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Review / Revision History			
Revision No.	Date	Description	Approved By
0	August 2017	Phase 1 Go-Live	
1	February 2018	Clarification of business rules	
2			
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4			
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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives in filling out and submitting Data Entry Templates (DET) in the NEA Web Portal. This DET is used to report an EC's Board of Directors. This must be observed in order to successfully provide data for BOD monitoring of account statuses particularly in Power Account and Cash Advance, and the monitoring of conflict of interest of a Board's business in the form of the following operational reports:


- Monthly Institutional Report (MIR)
- Form A

2.0 SCOPE

This manual establishes the guidelines of Data Entry Template (DET) standardization, the field mapping from old report to new DET format, and the procedures for the submission of DET028 BOD in the NEA Web Portal System performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS


Data Entry Field	-	Intended value of the data entry field.
Data Entry Template (DET)	-	Input Templates used to fill out information and submitted by the ECs to the Web Portal for NEA acknowledgement and reports generation. These templates serve as sources of inputs in the generation of reports.
Description	-	Brief explanation of the data entry field.
DET028 – BOD	-	Data entry template used by the ECs to record their Board of Directors' (BOD) information.
Existing Report	-	Existing report equivalent of the data entry template.

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- Existing Report Field Equivalent - Data entry field equivalent in the existing report.
- Existing Report Table Form A - Section where the data entry field can be located in the existing report.
- Report that is part of the Monthly Institutional Report that shows the details of the different BOD members of the EC.
- Formula - Computation equivalent of the data entry field.
- List of Values (LOV) - Defined values under the dropdown tab.
- Monthly Institutional Report (MIR) - An operational report submitted by the EC to NEA that contains the EC's institutional detail updates for the reporting month.
- Reporting Month - The month covered by the data being reported. This is the data for the month earlier than the current month (Month X – 1).
- Required? (Y/N) - Indicates if a field is required to be filled up or not.
- Source - Indicates if field information is a data entry or calculated automatically in the data entry template.
- Validation Rules - Standard values that should be entered in the data entry field or criteria that should be followed.

4.0 ROLES AND RESPONSIBILITIES

- Electric Cooperative (EC) - Responsible for accomplishing, submitting, revising, and resubmitting of DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs.
- Helpdesk Support - Responsible for receiving and assessing the information on reported incident, request, and facilitates Helpdesk tickets.


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NEA DET Reviewers - Responsible for acknowledging/ reviewing the submitted DETs by the ECs.

5.0 MANUAL

The table below presents the definition of each data entry field that corresponds to the columns found in the tables in the DET.

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
EC Name	The acronym of the Electric Cooperative (EC). <i>List of dropdown values will refer to Master List – EC Profile. (E.g. BENEKO, CENPELCO, INEC, etc.).</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT	Name of EC
Reporting Year	The year during which the data is being reported. <i>List of dropdown values will be years from 2017 to 2070.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of <month> <year>
Reporting Month	The month during which the data is being reported. <i>List of dropdown values will be months from January to December.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT (Header)	Monthly Institutional Report (MIR) for the month of <month> <year>
BOD Name	The name of the BOD member. <i>List of dropdown values will refer to Master List – BOD Profile.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values. If the BOD is not included in the list of dropdown values, request for additional	MIR	MIREPORT – A.1 Board's Profile	Name
							MIREPORT – A.2 Board's Meetings/Attendance	Particulars


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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					BOD record through Helpdesk Support .		Form A	Name
Number of Term of Office	The term of office of a BOD member. ¹ <i>Values in the dropdown list are 1, 2, and 3.</i> 1 term = 3 years 2 terms = 6 years 3 terms = 9 years or more	Y	Data Entry	N/A	Value should be selected from the list of dropdown values. If the BOD member served more than 9 years, select term 3 .	MIR	MIREPORT - A.1 Board's Profile	Term of Office
Start Date of Term	The start date of a BOD member's term of office. ²³	Y	Data Entry	N/A	Date must not be earlier than 'Date of Election/Appointment'. Date format should be MM/DD/YYYY .	New	New	New
End Date of Term	The end date of a BOD member's term of office. Current BODs may plot their forecasted date of end of term.	Y	Data Entry	N/A	Date must not be earlier than 'Start Date of Term'. Date format should be MM/DD/YYYY .	New	New	New
Reason for End of Term	The reason why a BOD member ended his term. Current BODs may initially put "N/A" as the reason since the term is still on-going.	Y	Data Entry	N/A	Fill out field if End Date of Term has value.	New	New	New
Total No.	The total number of years	Y	Data Entry	N/A	Value should be a	MIR	MIREPORT -	Total No. of


¹ For CDA ECs, Term 1 = 1-2 years, Term 2 = 3-4 years, and Term 3 = 5-6 years.

² Start Date of Term means the very first date the BOD was sworn in through AGMA oath taking or the date of proclamation.

³ Ensure that the "Start Date of Term" is later than the "Date of Election/Appointment" found in the BOD Profile Master Data.

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Years as BOD	of a member as BOD.				whole number.		A.1 Board's Profile	Years as BOD
Power Account Status	<p>The status of the monthly electronic payables of an EC.</p> <p><i>Values in the dropdown list are Up To Date, With Arrears.</i></p> <p>Up To Date = an EC has already settled its monthly electronic payables.</p> <p>With Arrears = an EC has to settle the balances with its monthly electronic payables.</p>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT - A.1 Board's Profile	Status of Power Accounts Payable/ Cash - Power Account - Up to date
								Status of Power Accounts Payable/ Cash - Power Account - W/ Arrears
Cash Advance Status	<p>The status of cash advances lent by an EC to its EC officials.</p> <p><i>Values in the dropdown list are Up To Date, With Arrears.</i></p> <p>Up To Date = The EC official has already settled his cash advance with the EC.</p> <p>With Arrears = The EC official still has to settle his balance to the EC who lent the cash.</p>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	MIR	MIREPORT - A.1 Board's Profile	Status of Power Accounts Payable/ Cash - Cash Advance - Up to date
								Status 1of Power Accounts Payable/ Cash - Cash Advance - W/ Arrears
Financial Interest	Determine if the business of the BOD related to the	Y	Data Entry	N/A	Value should be selected from the list of	MIR	Form A	Financial Interest

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	services of the EC. <i>Values in the dropdown list are Yes, No.</i> Yes = The BOD's business is related to the services of the EC. No = The BOD's business is not related to the services of the EC.				dropdown values.			
Financial Details	The details of the related business of the BOD to the services of the EC. Examples of financial details may be, but not limited to Transformer Business, Cable Business, etc.	N	Data Entry	N/A	Fill out field if the value of 'Financial Interest' is equal to 'Yes'.	MIR	Form A	Financial Interest Details

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



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8.0 ATTACHMENTS

9.0 RECORDS