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Review / Revision History			
Revision No.	Date	Description	Approved By
0			
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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 aid in comparing the EC's actual dispatch of energy versus the contracted capacity in each power supplier agreement with Power Suppliers. This is formed in the Monthly Engineering 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 DET002 Power Supply in the 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.
DET002 – Power Supply	-	Data entry template used to compare the actual billed and dispatched energy against power supplier agreement.
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.

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- Formula - Computation equivalent of the data entry field.
- List of Values (LOV) - Defined values under the dropdown tab.
- 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.
- 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).	Y	Data Entry	N/A	Value should be selected from the list of	MONTHLY ENGINEERING	N/A	ELECTRIC COOPERATIVE

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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. BENECA, GENPELCO, INEC, etc.).</i>				dropdown values.	REPORT		
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.	MONTHLY ENGINEERING REPORT	N/A	YEAR
Reporting Month	The month during which the reported data happened. <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.	MONTHLY ENGINEERING REPORT	N/A	MONTH
Power Supplier Name	The company name of the Power Supplier.	Y	Data Entry	N/A	Value should be selected from the list of dropdown values based on the values from Power Supplier Master Data.	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	NAME OF POWER PROVIDER
Power Plant Name	The name of the Power Plant owned by the Power Supplier.	Y	Data Entry	N/A	Value should be selected from the list of dropdown values based on the values from Power Supplier Master Data which is associated to the selected power supplier.			
Power Bill/	The unique billing/	Y	Data Entry	N/A	None.			

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Statement Reference Number	reference number per Power Plant of the Power Supplier.							
Billing Period Start Date	The billing cut-off Start Date. *Note1: Usually every 25th of the month	Y	Data Entry	N/A	Must not be later than date today with format MM/DD/YYYY .	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	PERIOD CONTRACTED FROM
Billing Period End Date	The billing cut-off End Date. *Note1: Usually every 25th of the month	Y	Data Entry	N/A	Must not be later than date today with format MM/DD/YYYY .	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	PERIOD CONTRACTED TO
Power Supplier Billing Amount Table								
Generation Rate for the Month	The ERC approved generation rate for the month. This is the peso per kilowatt hour value (Billed PHP/ kWh Purchased) on the power supplier.	Y	Data Entry	N/A	Displayed with 4 decimal places.			
Total Charges	The total amount of charges billed for the month.	Y	Data Entry	N/A	Displayed with 2 decimal places.			
Total Taxes	The total amount of taxes billed for the month.	Y	Data Entry	N/A	Displayed with 2 decimal places.			
Current Power Supplier Bill	The sum of Total Charges and Total Taxes billed for the month.	Y	Calculated	Current Power Supplier Bill Amount = Sum of	Displayed with 2 decimal places.			

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Amount				Total Charges and Total Taxes				
Overall Total Charges	The summation of Total Charges.	Y	Calculated	Overall Total Charges = Sum(Total Charges Amount)	Displayed with 2 decimal places.			
Overall Total Taxes	The summation of Total Taxes.	Y	Calculated	Overall Total Taxes = Sum(Total Taxes Amount)	Displayed with 2 decimal places.			
Overall Current Power Supplier Bill Amount	The summation of Current Power Supplier Bill Amount.	Y	Calculated	Overall Current Power Supplier Bill Amount = Sum(Current Power Supplier Bill Amount)	Displayed with 2 decimal places.			
Power Supply - Actual Dispatch Table								
Maximum Power (kW)	The peak kW delivered for the month.	Y	Data Entry	N/A	Displayed with 2 decimal places.	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	ACTUAL DISPATCHED MAXIMUM POWER
Energy (kWh)	The actual energy dispatch for the month.	Y	Data Entry	N/A	Displayed with 2 decimal places.	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	ACTUAL DISPATCHED ENERGY
Curtailed Energy (kWh)	The energy not delivered by the Power Supplier for the month. This is the difference between Contracted Energy (kWh) and Actual Energy (kWh) Delivered.	Y	Data Entry	N/A	Will be equal to 0 if actual energy exceeds the Contracted Energy (kWh). Displayed with 2 decimal places.			

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Overall Maximum Power (kW)	The summation of Maximum Power (kW).	Y	Calculated	Overall Maximum Power (kW) = Sum(Maximum Power (kW) Amount)	Displayed with 2 decimal places.			
Overall Energy (kWh)	The summation of Energy (kWh).	Y	Calculated	Overall Energy (kWh) = Sum(Energy (kWh) Amount)	Displayed with 2 decimal places.			
Overall Curtailed Energy (kWh)	The summation of Curtailed Energy (kWh).	Y	Calculated	Overall Curtailed Energy (kWh) = Sum(Curtailed Energy (kWh) Amount)	Displayed with 2 decimal places.			

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



8.0 ATTACHMENTS

9.0 RECORDS