

Market Code Schedule 14

Code Subsidiary Document No. 0201

Settlement Timetable & Reporting

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## Change History

Version Number	Date of Issue	Reason For Change	Change Control Reference	Sections Affected
1.0	14/05/2007	N/A		
1.1	31/08/2007	Go live version		
1.2	31/03/2009	Baseline the format of the Aggregated Settlement Report	MCCP016-CC	Section 2.5 & Appendix 2
		Formalise the use of the Disaggregated Settlement Report	MCCP024	Section 2.5
		Removal of nugatory obligations in CSD0201	MCCP025	Sections 2.3, 2.4.1, 3, 4 & Appendix 1
1.3	17/08/2009	Re-assessed Charges	MCCP035-CC	Appendix 2
1.4	26/08/2009	To allow additional Settlement Runs	MCCP022	Sections 2.1, 2.4, 2.5.1 and 4 Appendices 1 and 2
1.5	08/12/2009	Specification of the Disaggregated Settlement Report	MCCP036	Section 2.5.1 New Appendix 3
1.6	29/03/2010	RF Changes	MCCP046-CC	Sections 2.4, ... 2.4 and Remove Appendix 1
2.0	2014-03-21	LPs available to SW	MCCP131	App. 3
3.0	2014-09-21	Further Disaggregation and TE Disagg Reports	MCCP136 MCCP143	Appendix 3



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## 1. Purpose and Scope

This document describes how the CMA will produce the Settlement Timetable and describes the content of the Settlement Reports that the CMA will produce in any Year.

## 2. Settlement Timetable and Reporting Description

### 2.1 Provision of the Settlement Timetable for each Year

The CMA will provide a Settlement Timetable to all Trading Parties and Scottish Water 30 Business Days prior to the first Settlement Run (P1) of each Year. This timetable will detail the calendar dates on which the CMA will issue the Settlement Reports to Trading Parties in any Year. The various Settlements Reports that the CMA will produce are described as P1, R1, R2, R3, R4 (where applicable) and RF (which is further explained later in this document).

### 2.2 Provision of the Scottish Water Data

Scottish Water will provide the CMA with the Scottish Water Data at least 20 Business Days prior to the first Settlement Run (P1) of any Year.

The CMA will make available the Scottish Water Data in order that all Market Participants can satisfy themselves as to its accuracy.

### 2.3 Deleted in Version 1.2

### 2.4 Settlement Run Types

The CMA will calculate the relevant Wholesale Charges payable by each Licensed Provider in respect of each Settlement Day by performing the Settlement Runs. The CMA will perform at least four Settlement Runs for each Settlement Day: P1, R1, R2, and R3, and additionally where applicable R4, and will perform the Tariff Year Settlement Run (RF) once for each Year. The CMA will report each of these Settlement Runs as follows:

- P1 – the preliminary Settlement Run(s), the Settlement Reports for which will be issued 16 Business Days before the Invoice Period in which the Settlement Day falls;
- R1 – the first Settlement Run(s), the Settlement Reports for which will be issued 2 Business Days after the end of the Invoice Period in which the Settlement Day falls;
- R2 – the second Settlement Run(s), the Settlement Reports for which will be issued 2 months after the end of the Invoice Period in which the Settlement Day falls;
- R3 – the third Settlement Run(s), the Settlement Reports for which will be issued 8 months after the end of the Invoice Period in which the Settlement Day falls;
- R4 – the fourth Settlement Run(s), the Settlement Reports for which will be issued after R3 and before RF, where applicable, and as set out in the Settlement Timetable published by the CMA; and

- RF – the Tariff Year Settlement Run, the Settlement Reports for which will be issued before the end of the Year which immediately follows the Year to which the Tariff Year Settlement Run relates.

### 2.4.1 Settlement Day Based Settlement Runs (P1, R1, R2, R3 and (where applicable) R4)

The CMA will capture any changes to the Registration and Volume data of a Supply Point in each Settlement Run (P1, R1, R2, R3, and (where applicable) R4) for a given Settlement Day. The report data generated by the CMA in respect of each Supply Point through each Settlement Run will therefore become progressively more accurate.

In Settlement Run P1, the CMA will calculate a forecast of the Wholesale Charges that will be payable by each Licensed Provider in respect of each Supply Point registered to it on the relevant Settlement Day.

The CMA's calculations during R1 Settlement Runs will factor in all data submitted to it relating to any changes to a Supply Point's SPID Data and/or Trading Data during the relevant Invoice Period.

The CMA's calculations during R2 Settlement Runs will factor in all new SPID Data and Trading Data submitted to it since Settlement Run R1 (particularly Meter Reads that are performed on a monthly basis).

The CMA's calculations during R3 Settlement Runs will factor in all new SPID Data and Trading Data submitted to it since Settlement Run R2 (particularly Meter Reads that are performed on a bi-annual basis).

The CMA's calculations during applicable R4 Settlement Runs will factor in all new SPID Data and Trading Data submitted to it since Settlement Run R3.

The CMA may perform further ad hoc settlement runs, as required in accordance with the Market Code.

## 2.4.2 Tariff Year Settlement Run (RF)

The CMA will perform the RF Settlement Run before the end of the Year which immediately follows the Year to which the Tariff Year Settlement Run relates. The CMA's calculations during this Settlement Run will factor in the Actual Weighted Average Unit Rate for each Supply Point to calculate the Wholesale Charges that should have been payable by each Licensed Provider over the relevant Year for volumetric charges. Further detail on this process is provided in CSD0207 (RF Charge Calculation, Allocation and Aggregation).

## 2.5 Settlement Report Content

### 2.5.1 Settlement Day Based Settlement Report (P1, R1, R2, R3 and where applicable R4)

The Settlement Report will comprise an aggregated Settlement Report (“the Aggregated Settlement Report”) and a disaggregated Settlement Report (“the Disaggregated Settlement Report”). The Aggregated Settlement Report will provide aggregated Settlement Day charges payable in each respective Invoice Period. For the avoidance of doubt, the Aggregated Settlement Report is the report on which Wholesale Charges are based; the Disaggregated Settlement Report is provided for information only.

