

Inputting data into the Excel template

DMS Monthly reporting

SHDF Wave 2- March 2025



Understanding column colours

Grant Recipient Property Reference	First line of address	Tenure	Partcode	Unique Property Reference Number	Property Type	Property Wall Type	Tenure Type	Property Year Built	Smart Meter Installed?	On or off gas grid property	Pre-Installation Heating System Type	Number of eligible measures to install	Pre-Installation SAP Score	Post-Installation SAP Score	Pre-Installation Heat Transfer Coefficient (SAP Box 3)	Post-Installation Heat Transfer Coefficient (SAP Box 3)	Pre-Installation total floor area (SAP Box 4)
Enter a grant recipient property reference for each property. The property reference must be unique for every property, and can contain up to 36 characters	Enter the property's first line of address	Enter the property's partial tenure	Enter the property's partcode	Enter the property's Unique Property Reference Number. This should be the UPRN, up to 12 digit long, provided by Ordnance Survey, available from https://www.ordnancesurvey.co.uk/	Select the property type	Select whether the property has cavity wall insulation. You should specify if the home has cavity walls but has been treated with the solid wall grant or (where this has been permitted to occur, e.g. the cavity area is thin that they cannot be filled)	Select the property tenure type	Enter the year the property was built	Select whether the property has a smart meter installed, and whether this was installed through SHDF	Select whether the property is on or off the gas grid. The home is off gas grid if it does not use mains gas for heating purposes	Select the main space heating system of the premises prior to installation of a meter	Enter the number of eligible measures planned for installation at the property using SHDF funding and associated co-funding. Each measure should be reflected in the SAP score	Enter the SAP score (from 0 to 100) of the property before any measures were installed	Enter the SAP score (from 0 to 100) of the property after all measures were installed. This must be the SAP score taken from the property's updated EPC, not a score from modelled	Enter the heat transfer coefficient (SAP Box 3), applied during full SAP, for the property before measures were installed	Enter the heat transfer coefficient (SAP Box 3), applied during full SAP, for the property after all measures were installed	Enter the total floor area in m2 (SAP Box 4), applied during full SAP, for the property before measures were installed

Dark green columns:

These fields are mandatory and must be completed for the spreadsheet to pass validation. Failure to complete these will result in a failed submission.

Yellow columns: These fields should be completed as soon as the information becomes available. All information in these fields will eventually be required, so updating them regularly is essential.

Light green columns: These are expected to be completed. Depending on how you fill out the spreadsheet, they may also become mandatory. Completing these fields now will save time later and ensure compliance.

General guidance

Dropdown lists:

Some columns have predefined values; manually typing values outside these lists will cause errors.

Always select from dropdown menus to prevent validation issues

Copying and pasting data into cells with dropdown menus will override the dropdown functionality, causing errors during validation. Enter data manually or use the provided selections

If dropdown options seem incorrect, check the Validation List tab in the template.

Consistent formatting:

Dates: Must be in DD/MM/YYYY format.

Numbers: Do not include symbols or text in numeric fields.

Postcodes: Ensure accuracy. Use www.FindMyAddress.co.uk to validate.

General guidance

Q: What if I miss a mandatory field?

A: The submission will fail. Check all dark green cells and complete them.

Q: How do I fix an "Invalid Data Format" error?

A: Ensure dates are in DD/MM/YYYY format and numbers don't contain text or symbols.

Q. How can I get assistance if I have trouble submitting my data?

A. If you need help with your data submission, contact your Single Point of Contact (SPOC).

They will guide you through the submission process or direct you through the prescribed escalation route if additional support is needed.

