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1.0 OBJECTIVE

This manual aims to guide NEA Data Provider 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 payment status to GENCO and NGCP. This DET contributes to the generation of Monthly Financial and Statistical Report and Performance Standard Monitoring 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 DET024 Power Accounts Payable Overall in the Web Portal System performed by NEA Data Provider.

3.0 DEFINITION OF TERMS

Data Entry Template (DET)　　-　Input Templates used to fill out information and submitted by NEA to the NEA BIT Web Portal for 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.

DET024 Power Accounts Payable Overall　　-　Data entry template used to record EC payment status to GENCO and NGCP.

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.

List of Values (LOV)   -   Defined values under the dropdown tab.

Performance Standard Monitoring Report   An operational report submitted by the EC to NEA that contains the EC's performance for a given evaluation period.

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

NEA Data Provider   -

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
Reporting Year	The year during which the data is being reported. *List of dropdown values are years from 2017 to 2070.*	Y	Data Entry	**N/A**	Value must be selected from the list of dropdown values.	PSMR	3 Efficiency	Reporting Year
Reporting	The month during which	Y	Data Entry	**N/A**	Value must be selected	PSMR	3 Efficiency	Reporting Month

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Month	the reported data happened. *List of dropdown values are months from January to December.*				from the list of dropdown values.			
EC	List of Electric Cooperatives	N	Data Entry	**N/A**	N/A	N/A	N/A	N/A
GENCO Payment Status	Payment status to GENCO *List of dropdown values are Current, In Arrears, Restructured Current, Restructured In Arrears*	N	Data Entry	**N/A**	Value must be selected from the list of dropdown values.	PSMR	3 Efficiency	Payment to Power Supplier-GENCO
GENCO with Remarks		N	Data Entry	**N/A**	Value is based on data input. Accepts alpha numeric characters.	N/A	N/A	N/A
NGCP Payment Status	Payment status to NGCP *List of dropdown values are Current, In Arrears, Restructured Current, Restructured In Arrears*	N	Data Entry	**N/A**	Value must be selected from the list of dropdown values.	PSMR	3 Efficiency	Payment to Power Supplier-NGCP
NGCP with Remarks		N	Data Entry	**N/A**	Value is based on data input. Accepts alpha numeric characters.	N/A	N/A	N/A

6.0 PROCEDURE

7.0 REFERENCE

8.0 ATTACHMENTS

9.0 RECORDS