Each Aggregated Settlement Report will contain the following information:

- The Volume supplied by the Licensed Provider for each of the different volumetric Service Elements which it provided during the relevant Invoice Period;
- The volumetric charges payable by the Licensed Provider for each of the different volumetric Service Elements which it provided during the relevant Invoice Period;
- The total number of Settlement Days Registered for each of the different Non-Volumetric Service Elements which it provided during the relevant Invoice Period;
- The Non-Volumetric charges payable by the Licensed Provider for each of the different non-volumetric Service Elements which it provided during the relevant Invoice Period;
- The Volume supplied by the Licensed Provider for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period;
- The total number of Settlement Days Registered for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period; and
- The Trade Effluent Charge payable by the Licensed Provider for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period.

The detail of the Aggregated Settlement Report is set out in Appendix 2.

The Disaggregated Settlement Report provides Wholesale Charging information at Service Element level. For each LP, the Disaggregated Settlement Report will contain the relevant information in respect of the SPIDs for which they are the registered LP. For Scottish Water,



the Disaggregated Settlement Report will contain the relevant information in respect of every SPID. The detail of the Disaggregated Settlement Report is set out in Appendix 3.

## 2.5.2 Tariff Year Settlement Report (RF)

The Settlement Report will comprise an aggregated Settlement Report (“the Aggregated RF Settlement Report”) and a Disaggregated Settlement Report (“the Disaggregated RF Settlement Report”). The Aggregated RF Settlement Report will provide aggregated Settlement Day charges payable in respect of the Tariff Year. For the avoidance of doubt, the Aggregated RF Settlement Report is the report on which Wholesale Charges are based; the Disaggregated RF Settlement Report is provide for information only.

The detail of the Disaggregated RF Settlement Report is set out in Appendix 3

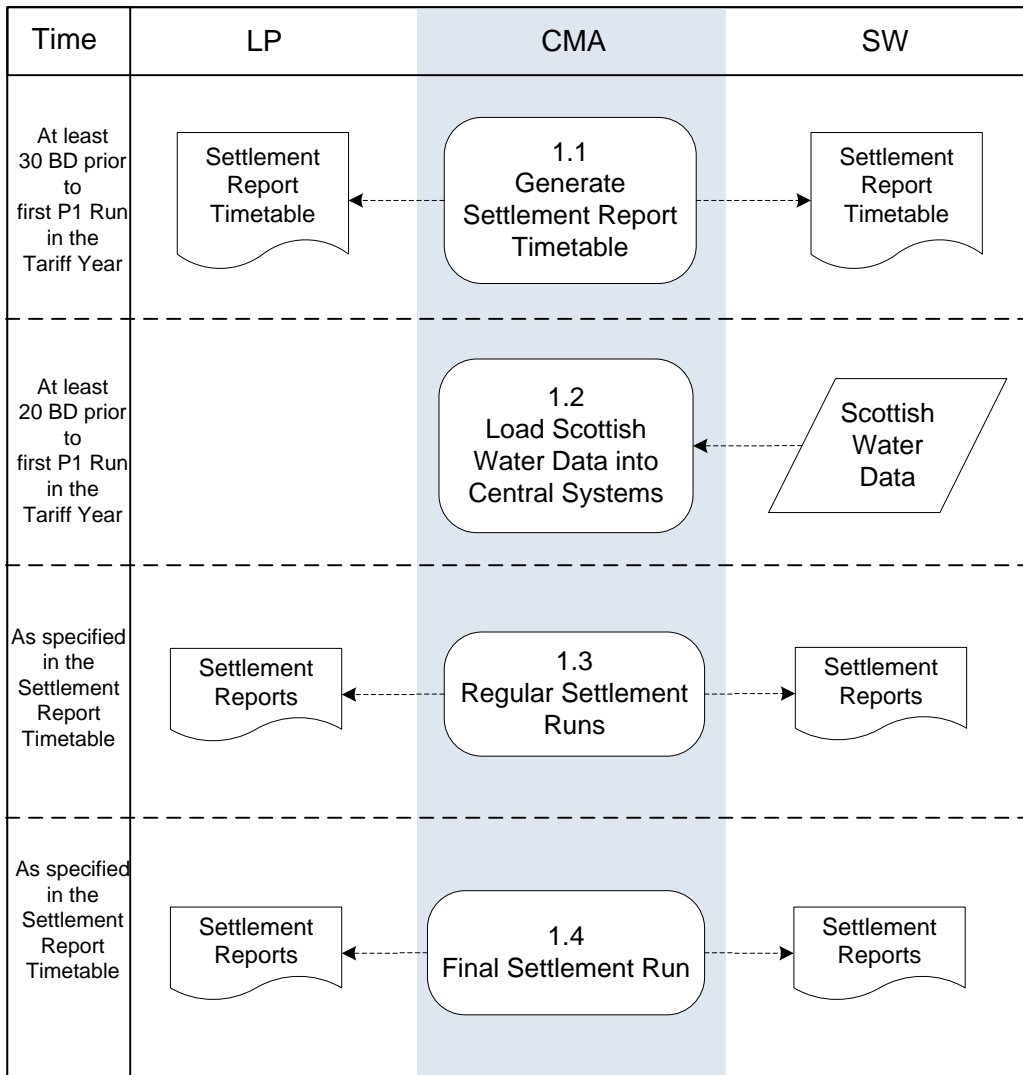
The Aggregated RF Settlement Report will contain the following information:

- The Volume supplied by the Licensed Provider for each of the different volumetric Service Elements which it provided during the Year;
- The Volumetric Charges payable by the Licensed Provider for each of the different volumetric Service Elements which it provided during Year;
- The total number of Settlement Days Registered for each of the different non-volumetric Service Elements which it provided during the Year;
- The Non-Volumetric charges payable by the Licensed Provider for each of the different Non-Volumetric Service Elements which it provided during the Year;
- The Volume supplied by the Licensed Provider for Trade Effluent Service to a Discharge Point which it provided during the Year;
- The total number of Settlement Days Registered for Trade Effluent Service to a Discharge Point which it provided during the Year; and
- The Trade Effluent Charge payable by the Licensed Provider for Trade Effluent Service to a Discharge Point which it provided during the Year.