Q. Where can I find the revised data collection template and data dictionary?

A. The latest version can be found on the government portal in the downloads section <https://dms-uat.beis.gov.uk/>

Completing key sections

DMS Monthly reporting

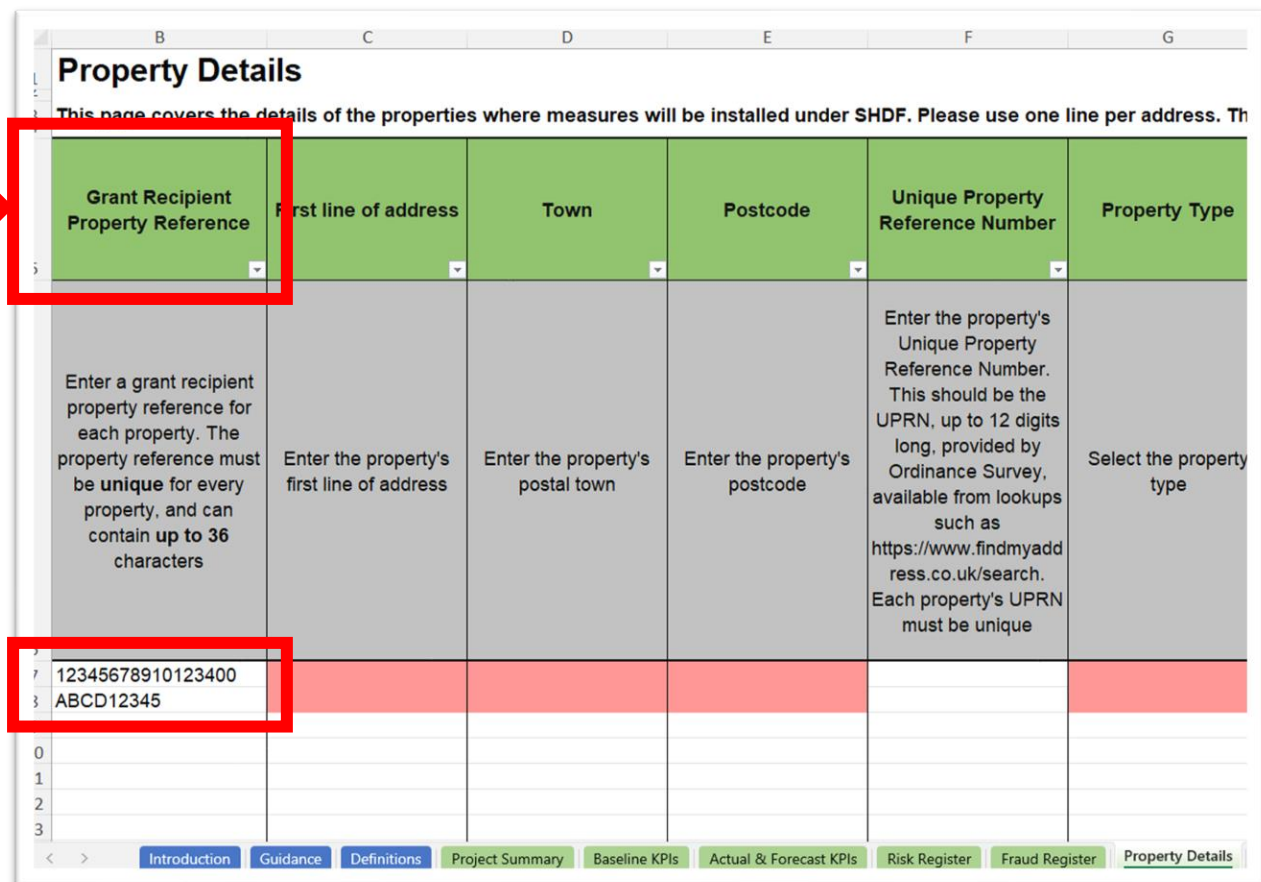
SHDF Wave 2- Feb 2025



www.salixfinance.co.uk



Property details



Property Details
This page covers the details of the properties where measures will be installed under SHDF. Please use one line per address. Th

Grant Recipient Property Reference	First line of address	Town	Postcode	Unique Property Reference Number	Property Type
Enter a grant recipient property reference for each property. The property reference must be unique for every property, and can contain up to 36 characters	Enter the property's first line of address	Enter the property's postal town	Enter the property's postcode	Enter the property's Unique Property Reference Number. This should be the UPRN, up to 12 digits long, provided by Ordnance Survey, available from lookups such as https://www.findmyaddress.co.uk/search . Each property's UPRN must be unique	Select the property type
12345678910123400 ABCD12345					

Navigation: Introduction | Guidance | Definitions | Project Summary | Baseline KPIs | Actual & Forecast KPIs | Risk Register | Fraud Register | **Property Details**

To ensure the property record is included in the published statistics, please complete the **'Grant Recipient Property Reference'** column.

