WasteDataFlow

Welcome to WasteDataFlow online training!

The Validation Summary Report

WasteDataFlow Validation Report

This training session will cover:

- Introduction to the 'Validation Report'.
- How to download the report.
- An overview of the report.
- How to respond to the initial queries.
- Questions

WasteDataFlow

Introduction

- Validation report (aka Summary report)
  - Highlights reporting errors prior to L30 submission,
  - Identifies anomalies/ inconsistencies,
  - Identifies validation questions before WDF validation commences.
- Excel based tool, downloadable from the secure area of the WDF website.
- Does not replace WDF's validation role, rather it gives LAs greater control over their data.

WasteDataFlow

Introduction

- Provides tonnage breakdown by material and question.
- Compares current quarter with same/historic quarter of previous year i.e. Jan - Mar 2020 and Jan – Mar 2019.
- Performs a series of automated checks.
- Flags question data which falls outside a set boundary (e.g. +/-10%).
- Checks the branches of your Q100 'tree' balance.
- Checks address details for Qu100.
- Presents your comments.
- Raises 'Points to check' and presents your responses.

Downloading the summary report

Navigate to 'Data Authorisation' via 'Data' menu

⇩

Select authority name on the drop-down list

⇩

Select 'Sum' against the correct quarter

⇩

Click 'OK', and then open/save.

WasteDataFlow

Report overview

- Excel workbook with various worksheets:
  - Material Summary,
  - Cross-check Summary,
  - Qu100 Balance,
  - Points to check,
  - Address Details Qu100,
  - Qu100 Material Details,
  - Final destination Qu100,
  - Comments,
  - Tonnage breakdown,
  - High-level summary.

WasteDataFlow

Report overview

- Worksheets:
  - Areas greyed out not applicable to your LA type.
  - Check data highlighted green (OK) or orange (CHECK).
  - Red triangles give additional information if you hover over the cell.

Qu10 - Kerbside Recycling	OK	OK
Qu11 - Non-household Recycling	OK	OK
Qu12 - Kerbside non-contracted voluntary (HH)	OK	OK
Qu14 - CA Sites	OK	OK
Qu16 - CA Sites	OK	OK
Qu17 - Bring Site	CHECK	OK
Qu18 - Other Recycling	OK	CHECK
Qu33 - Bring site voluntary	OK	OK
Qu34 - Street Recycling	OK	OK
Qu100 - Sent for reuse	OK	CHECK

WasteDataFlow
Points to check

- Approval page during roll-up

Level									
10	QUES		SUM	PI				✓ ✗	

Data Waiting Approval
(Click '+' to view the audit trail for each period)

Authority :   **Period : Jul 16 - Sep 16**

The queries in the table below have been generated from the quarterly return you are about to approve to level 30. You will need to review these queries and provide either a comment response or acknowledgement for each, before being able to approve the return.

The queries are generated via the Validation Summary sheet, which can be downloaded using the button marked 'Summary' below. Where you identify a need for changes to be made to your data, you can re-open your return by clicking cancel to return to the Authorisation page

For further information on the validation process, guidance is provided here.

10	For Response	There is a discrepancy of 132.0 tonnes between the total residual tonnage collected (8,789.1 tonnes) and the total residual tonnage sent (8,921.2 tonnes). Can you please check the figures and confirm if this is correct? If this is correct please provide a reason for this discrepancy.	Yes, We had some stockpiled material last quarter which has now been sent for treatment in this quarter, therefore a 132t discrepancy is expected.
30	For Response	You have recorded 6,990.2 tonnes as collected for recycling or composting. The expected tonnage sent for reprocessing is therefore 6,990.2 tonnes. The actual tonnage which you have sent	Example Response Text

If any of the queries raised here require an amendment to your data, please click Cancel to return to the Data Authorisation page. Once you feel you have provided appropriate responses for any remaining queries please submit your return to level 30 by pressing the 'Approve' button.

Summary	Reopen	Cancel	Approve

What happens to my responses?

