

# [ABS007.3: Editing an Approved Batch \(GRL/CM\)](#)

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Welcome to this handy mini guide! We're excited to help you navigate the process of editing an approved batch. Editing is necessary if there are significant changes since approval, such as the removal or addition of measures, changes in item costs, or a home dropping out of the batch. Note that you cannot add additional homes to an already approved batch; additional homes must be submitted in a new batch. //Let's get started!

## **1. Disclaimer**

All the screenshots in this user guide are taken from the DESNZ training environment. Since the system is still in development, there may be some differences to the screens you see in the live environment, and the data used is purely for demonstration purposes.

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## 2. Approved batches

A reminder that to find approved batches, navigate to the batches tab, then approved.

The screenshot displays the 'Warm Homes: Grant Recipient Portal' interface. The header includes the Department for Energy Security & Net Zero logo and the user's name, Natasha Daley, Valley Brook Council (Grant Recipient Lead). The navigation menu includes Home, Project Summary, Baselines, Monthly Reporting, Properties & Measures, Batches, Payments, Fraud & Risks, Support, and Logout. The main content area is titled 'WHLG-Valley Hills Consortium-2024' and shows a table of approved batches. The table has columns for Local Authority Batch Ref, Status, Created Date, Version, and Funds Requested. The table contains 10 rows of data, with the first row being the record of interest.

Local Authority Batch Ref	Status	Created Date	Version	Funds Requested
JJ-CM-TRAINING-2F%00-50%PRS	Approved	24/04/2025, 10:24	1	£170,500.00
DEMO - GRL - 2F%	Approved	03/04/2025, 11:10	4	£138,000.00
ND - DEMO - GRL #4 v3	Approved	02/04/2025, 13:27	3	£138,000.00
ND - DEMO - CM #3	Approved	01/04/2025, 14:10	1	£130,000.00
VHC Batch #05	Approved	21/03/2025, 16:37	1	£78,000.00
VD Batch #101	Approved	19/03/2025, 15:53	1	£45,000.00
VD Batch #99	Approved	18/03/2025, 11:23	1	£144,000.00
Valley Dale #2	Approved	14/03/2025, 12:38	2	£83,000.00
VHC Batch #07	Pre-Approved	07/03/2025, 15:36	1	£0.00

## 3. Click here

Here is the record we are discussing.

Department for Energy Security & Net Zero

## Warm Homes: Grant Recipient Portal

Welcome, Natasha Daley  
Valley Brook Council  
(Grant Recipient Lead)

Home Project Summary Baselines Monthly Reporting Properties & Measures Batches Payments Fraud & Risks Support Logout

### WHLG-Valley Hills Consortium-2024

Approved

10 of 10 items - 0 items selected

Search this list...

Local Authority Batch Ref	Status	Created Date	Version	Funds Requested
<input type="radio"/> JJ-CM-TRAINING-2FYs-00-50%PRS	Approved	24/04/2025, 10:24	1	£170,500.00
<input type="radio"/> DEMO - GRL - 2FYs	Approved	03/04/2025, 11:10	4	£138,000.00
<input type="radio"/> ND - DEMO - GRL #4 v3	Approved	02/04/2025, 13:27	3	£138,000.00
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<input type="radio"/> Valley Dale #2	Approved	14/03/2025, 12:38	2	£83,000.00
<input type="radio"/> VHC Batch #07	Pre-Approved	07/03/2025, 15:36	1	£0.00

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Done 2 Steps

Click here



#### 4. Click "Edit"

Select it and Initiate the editing process.

