Your partner for
a low carbon future

# SALIX ENERGY REPORTING SYSTEM (SERS) – User Guide 2019

To support the efficient delivery of projects through the Clean Growth Funds or Recycling Funds, Salix provides clients with a bespoke online project management system, SERS. The system helps clients manage their pipeline and project delivery activity, monitor carbon and financial savings, and forecast funding available for both current and future financial years.

**Guide Layout**

## 1. Connecting to SERS

Salix clients can find SERS through the following link – *https://sers.salixfinance.co.uk/Sun/*

Alternatively, a link to SERS can be found through the *Salix website*, on the Recycling Fund tab as shown in Figure 1.

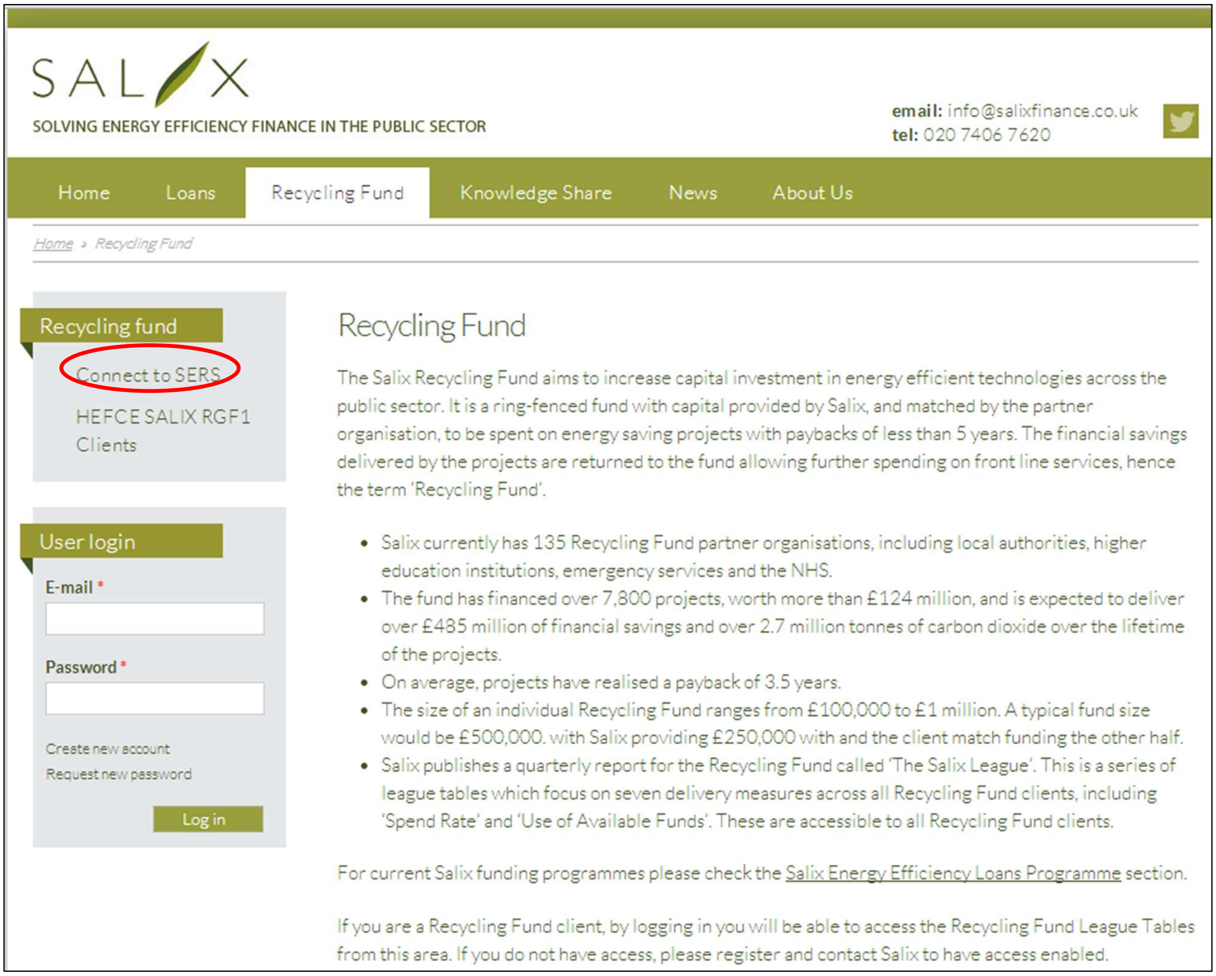


Figure 1 Accessing SERS through the Salix website

The first screen you will be presented with is the login page as seen in Figure 2. Each user logs in by using their individual email address and password which is issued by Salix. Passwords can be retrieved by clicking the 'Email My Password' button. The password will then be emailed to the email address used as the Login id. **Both fields are case sensitive**.

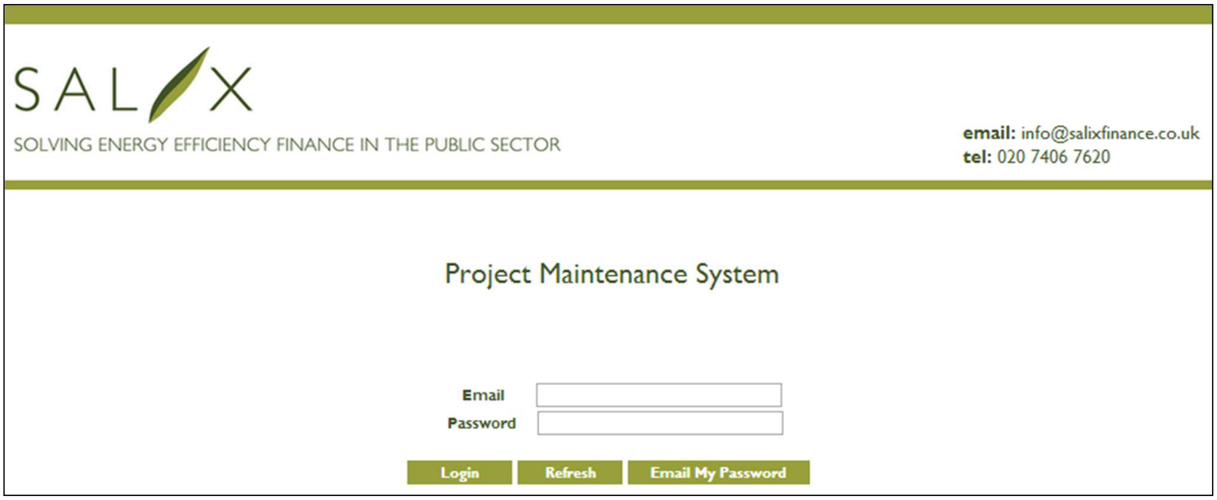



Figure 2 SERS login page

This is a platform from which you can access fund payments, contacts, applicants, projects, project re-payments and reports. You can manage your Salix energy projects from here and review your project payments. If you have any questions about the SERS site, or would like additional training, please contact your client support officer.

## 2. Home

Once you have logged on, your "Home" page will be presented. To view your fund summary, sign in once again using the same login details in the dialog box shown in Figure 3.

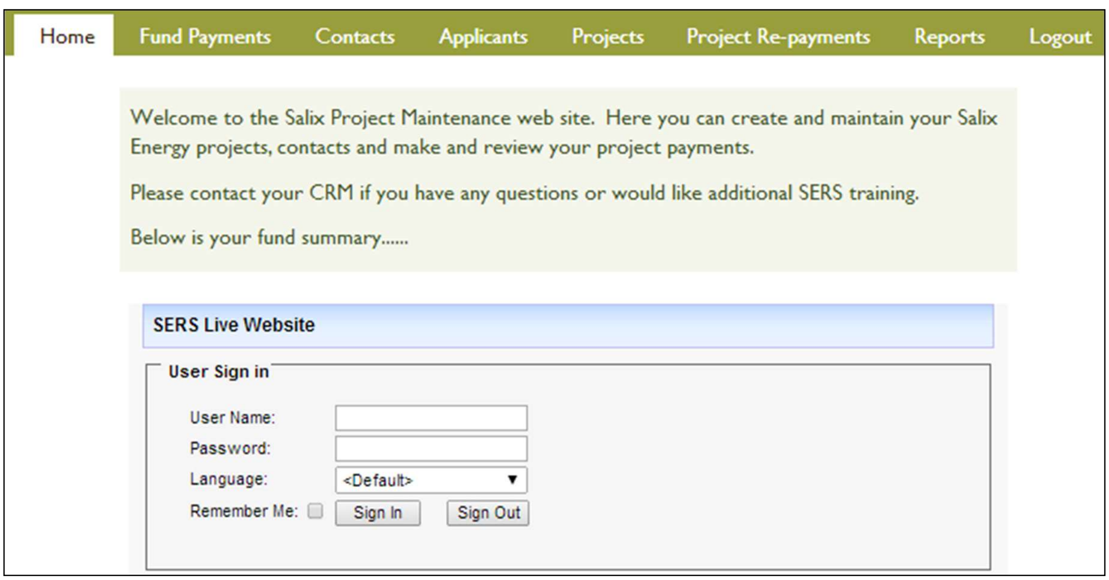



Figure 3 Home page fund summary login

If you are using a personal computer, the checkbox 'Remember me' can be checked to ensure that you only need to initiate the system once. By logging in here, you will also have logged into your reporting system.

The Home page will display your fund summary as shown in Figure 4 reflecting the following information; this will be up-to-date as on the date you logged onto SERS.

- ***Total Potential Spend:*** The maximum amount available to spend in the financial year which is calculated by *cash in account at the start of the year + all repayments due that year*
- ***Spend this Year so far:*** Value of commitments from the start of the financial year
- ***Spend this Year as % of Maximum:*** Value of commitments from the start of the financial year as a % of the Total Potential Spend
- ***Client Spend Requirement:*** 75% of total potential spend which is the minimum clients must spend for the year
- ***Spend this year as % of client spend requirement***
- ***Cash currently in account as % of Fund Size***
- ***Any Overdue Repayments***
- ***Repayments due next financial year:*** Total repayments expected in the next financial year to allow clients to plan early for projects pipeline

| | |
|---|---|
| Total Potential Spend this Financial Year | £109,755 |
| Spend this Year so far | £0 |
| Spend this Year as % of Maximum | 0% |
| Client Spend Requirement | £82,316 |
| Spend this year as % of Client spend requirement | 0% |
| Cash currently in account as % of Fund Size | 20.88% |
| **Any Overdue Repayments** | **£18,404** |
| Repayments due next financial year | £35,507 |

Report Logout

Figure 4 Fund summary

Other areas of the system can be accessed by clicking on the tab at the top of the page as seen in Figure 3. The system covers seven sections, and the remaining sections explained in the guide are-

- Fund Payments – for confirming matched funding payments
- Contacts – for keeping contact details for suppliers and project managers
- Applicants – for keeping applicant details
- Projects – for entering and updating project details
- Project Repayments – for registering & confirming project Loan repayments
- Reports – for generating and downloading fund reports

## 3. Fund Payments

The "Fund Payments" section is for confirmation that the matched funding (client's portion of the fund) is in place when a fund opens and when a client tops-up their fund. Salix will add the entries on SERS and as the client transfers their portion of the monies into their internal pot that will hold the fund, the client is asked to confirm the payment on SERS so Salix is aware of the transfer.

To confirm payment, click the relevant **Confirm Payment** function next to the payment being confirmed. Once this is clicked a 'Confirm Payment' screen will appear to ensure you wish to confirm this payment. The status of the payment will then change to 'Paid' once the payment has been confirmed. The confirmed match fund payment will then reflect on the transaction listing report.

Home | Fund Payments | Contacts | Applicants | Projects | Project Re-payments | Reports | Logout

**Matched Fund Payments**

Select Year: All — *(based on due date)*

| Description | Amount £ | Due On | Status | |
|---|---|---|---|---|
| Matching Funding Agreed | 26,000.00 | 31/10/2009 | Paid | Confirm Payment |
| Matching Funding Agreed | 11,500.00 | 31/01/2010 | Paid | Confirm Payment |
| Matching Funding Agreed | 21,500.00 | 30/06/2010 | Paid | Confirm Payment |
| Matching Funding Agreed | 60,000.00 | 31/10/2010 | Paid | Confirm Payment |
| Reduction of Matching Funding Agreed | -15,000.00 | 24/08/2011 | Paid | Confirm Payment |

Figure 5 Fund payments

## 4. Contacts

### 4.1 Contacts Listing

The "Contacts" section lists all the contacts for the different projects financed through the fund. Contact details for various types of contacts (e.g. Accountant, Supplier, Project Manager) can be entered. To view an existing contact click the **View** section next to the contact, or to create a new contact, click the **Create New Contact** at the top of the contacts schedule.

