

 National Electrification Administration	<i>Manual Title:</i> MASTER DATA TEMPLATE MANUAL	<i>Doc Code:</i> NEA-QMS- SP-XX	<i>Page:</i> 1 of 7
	<i>Document Title:</i> TRANSFORMER MASTER DATA MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> February 19, 2018

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 National Electrification Administration	<i>Manual Title:</i> MASTER DATA TEMPLATE MANUAL	<i>Doc Code:</i> NEA-QMS- SP-XX	<i>Page:</i> 2 of 7
	<i>Document Title:</i> TRANSFORMER MASTER DATA MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> February 19, 2018

Review / Revision History			
Revision No.	Date	Description	Approved By
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8			
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 National Electrification Administration	<i>Manual Title:</i> MASTER DATA TEMPLATE MANUAL	<i>Doc Code:</i> NEA-QMS- SP-XX	<i>Page:</i> 3 of 7
	<i>Document Title:</i> TRANSFORMER MASTER DATA MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> February 19, 2018

1.0 OBJECTIVE


This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Master Data templates through Helpdesk Support whenever there are changes in master data such as updates, modifications, etc. This must be observed in order to successfully provide data for any modifications in Transformer Master Data.

2.0 SCOPE

This manual establishes the guidelines of Master Data standardization procedures for the submission of Transformer Master Data through Helpdesk Support performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS

Data Entry Field	- Intended value of the data entry field.
Description	- Brief explanation of the data entry field.
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.
Helpdesk Support	- Responsible for receiving, facilitating, and assessing the information on reported incident and request Helpdesk tickets.

 National Electrification Administration	<i>Manual Title:</i> MASTER DATA TEMPLATE MANUAL	<i>Doc Code:</i> NEA-QMS- SP-XX	<i>Page:</i> 4 of 7
	<i>Document Title:</i> TRANSFORMER MASTER DATA MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> February 19, 2018


- Master Data (MD) - Data representing standard business information which are common and shared across users and managed centrally at NEA. These can be modified as requested by the Users for the addition of new values, updating or revisions and deactivation.
- Master Data Template - Template used for updating the MD in the NEA Web Portal.
- Helpdesk Support - Responsible for receiving and assessing the information on reported incident and request Helpdesk tickets.
- 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.
- Transformer Master Data Template - Template used for updating the MD of all transformers of the EC in the NEA Web Portal.
- 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 Cooperatives (ECs) - Responsible for accomplishing and submitting Master Data (MD) Templates and DETs. Also accountable for the correctness and accuracy of the submitted data as reflected in the MD Templates and DETs.


5.0 MANUAL

The definition of each data entry field that corresponds to the columns found in the Master Data template.

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">MASTER DATA TEMPLATE MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">5 of 7</p>
	<i>Document Title:</i> <p style="text-align: center;">TRANSFORMER MASTER DATA MANUAL</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">February 19, 2018</p>

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
EC Short Name	The acronym of the Electric Cooperative (EC). <i>List of dropdown values will refer to Master List – EC Profile. (E.g. BENEKO, CENPELCO, INEC, etc.).</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	New	New	New
Substation Name	The name of the substation of the transformer being accounted.	Y	Data Entry	N/A	None.	New	New	New
Transformer Unit ID	The unit ID of the transformer.	Y	Data Entry	N/A	None.	New	New	New
Transformer Manufacturing Date	The date when the transformer was manufactured.	Y	Data Entry	N/A	Date should not be earlier than the date today. Date format is MM/DD/YYYY.	New	New	New
Energization Date	The date when the transformer was energized. ¹	Y	Data Entry	N/A	Date should not be earlier than the date today. Date format is MM/DD/YYYY.	New	New	New
Brand	The brand of the transformer.	Y	Data Entry	N/A	None.	New	New	New
Serial No.	The serial number assigned to the transformer.	Y	Data Entry	N/A	None.	New	New	New
Rated	The ONAN (C57.12.00)	Y	Data Entry	N/A	Value should be whole	New	New	New


¹ If there are multiple energization dates, input the latest energization date

 National Electrification Administration	<i>Manual Title:</i> MASTER DATA TEMPLATE MANUAL	<i>Doc Code:</i> NEA-QMS- SP-XX	<i>Page:</i> 6 of 7
	<i>Document Title:</i> TRANSFORMER MASTER DATA MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> February 19, 2018

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Capacity (MVA)	rating of the transformer.				number.			
Ownership	The owner of the Transformer (e.g. EC, NGCP).	Y	Data Entry	N/A	None.	<i>New</i>	<i>New</i>	<i>New</i>
Status	The current state of the transformer. <i>List of values are: De-Energized Defective Idle Maintenance Non-Operational Operational Spare Stand-by Stop Operation</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	<i>New</i>	<i>New</i>	<i>New</i>
No. of Feeder per Power Transformer	Feeder count per transformer energized and unenergized.	Y	Data Entry	N/A	Value should be whole number.	<i>New</i>	<i>New</i>	<i>New</i>
Remarks	Free text field where comments related to the entered values in the template can be indicated.	N	Data Entry	N/A	None.	<i>New</i>	<i>New</i>	<i>New</i>

Notes:

- *Submission is still required even if the transformer is Idle/ Stock /Standby.*
- *All existing power transformers (3-Phase and 1 Phase - 500 kVA and above) within the EC franchise area including consumer owned are accounted in this DET.*

 National Electrification Administration	<i>Manual Title:</i> MASTER DATA TEMPLATE MANUAL	<i>Doc Code:</i> NEA-QMS- SP-XX	<i>Page:</i> 7 of 7
	<i>Document Title:</i> TRANSFORMER MASTER DATA MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> February 19, 2018

- *Mobile Transformers should be accounted.*
- *Account TRANSCO owned power transformers for Transco power transformers.*
- *Account SPUG owned power transformers for SPUG Plant Transformer with step up transformer not owned by ECs.*
- *Both active and inactive feeders should be accounted.*

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



NEA BIT Support
Process.pdf

8.0 ATTACHMENTS

9.0 RECORDS