<input type="radio"/> ND - DEMO - CM #3	Approved	01/04/2025, 14:10	1	£130,000.00
<input type="radio"/> VHC Batch #05	Approved	21/03/2025, 16:37	1	£78,000.00
<input type="radio"/> VD Batch #101	Approved	19/03/2025, 15:53	1	£45,000.00
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<input type="radio"/> VHC Batch #07	Pre-Approved	07/03/2025, 15:36	1	£0.00

Batch Highlight

ABS Batch Id  
ABS-00000054

Local Authority Batch Reference  
JJ-CM-TRAINING-2FYs-00-50%PRS

Version Number  
1

Batch Created Date  
24 Apr 2025

ABS Batch Reference  
JJ-CM-TRAINING-2FYs-00-50%PRS

Total grant requested  
170500

View Details

**Click "Edit"**

Edit

Batch Info

ABS Batch Id  
ABS-00000054

Local Authority Batch Reference  
JJ-CM-TRAINING-2FYs-00-50%PRS

Version Number  
1.0

Full Batch Id  
WHLG-VHC-ABS-00000054

Funding Used in first FY %  
76.00

Funding Used in first FY  
£130,000

ABS Status  
Approved

Estimated Start Date  
22 Apr 2025

Estimated Completion Date  
10 May 2026

PSO Feedback  
Looks good!

Summary

Total Homes  
30

Total grant funding already spent on homes via upfront funding  
£2,000,000

Done 5 Steps

#### 5. Click "Next"

This action will create an entirely new version of the batch



### WHLG-Valley Hills Consortium-2024

A new version of the Batch has been created.

Next

## 6. Click "Next"

Continue to the following step.

### WHLG-Valley Hills Consortium-2024

A new version of the Batch has been created.

Click "Next"



Next

## 7. Click "Local Authority Batch Reference"

Though the new version will be displayed on screen

Department for Energy Security & Net Zero

Warm Homes: Grant Recipient Portal

Welcome, Natasha Daley, Valley Brook Council (Grant Recipient Lead)

Home Project Summary Baselines Monthly Reporting Properties & Measures Batches Payments Fraud & Risks Support Logout

WHLG-Valley Hills Consortium-2024

Assign IAs Batch Deliver Property Inform Measures Capital Expen VAT Spans FY Summary Version Over Validation

Local Authorities participating in Batch JJ-CM-TRAINING-2FYs-00-50%PRS **Version 2**

Total Home Costs £230,000.00 Total Measure Costs £220,000.00 Total Capital Expenditure Costs £10,000.00

Local Authority Batch Reference JJ-CM-TRAINING-2FYs-00-50%PRS

Please add to the below list any Local Authorities where they are involved in the delivery of this batch and/or a home in their constituency is being upgraded as part of this batch.

Add Local Authority consortium members (\* Required)

Valley Dale Council

+ Add

Next

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Done 8 Steps

## 8. Update ref

You have the option to update the reference to reflect this new version if you choose to do so.

Department for Energy Security & Net Zero

Warm Homes: Grant Recipient Portal

Welcome, Natasha Daley, Valley Brook Council (Grant Recipient Lead)

Home Project Summary Baselines Monthly Reporting Properties & Measures Batches Payments Fraud & Risks Support Logout

WHLG-Valley Hills Consortium-2024

A new version of the Batch has been created.

Next

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Done 7 Steps

## 9. New Version Overview

You'll see all the same pages and before pre-filled with the same data as before. The only new page is the one shown on screen called "New Version Overview", whereby you will need to provide a summary of changes made to this new version.

**Warm Homes: Grant Recipient Portal**

Department for Energy Security & Net Zero

Welcome, Natasha Daley Valley Brook Council (Grant Recipient Lead)

Home Project Summary Baselines Monthly Reporting Properties & Measures Batches Payments Fraud & Risks Support Logout

**WHLG-Valley Hills Consortium-2024**

Version Overview Validation

**New Version Overview** JJ-CM-TRAINING-2FYs-00-50%PRS - 2  
Version 2

Total Home Costs £230,000.00	Total Measure Costs £220,000.00	Total Capital Expenditure Costs £10,000.00
---------------------------------	------------------------------------	---

The Batch's Total Grant Requested Amount compared to the previous version

From: £170,500.00

To: £170,500.00

Please summarise the changes made to this batch, and please provide reasoning if costs have increased

Previous Next

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14 Steps

## 10. Submit

Fill in your reason, and submit for approval once more (if you are a Grant Recipient Lead), otherwise you'll submit for review.