Each Grant Recipient Property Reference must be unique, as duplicate entries are removed.

This field is also essential for linking to the measure details.

Ensure you are entering a unique reference for each property

Property details

Property Details			
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Grant Recipient Property Reference	First line of address	Town	Postcode
Enter a grant recipient property reference for each property. The property reference must be unique for every property, and can contain up to 36 characters	Enter the property's first line of address	Enter the property's postal town	Enter the property's postcode
12345678910123400	1 Random Street	Random Town	AB12 3CD

Please ensure that the **first line of address, town, and postcode** are accurately completed for each property listed.

Property records cannot be included in the published statistics if any of these fields are left blank.

Property details

Property Details

This page covers the details of the properties where measures will be installed under SHDF. Please use one

Grant Recipient Property Reference	First line of address	Town	Postcode	Unique Property Reference Number
Enter a grant recipient property reference for each property. The property reference must be unique for every property, and can contain up to 36 characters	Enter the property's first line of address	Enter the property's postal town	Enter the property's postcode	Enter the property's Unique Property Reference Number. This should be the UPRN, up to 12 digits long, provided by Ordnance Survey, available from lookups such as https://www.findmyaddress.co.uk/search . Each property's UPRN must be unique
12345678910123400	1 Random Street	Random Town	AB12	12345678910

Please enter the **Unique Property Reference Number (UPRN)** that corresponds to the property listed in the previous columns, ensuring it is unique for each property.

You can look up or verify the UPRN using this website: [Find My Address](https://www.findmyaddress.co.uk/search).

Property details

Property Details

This page covers the details of the properties where measures will be installed under SHDF. Please use one line per address. This page

