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Revision No.	Date	Description	Approved By
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1			
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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 ASD in defining each EC's total subsidy releases and residual amounts. This DET contributes to the generation of **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 DET026 Releases 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.  |
| DET026 Releases                  | - Data entry template used to record EC total subsidy releases  |
| 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.
- 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
<b>Reporting Year</b>	The year during which the data is being reported. <i>List of dropdown values are years from 2017 to 2070.</i>	Y	Data Entry	<b>N/A</b>	Value must be selected from the list of dropdown values.			
<b>Reporting</b>	The month during which	Y	Data Entry	<b>N/A</b>	Value must be selected			



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
<b>Month</b>	the reported data happened.  <i>List of dropdown values are months from January to December.</i>				from the list of dropdown values.			
<b>EC</b>	List of Electric Cooperatives	N	Data Entry	<b>N/A</b>	N/A			
<b>Total Subsidy Releases</b>		N	Data Entry	<b>N/A</b>	Must be positive numeric value only			
<b>Total Residual Loan</b>		N	Data Entry	<b>N/A</b>	Must be positive numeric value only			

## 6.0 PROCEDURE

## 7.0 REFERENCE

## 8.0 ATTACHMENTS

## 9.0 RECORDS