

Tips on completing your PBCCD Report

This supplementary guidance highlights some useful tips to help address common errors when completing reports on-line. It also covers basic reminders when using the Carbon Footprint and Project Register tool and outlines SSN compliance criteria for 2018/19.

Full guidance to support reporting is available on the [SSN website](#)

Using ProcXed

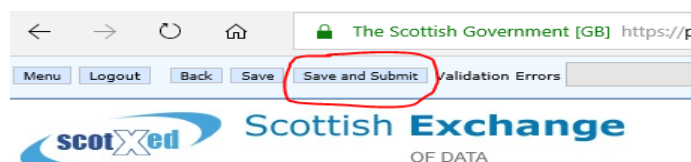
1. Ensure that your log-in details are correct for the ProcXed platform well in advance of the submission deadline. If you have problems please see the SSN website "[Getting Started](#)"

Forgotten password see [ProcXed guidance](#) (page 2)

New log-in details see [ProcXed guidance](#) (page 2)

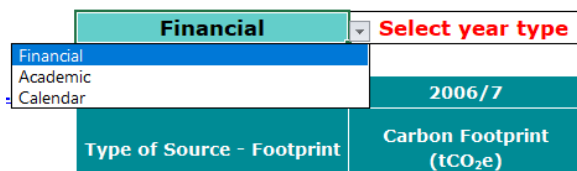
2. Remember to save regularly – to avoid 10 minute timeout and loss of data entry.
3. Please make sure you have completed Section 6e.
4. Remember to download a copy of the report for your own records.

5. When the report is completed don't forget to click '**Save and Submit**' – otherwise it is not counted as compliant


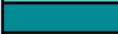




If Using The Carbon Footprint & Project Register Tool (CFPT)

1. Please read [the guidance](#), which is also replicated in the '**READ THIS FIRST**' tab of the tool.
2. Remember to copy last year's data over to the '**Historic CF's**' Tab, see [video tutorial](#).
3. Check that the correct reporting year type is selected on the '**Historic CF's**' Tab.
4. Note 'Cell Colour Coding' and ensure only numbers are entered in those cells coded for '**Data Entry**'.



3. Colour Coding used in the tool

	Data Entry (data should only be entered in these coloured cells).
	Text/Description
	Calculations/Formulae Output
	Columns that must be completed for calculations to work

5. **Column A** on the tabs will flag errors in any cells in the corresponding row – **always check first before reporting a problem**.
6. If the fuel source you want to include is not listed on the 'Emission Factors' Tab, please add the fuel with its corresponding units and emission factor.
7. If you can't see some of the columns on a Tab they are probably hidden. Highlight adjacent columns, right click and select 'Unhide'.

NEW! REPORTING COMPLIANCE FOR 2018/19 REPORTS

For this reporting year SSN is introducing compliance criteria for all submitted reports. This is to improve the overall quality of the data submitted, to reduce the amount of data associated errors, and to enhance the overall quality of reports. Organisations are asked to ensure that:

- All significant emission data is provided e.g. gas, electricity, water (supply and treatment), waste, transport etc. appropriate to their organisation;
- All emission data has the corresponding correct Scope;
- The organisation's climate related targets are included in the report submission;
- If any of the above information is **not** included, then the organisation must provide an explanation of why this is so.

SSN will contact organisations as part of the feedback on their submission **if** any of the above information is not provided.

Remember to email SSN at info@sustainablescotlandnetwork.org or call 0131 651 4671/4668 should you have queries regarding any aspect of reporting.