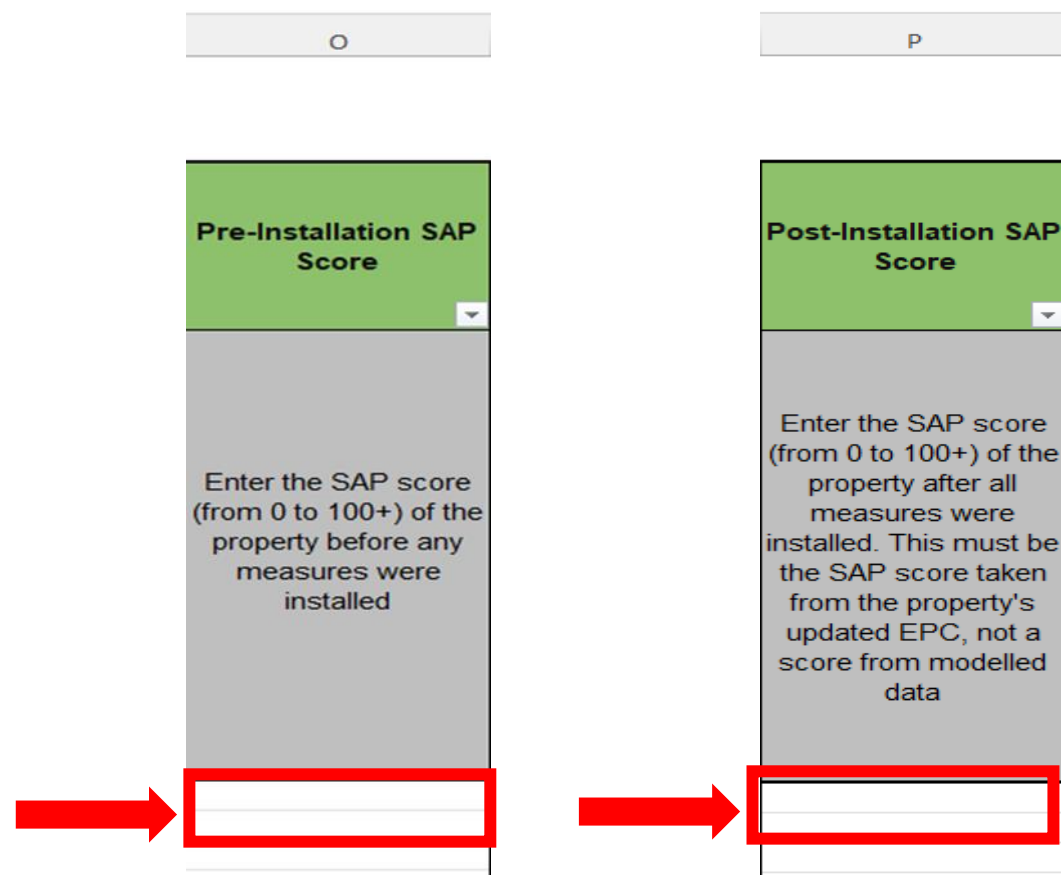
Grant Recipient Property Reference	First line of address	Town	Postcode	Unique Property Reference Number	Property Type
Enter a grant recipient property reference for each property. The property reference must be unique for every property, and can contain up to 36 characters	Enter the property's first line of address	Enter the property's postal town	Enter the property's postcode	Enter the property's Unique Property Reference Number. This should be the UPRN, up to 12 digits long, provided by Ordnance Survey, available from lookups such as https://www.findmyaddress.co.uk/search . Each property's UPRN must be unique	Select the property type
12345678910123400	1 Random Street	Random Town	AB12 3CD	123456789	<div><div>Mid-terrace</div><div>End-terrace</div><div>Semi-detached</div><div>Detached</div><div>Bungalow</div><div>Low rise flat (1-2 Storey)</div><div>Medium rise flat (3-5 Storey)</div><div>High rise flat (6+ Storey)</div><div>Park Home</div><div>Other</div></div>

To select the **property type**, click on the cell and then click the downward arrow that appears.

Choose the appropriate property type from the drop-down list.

This information is required to provide a breakdown of households upgraded in the published statistics.

Property details



The form is divided into two main sections, 'O' and 'P', each with a green header and a grey input area. The 'O' section is for 'Pre-Installation SAP Score' and the 'P' section is for 'Post-Installation SAP Score'. Both sections have a red arrow pointing to a white input box at the bottom.


O	P
Pre-Installation SAP Score	Post-Installation SAP Score
Enter the SAP score (from 0 to 100+) of the property before any measures were installed	Enter the SAP score (from 0 to 100+) of the property after all measures were installed. This must be the SAP score taken from the property's updated EPC, not a score from modelled data
<input type="text"/>	<input type="text"/>

Please ensure that both the **pre-installation SAP score** and post-installation SAP Score are entered.

The post-installation SAP score must be **higher** than the pre-installation score to maintain data accuracy.

This information is mandatory and necessary for including the EPC upgrade matrix in the published statistics.

This page covers the details of the measures installed under SHDF. Please enter one row per measure. Each measure's UPRN must correspond to a UPRN in the Property Details tab. This page should be updated monthly