### 3. Process Diagrams

#### Settlement Timetable

Updated 09 Feb 09



## 4. Interface and Timetable Requirements

Step Ref	When	Requirement	From	To	Information
1.1	At least 30 Business Days prior to Settlement Run P1 run for the relevant Year	Provide Settlement Reports Timetable to all Licensed Providers and SW	CMA	LPs; SW	Settlement Reports Timetable for all Settlement Reports to be provided in the forthcoming Year.
1.2	At least 20 Business Days before Settlement Run P1 of the relevant Year	Scottish Water to provide the Scottish Water Data to the CMA for the relevant Year	SW	CMA	Scottish Water Data provided and made available to the Licensed Providers.
1.3	As specified in the Settlement Reports Timetable.	Regular Settlement Runs. P1 – Preliminary R1 – Run 1 R2 – Run 2 R3 – Run 3 R4 – Run 4	CMA	SW; LPs	Settlement Reports
1.4	As specified in the Settlement Reports Timetable.	RF Settlement Run	CMA	SW, LPs	Settlement Reports

## Appendix 1: Deleted in Version 1.6

## Appendix 2: Aggregated Settlement Reports

This appendix sets out the format and detailed content of the Settlement Reports for both the monthly Invoice Period Settlement Runs (P1-R3 and R4 (where applicable)) and the RF Settlement Run):

- Section APP 2.1 defines the Comma Separated Variable record layout by the use of an example report;
- Section APP 2.2 defines the various header and trailer records contained within a file; and
- Sections APP 2.3 to APP 2.7 provide a description of the data and its numerical derivation.

### APP 2.1: Record Layout

The output file is a CSV with four columns and is structured as follows:

- Each file has 5 header rows shown in the example below as H1=>H5. The date format in H4 is as shown in the example;
- There is a separate block of rows for each Licensed Provider
- The block for each Licensed Provider commences with three header rows shown in the example below as LPH1=>LPH3;
- Water and Sewerage charges are shown in repeating blocks. The rows SE1, SE2 and SE3 are always at the start of each block. Service Elements are listed in the rows SE4a=>Se4z. These rows are data driven. For instance if there is no 15mm meter then there is no 15mm meter row. The block ends with a sub-total line SE5;
- Trade Effluent is shown in a unique block. The rows TE1, TE2 and TE3 are always at the start of the block. Each DPID is specifically listed in rows TE4a=>Te4z. These rows are data driven to provide a row for each DPID. The block ends with a sub-total line TE5;
- The block for each Licensed Provider ends with two trailer rows shown in the example below as LPT1 and LPTH2.

Note: It is a matter of fact that some of the text fields have trailing spaces (for example in row H4, column 1 below). Also, some of the numeric fields have more than two decimal places (for example in the rows SE5 and TE5 below).

For the avoidance of doubt, the total charges in pence are shown in the header line row LPH3, column 2. In every other line which shows a charge, whether it is a detail line (SE4a, SE4b... SE4z, TE4a, TE4b... TE4z) or a subtotal line (SE5 or TE5), the charges in pence are shown in column 4.

Negative values can occur in respect of both volumes and charges. They are shown using a minus sign ("-").

Col / Row	1	2	3	4
H1	Type:	RUN_ONE		
H2	Tariff Year:	2008		
H3	Invoice Period:	For an IP Run: 2: 01/05/2008 – 31/05/2008 For an RF Run: Year: 01/04/2008 – 31/03/2009		
H4	Scheduled Run Date:	01/06/2008		
H5				
LPH1	LP:	WorldWideWaterCompany		
LPH2				
LPH3	Total Charge=	84083950	Total Volume=	536320.3424
SE1				
SE2	Water Volumetric Charges			
SE3	Service Element	Number of registered days	Volume / m3	Charge / pence
SE4a	15mm	146	730.85	50383.38
SE4b	20mm	202	402.8	14708.42
	25mm	168	1345.67	102375.52
	50mm	31	4506.8	317357.91
	200mm	62	49662.45	8038889.66
	250mm	62	556.3	124309.43
	20mm (Reassessed)	62	66	2410.19
SE4z	20mm (unmeasurable)	365	1348.162	74720.44
SE5	Sub Total		58619.03	8725154.9516002
SE1				
SE2	Water Non Volumetric Charges			
SE3	Service Element	Number of registered days		Charge / pence
SE4a	15mm	146		1541.92
SE4b	20mm	202		513.97
	25mm	168		5937.53
	50mm	31		7822.19
	200mm	279		12084015.34
	250mm	93		9084015.34
	20mm (Reassessed)	62		157.75
SE4z	20mm (unmeasurable)	365		5011.23
SE5	Sub Total			21189015.2787729
SE1				
SE2	Sewerage Volumetric Charges			
SE3	Service Element	Number of registered days	Volume / m3	Charge / pence
SE4a	15mm	87	346.97	42578.73

Col / Row	1	2	3	4
<b>SE4b</b>	20mm	27	189.37	23260.5
	25mm	81	520.49	68491.91
	50mm	30	250.19	42168.89
	200mm	2604	267880.5	36862383.79
	250mm	806	204599.7	16109522.68
	20mm (Reassessed)	62	33	2212.28
<b>SE4z</b>	20mm (unmeasurable)	254	947.1009	76598.79
<b>SE5</b>	Sub Total		474777.352554	53227217.573123
<b>SE1</b>				
<b>SE2</b>	Sewerage Non Volumetric Charges			
<b>SE3</b>	Service Element	Number of registered days		Charge / pence
<b>SE4a</b>	15mm	87		369.59
<b>SE4b</b>	20mm	27		369.59
	25mm	81		3395.34
	50mm	30		7397.26
	200mm	31		117783.01
	250mm	62		535566.03
	20mm (Reassessed)	62		263.38
	20mm (unmeasurable)	254		3417.53
	Road Drainage	582		202264.39
<b>SE4z</b>	Property Drainage RV	582		76717.75
<b>SE5</b>	Sub Total			947543.87
<b>TEH1</b>				
<b>TEH2</b>	Trade Effluent Charges			
<b>TEH3</b>	Service Element	Number of registered days	Volume / m3	Charge / pence
<b>TE4a</b>	Trade Effluent x1234	30	1354.39	777115.37
<b>TE4b</b>	Trade Effluent 783A01	31	451.88	19807.89
	Trade Effluent 0005A02	31	466.15	18688.29
<b>TE4z</b>	Trade Effluent 0003B01	31	760.55	85176.77
<b>TE5</b>	Sub Total		3032.9739580	900788.3266178
<b>LPT1</b>				
<b>LPT2</b>	END LP:	WorldWideWaterCompany		