Contacts can be filtered for specific projects by using the **Select Project** filter at the top of the screen. The list can be sorted by clicking on the schedule header by which you wish the schedule to be sorted. For example, by clicking on the schedule header 'Name' the table will be sorted in alphabetical order.

**Contacts**

**Select Project**

All

Create New Contact

| Code | Name | Contact | Type | Email | |
|---|---|---|---|---|---|
| CDUN01C001 | Brad Smith | | Fund Manager | brad.smith@salixfinance.co.uk | View |
| CDUN01C011 | Carillion | Tim Pott | Supplier | | View |
| CDUN01C012 | Geeks | Geeks | Salix Administrator | Geeks | View |

Figure 6 Contacts

## 4.2 Creating New Contacts

Once you have clicked **Create New Contact**, you will be taken to the Contact Details page which is where you create new contacts. Contacts are classified into six categories: accountant, applicant, finance manager, fund management assistant, project manager and supplier. It is important to note that project managers and suppliers can be assigned to projects for your personal reference.

New contacts can also be created while entering projects on the system which will be further explained in section 6.3.

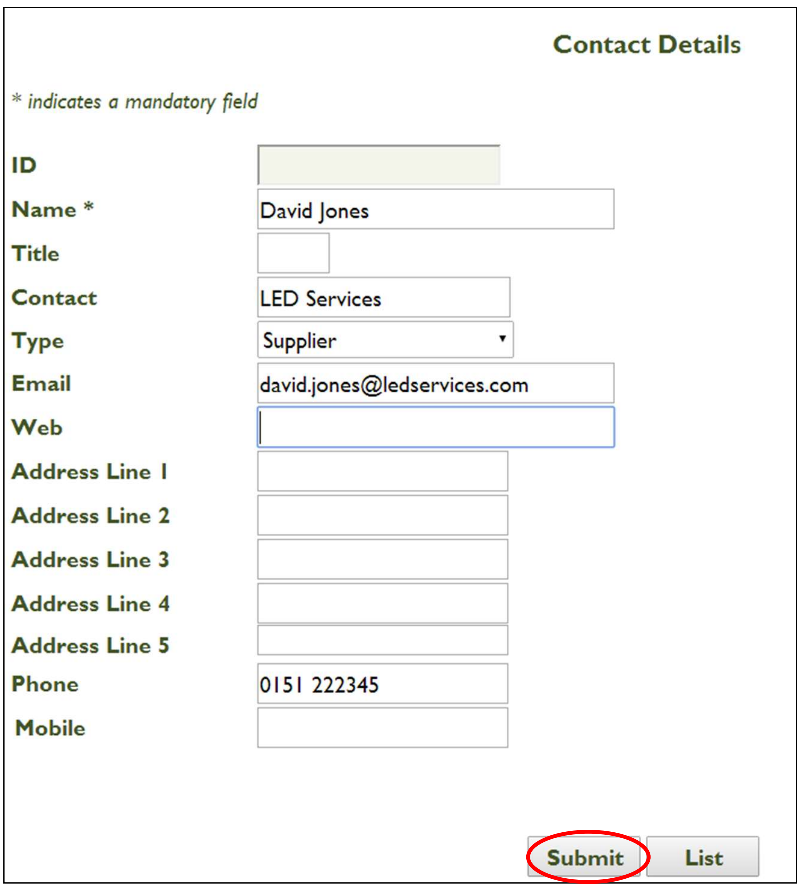



Figure 7 Entering a new contact

## 5. Applicants

### 5.1 Applicants Listing

The “Applicants” section lists all funding recipients such as a school or a building under a separate budget holder etc. To view an existing applicant’s details click **View** next to the applicant’s details. To create a new applicant, click **Create New Applicant** at the top of the applicant’s schedule. The applicants schedule can also be filtered by a specific project by selecting a project on the top of the screen. Applicants can be created at the time a project is being entered, it is therefore not necessary to pre-enter applicants prior to creating loans. Note a new applicant does not have to be created for each loan. One applicant may be used for more than one loan (if this is the case it would be best practice to use the same applicant account for all their respective loans). The schedule can be sorted by clicking on the schedule header by which you wish to sort the schedule.

The applicants for each project will be those who are responsible for signing the loan agreement and guaranteeing repayment of the loan through savings in the energy bills seen as a direct result of the project being implemented.

**Applicants**

**Select Project**

All ▼

Create New Applicant

| Code | Name | Contact | Type | Email | |
|---|---|---|---|---|---|
| CDUN01C009 | Hugh Jazz | Finance Officer | Applicant | | View |
| CDUN01C007 | Test | . | Applicant | . | View |
| CDUN01C003 | Test applicant | Smith | Applicant | | View |

Figure 8 Applicants

### 5.2 Creating New Applicants

Once you click **Create New Applicant**, you will be taken to the **Applicant Details** page where you will enter the details of the new applicant. This screen is identical to the contacts page; however, ‘Type’ is only classified as applicant. Note that ability to create new applicants is also accessible within the project creation section.

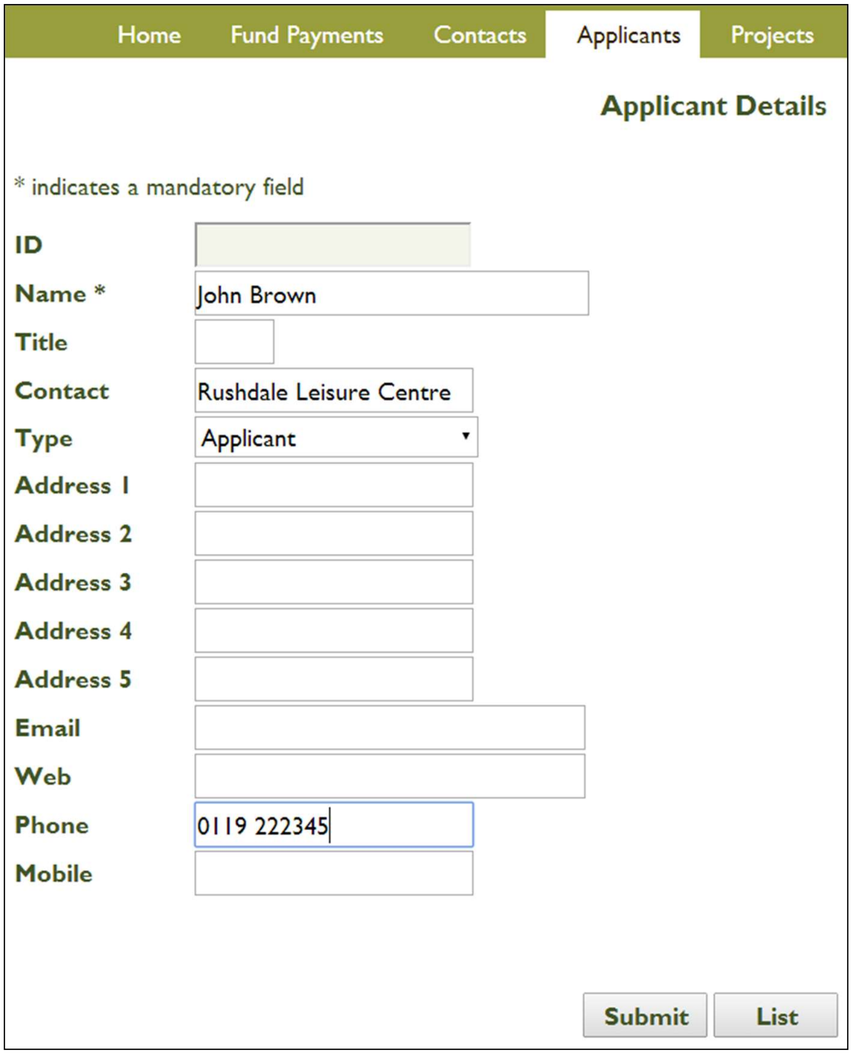


Figure 9 Entering a new applicant

## 6. Projects

### 6.1 Projects Listing

The "Projects" section lists all existing projects and their respective title, loan amount and status, among others. This schedule can be filtered by status, by selecting the status at the top of the screen. The different statuses that projects can be filtered by are – Pipeline, Non-Compliant, Committed, Abandoned, Commissioned and Fully Paid.

## Projects

**Select Status**

All ▼

**Create New Project**

19 project(s). Total loan value: £521,002.65. Committed/Commissioned/Fully Paid loan value: £106,155.00 (Projects shown in orange were committed over 6 months ago)

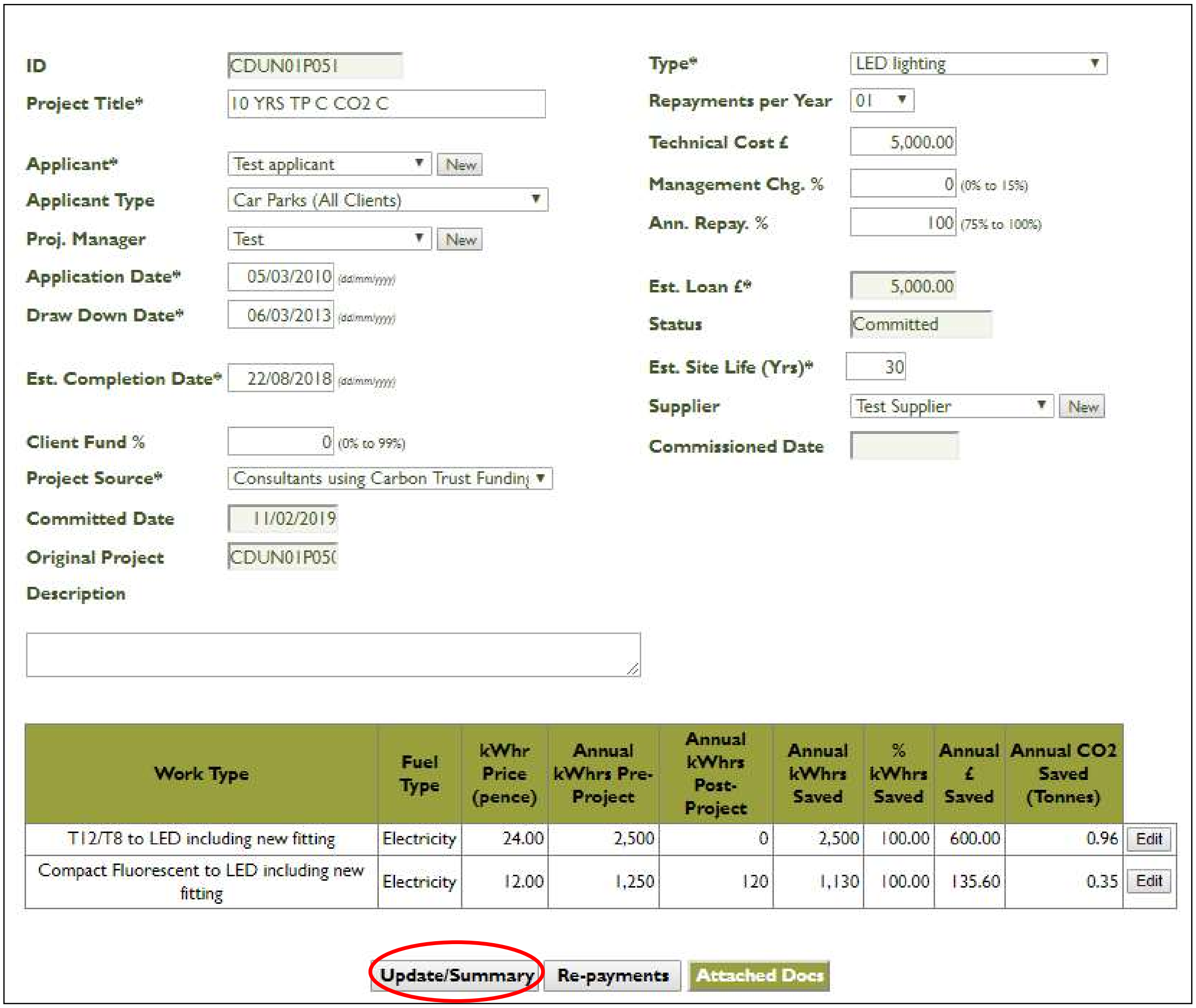
| ID | Title | Applicant | Draw Down | Est. Loan £ | Att. | Status | Est. Completion Date | Abandon Date | | |
|---|---|---|---|---|---|---|---|---|---|---|
| [illegible] | [illegible] | | 11/02/2009 | 16,991.00 | | Committed | 31/03/2017 | - | View | Re-Payments |
| [illegible] | Airblade Test | Test applicant | 01/06/2010 | 564.00 | | Commissioned | 10/11/2016 | - | View | Re-Payments |
| [illegible] | TEST | Test applicant | 01/06/2010 | 33,600.00 | | Committed | 15/01/2020 | - | View | Re-Payments |
| [illegible] | £ Tonne CO2 NC TP C | Test applicant | 23/02/2017 | 30,240.00 | | Non-Compliant | 23/02/2017 | - | View | Re-Payments |
| [illegible] | BAND 2 £ Tonne CO2 NC TP NC | Test applicant | 02/03/2017 | 33,600.00 | | Pipeline | 02/03/2017 | - | View | Re-Payments |

Figure 10 Projects

Just below the filter tab is a running total loan value as seen in Figure 10 which will change to reflect the value of the current selection. Note this total includes the value of all pipeline, committed, commissioned & fully paid projects, it does not include the value of abandoned projects. You can view a project's details by clicking **View** or you can view the project loan repayments by clicking **Re-payments**. The schedule can be sorted by clicking on the schedule header by which you wish to sort the schedule.