Measure details

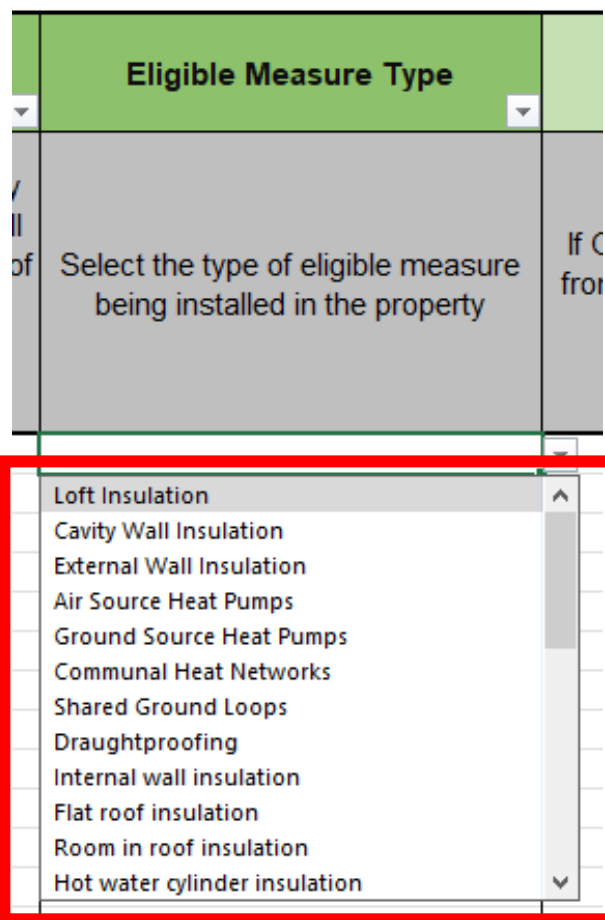
A	B
Measure Details	
This page covers the details of the	
Grant Recipient Property Reference	
Enter the Grant Recipient Property Reference where this measure will be installed. This must match one of the Grant Recipient Property References listed in the Property Details tab	
12345678910123400 ABCD12345	

Please ensure that a unique reference is entered for each property, matching the **Grant Recipient Property Reference** provided in the Property Details tab.

Use the **same reference across all sheets.**

This column is essential for linking to the property details, and the measure record cannot be included in the statistics if it is left blank.

Measure details



The screenshot shows a form with a green header labeled 'Eligible Measure Type'. Below the header is a grey box with the text 'Select the type of eligible measure being installed in the property'. To the right of this box is a small label 'If C from'. Below the grey box is a dropdown menu with a list of options: Loft Insulation, Cavity Wall Insulation, External Wall Insulation, Air Source Heat Pumps, Ground Source Heat Pumps, Communal Heat Networks, Shared Ground Loops, Draughtproofing, Internal wall insulation, Flat roof insulation, Room in roof insulation, and Hot water cylinder insulation. A red arrow points to the dropdown menu.

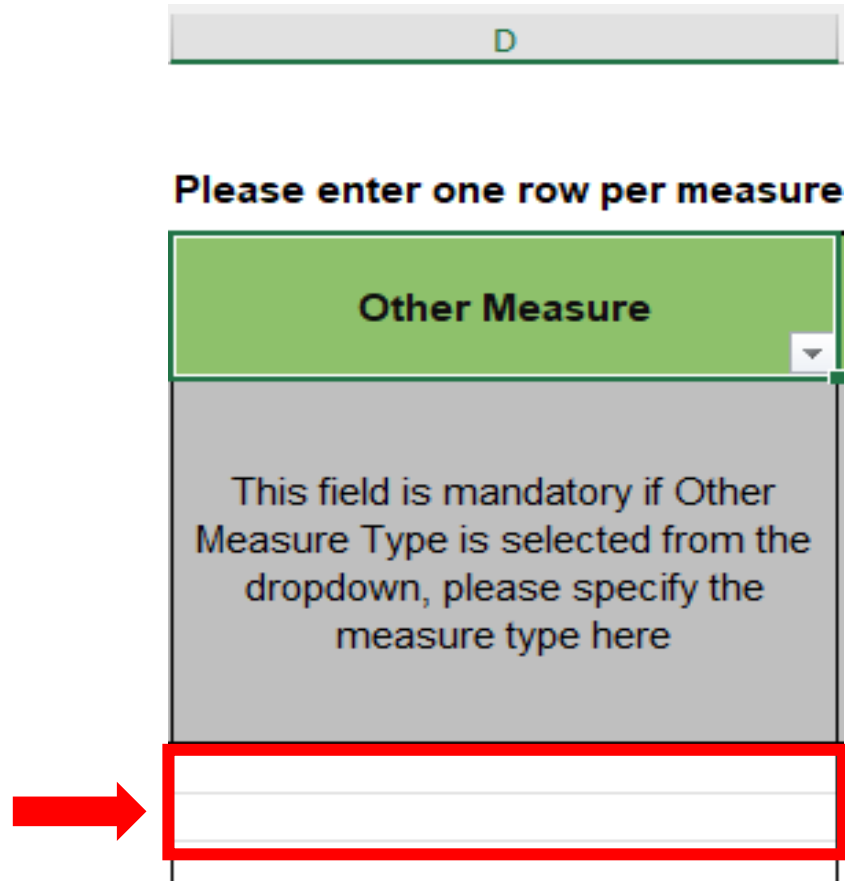
Select the type of eligible measure being installed in the property from the available options.

