Department for Energy Security & Net Zero

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Warm Homes: Grant Management System

A Grant Recipient's Guide to Reconciliations and Adjustments

Reference: R3-03-GR-LG **Audience:** Grant Recipients – Local Grant **System:** Grant Recipient Portal
Version: Release 3 **Classification:** OFFICIAL

> **Note:** No training video accompanies this guide. All steps are documented here in full. The Funding Adjustment section described below will only appear on your Portal homepage if an adjustment process has been raised against your Funding Award. If nothing is displayed, no action is required from you.

Overview

This guide covers two topics:

- Notification of Adjustments in the GR Portal
- How to respond to an Adjustment Proposal

When DESNZ completes their financial year-end reconciliation and identifies a variance between the funding you received and your reported actuals, they may propose an adjustment. This guide explains what to expect, what the figures mean, and what action you need to take.

Part 1: Notification of Adjustments in the GR Portal

Step 1: Recognise the Adjustment Notification on Your Homepage

Once your PSO sets the adjustment to Review status, a notification will appear prominently on your Grant Recipient Portal Homepage. This message displays the Proposed Adjustment Figure – the amount DESNZ calculates is owed, either by your organisation to DESNZ, or by DESNZ to you.

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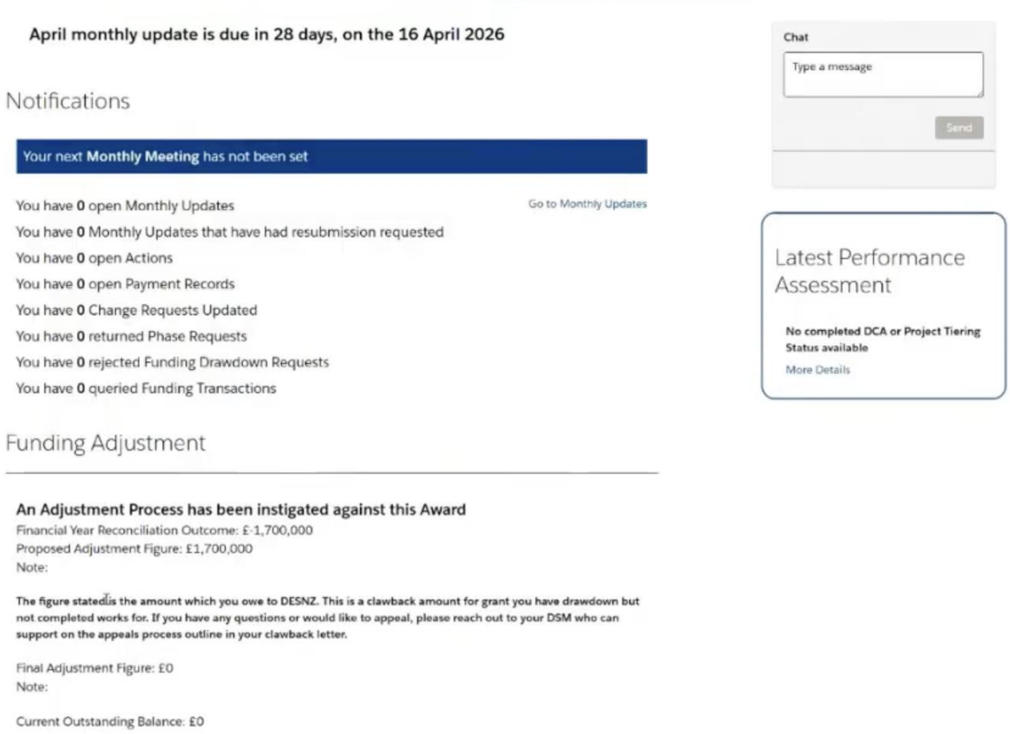


Screenshot: GR Portal Homepage showing the Funding Adjustment notification. The Proposed Adjustment Figure and Reconciliation Outcome are displayed prominently on the Homepage.

