Thank you for waiting

Our Webinar will begin shortly…..

House Keeping! 

- Presentation, approximately 45 minutes
- Questions will be responded to at the end of the presentation
- Please use *6 to mute your phone and reduce outside noise
- The slides will be made available on line after the presentation.

SMARTTool/SMARTLoad

Year End Reporting

A refresher on Year End Reporting and Prior Year Adjustments

What will be included?

- SMARTTool Reports/Exports – view and use them
- SMARTLoad – how to Add, Replace, Delete
- Deadlines – when and for what
- Q & A – feedback please

SMARTTool Reports/Exports

Do you have access?

- You need a BCeID to access SMARTTool
- We do not create or control those IDs
- The basic access is read only
- If you need to see all the Exports, tell us (Carbon.NeutralApps@gov.bc.ca) and we will set you up
- If you need SMARTLoad, tell us and we will set you up

SMARTTool Reports/Exports

The Home/Landing Page

- A summary page, all in Tonnes of CO2 Equivalent
- Total Emissions/Offset-able Emissions created in 2013
- Net Emissions/Offset-able Emissions from changes to previously reported years
- Total Offset liability for 2013
- Quick Links
- Navigation

SMARTTool Reports/Exports

The Reports Page

- 2013 GHG Emissions in Chart and Table form
- Charts organized by Emissions Source: Buildings, Fleet, Supplies, Fugitive, Travel
- Table organized by Scope: Scope 1 – Direct, Scope 2 – Indirect, Scope 3 – Travel and Supplies
- Drilldown-able based on how your organizational structure has been set up

SMARTTool Reports/Exports

The Exports Page

- 7 Exports in total, you must ask for access to the full suite
- Carbon Tax Calculation Form
- Consumption Detail
- Emission Source Detail Report
- Emission Source Report
- GHG Inventory Report
- Load History
- Quarterly Offset Totals

SMARTTool Reports/Exports

The Carbon Tax Calculation Form

- Calculates the amount of Carbon Tax paid in 2013
- Based on the quantities of fuel you have reported purchasing and on the tax rates in effect on the date of the purchase
- Used for reporting under the Climate Action Revenue Incentive Program
- Select Year -> Generate Export
- PDF document

SMARTTool Reports/Exports

The Consumption Detail

- A very detailed breakdown of GHG Emissions
- A row for each Reporting Code, for each Reporting Period (1 month), for each Fuel/Consumable
- Displays a Quantity for the Fuel/Consumable and shows how that breaks out into the various greenhouse gases
- Provides a converted total of the various gases in tonnes of CO_2 equivalent
- Pick Consumable Type (ie Buildings, Fleet), date range
- Generate Export - .CSV file

SMARTTool Reports/Exports

The Emission Source Detail Report

- A summary report of GHG Emissions in tabular form
- Organized by Source (Buildings, Fleet, Supplies etc)
- Further broken down by Offset Required or Exempt
- Displays various greenhouse gases plus a converted total to tonnes of CO_2 equivalent
- Pick Year -> Generate Export
- Comes as an Excel file with a Macro, you must enable macros for it to run

SMARTTool Reports/Exports

The Emission Source Report

- A graphical representation of GHG Emissions, used in the Carbon Neutral Action Report
- Displays a pie chart of GHG Emissions, broken down by Source (Buildings, Fleet, Supplies, etc)
- Pick Year -> Generate Export
- Comes as an Excel file with a Macro, you must enable macros for it to run

SMARTTool Reports/Exports

The GHG Inventory Report

- A summary presentation of GHG Emissions in tabular form
- Organized by Scope (Direct, Indirect, Travel and Supplies)
- Also includes emissions from Biomass
- Pick Year -> Generate Export
- Comes as a PDF file

SMARTTool Reports/Exports

The Load History

- Presents the net effect of all files loaded into the system
- Represents all the loaded data which is still valid and active
- Does not show Deleted or Replaced data
- Shows the data as loaded: Reporting Code, Fuel/Consumable Type, Quantity, Unit of Measure, Date
- Comes as a CSV file
- Pick Consumable Type (Buildings, Fleet, etc) and Date Range -> Generate Export

SMARTTool Reports/Exports

The Quarterly Offset Totals

- Shows Offset-able Emissions totals for entered consumption broken down by Quarter
- Displays in whole tonnes of CO_2 Equivalent
- Does not show what offsets have been purchased
- Comes as a CSV file
- Pick Quarter Start and Quarter End -> Generate Export

SMARTTool Reports/Exports

The Event Log

- Shows a top level summary of all your reportable emissions organized by calendar year
- Displays a series of Events (loads or other actions)
- Each Event has a summary showing emissions related to the particular Event, plus a running total for all Events
- Each Event summary links to an Event Detail

