



RP7 Business Plan Financial Data Guidance Notes

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1. Introduction

- 1.1 This document sets out the Utility Regulator's (**the Authority**) guidance for the completion and submission of financial data by NIE Networks (**NIE** or the **licensee**).
- 1.2 This document gives guidance on the 'Financial Data Business Plan Templates' (Financial Data BPTs) which the Authority intends to use, to better understand each separate business (for both the transmission and distribution licences) of the licensee. The information will be used to help the Authority make decisions for the RP7 price control period.

2. General Financial Data BPT instructions and guidance

- 2.1 The Financial Data Business Plan comprise one template and a commentary document:
- a) a detailed report of financial transactions (the Financial Data Business Plan Reporting working in Microsoft Excel format); and
 - b) a supporting commentary document (See “Overarching Guidance” document).

- 2.2 Detailed instructions and guidance for the submission and the completion of each document are set out below.

Data Entry

- 2.3 In addition to the Overarching Guidance and for the avoidance of doubt, the licensee shall follow the Authority’s data entry guidance below.
- 2.4 The Financial Data BPTs should not be returned with outstanding reconciling items or erroneous check cells unless agreement has been provided by the Authority in writing and the items are described in detail in the Commentary document, including where appropriate, the process for making good these items.
- 2.5 If the existing worksheets require new rows or columns to be inserted this should be recorded in the change log along with an explanation. The existing formatting and integrity of the worksheets shall be maintained.
- 2.6 All financial transactions should be on a cash basis unless the definitions of the cost require otherwise.
- 2.7 Separate transactions shall be recorded for inflows and outflows of monies and netting of inflows and outflows is not permitted without prior written approval from the Authority.

Workbook structure

- 2.8 The main data table has been formatted to allow the Authority to easily understand the data and follows a similar structure to the 'Actual Inputs' tab of the RP6 and RP7 Financial Model.

Data Entry

- 2.9 The Licensee shall follow the following guidance in respect of data entry:
- a) Text shall be entered as text and numbers as numbers.
 - b) In the worksheets the numbers will be displayed in £m to three decimal places. The Licensee is required to provide this data to the highest level of accuracy available to them with the minimum being three decimal places; unless otherwise indicated.
 - c) Zero values must not be left blank, but instead, unless otherwise agreed, a zero should be input.
 - d) Where it is appropriate to leave a cell blank, it should be blank and not include a text space or other entry which might be interpreted as data.

Definitions

- 2.10 The terms used in the Financial Data BPs have been defined by the UR in the context of this work area and in conjunction with the Transmission and Distribution Licences. In the event of any discrepancy, only the UR can provide clarification.
- 2.11 For the avoidance of doubt the terms used in the BP, are subordinate to the licence conditions. Therefore, if a term is defined in both the licence and the glossary, the licence takes precedence.

3. Instructions & guidance for each worksheet in the Financial Data BPT Reporting Workbook

3.1 The worksheets within the workbook are structured as follows:

- a) The 'Cover' worksheet – this worksheet introduces the name of the workbook, the licensee name or names, the reporting price base, the relevant year or years and an input for any Related Party relevant to the Financial Data BPT. Consistent with the two NIE licences, the reporting periods are 1st April to 31st March for each year. For the avoidance of doubt, a reporting year of “2026” means the year ended on 31st March 2026, and this convention throughout the workbook.
- b) The 'Nav' worksheet – this worksheet helps us to navigate the workbook. It contains two sections: the Version submission control and Worksheets, each of which are described below.
 - (i) **Version submission control** – for each submission the licensee should input the date the version was submitted to the Authority and the submission version number. This functionality will avoid the need to change the file name when submitting the workbook.
 - (ii) **Worksheets** – This section introduces each remaining worksheet within the workbook by setting out the worksheet type, worksheet name, a worksheet status and a worksheet category. The worksheet name is hyperlinked for ease of navigation.
- c) The 'Change Log' worksheet – this worksheet records any changes to the workbook. For each version of the workbook the licensee or the Authority must input the relevant: version number; date; comments/ notable changes; the effect of the changes; and the reason for the changes. A new version shall be created if any of the following apply: new formula/s; changed template structure; new worksheets required; changed data input; or changed row, column headings or classifications. Unless otherwise agreed, only the Authority should make structural or formula changes to the workbook. The licensee shall complete a new row for each submission of the workbook completing all the relevant cells in that row.
- d) The 'Financial Data Business Plan' worksheet – this worksheet collects the forecast financial information which the Authority needs to understand the complete picture of the licensee's business. This data is collected using certain preset classifications which we set out in more

detail in the section below called “Specific instructions & guidance on the ‘Financial Data Business Plan’ worksheet”.

Specific instructions & guidance on the ‘Financial Data Business Plan’ worksheet

- 3.2 In this section we set out further detail on this worksheet in order to supplement the instruction and guidance provided in paragraph 3.1d).
- 3.3 This worksheet records the Financial Data reported by NIE Networks. Unless otherwise specified this data will be shown on a nominal basis.
- 3.4 It is the responsibility of NIE Networks to complete this worksheet and ensure it is reliable for subsequent calculations within the RP7 Financial Model.
- 3.5 Reported Financial Data, unless otherwise agreed, must meet condition 2 of the NIE Networks licences, specifically with regard to the obligations to be consistent and to report for each separate business accordingly. The 6 year view and the distinction between Transmission and Distribution are essential, for these purposes.

4. Commentary Document

4.1 See “Overarching Guidance” document.

5. Glossary of Terms

- 5.1 The relevant definitions of the Electricity Distribution (DPCR5) Glossary of Terms – Regulatory Instructions and Guidance: Version 3 applies to the Business Plan Submission.
- 5.2 Specific additional definitions relevant to the Business Plan Submission are set out in Annex 3 of the Overarching Guidance.

6. Version Control

Version	Date	Description	Applicable Year
01.00	November 2021	Issued to NIEN for comment.	All
02.00	February 2022	Issued to NIEN for further comment	All
04.00	June 2022	Issued to NIEN for further comment	All
05.00	August 2022	Issued to NIEN	All