## APP 2.2: Header and Generic Data Items

<b>Report Header</b>	
Type:	States which Settlement Run Type has been performed, as defined in CSD0201.
Tariff Year:	States the Financial Year which the Settlement Report belongs to and quotes the calendar year in which it begins.
Invoice Period:	For an IP Run: The Invoice Period (date and month) Provides the numerical value and date range that apply for that IP. This is a calendar month.  For an RF Run: The Year as in "Year: 01/04/2008 – 31/03/2009"
Scheduled Run Date:	The date that the Settlement Report was produced. This occurs at the beginning of the clock day (i.e. occurs before the start of the Business Day if run on a Business Day).
Gap Line:	Provided before the first LP
<b>Header for Each LP</b>	
LP:	The name of the Licensed Provider who's Charges follow.
Gap Line:	Provided after the LP name
LPH3 Total Charge	The total charge for the LP named in the header. Includes all Service Elements relating to Water, Sewerage and Trade Effluent.
LPH3Total Volume	The total volume associated to both Water and Sewerage Service Volumetric Charges. It excludes Trade Effluent Volume
<b>Trailer for each LP</b>	
Gap Line:	Provided before the "End LP"
End LP	The name of the LP that has been reported in the detailed lines above.



## APP 2.3: Water Volumetric Charges

These exclude the fixed charge based elements of meter based charges. SPIDs subject to Transitional charges will appear twice; once for the physical based Chargeable Meter Size (CMS) and once for the Rateable Value based CMS.

Service Elements	The column labelled Service Element provides the level of Reporting in Aggregate for each "Chargeable Meter Size" (CMS) that has been notified or derived. Meter, 20mm Re-assessed and Unmeasureable CMS are reported separately. Unmeasureable CMS includes all RV derived Supply Points (i.e. Unmeasureable and Transition Arrangement SPIDs).
Number of registered days	The Number of registered days describes how many days the LP has been registered to each SPID that is aggregated for the Service Element being reported. This value is unaffected by the Vacancy or Temporary Disconnected status. It is also unaffected by any Transition percentage that is being applied. There are two counts for Transition SPIDs with meters, the physical based CMS and the RV based CMS (reported as an Unmeasureable Service Element e.g. 20mm Unmeasurable).
Volume (m <sup>3</sup> )	<p>The volume reported is the volume associated to either the meter, Pseudo Meter or the RV (for Unmeasureable CMS). It is the sum of Daily Volumes for each day the LP is registered to each SPID summed up for that Service Element CMS. The volume figure is calculated as follows:</p> <ul style="list-style-type: none"> <li>▪ Transition Volume (meter): full volume based on meter reads;</li> <li>▪ Transition Volume (RV): full volume based on RV calculations;</li> <li>▪ Schedule 3, 29e or SEES Exempt Customers: full volume ;</li> <li>▪ Vacant: based on the last Meter Advance; and</li> <li>▪ Temporary Disconnection: the volume for the period spanning a temporary disconnection is set to zero.</li> </ul>
Charge (pence)	<p>The charge displayed is the Volumetric Charge associated to each SPID that falls under the Service Element CMS for the LP (the sum for all SPIDs under that CMS). The charge is calculated as follows:</p> <ul style="list-style-type: none"> <li>▪ Transition Charge (meter and RV): the relevant % discount to the full charge is applied;</li> <li>▪ Schedule 3, 29e: the relevant % discount to the full charge is applied;</li> <li>▪ SEES (Exempt Customers): no charge, apply proportion of the SEES Credit to each of the Service Elements for this SPID;</li> <li>▪ Vacant: zero charge for the period spanning the vacancy; and</li> <li>▪ Temporary Disconnection: zero charge for the period spanning the Temporary Disconnection.</li> </ul>

## APP 2.4: Water Non-Volumetric Charges

SPIDs subject to Transitional charges will appear twice; once for the physical based Chargeable Meter Size (CMS) and once for the Rateable Value based Charges.

Service Elements	The column labelled Service Element provides the level of Reporting in Aggregate for each "Chargeable Meter Size" (CMS), including 20mm Re-assessed, that has been notified or derived. In addition, other types of Service Elements are also provided here for Miscellaneous Water Services (this includes Outside Taps and Field Troughs for both Farms and Crofts). Meter and Unmeasureable CMS are reported separately. Unmeasureable CMS includes all RV derived Supply Points (i.e. Unmeasureable and Transition Arrangement SPIDs).
Number of registered days	The Number of Registered Days describes how many days the LP has been registered to each SPID that is aggregated for the Service Element being reported. This applies regardless of whether the SPID is registered as Vacant, Temporary Disconnected or whether a Transition percentage is being applied. There are two counts for Transition SPIDs with meters, the physical based CMS and the RV based CMS.
Charge (pence)	<p>The charge displayed is the fixed charge associated to each SPID that falls under the Service Element (CMS or Miscellaneous Service type) for the LP (the sum for all SPIDs under that Service Element). The charge is calculated as follows:</p> <ul style="list-style-type: none"> <li>▪ Transition Charge (meter and RV): the relevant % discount to the full charge is applied;</li> <li>▪ Schedule 3, 29e: the relevant % discount to the full charge is applied;</li> <li>▪ SEES (Exempt Customers): no charge, apply proportion of the SEES credit to each of the Service Elements for this SPID;</li> <li>▪ Vacant: zero charge for period they are vacant; and</li> <li>▪ Temporary Disconnection: fixed charges are unaffected by Temporary Disconnection.</li> </ul>

## APP 2.5: Sewerage Volumetric Charges

These exclude the fixed charge based elements of sewerage meter based charges. SPIDs subject to Transitional charges will appear twice; once for the physical based Chargeable Meter Size (CMS) and once for the Rateable Value based CMS.

