



## GET TO KNOW YOUR CONNECTIONS DET

### What is DET40 – Connections for?

- Connections is the Data Entry Template (excel file) that you will use to report the details of energization of the barangays and sitios/puroks energized by your EC.
- It is used as input for the Status of Energization (SOE) Report together with DET039 – SEP BLEP.

### When does our EC need to submit Connections DET?

- Deadline is the same, every 15<sup>th</sup> of the month; no exceptions if it falls on a holiday or weekend. Connection DET must be submitted through the Web Portal.

### What do the Connections DET colors mean?

#### ***For Data Input:***



Data Entry Fields, where you will input data,  
e.g. “New Services Connected”

✓ All fields with (\*) are  
required:

#### ***NOT for Data Input:***



Row/Column header fields,  
not required to be filled out



Calculated fields, should not be modified  
e.g. “Total Services in Place,” “Total Number of Consumers”



**MORE QUICK TIPS on the next page!**

Need more help? Click on the image

Check out the [Connections DET Manual](#) in the [GO-LIVE KIT!](#)



## UNDERSTAND CONNECTION DET FIELDS

### Connection DET Header

EC Short Name	
Reporting Year	
Reporting Month	

### CONNECTIONS

**EC Name** (select from list) - Short name of the Electric Cooperative (EC)

**Reporting Year** (select from list) - The year of the data being reported. Dropdown values are years 2017 to 2070.

**Reporting Month** (select from list) - The month of the data being reported. Dropdown values are January to December.

### What do “New Services Connected”, “Services Connected/Reconnected” mean?

- **New Services Connected** – the number of new connections energized for the month being reported
- **Services Reconnected** – the number of reconnections for the month being reported
- **Services Disconnected** – the number of disconnections for the month being reported. It should include temporary and permanent disconnections.

- ✓ You can specify the type of disconnection in the “Remarks” field, e.g.
  - Temporary
  - Permanent

- ✓ If the sum of the “New Services Connected” and “Services Reconnected” is less than the “Services Disconnected”, input zero (“0”) in the “Services Disconnected”, see below.

#### Monthly Connection Details

New Services Connected	400
Services Reconnected	3000
Services Disconnected	0
Total Services in Place	3400
Total Number of Consumers	105682

- ✓ Input the actual number of “Services Disconnected” in the “Comments” box on the Web Portal

Comments \*

4800 Services Disconnected

Submit Data Entry   Leave Page

### How does the DET compute the “Total Services in Place” and “Total Number of Consumers”?

- **Total Services in Place** = “New Services Connected” + “Services Reconnected” – “Services Disconnected”
- **Total Number of Consumers** = sum of “Actual to Date” values under “Consumer Connection”

### Where do we find our City/Municipality GEO ID?

- Download the **GEO ID** file from the Web Portal, Downloads menu tab > Geography List. Refer to the email sent by NEA BIT Support with subject: “Download the latest GEO ID file for instructions.”



### What do we put under “Coverage” and “Actual to Date” for Barangay and Sitio/Puroks if they are not applicable to us since the area is originally covered by another EC?

- Since they are required fields, input “1” in Barangay and Sitio/Puroks “Coverage” and “Actual to Date” fields if they are not applicable to your EC. Barangay and Sitio/Puroks % will be calculated by the DET, see sample below:

Barangay			Sitios/Puroks		
Coverage	Actual To date	%	Coverage	Actual To date	%
1	1	100.00%	1	1	100.00%

### What should we include in the “Members: To Date” ?

- “Members: To Date” is the current number of the members of an EC. It should include current and newly applied consumers.

Need more help? Click on the image

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