- For all users with data authorisation rights, the current responses (i.e. those given the last time someone approved the data) will be available on the Validation Summary report.

This is how the "Points to check" tab will look when a return is rolled to L10 for the first time. The approval page has yet to be completed, so no responses are provided.

	A	B	C	D
1	Query ID	Category	Description	Response on submission
2	10	For response	There is a discrepancy of 132.0 tonnes between the total residual tonnage collected (8,789.1 tonnes) and the total residual tonnage sent (8,921.2 tonnes). Can you please check the figures and confirm if this is correct? If this is correct please provide a reason for this discrepancy.	0
3	70	For response	Q10: Within this Quarter 1,477.4 tonnes have been recorded, but in last year's return there were no tonnes recorded. Is this correct?	0
4	140	For response	Q11: Within this Quarter 3,078.0 tonnes have been recorded, but in last year's return there were no tonnes recorded. Is this correct?	0

Once the approval page has been completed, the responses will appear within the "Pints to check" tab when next downloaded.

	A	B	C	D
1	Query ID	Category	Description	Response on submission
2	10	For response	There is a discrepancy of 132.0 tonnes between the total residual tonnage collected (8,789.1 tonnes) and the total residual tonnage sent (8,921.2 tonnes). Can you please check the figures and confirm if this is correct? If this is correct please provide a reason for this discrepancy.	Yes, We had some stockpiled material last quarter which has now been sent for treatment in this quarter, therefore a 132t discrepancy is expected.
3	70	For response	Q10: Within this Quarter 1,477.4 tonnes have been recorded, but in last year's return there were no tonnes recorded. Is this correct?	We have started to operate a new kerbside service since last year. I can confirm that a total tonnage of 1,477.4 is expected
4	140	For response	Q11: Within this Quarter 3,078.0 tonnes have been recorded, but in last year's return there were no tonnes recorded. Is this correct?	Correct, We have rolled out a new trade recycling service

WasteDataFlow

High level check

- These checks should principally indicate changes in the treatment of material, but may point out data omissions.

- Any significant changes in overall material destinations will be shown on the 'High-level summary' sheet; significant changes include:

  - <u>Recycling and Reuse</u> – will flag if total recycling shows an increase or decrease in tonnage of 22% or more.

  - <u>Landfill</u> – will flag if total landfill shows an increase of over 55 tonnes and 35% in tonnage.

  - <u>Incineration</u> – will flag if total incineration shows a decrease in excess of 500 tonnes and 15% in tonnage.

WasteDataFlow

Question Time

The Points to check sheet states there is an imbalance in one of the branches in Qu100. Which sheet will provide more information about the location of the imbalance?

Answer

The Qu100 Balance sheet.

It shows:

- which facility or facilities are showing an imbalance,
- the degree of the imbalance, and
- at which level of the branch it occurs.

WasteDataFlow

Question Time

The Points to check sheet highlights a discrepancy between the organic waste collected and sent. Where do I look for more information?

Answer

- Material Summary sheet
  - Tonnage Error Checks section: shows the total organic tonnages collected and sent.
  - Material Specific Recycling and Reuse Data section: shows tonnages collected and sent by material.
- Tonnage Breakdown sheet
  - Shows the tonnages by material from each question.
- Final Destination Qu100 sheet
  - Shows the tonnages recorded in final destination nodes in Qu100.

WasteDataFlow

Question Time

Where is the Validation Summary Report Guidance document?

Answer

- The England Guidance page
  - How to use the Validation Spreadsheet

- Other useful guidance notes
  On the same page:
  - Slides from this training session (and others),
  - Validating data for English local authorities (how to check and fix each Points to check query),
  - Qu100 Data entry guidance, and
  - Various guidance notes on specific reporting scenarios
  On the System Manual/Introduction pages
  - WasteDataFlow System Manual Section 3: How to enter, authorise and validate data

WasteDataFlow

Feedback!

Please give feedback on this session so we can improve future training.

[WDF training feedback form](#)