Service Elements	The column labelled Service Element provides the level of Reporting in Aggregate for each Sewerage “Chargeable Meter Size” (CMS) that has been notified or derived. Meter, 20mm Re-assessed and Unmeasureable CMS are reported separately. Unmeasureable CMS includes all RV derived Supply Points (i.e. Unmeasureable and Transition Arrangement SPIDs).
Number of registered days	<p>The Number of Registered Days describes how many days the LP has been registered to each SPID that is aggregated for the Service Element being reported. Regardless of whether the SPID is registered as Vacant, Temporary Disconnected or a Transition percentage is being applied. There are two counts for Transition SPIDs with meters, the physical based CMS and the RV based CMS.</p> <p>The Meter or Pseudo Meter associated to the SPID is counted even if the Return to Sewer allowance is zero and/or a Non Domestic Allowance exists for Trade Effluent.</p>
Volume (m <sup>3</sup> )	<p>The volume is either a) the volume associated to the meter, Pseudo Meter or the RV (for Unmeasureable CMS) adjusted for the Non-Return to Sewer allowance or b) the Non Domestic Allowance (NDA) where the SPID has associated Trade Effluent Discharge Point(s). It is the sum of Daily Volumes for each day the LP is registered to each SPID summed up for that Service Element CMS. The volume figure is calculated as follows:</p> <ul style="list-style-type: none"> <li>▪ Transition Volume (meter): full volume based on meter reads;</li> <li>▪ Transition Volume (RV): full volume based on RV calculations;</li> <li>▪ Schedule 3, 29e or SEES Exempt Customers: full volume</li> <li>▪ Vacant: based on the last Meter Advance; and</li> <li>▪ Temporary Disconnection: the volume for the any period spanning a temporary disconnection is set to zero.</li> </ul>
Charge (pence)	<p>The charge displayed is the charge associated to each SPID that falls under the Service Element CMS for the LP (the sum for all SPIDs under that CMS). The charge is calculated as follows:</p> <ul style="list-style-type: none"> <li>▪ Transition Charge (meter and RV): the relevant % discount is applied to the full charge;</li> <li>▪ Schedule 3, 29e: the relevant % discount is applied to the full charge;</li> <li>▪ SEES (Exempt Customers): no charge, apply proportion of the SEES Credit to each of the Service Elements for this SPID;</li> <li>▪ Vacant: zero charge is applied for period of the vacancy; and</li> <li>▪ Temporary Disconnection: zero charge is applied for the period of temporary disconnection.</li> </ul>

## APP 2.6: Sewerage Non-Volumetric Charges

SPIDs subject to Transitional charges will appear twice; once for the physical based Chargeable Meter Size (CMS) and once for the Rateable Value based CMS.

Service Elements	<p>The column labelled Service Element provides the level of Reporting in Aggregate for each Sewerage “Chargeable Meter Size” (CMS), including 20mm Re-assessed, that has been notified or derived. In addition, other types of Service Elements are also provided here for Miscellaneous Sewerage Services (Property Drainage, Road Drainage and Caravans). Meter and Unmeasurable CMS are reported separately. Unmeasurable CMS includes all RV derived Supply Points (i.e. Unmeasurable and Transition Arrangement SPIDs).</p>
Number of registered days	<p>The Number of Registered Days describes how many days the LP has been registered to each SPID that is aggregated for the Service Element being reported. Regardless of whether the SPID is registered as Vacant, Temporary Disconnected or a Transition percentage is being applied. There are two Counts for Transition SPIDs with meters, the physical based CMS and the RV Based CMS.</p> <p>Note: Where the Non-Return to Sewerage Allowance (NRSA) is set to zero, the SPID will not be counted. However, where there is a Trade Effluent Non Domestic Allowance associated to a meter then registered days are counted because there will be a volume that over rides any zero NRSA on the meter</p>
Charge (pence)	<p>The charge displayed is the charge associated to each SPID that falls under the Service Element (CMS or Miscellaneous service type) for the LP (the sum for all SPIDs under that Service Element). The charge is calculated as follows:</p> <ul style="list-style-type: none"> <li>▪ Transition Charge (meter and RV): the relevant % discount to the full charge is applied;</li> <li>▪ Schedule 3, 29e: the relevant % discount to the full charge is applied;</li> <li>▪ SEES (Exempt Customers): no charge, apply proportion of the SEES credit to each of the Service Elements for this SPID;</li> <li>▪ Vacant: zero charge is applied for vacant periods; and</li> <li>▪ Temporary Disconnection: fixed charges are unaffected by temporary disconnection.</li> </ul>

## APP 2.7: Trade Effluent Charges

Service Elements	The column labelled Service Element provides Discharge Point (DPID) level reporting.
Number of registered days	The Number of Registered Days describes how many days the LP has been registered to each DPID for the Invoice Period.
Volume (m <sup>3</sup> )	The volume is the Daily Actual Volume Discharged (DAVD) for the period or the last DAVD used as an estimate where a TE Volume submission does not cover the period.
Charge (pence)	The charge displayed is the charge associated to each DPID. The percentage discount will be applied to DPIDs with Schedule 3 arrangements on them.

## Appendix 3: Disaggregated Settlement Reports

This appendix sets out the format and detailed content of the Disaggregated Settlement Report for all Settlement Runs other than RF. The output files are CSVs with 40 columns for the water and sewer reports and 39 columns for the trade effluent reports, with all records having the same structure. The report files are created after each settlement run; they use the identical data as their associated Aggregated Settlement Report. The reports for the CMA and SW contain some 600-700,000 records; reports for LPs will depend on the number of SPIDs and DPIDs.

The reports contain details of all water, sewer and trade effluent charges at Service Element level:

- The generic rules are set out in the Section APP 3.1;
- The derivation of each field is set out in Section APP 3.2; and
- The format and type of each field are set out in Section APP 3.3.

### APP 3.1: General Information

#### File Structure

There are two sets of reports: one covering water and sewer charges, the other covering trade effluent charges. Within each set, there are three extracts, all with the same structure:

- **Water and Sewer Charges Set**X21: Detailed Settlement Data Extract for the CMA;
- X22: Detailed Settlement Data Extract for SW showing all data items ; and
- X23: Detailed Settlement Data Extract for LPs with data restricted to a specific LP.

#### Trade Effluent Charges Set:

- X24: Detailed Settlement Data Extract for the CMA
- X25: Detailed Settlement Data Extract for SW showing all data items; and
- X26: Detailed Settlement Data Extract for LPs with data restricted to a specific LP.

