout', 'Data', 'Review', and 'Formulas'. The 'Formulas' tab is active, showing the 'Formula Bar' with the address bar 'A1' and the formula bar content '10'. The spreadsheet area contains three data tables: 'Oil', 'Gas', and 'Electricity'. The 'Electricity' table is highlighted with a red circle, and a large orange circle with the number '10' is overlaid on it. The 'Electricity' table has columns for 'Run type', 'Miles', 'Total miles', 'Total hours', 'Total cost', and 'Total cost per mile'. The data rows show 'Gasoline' and 'Electricity' with values for miles, hours, and cost. The 'Total' row shows a total of 10 miles, 10 hours, and a total cost of \$10.00.

[illegible]

The screenshot shows the SAP Sales Order Confirmation screen (VA05) for Sales Order 1000000000. The screen displays a list of 20 items, each with a date, time, quantity, and unit of measure. A red circle highlights the 11th item, which is a quantity of 11.0 in unit 'A'.

Item	Date	Time	Quantity	Unit
1	20120302	16:00:00	65	A
2	20120302	16:00:00	128.4	A
3	20120302	16:00:00	616	A
4	20120302	16:00:00	608	A
5	20120302	16:00:00	608	A
6	20120302	16:00:00	611	A
7	20120302	16:00:00	602	A
8	20120302	16:00:00	644	A
9	20120302	16:00:00	604	A
10	20120302	16:00:00	61	A
11	20120302	16:00:00	11.0	A
12	20120302	16:00:00	602	A
13	20120302	16:00:00	61	A
14	20120302	16:00:00	604	A
15	20120302	16:00:00	602	A
16	20120302	16:00:00	604	A
17	20120302	16:00:00	602	A
18	20120302	16:00:00	604	A
19	20120302	16:00:00	602	A
20	20120302	16:00:00	604	A

Rollover text or number to reveal details:

Summary page

You will need to repeat this process to update each meter type, remember to change your selection on the auto filter for each new meter type you work with.

12 To recalculate the CO₂ tonnes supplied, using the auto sum function, select the total kWh figures from the relevant row and multiply this figure by 0.0005331 for electricity from the grid, 0.00049023 for electricity from on-site generation and 0.000184557 for natural gas.

13 To recalculate the CO₂ allowance multiply the CO₂ tonnes figure by £16.40 to calculate the cost of buying allowances in the 'compliance sale' or by £15.60 to calculate the cost of buying at the 'forecast price'.

Fuel type	CO ₂ tonnes	Total kWh	Total tonnes CO ₂	Total tonnes CO ₂
Electricity	0.0	0	0.000	0.000
Electricity	0.0	0	0.000	0.000
Electricity	0.0	0	0.000	0.000
Total	0.0	0	0.000	0.000

Fuel type	CO ₂ tonnes	Total kWh	Total tonnes CO ₂	Total tonnes CO ₂
Electricity	0.0	0	0.000	0.000
Electricity	0.0	0	0.000	0.000
Electricity	0.0	0	0.000	0.000
Total	0.0	0	0.000	0.000

Rollover text or number to reveal details:

Summary page

To calculate the total for each of these changes use the auto sum function.

14 to 16

The columns needed for each total calculation should automatically be selected, press enter to create the totals.

The screenshot shows the 'No 100 Billed Meters' summary page. A red circle highlights the '14' button, which is used to calculate the total for the 'Gas' section. The 'Gas' section table is as follows:

Rate type	AS	SBRS	Total units	Total charges	Total VAT	Total amount
Gas	AS	SBRS	71,849.8	0.00	0.00	71,849.80
Gas	AS	SBRS	71,849.8	0.00	0.00	71,849.80
Total						143,699.60

The screenshot shows the 'No 100 Billed Meters' summary page. A red circle highlights the '16' button, which is used to calculate the total for the 'Electricity' section. The 'Electricity' section table is as follows:

Rate type	AS	SBRS	Total units	Total charges	Total VAT	Total amount
Electricity	AS	SBRS	71,849.8	0.00	0.00	71,849.80
Electricity	AS	SBRS	71,849.8	0.00	0.00	71,849.80
Total						143,699.60

The screenshot shows the 'No 100 Billed Meters' summary page. A red circle highlights the '15' button, which is used to calculate the total for the 'Electricity' section. The 'Electricity' section table is as follows:

Rate type	AS	SBRS	Total units	Total charges	Total VAT	Total amount
Electricity	AS	SBRS	71,849.8	0.00	0.00	71,849.80
Electricity	AS	SBRS	71,849.8	0.00	0.00	71,849.80
Total						143,699.60

Rollover text or number to reveal details:

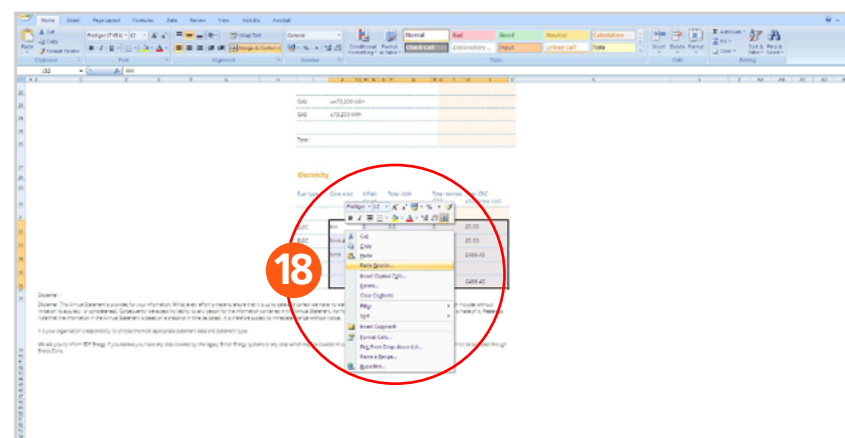
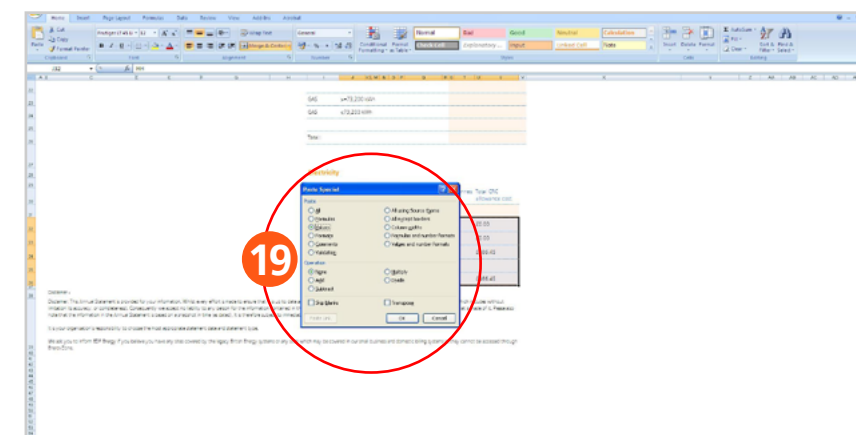
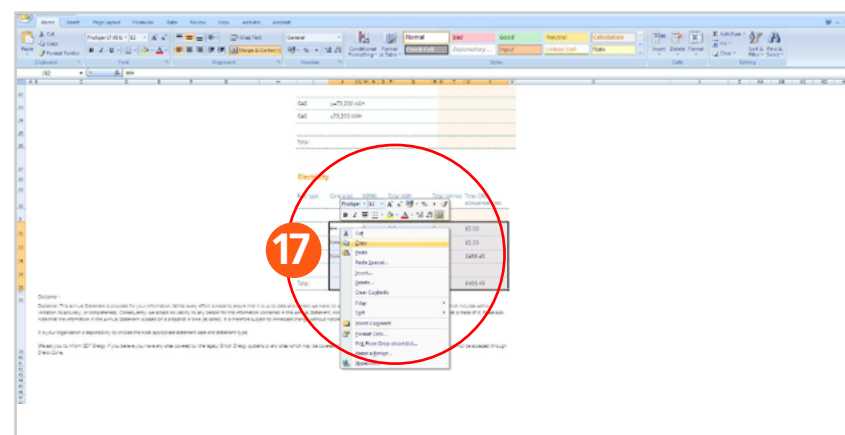
Hiding formula details

If you want to ensure that the data is readable and not showing formulas you can amend the data to show values.

- 17 Copy the data you wish to amend
- 18 Right click and select "Paste Special"
- 19 Then select "Values".

You should now see data within the cells and all formulas will be removed.

Please note: Any additional changes you make to the data will not be picked up by the formulas after this point.





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