Avoid manually entering a value or selecting an invalid option, as this may cause errors.

This field is required to include a breakdown of measures installed in the published statistics.

If left blank, the measure record cannot be included.

Measure details



D

Please enter one row per measure

Other Measure

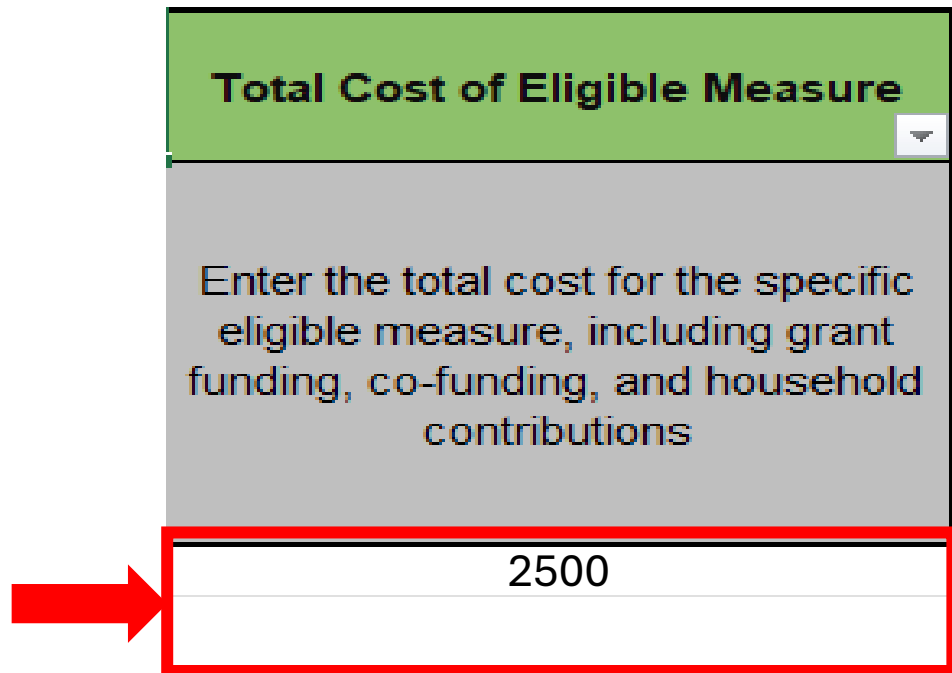
This field is mandatory if Other Measure Type is selected from the dropdown, please specify the measure type here

If '**Other Measure Type**' is selected from the dropdown in the '**Eligible Measure Type**' column, please specify the measure type in this field.

This is mandatory when 'Other' is chosen as the eligible measure type. If left blank, the measure record cannot be included in the published statistics.

This information is necessary to provide a breakdown of measures installed in the statistics.

Measure details



The image shows a screenshot of a web form. At the top is a green header bar with the text "Total Cost of Eligible Measure" in white. Below this is a grey box containing the instruction: "Enter the total cost for the specific eligible measure, including grant funding, co-funding, and household contributions". At the bottom of the form is a white input field with a red border, containing the number "2500". A large red arrow points from the left towards the input field.

