

Guide to Cost Reporting Data Entry Form

Introduction

This document will guide you through completing the **Cost Reporting Data Entry Form**. The information you supply enables Stark to configure the structure and rates of your electricity tariff, which will then enable you to run the Cost reports within Stark ID.

The Form

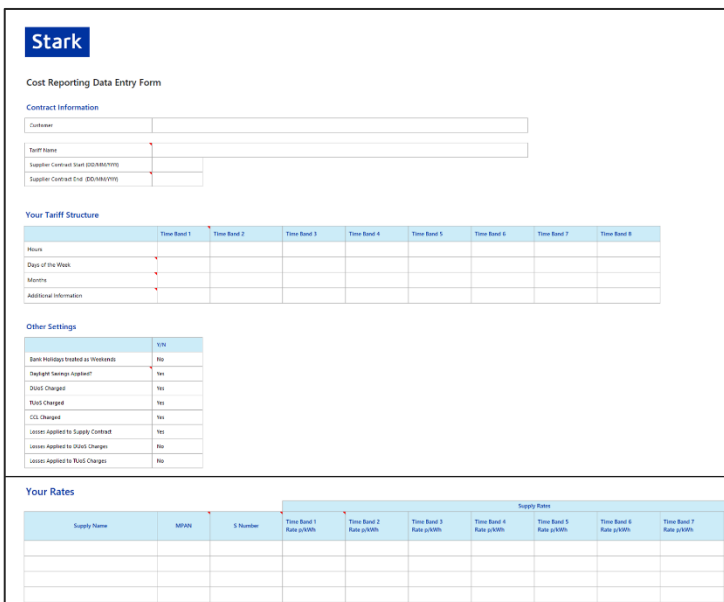
Alongside this Guide you will have been supplied an Excel spreadsheet template that looks like the one illustrated below. If you do not have this form please email platformsupport@stark.co.uk with "Cost Reporting" in the subject line to request a copy of the template.

Your details

Please ensure you fill in your name, email address and telephone number at the top of the form so we can easily contact you if we have any queries about the data. Now move to the tab called "Cost Reporting Form".

There are **three sections** to the form itself:

- 1) **Contract Information**
- 2) **Your Tariff Structure**
- 3) **Your Rates**



The screenshot shows the Stark Cost Reporting Data Entry Form. It is divided into three main sections:

- Contract Information:** Includes fields for Customer, Tariff Name, Supplier Contract Start (DD/MM/YYYY), and Supplier Contract End (DD/MM/YYYY).
- Your Tariff Structure:** A table with columns for Time Band 1 through Time Band 8. Rows include Hours, Day of the Week, Month, and Additional Information.
- Other Settings:** A table of checkboxes for various settings:

Bank Holidays treated as Weekends	No
Daylight Savings Adjusted	Yes
DDoS Charged	Yes
Road Charged	Yes
CGI Charged	Yes
Leases Applied to Supply Contract	Yes
Leases Applied to DDoS Charges	No
Leases Applied to Road Charges	No
- Your Rates:** A table with columns for Supply Name, MPN, S Number, and Supply Rates (Time Band 1-8 Rate p/kWh).

Cost Reporting Data Entry Form showing both sections.

1) Contract Information

This section requires you to fill in the details of a single supply contract. If you have more than one contract for your portfolio of sites that you would like set up, you will need to fill out another form found on the tab "Additional Tariff". Items marked as optional are recommended but not essential for setting up Cost Reporting.

Data Item	Description
Customer	Enter the name of the customer as it appears on Stark ID.
Tariff Name (Optional)	Enter the name or short description of the supply tariff.
Contract Start	Enter the start date of the contract in DDMMYYYY format, This ensures that the cost data is only applied to energy after this date.
Contract End (Optional)	Enter the end date of the contract in DDMMYYYY format. This ensures the cost data is not applied to energy data after this date.

2) Your Tariff Structure

This section requires you to fill in the details of the time bands that you are charged for in this supply contract. You are prompted to enter 4 items of data for each time band.

Data Item	Description
Hours	Enter the range of hours in the day that the rate is to be applied. E.g. "00:00-24:00" for 24 hours. If there are two separate times of the day to which the rate applies you can enter them both in the same box e.g. 07:00-16:00, 19:00-24:00.
Days of the Week	Enter the range of days of the week to which the rate applies. There are three options; "Mon-Fri" for weekdays, "Sat-Sun" for weekends and "All" for all days of the week.
Months of Year	Enter the range of months to which the rate applies e.g. "Jan-Dec". If the months straddle the end of the year, e.g. November to February, you can enter "Nov-Feb". If the months are not consecutive, e.g. November and February, you can enter "Nov and Feb"
Other	When a tariff has a number of time bands the contract often states the last rate as covering "other" times. This data item allows you to indicate that the rate is "other" without having to specify the details. Leave this blank if you have entered the hours, days and months.

We can deal with up to 8 different time bands. Two examples can be found on the 'Examples' tabs. These illustrate how to fill in this section for an Economy 7 tariff and a more complex five part Seasonal Time of Day (SToD) tariff.