### 6.2 Project Details

Once you click **View** next to a project on the project schedule, you will be taken to the project details. Pipeline and non-compliant project details can be amended from here. Committed project details are not readily amendable, except for drawdown date and fund source (if appropriate).



ID: CDUN01P051
Project Title*: 10 YRS TP C CO2 C
Applicant*: Test applicant ▼ New
Applicant Type: Car Parks (All Clients) ▼
Proj. Manager: Test ▼ New
Application Date*: 05/03/2010 (dd/mm/yyyy)
Draw Down Date*: 06/03/2013 (dd/mm/yyyy)
Est. Completion Date*: 22/08/2018 (dd/mm/yyyy)
Client Fund %: 0 (0% to 99%)
Project Source*: Consultants using Carbon Trust Fundin ▼
Committed Date: 11/02/2019
Original Project: CDUN01P05(
Description

Type*: LED lighting ▼
Repayments per Year: 01 ▼
Technical Cost £: 5,000.00
Management Chg. %: 0 (0% to 15%)
Ann. Repay. %: 100 (75% to 100%)
Est. Loan £*: 5,000.00
Status: Committed
Est. Site Life (Yrs)*: 30
Supplier: Test Supplier ▼ New
Commissioned Date

| Work Type | Fuel Type | kWhr Price (pence) | Annual kWhrs Pre-Project | Annual kWhrs Post-Project | Annual kWhrs Saved | % kWhrs Saved | Annual £ Saved | Annual CO2 Saved (Tonnes) | |
|---|---|---|---|---|---|---|---|---|---|
| T12/T8 to LED including new fitting | Electricity | 24.00 | 2,500 | 0 | 2,500 | 100.00 | 600.00 | 0.96 | Edit |
| Compact Fluorescent to LED including new fitting | Electricity | 12.00 | 1,250 | 120 | 1,130 | 100.00 | 135.60 | 0.35 | Edit |

Update/Summary | Re-payments | Attached Docs

Figure 11 Project detail page

To view the project's savings information and compliance criteria met, click on the **Update/Summary** function as seen in Figure 11.

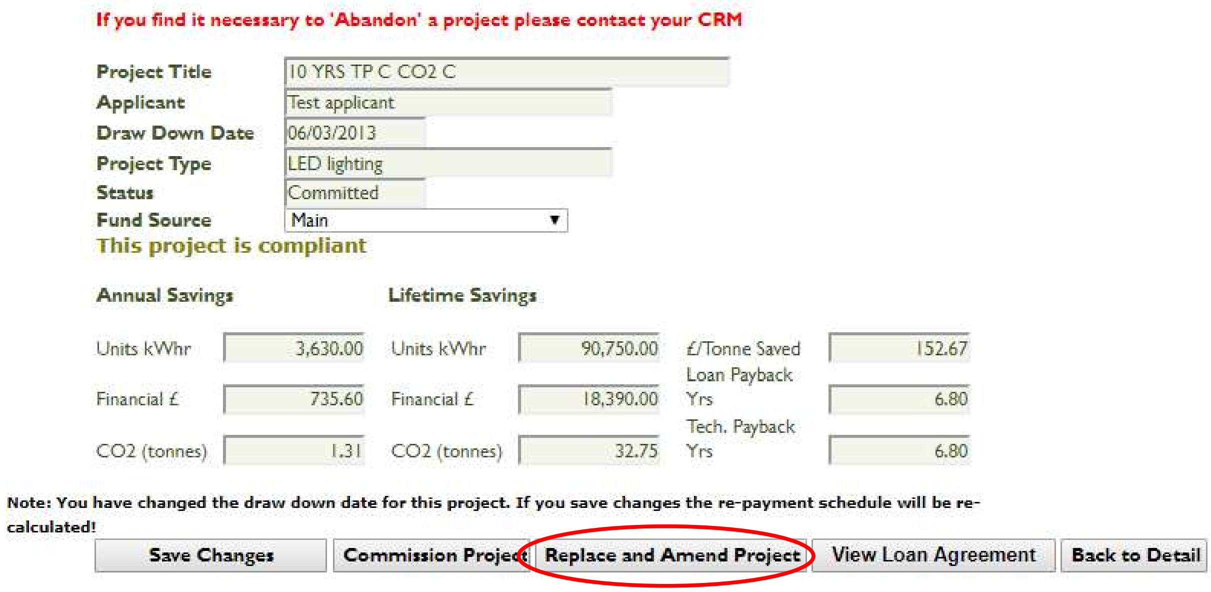



Figure 12 Project summary page

Once a project has been committed (and before being set to commissioned), if any of the energy saving values or loan amount change click the **Replace and Amend Project** function (Figure 12) This option abandons the old project and saves a version of the project, with the existing details, as pipeline to the SERS system giving it a new project ID. This allows you to make the necessary changes to the specific values in order to save time before the project is then committed again.

### 6.3 Creating a New Project

Once you click **Create New Project** on the projects tab you will be taken to a blank project detail screen. Creating projects is a three-step process done on three screens.

1. On the **Project detail** screen, you enter all project details
2. **Add Work Type** is used to enter the energy savings which can be a combination of more than one fuel type (e.g. a CHP project) or multiple work types of the same fuel type (e.g. Cavity wall and Loft Insulation).
3. **Update/Summary** gives you a summary of the project and allows you to set the status by saving the project as pipeline or committing the project.

### 6.3.1 Project Detail Screen

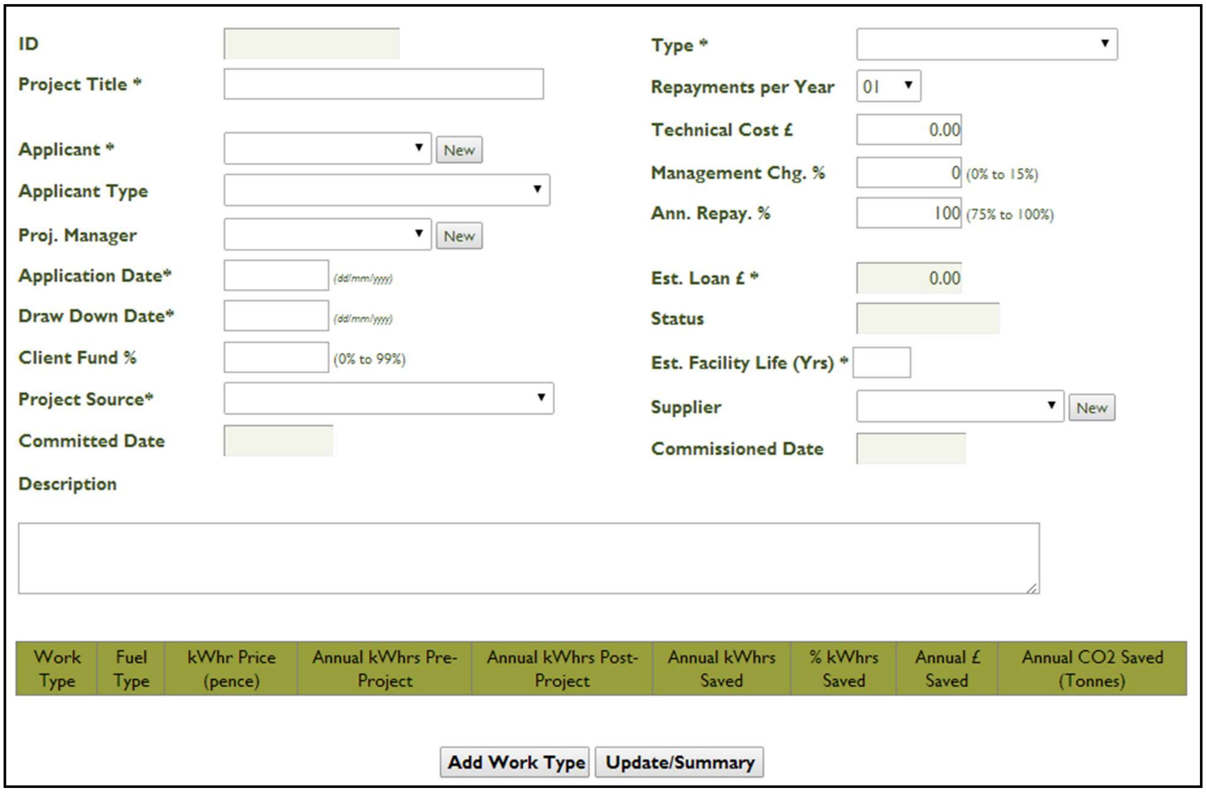


Figure 13 Creating a new project

On the project details screen above (Figure 13), the following information needs to be entered:

- ***Project Title*** – the title of the project. This should be a meaningful and informative title.
- ***Applicant*** – if the applicant already exists, it can be selected from the dropdown list. If not it can be created by clicking the **New** button next to the Applicant dropdown list.
- ***Applicant Type*** – the applicant must be categorized according to a list of pre-defined types such as 'Primary Schools' or 'Community Centres'
- ***Proj. Manager*** – this is the main project manager for the project and is an optional entry. If the project manager already exists it can be selected from the dropdown list. If not it can be created by clicking the **New** button next to Proj. Manager.
- ***Application Date*** – this is the date the application is made.
- ***Draw Down Date*** – this is the date based on which the loan period is to commence. If this date is not known for certain at the time the project is entered, then a best estimated date is to be used. The loan repayment schedule will be calculated using this date as a base point as well as the number of 'Repayments per Year' chosen. This date can be changed any time before the project is commissioned but each time it is changed a new loan repayment schedule will be generated. The following table illustrates how the first repayment date is determined:

| No. of Repayments Per Year | First Repayment Date |
|---|---|
| **1** | 12 months from the Draw Down Date |
| **2** | 6 months from the Draw Down Date |
| **4** | 3 months from the Draw Down Date |
| **12** | 1 month from the Draw Down Date |

- ***Client Fund %*** - if you wish to add extra internal funding to the project you can set the contribution percentage here. This will not affect any of the loan calculations. Please note that this is a manual field and the range of contribution can be anywhere between 0 and 99%. Clients must provide supporting information and project savings calculations to Salix if they are contributing towards the project cost.
- ***Project Source*** – this tracks how the project was sourced according to a list of pre-defined options such as 'Client Internal Expertise' and 'Carbon Management Programme'.
- ***Committed Date*** – this field populates automatically when you commit a project.
- ***Description*** – this is used to provide a more detailed description of the project in addition to the project title. It is important to provide an accurate description of the nature of the project as this will allow Salix to review whether the appropriate 'Project Type' and 'Work Type' has been used to ensure the lifetime carbon savings are correctly estimated.
- ***Type*** – this is for the project type and will filter the work type options that are available.
- ***Repayments*** – this is the number of annual repayments that you wish to make for the individual loan. This number will be used in the loan repayment schedule calculation. There is an option to set the annual repayments to 1, 2, 4 or 12 (please refer to table above).
- ***Technical Cost*** – this is the cost of the project: direct materials, direct supplier labour and direct cartage are to be included in this cost.
- ***Management Chg %–*** this is the internal admin (management fee) that you are entitled to charge per project. This fee is currently allowed to be a maximum of 15%. Note that project compliance is calculated before the addition of this charge.
- ***Ann. Repay %*** – this is the percentage of the annual financial savings directly attributable to the implementation of this project that you wish to make each year. This is currently between 75 - 100%. A default of 100% will be set if there is no amendment. Example, setting the annual repayment as 80% will set the loan repayment schedule to repay 80% of the annual savings while the applicant retains 20% of the savings each year. The full project loan amount will be repaid, but over a longer duration without affecting the payback compliance criteria.
- ***Est. Loan £*** – this will automatically be calculated given the set criteria in the previous sections (Management Chg % and Ann. Repay %).
- ***Status*** – this field populates automatically as pipeline, committed or commissioned based on the selected functions, and fully paid when the last project repayment is confirmed.
- ***Est. Yrs. Facility Life*** – this field is used to enter the site life of the project's site.
- ***Supplier*** – this is the main supplier for the project. If the supplier already exists, it can be selected from the dropdown list. If not, it can be created by clicking the **New** button next to the supplier dropdown list.
- ***Commissioned Date*** – this field populates automatically when you commission a project.