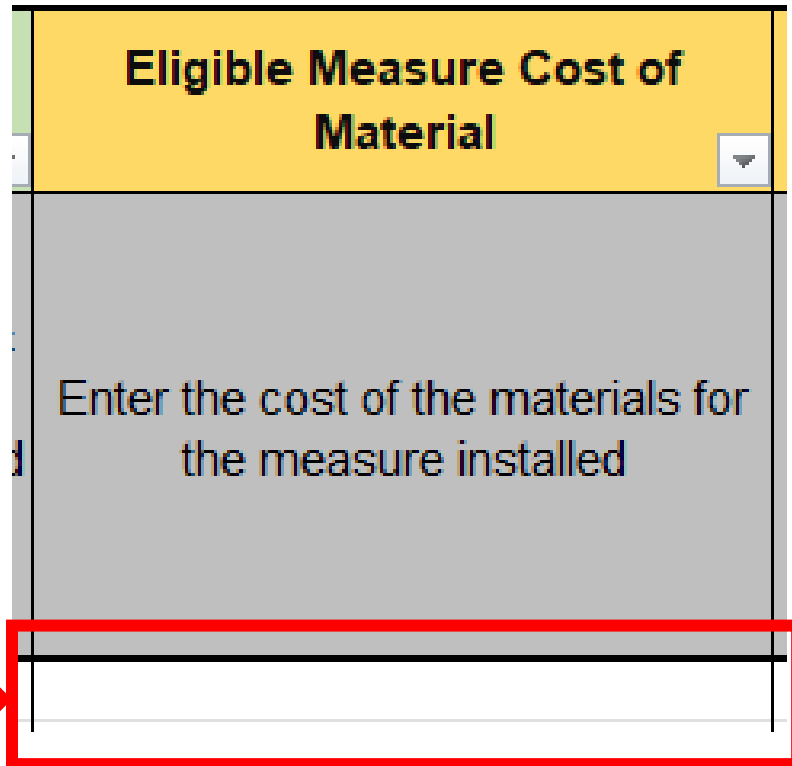
Enter the **total cost** for the specific eligible measure as a numeric value, including grant funding, co-funding, and household contributions.

Only numbers should be entered—avoid using currency symbols, commas, or any text. For example: Instead of entering £2,500 or 2,500 GBP, enter **2500**.

If you encounter an error, check for extra characters, such as pound signs, commas, or letters, and remove them.

This data is essential for calculating the average cost of each measure type in the published statistics.

Measure details



The image shows a web form with a yellow header section containing the text 'Eligible Measure Cost of Material' and a small dropdown arrow icon. Below this is a large grey input area with the placeholder text 'Enter the cost of the materials for the measure installed'. A red rectangular box highlights the bottom of the grey area and the input field below it. A red arrow points from the left edge of the slide towards this red box.

Enter the material cost separately from all other costs.

Ensure the material cost is lower than the total cost, which includes installation, to ensure accurate financial reporting.

If there is a discrepancy, review both values and make the necessary corrections.

Measure details

K

TrustMark Unique Measure Reference

Enter the Unique Measure Reference, which is generated when a measure is lodged with TrustMark.
This should be the Project Reference followed by 4 characters and must begin with a P

Enter the **Unique Measure Reference**, generated when a measure is lodged with **TrustMark**.

This reference should be the Project Reference followed by 4 characters and must begin with a "P."

This field is **essential** for matching with TrustMark data to verify the DMS data and ensure that all recorded measures are eligible for grant funding.

