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Review / Revision History			
Revision No.	Date	Description	Approved By
0	June 04, 2018	Initial version	
1			
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1.0 OBJECTIVE


This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Data Entry Templates (DET) in the Web Portal. This must be observed in order to successfully provide data to help aid in monitoring of EC loan amortization due. This DET contributes to the generation of Monthly Financial and Statistical Report.

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 DET023 Schedule of Amortization in the Web Portal System performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS

Data Entry Template (DET)	- Input Templates used to fill out information and submitted by the ECs to the NEA BIT Web Portal for NEA acknowledgement and reports generation. These templates serve as inputs in the generation of reports.
Data Entry Field	- Intended value of the data entry field.
Description	- Brief explanation of the data entry field.
DET023 Schedule of Amortization	- Data entry template used to record EC amortization due to other institutions outside NEA.
Existing Report	- Existing report equivalent of the data entry template.
Existing Report Field Equivalent	- Data entry field equivalent in the existing report.
Existing Report Table	- Section where the data entry field can be located in the existing report.
Formula	- Computation equivalent of the data entry field.

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- List of Values (LOV) - Defined values under the dropdown tab.
- Monthly Financial and Statistical Report - An operational report submitted by the EC to NEA that contains the EC's financial 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 DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs and the final outcome of Operational Reports.
- NEA DET Reviewer - Responsible for acknowledging/ reviewing the submitted DETs by the ECs.

5.0 MANUAL

The definition of each data entry field that corresponds to the columns found in the DETs.

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).	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	16 Amortization	EC Name



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	<i>List of dropdown values will refer to Master List – EC Profile. (E.g. BENEKO, CENPELCO, INEC, etc.).</i>							
Reporting Year	The year during which the data is being reported. <i>List of dropdown values are years from 2017 to 2070.</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	16 Amortization	Reporting Year
Reporting Month	The month during which the reported data happened. <i>List of dropdown values are months from January to December.</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	16 Amortization	Reporting Month
EC Has Loan?	Describes if EC has outstanding loan or none. <i>List of dropdown values are Yes and No.</i> <i>If No is selected, no need to provide information on the succeeding table.</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	<i>New</i>	<i>New</i>	<i>New</i>
Name of Creditor/ Name of Supplier	Names of Creditors and/or Suppliers of the EC	N	Data Entry	N/A	Value is based on data input. Accepts alpha numeric characters.	MFSR	16 Amortization	Name of Creditor/ Name of Supplier



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Creditor Type	Classification of Creditors and/or Suppliers. <i>List of dropdown values are Banks, Other Financial Institutions, Power Supplier, Supplier (Materials), Others</i>	N	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	16 Amortization	Creditor Type
Loan Type	<i>List of dropdown values are Short Term and Long Term</i> *** Short Term – loan for 1 year period Long Term – loan for more than 1 year period	N	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	16 Amortization	Loan Type
Start Date	Start date of loan	N	Data Entry	N/A	Must be in MM/DD/YYYY format	MFSR	16 Amortization	Start Date
Maturity Date	Date when loan becomes due.	N	Data Entry	N/A	Must be in MM/DD/YYYY format	MFSR	16 Amortization	Maturity Date
Principal Amount	The initial amount of loan	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Principal Amount
Loan Term Description-Interest	The interest applied on principal amount. This field is already expressed in percentage format.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Loan Term Description-Interest
Loan Term	The terms of payment of	N	Data Entry	N/A	Must be a numeric	MFSR	16	Loan Term



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Description- Repayment Period	loan in years.				value		Amortization	Description- Repayment Period
Status of Payment	Payment status of ECs to Creditors and Power Suppliers. <i>List of dropdown values are Current and In Arrears. ***</i> Current – Refers to up to date payment for loan In Arrears – Refers to missing one or more required payment for loan	N	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	16 Amortization	Status of Payment
Outstanding Loan Balance, Beginning of the Month	The outstanding loan amount as of reporting period	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Outstanding Loan Balance, Beginning of the Month
Additional Loan for Current Month	The additional loan by the EC	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Additional Loan for Current Month
Adjustments on Principal (Debit)/Credit		N	Data Entry	N/A	Must be a numeric value	MFSR	16 Amortization	Adjustments on Principal (Debit)/Credit
Amortization Due – Principal	This is the loan payment due for the month.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Amortization Due – Principal
Amortization	This is the interest	N	Data Entry	N/A	Must be positive	MFSR	16	Amortization Due



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Due – Interest	payment due for the month.				numeric value only		Amortization	– Interest
Actual Payment – Principal	This is the payment made for the principal loan for the month.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Actual Payment – Principal
Actual Payment – Interest	This is the payment made due for the interest of loan for the month.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Actual Payment – Interest
Others (Guarantee Fee, etc.)	Other amount associated with the loan.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Others (Guarantee Fee, etc.)
Debt Reserve Fund Balance	Refers to cash assets secured by the EC to ensure full and timely payments to its Creditors	N	Data Entry	N/A	Must be positive numeric value only	MFSR	16 Amortization	Debt Reserve Fund Balance
Outstanding Loan Balance, End of Month	This is the outstanding loan as of reporting period.	N	Calculated	Outstanding Loan Balance, End of Month = Outstanding Loan Balance, Beginning of the Month + Additional Loan for Current Month + Adjustments on Principal (Debit)/Credit - Actual Principal Payment	Must be positive numeric value only	MFSR	16 Amortization	Outstanding Loan Balance, End of Month
Remarks	Space provided for annotations for each loan record.	N	Data Entry	N/A	Value is based on data input. Accepts alpha numeric characters.	MFSR	16 Amortization	Remarks
Totals	Summation of numeric fields	N	Calculated	Totals = summation of values	Must be numeric value only	MFSR	16 Amortization	Totals

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6.0 PROCEDURE

7.0 REFERENCE

8.0 ATTACHMENTS

9.0 RECORDS