The file name has the format X2n\_XXXX\_09CP01APRP1\_20090304050747.xxx where:

- X2n defines the file type X21, X22, X23, X24, X25 or X26;
- \_XXXX\_ defines the recipient;
- For Invoice Period Runs:
  - 09CP01APR defines the year and the Invoice Period (IP);
- For RF Runs
  - 09YEAR defines the year and the period of the Run
- P1, R1, R2, R3, R4, or RF defines the settlement run type;
- \_2009mddhmmss defines the date and time of the report; and
- xxx – the file is created as a .txt file but is usually compressed into a .zip file with the same file name for transmission to Market Participants.

The field separator is the pipe character “|”; if the field is blank then the record will contain “|” for each blank field. Quotations are not used to separate fields but may occasional be found in address fields.

### **SPID inclusion rules**

A SPID will be reported in one or both reports if it has a Service Element (SE) which has a charge or a volume with a zero charge. A SPID will only be included in a given report if it has charges, or a volume with a zero charge, for the relevant Service Elements.

The vacancy status of a SPID has no impact on whether the SPID is reported or not.

### **Attribute Values**

Where an attribute of a SPID is changed during the period, a separate line will be presented for each such value.

All reports will show the gross volumes. Any applicable reduction in charges is achieved by scaling down the charging rate; this will affect Schedule 3; 29e and Service Elements affected by Phasing Transitional Arrangements.

### **Rules for X23 and X26: Supporting Settlement Data Extract for LPs:**

LPs only receive data for SPIDs registered to them and this is limited to the period of registration.

If there are no charges for the LP then there will be no extract provided for that LP.

A Sewerage Service LP shall receive metering information that is directly related to Sewerage Charges.

## APP 3.2: Field Derivation Information

The disaggregated file is a flat file where all records have the same structure; however there are several conceptual levels within a record:

- Level 1 is at ORGID level;
- Level 2 is at SPID level;
- Level 3 is at Service Element level; and
- Level 4 is at Meter Level.

### Water and Sewer Charges Report

By inspection it can be seen that there will be one or more rows for most SPIDs held on the Central System. Where the SPID has more than one Service Element (SE) there will be one or more rows for each SE. Where a SPID or Service Element data item changes, a row for each period where the SE applies and no data changes occur will be provided. For instance a premises with a metered supply and a farm trough, with no SE data changes within the Invoice Period, will have a SE for the metered water supply and a SE for the trough. Where there is more than one meter of the same size on the SPID each meter will be reported separately.

Field	Description and Derivation
<b>Level 1: Data at Recipient Level</b>	
Recipient Org Id	Identity of the recipient of the file; The Licensed Provider ID or SW or the CMA
Year	The Settlement Year
Period	For an IP Run: The Invoice Period (date and month) For an RF Run: The string "Year"
Settlement Run	The settlement run type e.g. P1, R1, R2, R3, R4 or RF
Extract Type	Code for data extract type: X21 for CMA; X22 for SW; X23 for LPs
Timestamp	The time and date.
<b>Level 2: Data at SPID level</b>	
Postcode Outcode	Postcode Outer Derived from the D5013 for the SPID
SPID	Supply Point Identification, this is the unique identifier allocated to each supply point by the CMA. Derived from the D2001 for the SPID
LP ID	The Licensed Provider Identification.
SPID Category	SPID Category provides an abbreviation on whether the SPID is Water only (WONLY), Water with associated Sewerage (WANDS), Sewerage with associated Water (SANDW) or Sewerage only (SONLY).
Rateable Value	The SPID's Rateable Value. Derived from the D2011 for the SPID



Field	Description and Derivation
Exempt Customer Flag	Populated with a Y when there is an Exempt Customer Flag and when there is none it will be blank in the report. Derived from the D2004 for the SPID
Phasing Transitional Arrangement	Populated with a Y when there is Phasing Transitional Arrangement and when there is none it will be blank in the report. Derived from the D2022 for the SPID
Schedule3 Applied	The Schedule 3 discount percentage applied to a supply point. 0 = zero discount 100 = "no charges - free" Derived from the D2003 for the SPID
Schedule 29e Applied	The 29e discount percentage applied to a supply point. 0 = zero discount 100 = "no charges - free" Derived from the D2006 for the SPID
LUVA	Large User Volume Agreement indicator for the supply point. Set to "Y" if the indicator is true, if not it will be left blank. Derived from the D2007 for the SPID
Un-measurable Indicator	This identifies whether the supply point has been declared as Unmeasurable. Set to "Y" if the indicator is true, if not it will be left blank.
Vacancy Indicator	This declares whether the premises for the SPID are vacant. Populated with a Y when the vacant; when not vacant it will be blank. Derived from the D2015 for the SPID
EWA	For an IP Run: Estimate Weighted Average Unit Rate for the SPID as applicable at the end of the Invoice Period. For an RF Run: Blank.
EWA Changed this period	For an IP Run: Blank For an RF Run: Blank.
Meter Network Flag	Not used
Actual Weighted Average	For an IP Run: Blank For an RF Run: The actual weighted average for a SPID.
<b>Level 3: Data at Service Element Level</b>	
Service Category	Identifies the service category for a SPID i.e. Water or Sewerage. The D2002 value for the SPID
Service Component	Identifies whether the line is presenting Measure (MEAS) or Miscellaneous services (MISC)
Service Element	Chargeable meter size e.g. 20mm, 40mm, 80mm, Unmeasurable size, or other type of Service Element.

Field	Description and Derivation
Registered days	The number of days between the Effective-From and Effective-To dates (inclusive) for a given service element / LP combination
Non Volumetric Charges	Total of the non-volumetric charges for Measured and Miscellaneous Services. Stated in pence
Volumetric Charges	Total of the volumetric charges for Measured Services. Stated in pence.
Estimated Volume	Only applies to Volumetric Service Elements. Shows the volume that is not based on a Meter Advance. It is the sum of Daily Volume Estimates (DVe) for the Invoice Period. It excludes Derived Volume but will include all volumes that are deducted for a Meter Network. For sewerage SPIDs apply the NRSA. See qualification in Appendix 3.4
Actual Volume	Only applies to Volumetric Service Elements. Shows the volume that is based on a Meter Advance (the sum of DVa for the Invoice Period) excludes Derived Volume. For sewerage SPIDs apply the NRSA. See qualification in Appendix 3.4
Derived Volume	Only applies to Volumetric Service Elements. The derived volume as derived from the RV for Unmeasurable Volumetric Charges.
Total Volume	Only applies to Volumetric Service Elements. This is the total volume for the SPID in the Invoice Period; it is the sum of the Estimated, Actual and Derived Volumes.
<b>Level 4: Data at Meter Level</b>	
Meter Id	The unique meter Identification Derived from the D3001 for the Meter
Meter Read Frequency	The frequency that the licensed provider reads a meter e.g. Bi-annually (B) or monthly (M) Derived from the D3011 for the Meter
Last Read Date	The date of last meter reading
Estimated Daily Volume (Annualised)	For an IP Run: Only applies to Volumetric Service Elements. Will be populated using the DVe (where this is applicable for the Invoice Period) and multiplying this by the number of days in the Tariff Year. It will be null where the Estimated Volume field is not populated or where this is the main meter for a Meter Network. For an RF Run: Blank