Other settings

This section allows you to specify some details that may or may not apply to your contract. Stark will handle the implication of these details for you in the configuration. Unless you specify otherwise, the default information will be applied.

Data Item	Default	Description
Bank Holidays treated as weekend	No	Occasionally a contract will specify that the energy costs on Bank Holidays are the same as for weekends. This is the exception rather than the rule.
Daylight Savings applied?	Yes	If Daylight Savings is applied this means that the times specified in the Seasonal Time of Day time bands are based on British Summer time. If No the time bands are treated as GMT.
DUoS	Yes	Specify whether Distribution Use of System (DUoS) charges apply to your contract. Stark will use information in your S number specified in the Account information to model the DUoS charges.
TUoS	Yes	Specify whether Transmission Network Use of System (TUoS, or TNUoS) charges apply to your contract.
CCL charged	Yes	Specify whether Climate Change Levy is charged. Domestic and other small users are generally the only exemptions.
Losses Applied to Supply Contract	Yes	Some elements of a tariff may require the consumption to be measured at the Grid Supply Point (GSP). If this is the case, then Line Loss Factors need to be applied to the data collected at the Meter Supply Point (MSP). This adjusts the data collected at your meter to account for the amount of electricity lost when it is conducted through the distribution network, from the GSP to the MSP.
Losses Applied to DUoS charges	No	As for Losses Applied to Supply Contract above.
Losses Applied to TUoS charges	No	As for Losses Applied to Supply Contract above.

3) Your Rates

This section is prompting you to identify all the meters that are included in the supply tariff and the individual rates that apply to these supplies.

Data Item	Description
Supply name	Enter a Supply Name that bears some resemblance to the site name on Stark ID.
MPAN	Enter the last 13 digits of the Meter Point Administration Number (MPAN); this uniquely identifies the supply already held in the Stark Database.
S Number	Enter the full 21 digit MPAN often referred to as the S Number. The first 8 digits identify the Profile Class, Meter Time Switch Code and Line Loss Factor for the supply. This information is needed to calculate the correct DUoS charges.
Timeband Rates p/kWh	Enter the price per kWh in pence for each Timeband set in section 2.
Available Supply Capacity (kVA)	Enter the Available Supply Capacity for an MPAN in kVA.
Available Supply Capacity kVA Effective from Date	Enter the date your Available Supply Capacity was set or the date you wish to report from. If left blank, we will use the contract start date.
Available Supply Capacity kVA charge (p/kVA/day)	<p>If your Available Supply Capacity charge/rate is specific to your MPAN (not set by your DNO) then please enter the specific value here.</p> <p>This can be found on your bill but may need converting to a p/day rate.</p>
Estimated Triad kW	<p>The Estimated Triad is an optional data item.</p> <p>If entered it will be used instead of the calculated Triad Demand. The calculation is made using available historic meter data for the 3 published Triad Demand periods between November and February for the previous year.</p>
Settlements Charge (p/Day)	<p>This item can be found on your latest bill. Please convert the charge to pence/day by multiplying by 100 and dividing by the number of days covered by the bill.</p> <p>Some contracts charge different settlements charges on a meter by meter basis. If this is not the case you can enter a value for the first meter in the list and we will assume the settlements charge is the same for all meters on the tariff.</p>

Standing Charge (p/Day)	<p>This item is sometimes expressed in £/month charge, please convert to pence/day.</p> <p>Some contracts charge different standing charges on a meter by meter basis. If this is not the case you can enter a value for the first meter in the list and we will assume the standing charge is the same for all meters on the tariff.</p>
Miscellaneous Charge (p/kWh)	<p>Enter any miscellaneous charge which is made across your total energy use in pence/kWh. E.g. Feed in Tariff (FiT) charge. This excludes Climate Change Levy (CCL).</p> <p>Some contracts charge different miscellaneous charges on a meter by meter basis. If the same charges are made across all meters enter a value for first meter in the list and we will assume the miscellaneous charge is the same for all meters on the tariff.</p>
CCL %	<p>There are circumstances where the Climate Change Levy (CCL) is discounted. The default for industrial, commercial, agricultural and public services businesses is 100% meaning no discount.</p>
VAT	<p>Enter the VAT for the supply. Either 0%, 5% or 20%.</p>

Our Service

We will endeavour to make your tariff details available for Cost Reporting as soon as possible after we have received complete and correct data from you.

Our target is **10 working days**; however a high demand for the service and many complex tariffs may extend this timescale.

At present, as this is part of our free service, we are only able to set up one supply tariff per customer. This may be extended in the future.

We will provide **one annual tariff update free of charge**. If your tariff structure or rates change more frequently please contact Stark at platformsupport@stark.co.uk.

Any rates not provided will be set to our defaults.

Rates will only be applied to main electricity meters on Stark ID. They cannot be applied to Sites or to Sub Areas. In some cases we can apply the rates to sub meters if requested.