**Warm Homes: Grant Recipient Portal**

Department for Energy Security & Net Zero

Welcome, Natasha Daley Valley Brook Council (Grant Recipient Lead)

Home Project Summary Baselines Monthly Reporting Properties & Measures Batches Payments Fraud & Risks Support Logout

**WHLG-Valley Hills Consortium-2024**

Version Overview Validation

**New Version Overview** JJ-CM-TRAINING-2FYs-00-50%PRS - 2  
Version 2

Total Home Costs £230,000.00	Total Measure Costs £220,000.00	Total Capital Expenditure Costs £10,000.00
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Previous **Next**

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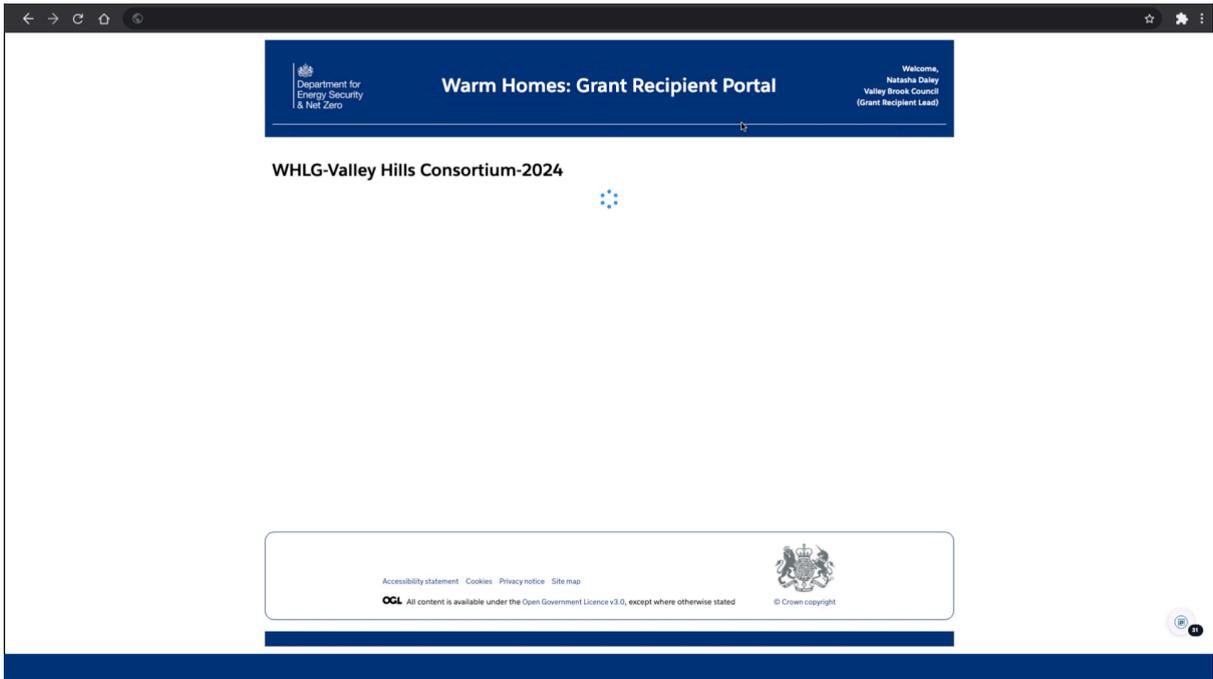
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15 Steps

## 11. Approved batch

Once approved, you'll find the new version replacing the old one in the approved list.

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This concise mini guide is designed to assist you in navigating the process of editing an approved batch. Thank you for watching!

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