### 6.3.2 Work Type Screen

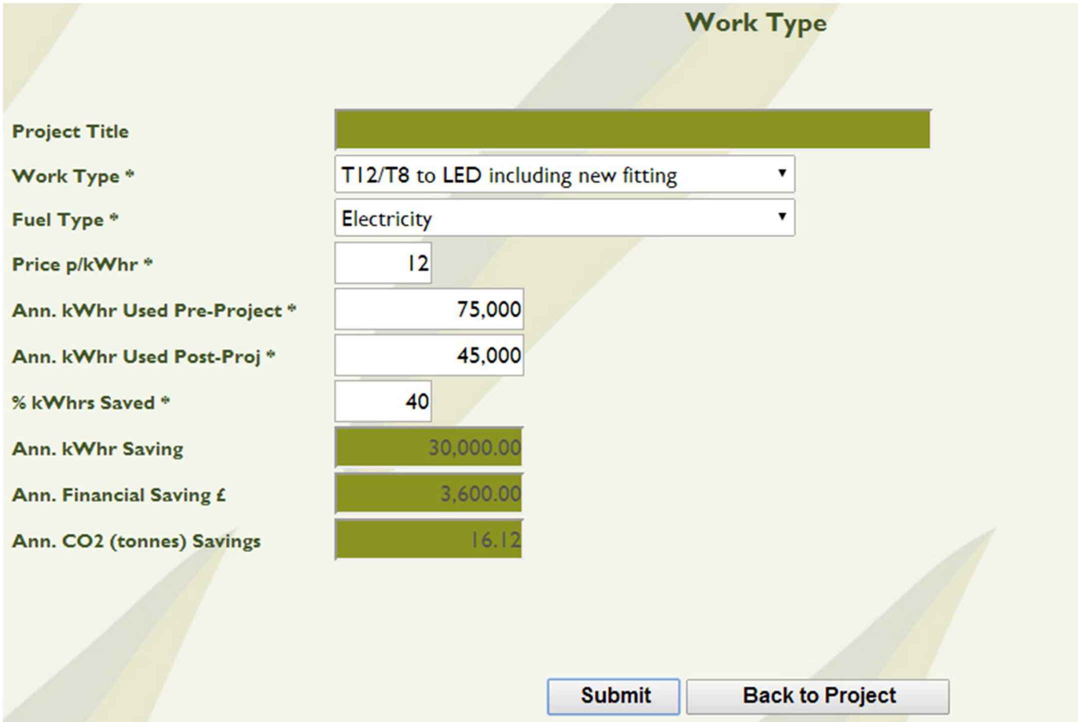



Figure 14 Adding the work type

To add a work type, click the **Add Work Type** button after which you will be taken to the work type screen above. Details to be entered here are:

- ***Work Type*** - this is the work type class which can be filtered according to the project type chosen in the Project Details section
- ***Fuel Type*** - this is the type of fuel (energy) that will be saved by implementing this project
- ***Price p/kWhr*** – this is the price that is currently being paid for the appropriate fuel (energy) at the site on which the project is being implemented. This price is measured in pence.
- ***Ann. kWhr Used Pre-Project*** – this is the kWh used, directly attributable to the technology being improved, prior to the project being implemented.
- ***Ann kWhr Used Post-Project*** – this is the kWh used, directly attributable to the new technology after the project has been implemented.
- ***% kWhrs Saved*** – separate to the fields previously entered, this independent value needs to be entered.

Once the details have been entered click the **Submit** button and wait. Once submitted, a message will appear on screen confirming the update. Once the work item has been added, click the **Back to Project** button and you will return to the project details. On your return to the project you will notice the work type has been added to the bottom of the Project Details screen in Figure 15.

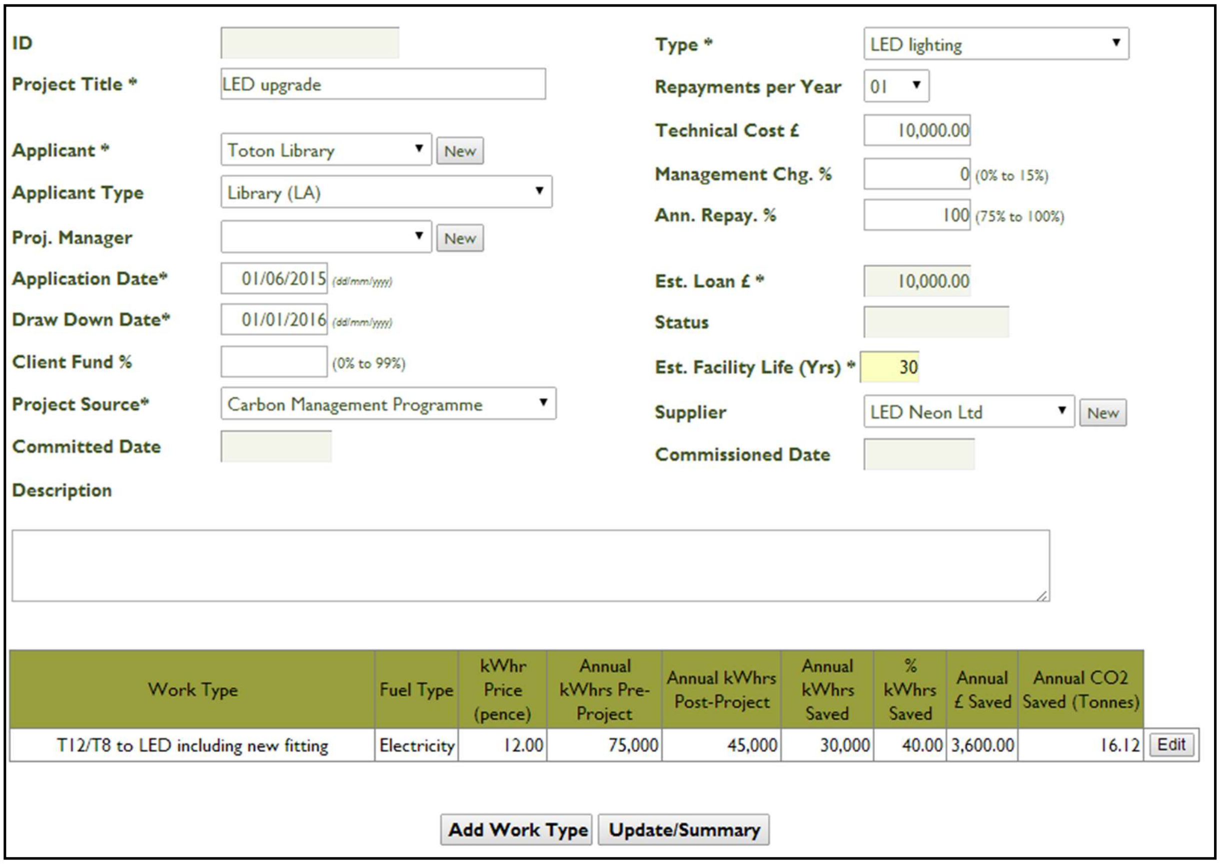


Figure 15 New project details

If you wish to amend this work type, click the **Edit** button next to work type and amend the necessary details. You will, however, only be able to amend work type lines for projects **that have not yet been committed**.

### 6.3.3 Project Summary Screen

Once you are satisfied that all the details are correct, click the **Update/Summary** button and you will be taken to 'Project Summary' page as seen below in Figure 16.

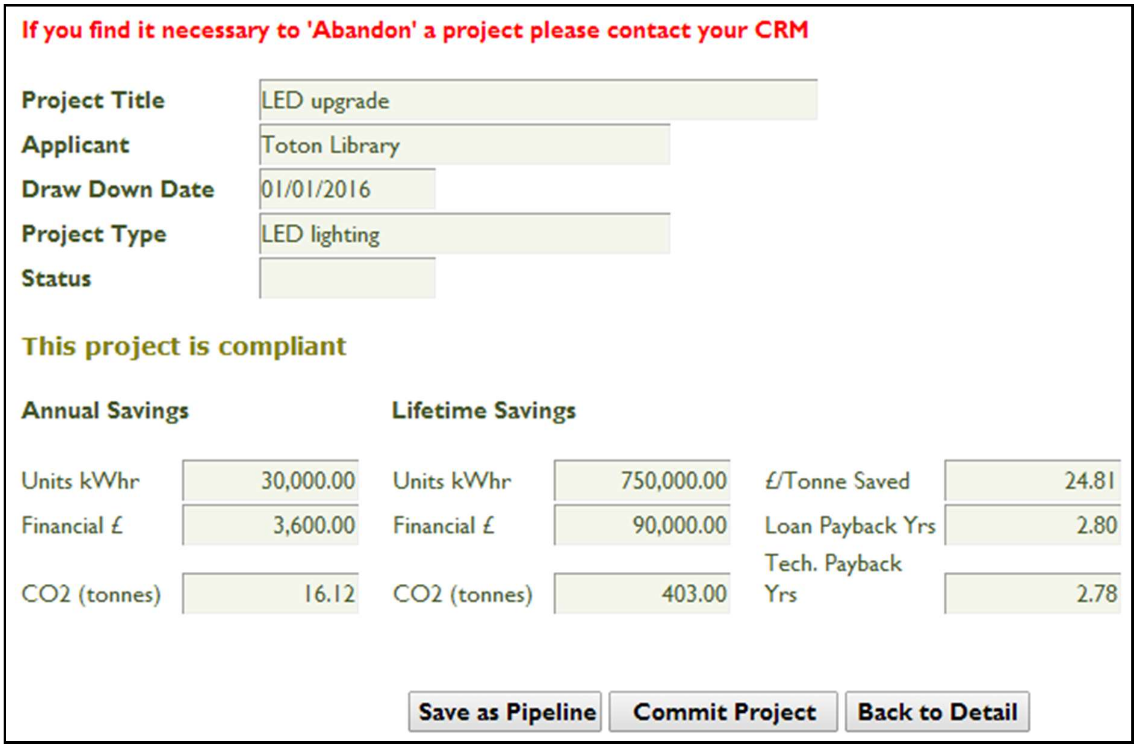


Figure 16 New project's summary page

This will provide you with a summary of the project's details that you have entered. It will also inform you whether the project is compliant or not. Provided the project is compliant, it will provide you with the option to **Save as Pipeline** (use this option if you do not wish to fully commit to the project) or **Commit Project**. If you wish to stop or cancel entering information for the project at this stage, you can click the **Projects** tab at the top of the page, or if you wish to amend any of the details then click **Back to Detail**.

If the project is not compliant, there will be the option to save it as non-compliant. You will however, not be able to save the project as committed.

**Important note: at any stage while entering a project only click on the options on the page and do not click on any of the tabs as this will not save the information you have entered so far.**

### 6.4 Attachment Function

An attachment function enables documents to be attached to projects. The benefit to Salix clients is that project documentation, such as project proposals and savings calculations, can now be stored alongside corresponding projects. This function helps reduce the need for Salix to contact clients directly when undertaking our project assessment checks.

To use this function

1) You will see on the Project Details page, that there is an **Attached Docs** button at the bottom of the screen. When you click on this it brings up the screen to use in order to upload and attach a document to the respective project

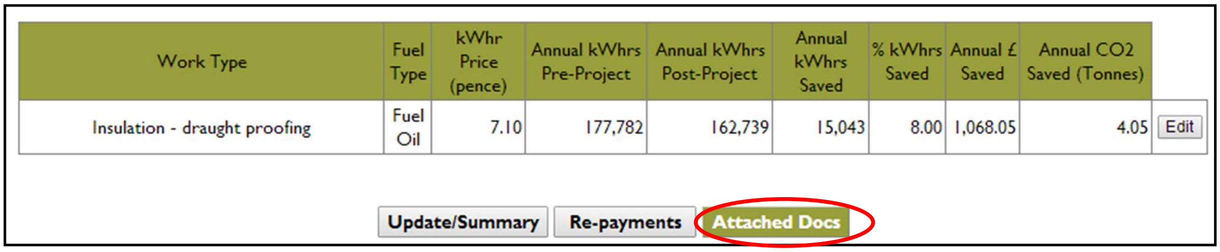


Figure 17 Attached documents function

2) Using the **Choose File** button then allows you to search for the relevant document on your system
3) Once you have chosen the document you want to upload, you can then enter a brief description of the document in the box which is labelled 'Enter description of file'

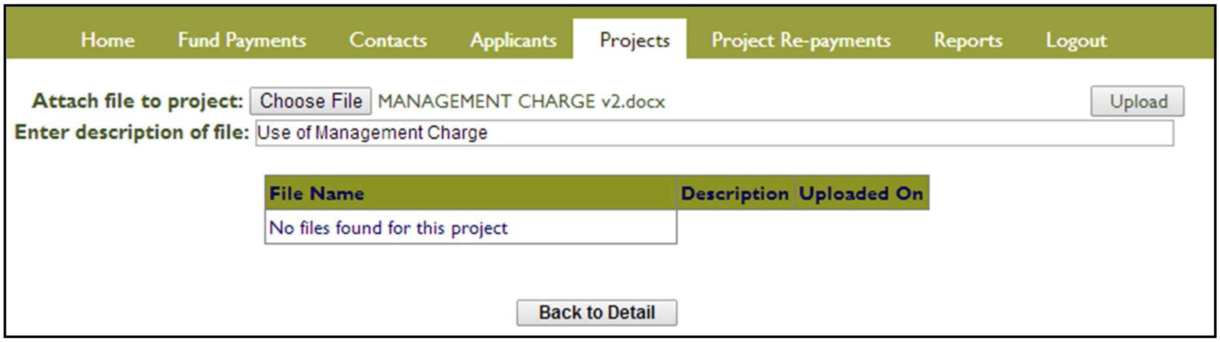


Figure 18 Attaching a document

4) When you then click on the **Upload** button it will upload the relevant document into SERS. Once uploaded, the 'File Name', 'Description' and the date 'Uploaded On' will appear in a line below. This indicates that the document has been stored in SERS.