SMARTTool Reports/Exports

The Event Detail

- Has a summary showing emissions related to the particular Event, plus a running total for all Events
- Displays the details of all data changes related to the Event
- Shows both Reported and Estimated data
- Ordered by Year and Source
- Shows Reporting Units, Reporting Codes, Quantities, Fuel/Consumption Type, Quantities and Emissions

SMARTLoad

Access/Load File

- Anyone with an active IDIR ID or BCeID can access SMARTTool, but accessing SMARTLoad is only set up on request
- A load file is an Excel spreadsheet with consumption data
- The spreadsheet must be in a specific form
- Each tab in the spreadsheet (could be 1 or more) must have a header row naming specific columns in a specific order
- Each tab must have a valid name: Buildings, Fleet, Procurement, Fugitive Emission

SMARTLoad

Preparing the Load File

- You may be using an Energy/Utility Manager programme which will allow you to export a SMARTLoad ready file
- You may be downloading consumption data from your utility provider and then using one of our custom converter tools to create a SMARTLoad ready file
- You may be using a SMARTLoad Template, which we have prepared for you, to record consumption data manually
- You can prepare and load as many files as you need
- The results displayed in SMARTTool are entirely dependent on the accuracy of the data loaded

SMARTLoad

Loading the File

- Loading is a two step process
- Validation is the first step
- The system will look at the file and may generate Errors and Warnings
- A file with Errors cannot be loaded, a file with Warnings can be
- When all Errors in the file are fixed, the file is valid
- The second step is Submission of the valid file
- Submission may take some time, depending on how many users are submitting files at the same time, and on the size of the file
- When Submission is complete you will get a Feedback page with details of what you have loaded, and what Estimates (if any) were triggered by your load

SMARTLoad

Common Errors

- Some piece of required data is missing from or misspelled on the spreadsheet. Validation will tell you what row of your spreadsheet has the error. On the SMARTLoad Template required columns are highlighted in light green
- The consumption dates in the load file are outside the effective dates of the Reporting Code in the database
- If the consumption dates are correct, we have to adjust the dates in the database
- An export from a Utility/Energy Manager programme or a load file created by a custom converter may produce Reporting Codes which do not exist in the database
- We have to create those codes and map them to a specific Reporting Unit

SMARTLoad

Duplicate Data

- During Submission, the system may find duplicate data already present in the database
- The system is not comparing the Quantity loaded, it is looking at other information, such as the Reporting Code, the Fuel/Consumption type, and particularly the Dates
- If the system does fine duplicate data, you will be asked if you wish to Append or Replace the data
- Append just adds another record in the database, Replace will replace ***one or more*** rows depending on how many match

SMARTLoad

Correcting Errors

- After a load you will get Submission Feedback which may reveal data errors. Should an estimated property have been expired in the database?
- You can check the Event Log and the Event Detail to make sure that the load was as you expected
- If something about the data in the load was wrong, you can correct it by using the Load History export to generate a load file, then loading it through SMARTLoad

SMARTLoad

Turn a Load History into a Load File

- Get a Load History export for the Source (Buildings, Fleet etc) and Date Range that has the bad data.
- Save the CSV file as an Excel Worksheet file (.XLS)
- Rename the Tab appropriately (Buildings, Fleet etc)

SMARTLoad

Replace or Delete

- The data correction may be to Delete the bad data then re-loading correct data, or it may be to Replace the bad data with correct data.
- Remember, both Replace and Delete will affect ***all matching rows***. Matching is not done on Quantity.
- If you have loaded more than one row of data for the same Reporting Code, Fuel, for the same date range, Replacing or Deleting affects all of those rows

SMARTLoad

Replace or Delete with the Load File

- When you have done your analysis, you will have identified the problems that need correcting
- Isolate the specific data rows in the Load History that need to be corrected, delete all the other data rows (remember never to delete the header row)
- If you are Deleting data, type a D in the 'Load_Action' column
- If you are Replacing data (correcting Quantities) edit the 'Quantity' column to the correct value then type an R in the Load Action column
- Use SMARTLoad to load the file

SMARTLoad

Deadlines Local Government

- Feb 14th Carbon Tax Calculation Form LGs
- Mar 7th Interim/Final CARIP Report LGs
- Jun 1st Final CARIP Report LGs
- June 30th CNG Report

SMARTLoad

Deadlines Public Service Organizations

- Mar 31st Draft CNARs Due PSOs
- Apr 30th SMARTTool Data Entry Deadline PSOs
- May 15th Self Certification PSOs
- May 15th Invoices Issued BCCAS
- May 30th Final CNAR PSOs
- May 30th Offset Purchases Due PSOs
- June 30th CNG Report

Questions?