Actuals & Forecast KPIs

Project Actual/Forecast Progress - Data should be updated each month

Field	Description	Mar-2023	Apr-2023	May-2023	Jun-2023	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	Aug-2024
Note: These values should be updated monthly. This information will be compared to the Baseline KPIs tab to assess project performance		Enter a value for every month, even if the value is 0. These month fields are <u>CUMULATIVE</u> . Each following month should include all previous data (e.g. Jul = Mar+Apr+May+... Past and current months should be actual values; Future months should be forecast values. The total value should be entered in the final column.																	
MS1 - Project Team Established	Enter the cumulative actual/forecast monthly progress towards MS1 - Project Team Established as a percentage.																		
MS2 - Procurement Activity Completed	Enter the cumulative actual/forecast monthly progress towards MS2 - Procurement Activity Completed as a percentage.																		
KPI4 - Number of tenants engaged and signed up to works (Milestone 3)	Enter the cumulative actual/forecast number of households each month where pre-construction tenant engagement is complete (i.e., the households who have both been engaged and have signed up to works)																		
KPI1 - Number of properties that have completed the PAS2035 Risk Assessment stage (Milestone 4)	Enter the cumulative actual/forecast number of homes each month which have completed a PAS2035 Risk Assessment																		
KPI2 - Number of properties that have completed the PAS2035 Dwelling Assessment stage (Milestone 5)	Enter the cumulative actual/forecast number of homes each month which have completed the dwelling assessment stage																		
KPI3 - Number of properties that have completed the Design & Coordination stage (Milestone 6)	Enter the cumulative actual/forecast number of homes each month which have completed the design & coordination stage																		
MS7 - Installation Stage Started	Enter the cumulative actual/forecast number of homes each month where installation has started																		
MS8 - Installation Stage Completed	Enter the cumulative actual/forecast number of homes each month where installation has completed																		
KPI5 - Number of properties completed	Enter the cumulative actual/forecast number of homes each month where installation has completed																		

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[Risk Register](#)
[Fraud Register](#)
[Property Details](#)
[Measure Details](#)
[Tenant Details](#)
[Installer Details](#)

Actuals & Forecast KPIs

Best practices:

- **Enter a value for every month, even if it is 0.** Leaving a month blank can cause errors in reporting.
- **Use actual data** for past and current months.
- **Forecasted values** for future months can be adjusted but must stay within the agreed project scope.
- **Cumulative fields should always increase.** Each new month's entry should include all previous data.

Example:

Project Actual/Forecast Progress - Data should be updated each month

Field	Description	Mar-2023	Apr-2023	May-2023	Jun-2023	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	
Note: These values should be updated monthly. This information will be compared to the Baseline KPIs tab to assess project performance		Enter a value for every month, even if the value is 0. These month fields are <u>CUMULATIVE</u> . Each following month should include all previous data (e.g. Jul = Mar + Apr + May + Jun). Past and current months should be actual values; Future months should be forecast values. The																	
MS1 – Project Team Established	Enter the cumulative actual/forecast monthly progress towards MS1 – Project Team Established as a percentage.																		
MS2 – Procurement Activity Completed	Enter the cumulative actual/forecast monthly progress towards MS2 – Procurement Activity Completed as a percentage.																		
KPI4 – Number of tenants engaged and signed up to works (Milestone 3)	Enter the cumulative actual/forecast number of households each month where pre-construction tenant engagement is complete (i.e., the households who have both been engaged and have signed up to works)	0	0	0	0	0	0	0	0	0	0	10	15	23	23	27	20		
KPI1 – Number of																			

Understanding error messages

DMS Monthly reporting

SHDF Wave 2- Feb 2025



Troubleshooting errors

Steps to fix errors:

1. Enable the filter function for Row 3 in the Wave 2 DMS Error Messages tab.
2. Filter Column A ('Error Message') to locate the error message you see on the DMS error message page.
3. Check Column B ('Action to rectify error') for guidance on how to fix the issue.
4. Correct the data and resubmit the revised report to the DMS.

Useful tips:

Double-check data accuracy before submitting to avoid repeated errors.

Ensure all required fields are completed, even if the value is **0**.

Follow the 'Action to rectify error' column for specific corrections.

If unsure, contact the DESNZ Digital Team for further assistance.

Example error message and solution

Example message

Property Details

Column B ("Grant Recipient Property Reference"),

Row (8) - Data Missing"

Column C - "First line of address"

Row (7) - Data Missing

Column D - "Town"

Rows (7, 8) - Data Missing

Column E - "Postcode"

Rows (7, 8) - Data Missing

Solution:

Navigate to Property details Tab

Colum n	Row	Error	Solution
B	8	Data missing	Enter the Grant Recipient Property Reference
C	7	Data missing	Enter the First Line of Address
D	7, 8	Data missing	Enter the Town
E	7,8	Data missing	Enter the Postcode