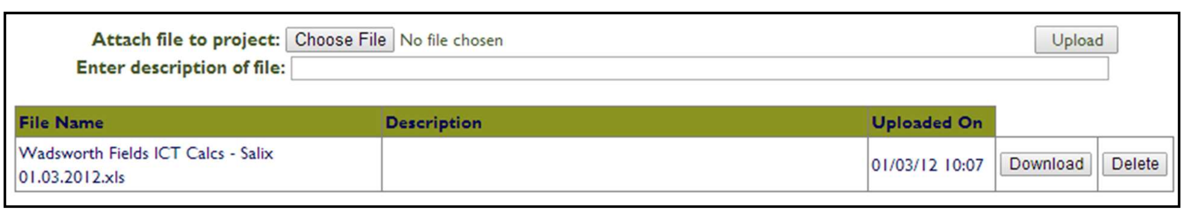


Figure 19 Attached document

5) You can view documents you have uploaded by clicking on the **Download** button which gives the user the option of opening or saving the document
6) Users can also delete documents by clicking on the **Delete** button next to the relevant document. When doing this, you will be prompted to confirm that you want to delete the document, or documents.
7) Projects which have an attachment are indicated with a 'Y' in the 'Att' header column in the main Projects list screen

Projects with attached docs

| ID | Title | Applicant | Draw Down | Est. Loan £ | Att. | Status | | |
|---|---|---|---|---|---|---|---|---|
| [redacted] | [redacted] | [redacted] | 31/03/2011 | 45,845.10 | Y | Fully Paid | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 23/03/2012 | 13,690.84 | Y | Commissioned | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 30/04/2012 | 20,484.69 | Y | Commissioned | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 10/06/2012 | 3,585.87 | Y | Commissioned | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 01/09/2006 | 86,110.85 | | Fully Paid | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 01/09/2005 | 27,500.00 | | Fully Paid | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 07/12/2005 | 15,000.00 | | Fully Paid | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 19/10/2007 | 3,869.73 | | Fully Paid | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 30/09/2007 | 5,048.83 | | Fully Paid | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 19/10/2007 | 6,005.66 | | Fully Paid | View | Re-Payments |
| [redacted] | [redacted] | [redacted] | 31/10/2007 | 1,100.00 | | Fully Paid | View | Re-Payments |

Figure 20 Projects with attached documents

## 7. Project Re-payments

### 7.1 Project Re-payments Listing

The “Project Re-payments” section provides you with a list of all paid and unpaid project repayments. The list can be filtered by the status of All Unpaid, Paid, Outstanding or Overdue by using the bottom filter at the top left of the screen. Additional filters available are Year, which is based on the Salix financial year of April to March, or by Project. The running total below the filter will show the Value for the active selection.

Home | Fund Payments | Contacts | Applicants | Projects | Project Re-payments | Reports | Logout

**Project Re-Payments**

**Select Year** All *(based on due date)*

**Select Project** All

**Select Status** All Unpaid

**318 payment(s) due. Value: £1,160,186.00**

| Project ID | Project Title | Applicant | Amount £ | Due On | Status | |
|---|---|---|---|---|---|---|
| CNOT01P421 | A610 LED Upgrade (Streetlighting) | Highways Division | 6,557.38 | 31/10/2015 | Outstanding | Confirm Re-payment |
| CNOT01P421 | A610 LED Upgrade (Streetlighting) | Highways Division | 6,557.38 | 31/10/2016 | Outstanding | Confirm Re-payment |
| CNOT01P421 | A610 LED Upgrade (Streetlighting) | Highways Division | 6,557.38 | 31/10/2017 | Outstanding | Confirm Re-payment |
| CNOT01P421 | A610 LED Upgrade (Streetlighting) | Highways Division | 6,557.38 | 31/10/2018 | Outstanding | Confirm Re-payment |
| CNOT01P421 | A610 LED Upgrade (Streetlighting) | Highways Division | 6,557.38 | 31/10/2019 | Outstanding | Confirm Re-payment |
| CNOT01P421 | A610 LED Upgrade (Streetlighting) | Highways Division | 6,557.38 | 31/10/2020 | Outstanding | Confirm Re-payment |
| CNOT01P421 | A610 LED Upgrade (Streetlighting) | Highways Division | 142.02 | 31/10/2021 | Outstanding | Confirm Re-payment |
| CNOT01P103 | Abbey Road Lighting Upgrade | Abbey Road Primary School | 1,555.32 | 31/10/2015 | Outstanding | Confirm Re-payment |
| CNOT01P103 | Abbey Road Lighting Upgrade | Abbey Road Primary School | 955.98 | 31/10/2016 | Outstanding | Confirm Re-payment |
| CNOT01P102 | Abbey Road Valve Insulation | Abbey Road Primary School | 76.20 | 31/10/2015 | Outstanding | Confirm Re-payment |
| CNOT01P102 | Abbey Road Valve Insulation | Abbey Road Primary School | 21.20 | 31/10/2016 | Outstanding | Confirm Re-payment |
| CNOT01P096 | All Saints Lighting Upgrade | All Saints - Mansfield | 4,533.79 | 30/09/2015 | Outstanding | Confirm Re-payment |
| CNOT01P096 | All Saints Lighting Upgrade | All Saints - Mansfield | 260.04 | 30/09/2016 | Outstanding | Confirm Re-payment |

Figure 21 Project repayments listing

To confirm that a project repayment has been made into the Salix Fund, you need to click the **Confirm Repayment** function next to the individual entry. A screen asking for confirmation will appear to act as a safeguard. Once confirmation has been made, the payment status will change to paid.

Individual project repayments can be accessed from within the Project section by using the **Loan Repayments** button on the Project Summary section or on the project schedule by clicking **Repayments** next to the relevant project.

As shown in Figure 22, outstanding repayments which are close to becoming due are highlighted in **amber**, and those that are Overdue are highlighted in **red**.

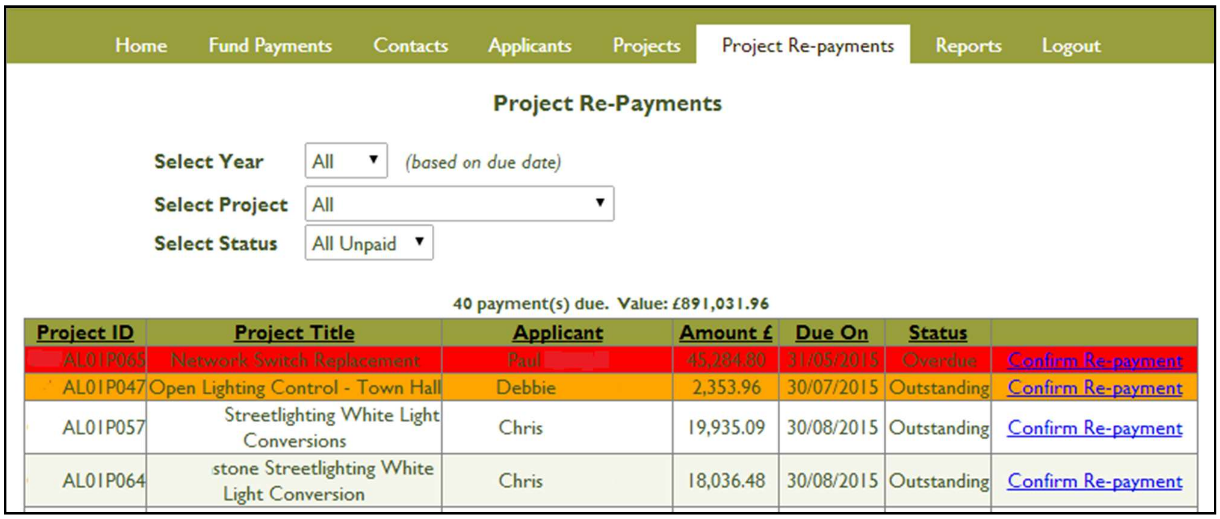



Figure 22 Overdue and outstanding repayments

## 8. Reports

The reports section allows clients to monitor their fund performance and download project, transaction and repayment lists.

Once on the reporting page, clients will be asked for the log in details again to initiate the reporting system (email address and password used to log in to SERS).

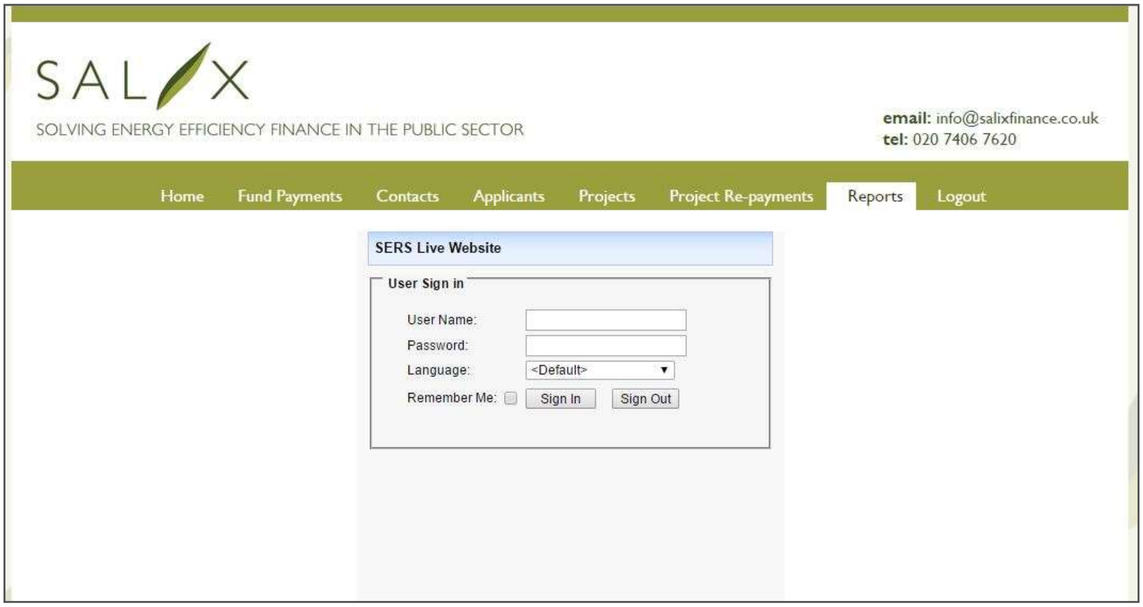



Figure 13 Logging into the reporting system

Once clients have logged in to the reporting system a list of available reports will be displayed:

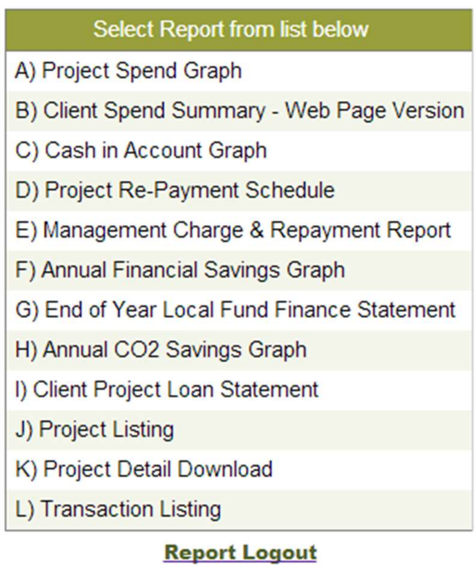



Figure 24 Report list

From the reporting menu (Figure 24), clients can initiate each of the reports listed by clicking on the relevant titles. This will open the report in a new internet tab – clients are able exit the report by simply closing the tab.