Field	Description and Derivation
Estimated Yearly Volume	<p>For an IP Run:  Only applies to Volumetric Service Elements.  The annual estimated volume that is used as the basis of the calculation to create the EWA for the Settlement Period  When the EWA is derived from an imputed volume based on the RV this field is blank</p> <p>For an RF Run:  Blank.</p>
YVe Derivation Method	<p>For an IP Run:  Only applies to Volumetric Service Elements.  The method used to derive the estimated yearly volume. It will be one of the following: 'Read' where a Meter Advance is used; 'LPYV' where a LP YVe has been used; or 'ISTD' where the industry default value is being applied.  Where there is an NDA the annual volume is already provided and this field will be blank.</p> <p>For an RF Run:  Blank</p>
LP YVe	<p>Only applies to Volumetric Service Elements.  Yearly volumetric usage estimate for each meter associated with the SPID provided by the LP.  Derived from the D2010 for the Meter</p>
Non-return to sewer allowance	<p>Only applies to Volumetric Service Elements.  This is the percentage applied to the metered water volume to calculate the sewerage volume for the sewerage SPID. The percentage is the % return to the sewer.  Derived from the D3007 for the Meter</p>

### Trade Effluent Charges Report

Where there is more than one meter associated with a DPID on a SPID each meter will be reported separately. Each change to a DPID parameter will be separately reported.

Field	Description and Derivation
<b>Level 1: Data at Recipient Level</b>	
Recipient Org Id	Identity of the recipient of the file; The Licensed Provider ID or SW or the CMA
Year	The Settlement Year
Period	<p>For an IP Run:  The Invoice Period (date and month)</p> <p>For an RF Run:  The string "Year"</p>
Settlement Run	The settlement run type e.g. P1, R1, R2, R3, R4 or RF
Extract Type	Code for data extract type: X24 for CMA; X25 for SW; X26 for LPs

Field	Description and Derivation
Timestamp	The time and date.
<b>Level 2: Data at SPID and DPID level</b>	
Postcode Outcode	Postcode Outer Derived from the D5013 for the SPID
SPID	Supply Point Identification, this is the unique identifier allocated to each supply point by the CMA. Derived from the D2001 for the SPID
DPID	Discharge Point Identification, this is the unique identifier allocated to each discharge point by the CMA. Derived from the D6001 for the DPID
LP ID	The Licensed Provider Identification.
TE Treatment	The level of treatment applied by Scottish Water to discharges from the DPID Derived from the D6011 for the DPID
Seasonal Discharge Indicator	Populated with a Y when the relevant premium applies and when it does not it will be blank in the report. Derived from the D6010 for the DPID
Pcent Allowance	The non-discharged allowance percentage applied to a discharge point. 0 = zero discount 100 = "no volume discharge" Derived from the D6012 for the DPID
Fixed Allowance	The non-discharged allowance volume applied to a discharge point. Derived from the D6013 for the DPID
Non-domestic Allowance	Volume associated with foul sewerage for a discharge point. Derived from the D6009 for the DPID
Chargeable Daily Volume	The volume used to calculate the availability charge for the discharge point. Derived from the D6003 for the DPID
sBODL	Chargeable Settled Biochemical Oxygen Demand load in [kg/day] Derived from the D6004 for the DPID
TSSL	Chargeable Total Suspended Solids load in [kg/day] Derived from the D6005 for the DPID
Ot	Fixed Strength Chemical Oxygen Demand. Derived from the D6006 for the DPID
St	Fixed Strength Solids Demand Derived from the D6007 for the DPID
Schedule3 Applied	The Schedule 3 discount percentage applied to a Discharge Point. 0 = zero discount 100 = "no charges - free" Derived from the D2003 for the DPID
Vacancy Indicator	This declares whether the premises for the SPID are vacant. Populated with a Y when the vacant; when not vacant it will be blank. Derived from the D2015 for the SPID

Field	Description and Derivation
<b>Level 3: Data at Service Element Level</b>	
Registered days	The number of days (inclusive) over which the given Level 1 and Level 2 data/service element / LP combination applies.
Availability Charge	The total availability charge for the Discharge Point. Stated in pence
Operational charge	The total operational charge for the Discharge Point. Stated in pence.
Estimated Volume	Shows the volume that is not based on a Meter Advance. It is the sum of Daily Volume Estimates (DVe) for the Invoice Period. It includes all volumes that are deduced for a meter network (Complex Site SPID). Pcent Allowance, Fixed Allowance and Non-Domestic Allowance should all be applied.  See qualification in Appendix 3.4
Actual Volume	Shows the volume that is based on a Meter Advance (the sum of DVa for the Invoice Period). Pcent Allowance, Fixed Allowance and Non-Domestic Allowance should all be applied.  See qualification in Appendix 3.4
Total Volume	This is the total volume for the DPID in the Invoice Period; it is the sum of the Estimated and Actual Volumes.
<b>Level 4: Data at Meter Level</b>	
Meter Id	The unique meter Identification Derived from the D3001 for the Meter
Meter Treatment	The meter type (Scottish Water or one of the various types of private meter). Derived from the D3022 for the Meter
MDVol	The percentage of the volume recorded by the meter that is associated with the discharge point. Derived from the D3024 for the Meter
Meter Read Frequency	The frequency that the licensed provider reads a meter e.g. Bi-annually (B) or monthly (M) Derived from the D3011 for the Meter
Last Read Date	The date of last meter reading
Estimated Daily Volume (Annualised)	For an IP Run: Will be populated using the DVe (where this is applicable for the Invoice Period) and multiplying this by the number of days in the Tariff Year.  It will be null where the Estimated Volume field is not populated or where this is the main meter for a Meter Network.  For an RF Run: Blank