Reading the Reconciliation Outcome figure:

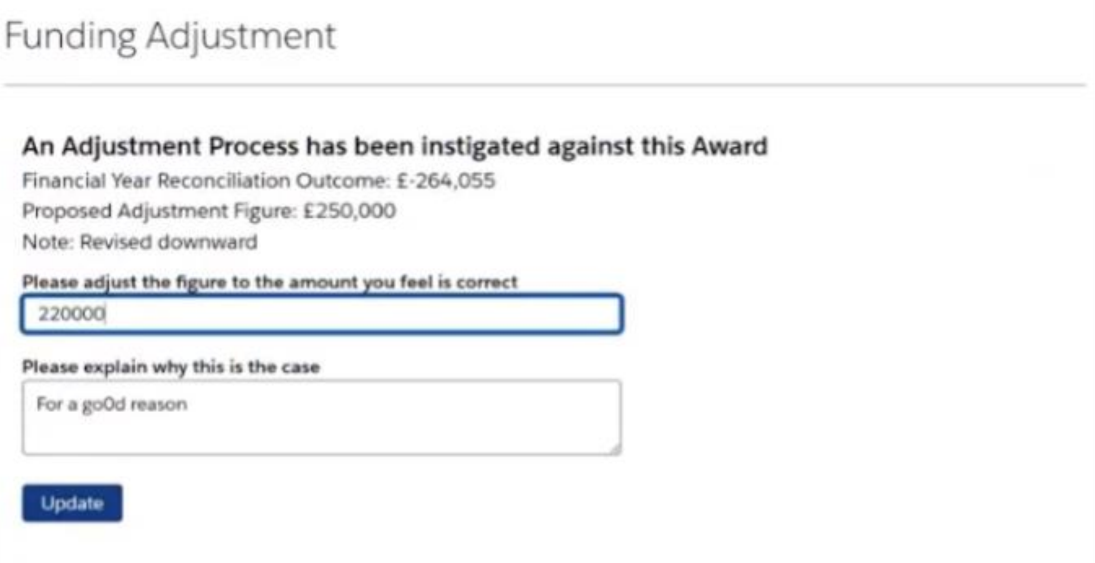
- If the Reconciliation Outcome shows a minus number (for example, –£1,700,000), this indicates that funds are owed by your organisation back to DESNZ.
- If the figure is positive, this indicates funds are owed by DESNZ to your organisation.

Part 2: Responding to an Adjustment Proposal

Step 2: Review the Proposed Adjustment Figure

You have the opportunity to review the proposed figure before it is finalised. If you agree with the amount, no further action is required from you at this stage – your PSO will proceed to confirm the Final Adjustment Amount.

If you disagree with the proposed amount – for instance, because of unreported actuals, pending costs, or a reporting discrepancy – you can enter an alternative figure using the input field provided on the Portal.



Screenshot: Funding Adjustment section showing the alternative figure input field and the rationale text box below it.

Step 3: Enter Your Alternative Figure and Rationale

If you are entering an alternative figure, you must also complete the rationale text box to explain your reasoning. Your explanation should be clear and specific – for example:

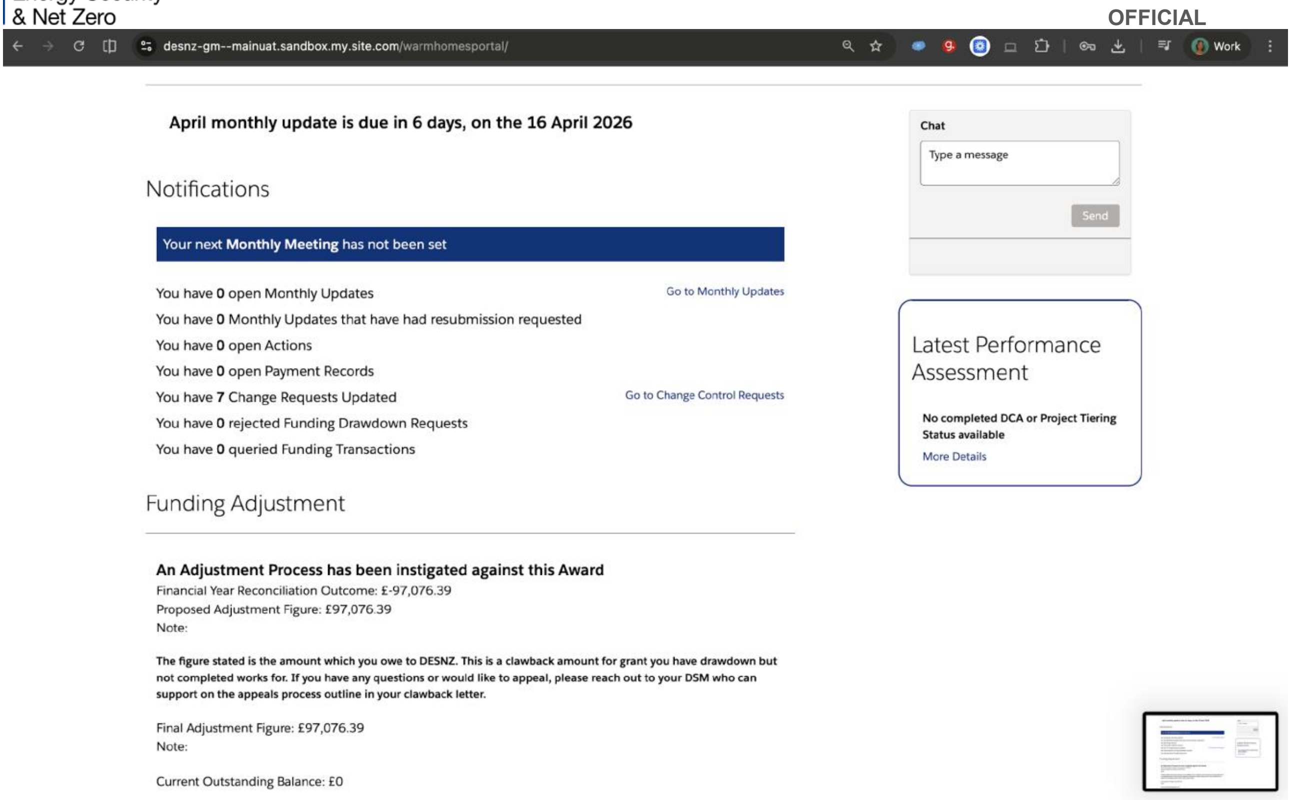
“We believe the correct amount is £55k due to a reporting error in March. The correct actuals were submitted in the April update.”

Click Update to submit your response to the PSO.

> 📌 **Note:** This is a one-time response. The Portal does not support an ongoing back-and-forth on the adjustment figure. Ensure your rationale is complete and accurate before submitting, as you will not be able to revise it through the Portal afterwards. Your PSO will review what you have submitted and use it to determine the Final Adjustment Amount.

Step 4: Understand the Final Outcome Fields

Once your PSO has reviewed your response and confirmed the adjustment, the Final Adjustment Figure field will be updated to show the confirmed amount. If there are any amounts that remain outstanding, these will also appear in the Current Outstanding Balance field.



Screenshot: Funding Adjustment record showing the Final Adjustment Figure and Current Outstanding Balance fields once the PSO has confirmed the outcome.

Quick Reference Summary

Task	Where / How
Adjustment notification	Appears on GR Portal Homepage when your PSO sets the adjustment to Review status
Reconciliation Outcome (minus)	Funds are owed by your organisation to DESNZ
Reconciliation Outcome (positive)	Funds are owed by DESNZ to your organisation
Agree with the figure	No action required – your PSO will confirm the Final Adjustment Amount
Adjust the figure	Enter your alternative amount and a clear rationale in the Portal, then click Update
Final outcome	Shown in the Final Adjustment Figure and Current Outstanding Balance fields
Nothing displayed on Homepage	No adjustment has been raised – no action required from you

For queries about your adjustment figure or the reconciliation outcome, contact your PSO directly.