Should a client wish to log out of the reporting system, for example if the report is being accessed on a public computer, click the 'Report Logout' button shown under the repo rt list in

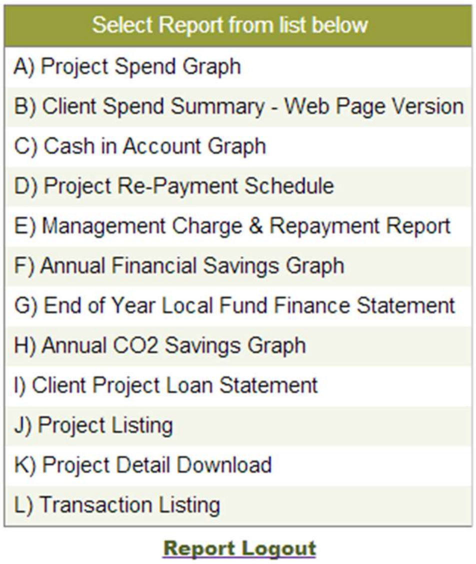
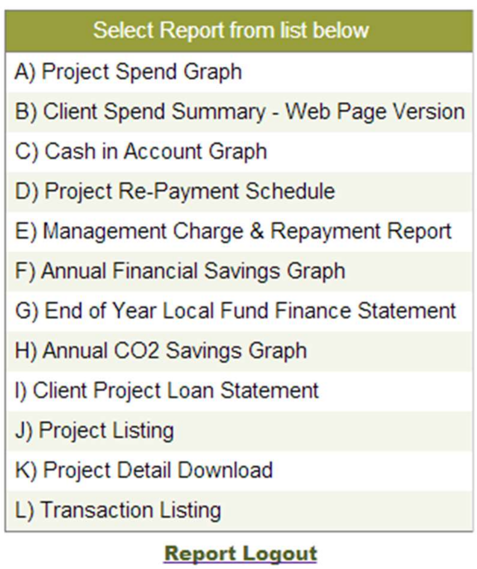



Figure .

**8.1 Filtering a report**

For many of the reports, clients can filter to show condensed information. Selecting a report from the




reporting menu (
Figure ) will open a new internet 'tab', showing the new filter menu (**Error! Reference source not found.**):


Figure 25 Report menu filter

The filter menu will differ from report to report, depending on the data held within the report(s). To access the filter options for each field (e.g. Project), click the '..' box highlighted in red above. This will provide a menu listing all the filter options for the field selected.

Taking 'Project' as an example, Figure 26 shows the reporting options to complete the report filter:

| Project | Project Code | Client Code |
|---|---|---|
| 10 YRS TP C CO2 C | [illegible] | [illegible] |
| 10 YRS TP C CO2 C | [illegible] | [illegible] |
| 10 YRS TP C CO2 C | [illegible] | [illegible] |
| 10 YRS TP C CO2 C | [illegible] | [illegible] |
| 10 YRS TP NC CO2 NC | [illegible] | [illegible] |
| 10 YRS TP NC CO2 NC | [illegible] | [illegible] |
| 10YRS £ Tonne CO2 C TP C | [illegible] | [illegible] |
| 10YRS £ Tonne CO2 C TP C | [illegible] | [illegible] |
| Airblade Test | [illegible] | [illegible] |
| BAND 2 £ Tonne CO2 C TP C | [illegible] | [illegible] |
| BAND 2 £ Tonne CO2 C TP C | [illegible] | [illegible] |
| BAND 3 £ Tonne CO2 C TP C | [illegible] | [illegible] |
| BAND 3 £ Tonne CO2 C TP C | [illegible] | [illegible] |

Figure 26 'Project' reporting options

A single project can be selected by clicking on a project name or code, this will auto-fill the filter for the 'Project' once selected. Multiple projects can also be included in the filter by either holding down the 'Ctrl' key to select multiple projects, or using the 'Shift' key to select a block of projects. The small menu that appears above the project filter table (Figure 26) allows the option to 'clear' selections from the report or show more projects in the table by clicking on the drop down (defaulted to 20 projects).

Clicking on the filter options ('..') for drawdown date will provide a date picker which can be used to auto fill the filter, as shown in Figure 27. Similarly, for the drawdown year, clicking the filter options will provide a list of years to filter by as shown in Figure .

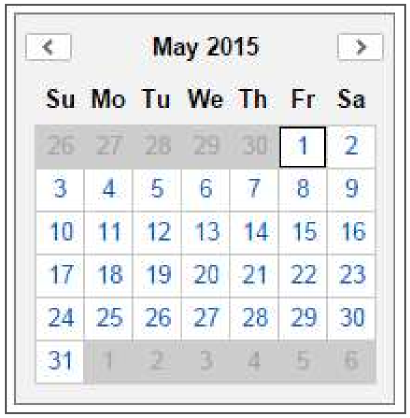


Figure 27 Date picker

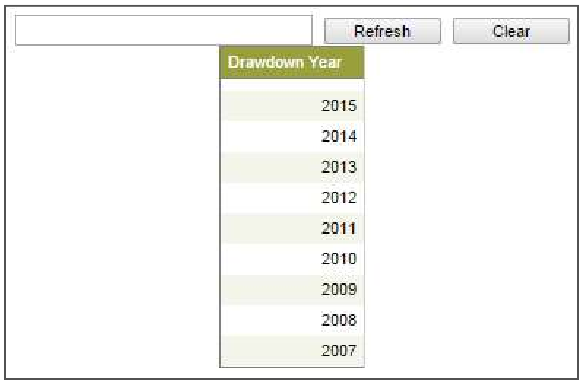


Figure 28 Year picker

**8.2 Saving a report**

Once a report has been generated, the client will be able to click on each of the tabs to select the fund they wish to view. If the client should wish to download the report for offline use, this can be completed in a number of formats by right clicking anywhere within the table and selecting 'save as' from the dropdown menu, as shown in Figure :

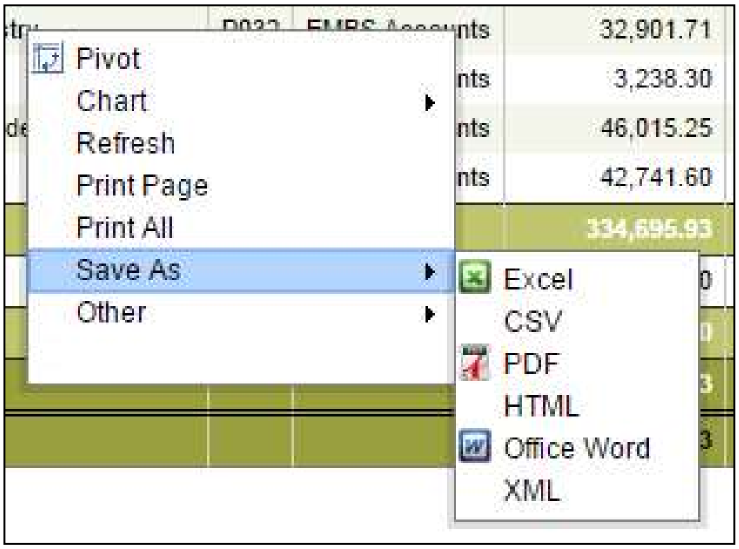


Figure 29 Saving a report

Clicking any of the file formats will initiate a download of the report in the selected format:

- **Excel**: a table that can be opened using Microsoft Excel, including all table formatting seen on the online version of the report. This file type is the recommended option for those clients using newer versions of Excel, some users of older versions may experience formatting and calculation errors.
- **CSV**: a comma separated-value table with no formatting that can be opened using Microsoft Excel. This file type is recommended for clients using older versions of Excel as the potential formatting errors will be removed in this file type.
- **PDF**: generates a locked PDF version of the report that can opened in a PDF reader. If clients cannot open the PDF version, a free copy of Adobe PDF reader can be downloaded from the *Adobe website*.
- **HTML**: will generate the report that can be opened using a web-browser interface such as Internet Explorer, Google Chrome of Mozilla Firefox.
- **Office Word**: will generate a table contained within a Microsoft Word document which may be a useful option should clients wish to insert the report in to any internal business cases written using the Word software.

### 8.3 Advanced reporting features – Pivot Tables

Pivot tables are used to generate summary reports using the fields available in the main reports. A pivot table can be generated by right clicking anywhere in the report to bring up the menu shown in Figure 29 and selecting 'Pivot'. Once this has been selected, a new tab will open with a pivot table configuration menu shown in Figure .

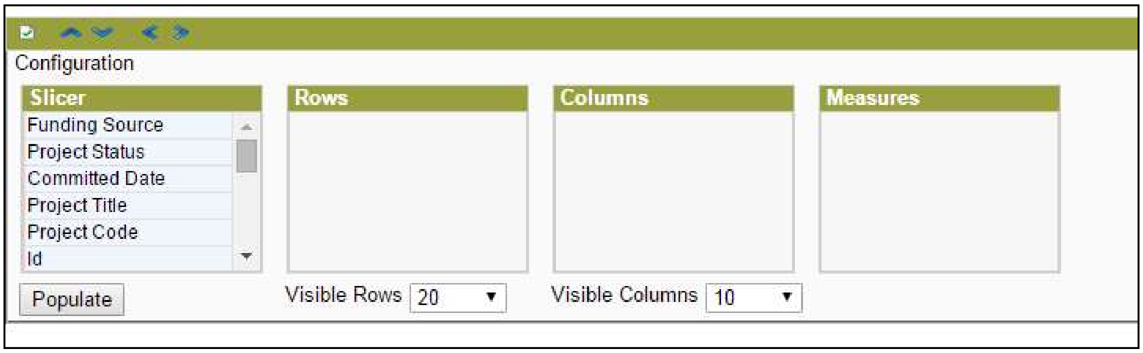
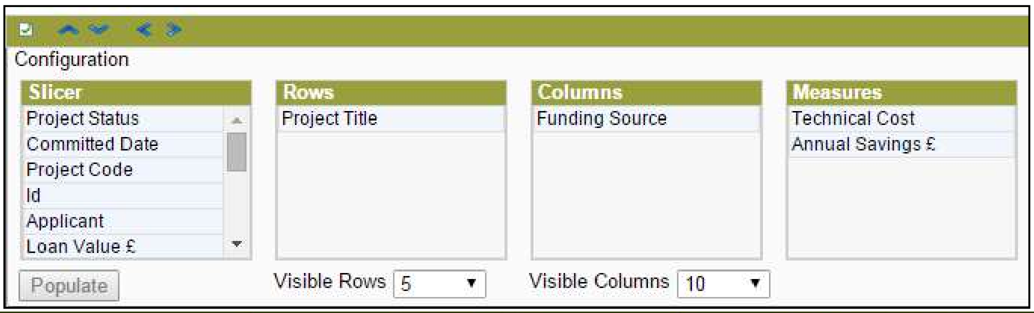



Figure 30 Pivot table configuration menu

The configuration menu will allow fields to be 'dragged' and 'dropped' from the slicer menu to the output fields: rows, columns or measures (values). Once the pivot inputs have been selected (ensuring that the amount of visible row and columns has also been adjusted), a summary report will be generated, an example of which has been generated in Figure 31.




| Project Title | Technical Cost | | | Annual Savings £ | | |
|---|---|---|---|---|---|---|
| | Additional Client | Main | Total | Additional Client | Main | Total |
| 10 YRS TP C CO2 C | | 5,000.00 | 5,000.00 | | 735.60 | 735.60 |
| 10 YRS TP NC CO2 NC | | 50,000.00 | 50,000.00 | | 12,500.00 | 12,500.00 |
| Airblade Test | 564.00 | | 564.00 | 27,500.00 | | 27,500.00 |
| [redacted] | | 16,991.00 | 16,991.00 | | 17,692.00 | 17,692.00 |
| TEST | | 32,000.00 | 32,000.00 | | 6,523.72 | 6,523.72 |
| Total | 564.00 | 103,991.00 | 104,555.00 | 27,500.00 | 37,451.32 | 64,951.32 |

Figure 2 Example Pivot table generation

### 8.4 Sharperlight reports

**A) Project spend graph**

The Project Spend Graph (Figure 32) illustrates the cumulative spending of the fund for each month since the fund's inception. Data is shown for Total Project Spend (Commitments) and Commissioned Project Spend.