Field	Description and Derivation
Estimated Yearly Volume	For an IP Run: The annual estimated volume that is used as the basis of the calculation to create the EWA for the Settlement Period For an RF Run: Blank.
YVe Derivation Method	For an IP Run: The method used to derive the estimated yearly volume. It will be one of the following: 'Read' where a Meter Advance is used; 'LPYV' where a LP YVe has been used; or 'ISTD' where the industry default value is being applied. Where there is an NDA the annual volume is already provided and this field will be blank. For an RF Run: Blank
LP YVe	Only applies to Volumetric Service Elements. Yearly volumetric usage estimate for each meter associated with the SPID provided by the LP. Derived from the D2010 for the Meter
Meter Network Flag	Indicates that the meter is a Main Meter in a Meter Network. Sub-meters are not specifically indicated

## APP 3.3: Field Type Information

### Water and Sewer Charges Report

Field	Type	Opt	Notes
Recipient Org Id	nvarchar(50)	M	
Year	nvarchar(2)	M	
Period	nvarchar(10)	M	
Settlement Run	nvarchar(2)	M	
Extract Type	nvarchar(5)	M	
Timestamp	nvarchar(14)	M	Format : yyyyymmdd000 000
Postcode Outcode	nvarchar(4)	O	
SPID	nvarchar(12)	M	
LP Id	nvarchar(50)	M	
SPID Category	nvarchar(5)	M	
Rateable Value	decimal(18,2)	M	defaults to 0
Exempt Customer Flag	nvarchar(1)	O	Y if true else blank
Phasing Transitional Arrangement	nvarchar(1)	O	Y if true else blank
LUVA Applied	nvarchar(1)	O	Y if true else blank
Schedule3 Applied	decimal (18, 8)	O	blank if not applied
Schedule29e Applied	decimal (18, 8)	O	blank if not applied
Unmeasurable Indicator	nvarchar(1)	O	Y if true else blank

Field	Type	Opt	Notes
Vacancy Indicator	nvarchar(1)	O	Y if true else blank
EWA	decimal(18,2)	O	
EWA Changed this period	nvarchar(8)	O	Format : yyyyymmdd
Meter Network Flag	nvarchar(1)	O	Y if true else blank
Actual Weighted Average	decimal(18,2)	O	
Service Category	nvarchar(2)	M	
Service Component	nvarchar(4)	M	
Service Element	nvarchar(50)	M	
Registered days	integer	M	
Non Volumetric Charges	decimal(26,2)	M	defaults to 0
Volumetric Charges	decimal(26,2)	M	defaults to 0
Estimated Volume	decimal(26,4)	O	
Actual Volume	decimal(26,4)	O	
Derived Volume	decimal(26,4)	O	
Total Volume	decimal(26,4)	O	
Meter Id	nvarchar(40)	O	
Meter Read Frequency	nvarchar(1)	O	
Last Read Date	nvarchar(8)	O	Format : yyyyymmdd
Estimated Daily Volume (Annualised)	decimal(26,4)	O	
Estimated Yearly Volume	decimal(26,4)	O	
YVe Derivation Method	nvarchar(5)	O	
LP YVe	integer	O	
Non-return to sewer allowance	decimal(5,2)	O	

## Trade Effluent report

Field	Type	Opt	Notes
Recipient Org Id	nvarchar(50)	M	
Year	nvarchar(2)	M	
Period	nvarchar(10)	M	
Settlement Run	nvarchar(2)	M	
Extract Type	nvarchar(5)	M	
Timestamp	nvarchar(14)	M	Format : yyyyymmdd000 000
Postcode Outcode	nvarchar(4)	O	
SPID	nvarchar(12)	M	
DPID	nvarchar(32)	M	
LP Id	nvarchar(50)	M	
TE Treatment	nvarchar(11)	M	
Seasonal Discharge Indicator	nvarchar(1)	O	Y if true else blank
Pcent Allowance	decimal (5,2)	M	
Fixed Allowance	integer	M	
Non Domestic Allowance	integer	M	
Chargeable Daily Volume	decimal (26,4)	M	

Field	Type	Opt	Notes
sBODL	decimal (18,8)	M	
TSSL	decimal (18,8)	M	
Ot	decimal (18,8)	M	
St	decimal (18,8)	M	
Schedule3 Applied	decimal (18, 8)	O	Blank if not applied
Schedule29e Applied	decimal (18, 8)	O	Blank if not applied
Vacancy Indicator	nvarchar(1)	O	Y if true else blank
Registered days	integer	M	
Availability Charge	decimal(26,2)	M	defaults to 0
Operational Charge	decimal(26,2)	M	defaults to 0
Estimated Volume	decimal(26,4)	O	
Actual Volume	decimal(26,4)	O	
Total Volume	decimal(26,4)	O	
Meter Id	nvarchar(40)	M	
Meter Treatment	nvarchar(20)	M	
MDVol	decimal (5,2)	M	
Meter Read Frequency	nvarchar(1)	O	
Last Read Date	nvarchar(8)	O	Format : yyyyymmdd
Estimated Daily Volume (Annualised)	decimal(26,4)	O	
Estimated Yearly Volume	decimal(26,4)	O	
YVe Derivation Method	nvarchar(4)	O	
LP YVe	integer	O	
Meter Network Flag	nvarchar(1)	O	Y if true else blank

#### Notes on tables:

Type	<ul style="list-style-type: none"> <li>Nvarchar(X) is a field containing character data possibly numeric with maximum length X.</li> <li>Decimal(x,y) is a numeric field with a maximum of x digits with a maximum of y digits after the decimal place. Hence maximum space is number of digits plus decimal place and possible leading minus sign.</li> </ul>
Opt	M is Mandatory , O is Optional

## APP 3.4: Recognised Issues

There are two recognised issues that in some circumstances the fields are not populated fully in accordance with this specification.

- Meter swaps affecting Estimated and Actual Volumes; and
- Actual Volume (meter networks).

Once these issues are remedied the bullets above and description below will no longer apply.

#### Meter swaps affecting Estimated and Actual Volume

- There are special circumstances when meters have been swapped out leading to incorrect values being provided for these two fields.



- Note that in all cases, Total Usage is correct and is the basis on which the charges are calculated.