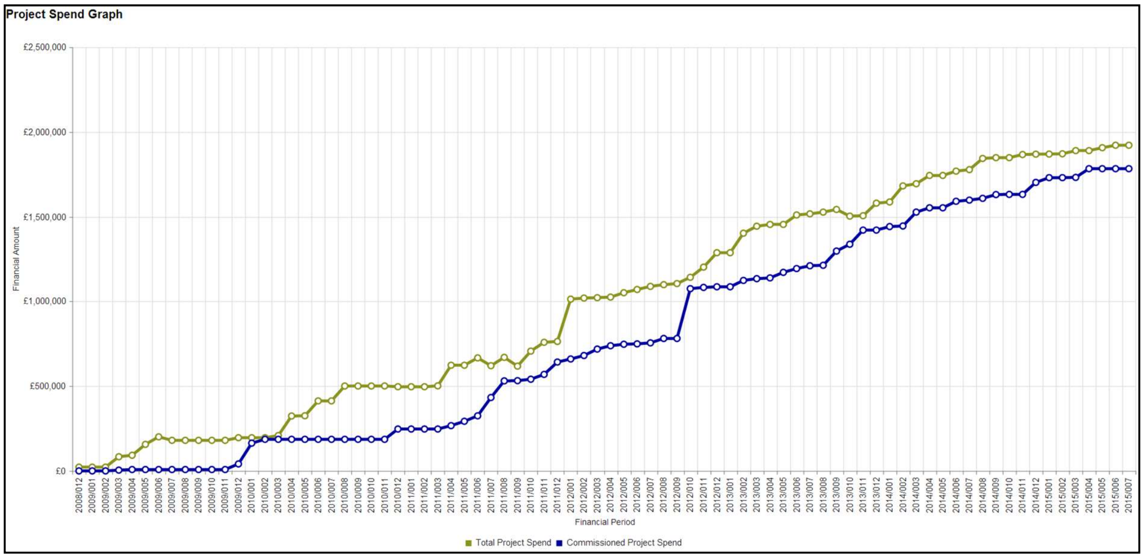



Figure 32 Project spend graph

**B) Client spend summary**

This report (Figure 33) summarises the current financial year activities on SERS, part of which can also be found on the home page.

- ***Total Fund Size:*** Total value invested by Salix and the client in the fund
- ***Cash in account End of Previous year:*** The value of unspent funds brought into current financial year
- ***Further Funding:*** Any additional investment into the fund
- ***Repayments Made:*** Repayments confirmed on SERS in this financial year
- ***All Overdue Repayments:*** Repayments that have passed their due date and not confirmed as repaid on SERS
- ***Further Repayments Due this Financial Year***
- ***Total Potential Spend:*** The maximum amount available to spend in the financial year. This is calculated by *cash in account at the start of the year + all repayments due that year*
- ***Client Spend Requirement:*** 75% of Total Potential Spend which is the minimum clients must spend for the year
- ***Spend to Date this Year:*** Value of commitments from the start of the financial year
- ***Spend this Year as % of Maximum:*** Value of commitments from the start of the financial year as a % of the Total Potential Spend
- ***Spend this year as % of end of year position:*** Value of commitments this financial year as a % of current cash in account
- ***Spend this Year as % of Client spend requirement***
- ***Cash currently in account as % of Fund Size***

| Description | Value |
|---|---|
| Total Fund Size | £440,000 |
| Cash in account End of Previous year | £31,895 |
| Further Funding | £0 |
| Repayments Made | £4,812 |
| All Overdue Repayments | **£41,570** |
| Further Repayments Due this Financial Yr | £44,978 |
| Total Potential Spend | £123,255 |
| Client Spend Requirement | £92,441 |
| Spend to Date this Year | £0 |
| Spend this Year as % of Maximum | 0% |
| Spend this Year as % of end of year position | 0% |
| Spend this year as % of Client spend requirement | 0% |
| Cash currently in account as % of Fund Size | 8.34% |

Figure 33 Client spend summary

**C) Cash in account graph**

The cash in account graph will generate a bar chart showing the cash the client had in their account for each financial period since the fund's inception to the current day. This is a useful tool to give clients a snapshot of the funding available in their account to be spent on Salix energy efficiency projects and how funding has been historically utilised.

By hovering over each of the individual bars, a summary box will appear showing the value for cash in account for the relevant financial period, as shown in Figure 34 below.

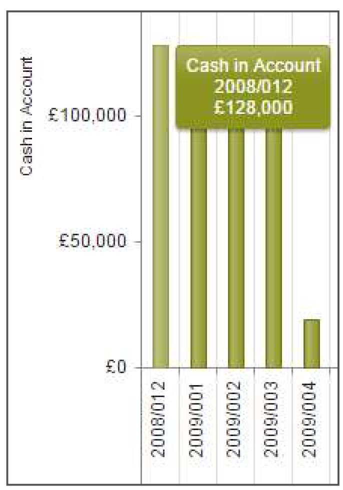



Figure 34 Hover detail of the cash in account bars

If clients wish to focus on a particular period of time, this can be achieved by left clicking a bar which will bring up the following menu shown in **Error! Reference source not found.**.

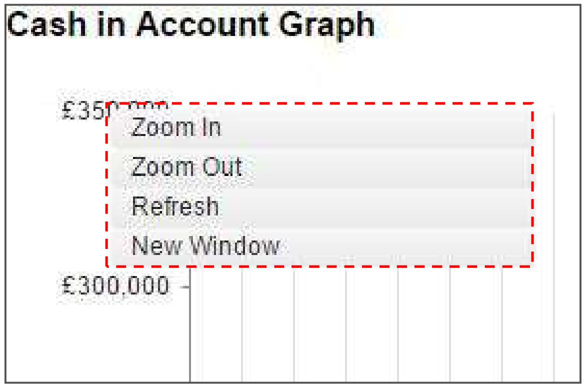



Figure 35 Zoom-menu for cash in account graph

Clicking the ‘Zoom In’ option will bring up a dynamic slider that will allow clients to select a certain period of time to zoom in to, by clicking and dragging the grey sliders to the left and right of the bars as shown in **Error! Reference source not found.**.

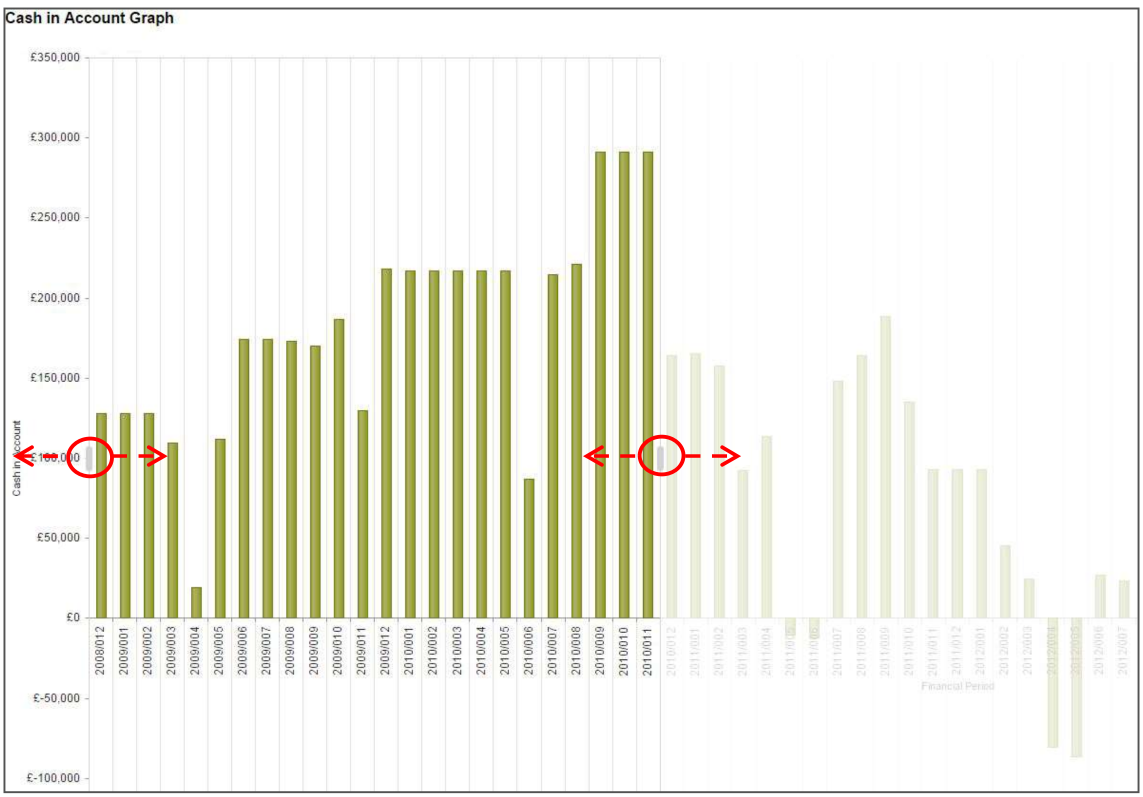



Figure 36 Using the 'Zoom In' function

To return to the original 'zoomed out' view, click a bar to bring up the zoom menu as shown in **Error! Reference source not found.** and selecting 'Zoom out'. To exit the Cash in Account graph report, simply close the internet 'tab' to return to the reporting menu ( Figure ).

| Select Report from list below |
|---|
| A) Project Spend Graph |
| B) Client Spend Summary - Web Page Version |
| C) Cash in Account Graph |
| D) Project Re-Payment Schedule |
| E) Management Charge & Repayment Report |
| F) Annual Financial Savings Graph |
| G) End of Year Local Fund Finance Statement |
| H) Annual CO2 Savings Graph |
| I) Client Project Loan Statement |
| J) Project Listing |
| K) Project Detail Download |
| L) Transaction Listing |

**Report Logout**

**D) Project re-payment schedule**

The project repayment schedule lists all loan repayments by the date they are due. The 'Date Picker' option (Figure 27) allows clients to filter all repayments due within a specified period. The report will be ordered by paid repayments first and then outstanding repayments. Figure 37 shows the repayment schedule filtered from 01/04/2015 to 31/03/2016.

| Fund Source | Status | Scheduled Date Of Payment | Project Title | Project ID | Applicant | Project Status | Amount Paid | Amount O/S |
|---|---|---|---|---|---|---|---|---|
| Main | Payments Made | 14/07/2018 | 10 YRS TP NC CO2 NC | CDUN01P052 | Test | Commissioned | 12,500.00 | 0.00 |
| | | 01/08/2018 | 10 YRS TP C CO2 C | CDUN01P047 | Test applicant | Abandoned | 600.00 | 0.00 |
| | | 14/07/2021 | 10 YRS TP NC CO2 NC | CDUN01P052 | Test | Commissioned | 12,500.00 | 0.00 |
| | Payments Made | | | | | | 25,600.00 | 0.00 |
| | Payments O/S | 01/05/2015 | TEST | CDUN01P012 | Test applicant | Committed | 0.00 | 6,523.72 |
| | | 01/05/2016 | TEST | CDUN01P012 | Test applicant | Committed | 0.00 | 981.40 |
| | | 30/03/2019 | 10 YRS TP C CO2 C | CDUN01P051 | Test applicant | Committed | 0.00 | 1,250.00 |
| | | 14/07/2019 | 10 YRS TP NC CO2 NC | CDUN01P052 | Test | Commissioned | 0.00 | 12,500.00 |
| | | 30/03/2020 | 10 YRS TP C CO2 C | CDUN01P051 | Test applicant | Committed | 0.00 | 1,250.00 |
| | | 14/07/2020 | 10 YRS TP NC CO2 NC | CDUN01P052 | Test | Commissioned | 0.00 | 12,500.00 |
| | | 30/03/2021 | 10 YRS TP C CO2 C | CDUN01P051 | Test applicant | Committed | 0.00 | 1,250.00 |
| | | 30/03/2022 | 10 YRS TP C CO2 C | CDUN01P051 | Test applicant | Committed | 0.00 | 1,250.00 |
| | Payments O/S | | | | | | 0.00 | 37,505.12 |
| Main | | | | | | | 25,600.00 | 37,505.12 |
| Total: | | | | | | | 25,600.00 | 37,505.12 |

Figure 3 Project re-payment schedule

**E) Management charge and repayment report**

The management charge and repayment report will download a project listing, providing information such as the technical cost, amount of management charge and total loan value.

At the top of the report (Figure 38) two tabs will be generated that allow the management charges for 'All' projects and those using the client 'Main' fund to be displayed. For clients with an additional client contribution, a third tab displays those projects covered under the 'Additional client' fund.

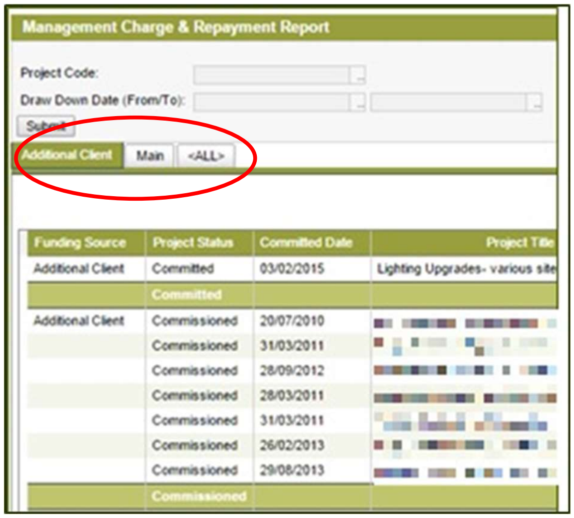


Figure 38 Management charge report generation

**F) End of year local fund finance statement**

The end of year local fund statement is the summary statement for a client's fund performance over the course of the financial year. Clicking on the report will bring up the filter page (Figure 39).

Figure 39 End of year statement filter 1

Clicking on the filter button ('..'), highlighted in red in **Error! Reference source not found.**, will bring up a filtered list of financial years that allows the client to filter to the relevant financial year, as shown in **Error! Reference source not found.**.

Figure 40 End of year statement filter 2

Selecting a financial year and clicking 'submit' will then generate an end of financial year report that can then be saved by the client using the standard Adobe PDF viewer interface, usually located to the bottom-right hand corner of the document or right clicking and selecting 'save as' from the menu.

**G) Annual $CO_2$ savings graph**

The Annual $CO_2$ savings graph is a line graph showing projects' carbon savings achieved monthly since fund inception. Clients can use these graphs to draw useful summaries of their carbon savings.

By hovering over the individual data points, a summary box will appear showing the $CO_2$ savings for the relevant financial period as shown in Figure 41.

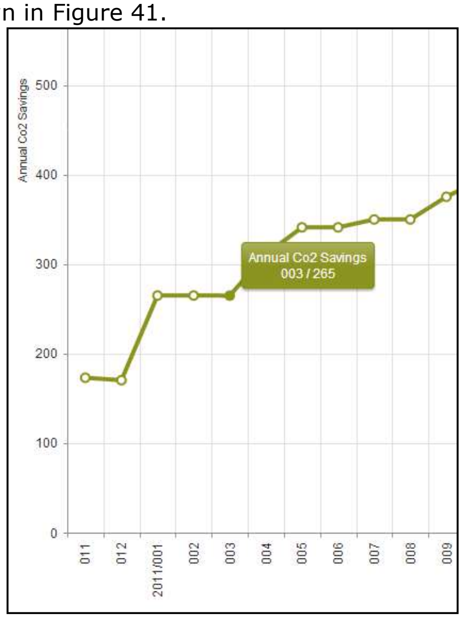


Figure 41 Summary of $CO_2$ savings at selected period

To focus on a period, click on the graph, which will bring up the menu shown in Figure 42.

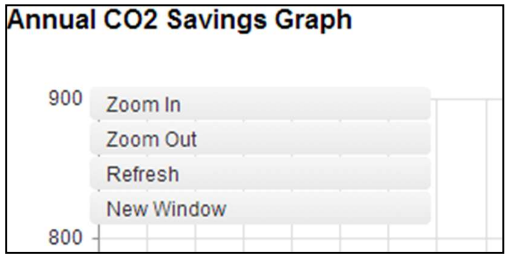



Figure 42 Zoom-menu for annual $CO_2$ savings graph

Clicking the 'Zoom In' option will bring up a dynamic slider. Clients can select a period to zoom in on by clicking and dragging the grey sliders to the left and right of the bars as shown in Figure 43.

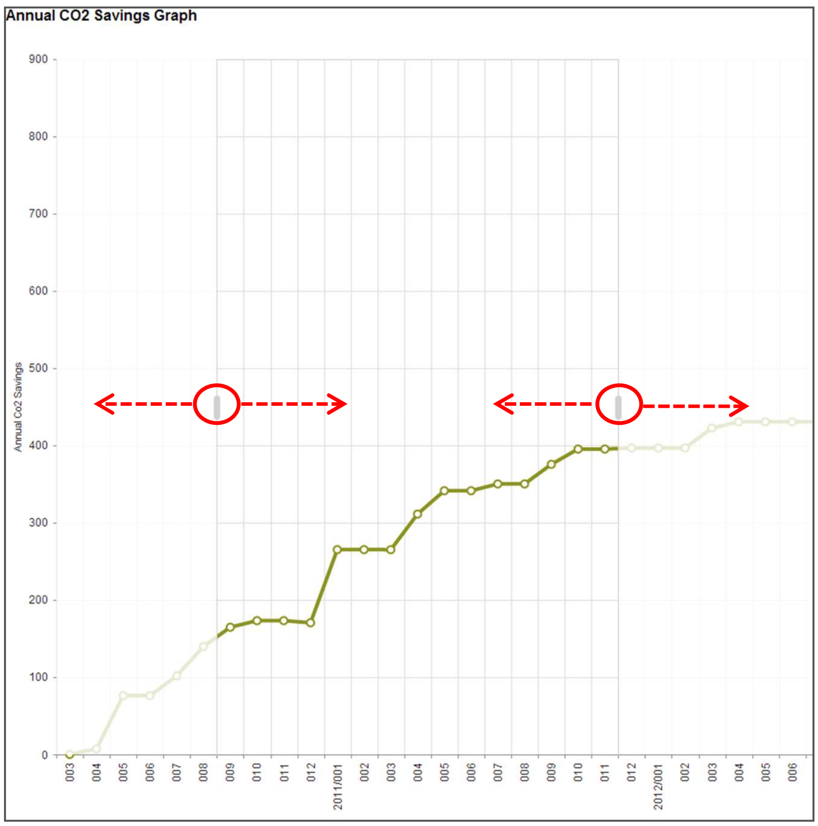



Figure 43 Using the 'Zoom In' function

To return to the original 'zoomed out' view, click the graph to bring up the zoom menu as shown in **Error! Reference source not found.**42 and select 'Zoom out'.

**H) Annual financial savings graph**

The financial savings graph displays the savings achieved on the energy bills through the installation of the energy efficiency projects funded by your Salix fund. It is operated in the same way as the above Annual $CO_2$ savings graph.

### I) Client project loan statement

The client project loan statement displays information such as the project value, due date of next repayment and the value of the next repayment for committed and commissioned projects (Figure 44). This allows the client to monitor and forecast when projects are due to repay. This report can be filtered by draw down date range (Figure 27 date picker) or draw down year (Figure 28 Year picker). The filter options are shown in Figure 45.

| Fund Source | ID | Title | Status | Draw Down | Tech Cost | Applicant | Loan Value | Next Repayment Due Date | Next Repayment Amount | Scheduled Received | Scheduled Balance | Actual Received | Actual Balance | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Additional Client | P011 | Airblade Test | Commissioned | 01/06/2010 | 564.00 | Test applicant | 564.00 | 01/06/2011 | 564.00 | 564.00 | 564.00 | 0.00 | 0.00 | 564.00 |
| Main | P052 | 10 YRS TP NC CO2 NC | Commissioned | 14/07/2018 | 50,000.00 | Test | 50,000.00 | 14/07/2019 | 12,500.00 | 12,500.00 | 37,500.00 | 25,000.00 | 25,000.00 | -12,500.00 |
| | P051 | 10 YRS TP C CO2 C | Committed | 06/03/2013 | 5,000.00 | Test applicant | 5,000.00 | 30/03/2019 | 1,250.00 | 1,250.00 | 5,000.00 | 0.00 | 3,750.00 | 1,250.00 |
| | P012 | TEST | Committed | 01/05/2010 | 32,000.00 | Test applicant | 33,600.00 | 01/05/2011 | 6,523.72 | 33,600.00 | 33,600.00 | 0.00 | 0.00 | 33,600.00 |
| | P001 | [redacted] | Committed | 11/02/2009 | 16,991.00 | | 16,991.00 | 11/02/2010 | 4,247.76 | 16,991.04 | 16,991.04 | 0.00 | 0.00 | 16,991.04 |
| Total: | | | | | | | 106,155.00 | | 25,085.48 | 64,905.04 | 93,655.04 | 25,000.00 | 28,750.00 | 39,905.04 |

Figure 44 Project loan statement

**Client Project Loan Statement**

| | | |
|---|---|---|
| Project: | <ALL> | |
| Draw Down Date (From/To): | | |
| Drawdown Year (From/To): | <ALL> | |

Submit

Figure 45 Filter options for client project loan statement

### J) Project listing

This report is a table of all the projects listed in the projects tab with their project values, annual and lifetime financial and carbon savings and payback period. The table is ordered by status of pipeline, committed, commissioned and fully paid projects.

### K) Project detail download

The project detail report allows clients to download a report of key information on all projects committed through their Salix funds. Information such as application dates, project values, technology types and $CO_2$

savings will be included in the report download. When selecting the report from the main reporting menu

| Select Report from list below |
|---|
| A) Project Spend Graph |
| B) Client Spend Summary - Web Page Version |
| C) Cash in Account Graph |
| D) Project Re-Payment Schedule |
| E) Management Charge & Repayment Report |
| F) Annual Financial Savings Graph |
| G) End of Year Local Fund Finance Statement |
| H) Annual CO2 Savings Graph |
| I) Client Project Loan Statement |
| J) Project Listing |
| K) Project Detail Download |
| L) Transaction Listing |

Report Logout

(
Figure ), clients are immediately given the option to filter the report to focus on certain projects (project code) or project status (e.g. committed/commissioned). Once a project detail download has been created, clients have the option to view the report on the website, save the report or generating a summary report.

## L) Transaction listing

The transaction listing report (Figure 46) provides a detailed list of all activities that effect cash flows that have taken place on SERS i.e. repayments confirmed, projects committed, amended or abandoned and any increase or decrease in funding during each year.

Transaction Listing

| Fund Source | Accounting Year | Group | Description | Date | Type | Project Id | Title | Amount |
|---|---|---|---|---|---|---|---|---|
| Main | 2014 | Cash Rcvd from Funds | Matching Fund Payment | 29/04/2014 | MFP | | London | 150,000.00 |
| | | | Salix Fund Payment | 01/05/2014 | SFP | | London | 150,000.00 |
| | | Cash Rcvd from Funds | | | | | | 300,000.00 |
| | | Loan Re-payments | Actual Repayments / Savings | 02/10/2014 | ARE | CL01P043 | Boiler Control | 858.18 |
| | | | Actual Repayments / Savings | 26/06/2014 | ARE | CL01P045 | Roof Insulation | 4,114.80 |
| | | | Actual Repayments / Savings | 26/06/2014 | ARE | CL01P047 | Lighting Control | 10,604.50 |
| | | | Actual Repayments / Savings | 02/10/2014 | ARE | CL01P054 | Depot TRV | 2,401.00 |
| | | | Actual Repayments / Savings | 22/12/2014 | ARE | CL01P055 | House TRV | 2,960.80 |
| | | | Actual Repayments / Savings | 02/10/2014 | ARE | CL01P057 | Streetlighting White Light | 19,935.09 |
| | | | Actual Repayments / Savings | 23/01/2015 | ARE | CL01P061 | Pipework Insulation | 4,578.54 |
| | | | Actual Repayments / Savings | 23/01/2015 | ARE | CL01P062 | Town Hall Insulation | 6,828.45 |
| | | | Actual Repayments / Savings | 02/10/2014 | ARE | CL01P064 | Streetlighting Conversion | 18,036.48 |
| | | | Actual Repayments / Savings | 26/06/2014 | ARE | CL01P065 | Draught Proofing | 45,284.80 |
| | | | Actual Repayments / Savings | 23/01/2015 | ARE | CL01P066 | Gas Heating System | 1,286.83 |
| | | | Actual Repayments / Savings | 02/10/2014 | ARE | CL01P068 | T5 Lighting | 11,095.90 |
| | | Loan Re-payments | | | | | | 127,985.37 |
| | | Projects Committed | Allocation to Project | 25/11/2014 | ALP | CL01P069 | Streetlighting 1 | -287,500.00 |
| | | | Allocation to Project | 31/03/2015 | ALP | CL01P070 | Streetlighting 2 | -230,000.00 |
| | | Projects Committed | | | | | | -517,500.00 |
| | 2014 | | | | | | | -89,514.63 |
| Main | | | | | | | | -89,514.63 |

Figure 4 'Transaction Listing' report

The summary provided by this report (Figure 47), in terms of total repayments confirmed and total project value committed, feeds into the end of year statement.

| Cash Reconciliation | Main Fund |
|---|---|
| Cash in account at start of period | -1,517.33 |
| Less value of projects commited | 517,500.00 |
| Plus cash received from funds | 300,000.00 |
| Plus loan re-payments received | 127,985.37 |
| Cash in account at end of period | -91,031.96 |

Figure 5 Total balance from transaction listing into end of year statement

By using the transaction listing report to check the breakdown of projects and repayments figure and cross-checking these figures against the end of year statement, the clients can reconcile the cash balance on SERS with their internal finance account at the end of each financial year.