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Prepared by:	Endorsed for approval by:	Reviewed by:	Approved by:
INDRA Philippines Inc.	**ANA ROSA D. PAPA** NEA Data Governance Lead		**EDGARDO R. MASONGSONG** NEA Administrator

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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 help aid in monitoring Top 10 Prompt and Delinquent Payors of Electric Cooperatives. This DET contributes to the generation of Monthly Financial and Statistical 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 DET021_022 Prompt and Delinquent Payors in the Web Portal System performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS

Data Entry Template (DET)	-	Input Templates used to fill out information and submitted by the ECs to the NEA BIT Web Portal for NEA acknowledgement and 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.
DET021_022 Prompt and Delinquent Payors	-	Data entry template used to record EC top 10 prompt and delinquent payors.
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.

Monthly Financial and Statistical Report — An operational report submitted by the EC to NEA that contains the EC's financial detail updates for the reporting month.

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 DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs and the final outcome of Operational Reports.

NEA DET Reviewer — Responsible for acknowledging/ reviewing the submitted DETs by the ECs.

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
Sheet 1: Top 10 Prompt Payors								
EC Name	The acronym of the Electric Cooperative (EC). *List of dropdown values will refer to Master List – EC Profile. (E.g. BENECO, CENPELCO, INEC, etc.).*	Y	Data Entry	**N/A**	Value must be selected from the list of dropdown values.	MFSR	14 Top 10 Prompt Payors	EC Name
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.	MFSR	14 Top 10 Prompt Payors	Reporting Year
Reporting Month	The month during which the reported data happened. *List of dropdown values are months from January to December.*	Y	Data Entry	**N/A**	Value must be selected from the list of dropdown values.	MFSR	14 Top 10 Prompt Payors	Reporting Month
No	The ranking order of the top ten prompt payors for the reporting month.	Y	Data Entry	**N/A**	**N/A**	MFSR	14 Top 10 Prompt Payors	No
Customer Account #	The account number of the customer.	Y	Data Entry	**N/A**	Value based on data input. Accepts alpha numeric characters.	MFSR	14 Top 10 Prompt Payors	Customer Account #
Name of Customer	The name of the customer.	Y	Data Entry	**N/A**	Value based on data input. Accepts alpha numeric characters.	MFSR	14 Top 10 Prompt Payors	Name of Customer
Type of	The customer	Y	Data Entry	**N/A**	Value must be selected	MFSR	14 Top 10	Type of

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Customer	classification. *List of dropdown values are Residential, Low Voltage, and High Voltage* ***** **Residential** – *Refers to consumers with above 100 kW consumption* **Low Voltage** – *Non-residential consumers and connected to Low Voltage or LV (not exceeding 1 kV)* **High Voltage** – *Non-residential consumers and connected to Medium Voltage or MV (a voltage level not exceeding 1kV up to 34.5kV) or High Voltage or HV (a voltage level exceeding 34.5 kV)*				from the list of dropdown values.		Prompt Payors	Customer
Customer Area	Refers to Town or Barangay of a consumer.	Y	Data Entry	**N/A**	Value based on data input. Accepts alpha numeric characters.	MFSR	14 Top 10 Prompt Payors	Customer Area
No of Days Before Deadline	The remaining number of days before the deadline of the settlement.	Y	Data Entry	**N/A**	Must be a whole number	MFSR	14 Top 10 Prompt Payors	No of Days Before Deadline
Amount	The total amount paid by the consumer as stated on the bill for the month reported.	Y	Data Entry	**N/A**	Must be positive numeric value only	MFSR	14 Top 10 Prompt Payors	Amount

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Sheet 2: Top 10 Delinquent Payors								
EC Name	The acronym of the Electric Cooperative (EC). *List of dropdown values will refer to Master List – EC Profile. (E.g. BENECO, CENPELCO, INEC, etc.).*	Y	Calculated	**EC Name =** EC Name (in Prompt Payors tab)	Value must be the same with the selected EC value in Prompt Payors tab	MFSR	15 Top 10 Delinquent Payors	EC Name
Reporting Year	The year during which the data is being reported. *List of dropdown values are years from 2017 to 2070.*	Y	Calculated	**Reporting Year =** Reporting Year (in Prompt Payors tab)	Value must be the same with the selected Year value in Prompt Payors tab	MFSR	15 Top 10 Delinquent Payors	Reporting Year
Reporting Month	The month during which the reported data happened. *List of dropdown values are months from January to December.*	Y	Calculated	**Reporting Month =** Reporting Month (in Prompt Payors tab)	Value must be the same with the selected Month value in Prompt Payors tab	MFSR	15 Top 10 Delinquent Payors	Reporting Month
No	The ranking order of the top ten delinquent payors for the reporting month.	Y	Data Entry	**N/A**	**N/A**	MFSR	15 Top 10 Delinquent Payors	No
Customer Account #	The account number of the customer.	Y	Data Entry	**N/A**	Value based on data input. Accepts alpha numeric characters.	MFSR	15 Top 10 Delinquent Payors	Customer Account #
Name of Customer	The name of the customer.	Y	Data Entry	**N/A**	Value based on data input. Accepts alpha numeric characters.	MFSR	15 Top 10 Delinquent Payors	Name of Customer
Type of Customer	The customer classification.	Y	Data Entry	**N/A**	Value must be selected from the list of	MFSR	15 Top 10 Delinquent	Type of Customer

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					dropdown values.		Payors	
	List of dropdown values are Residential, Low Voltage, and High Voltage *** **Residential** – *Refers to consumers with above 100 kW consumption* **Low Voltage** – *Non-residential consumers and connected to Low Voltage or LV (not exceeding 1 kV)* **High Voltage** – *Non-residential consumers and connected to Medium Voltage or MV (a voltage level not exceeding 1kV up to 34.5kV) or High Voltage or HV (a voltage level exceeding 34.5 kV)*							
Area	Refers to Town or Barangay of a consumer.	Y	Data Entry	**N/A**	Value based on data input. Accepts alpha numeric characters.	MFSR	15 Top 10 Delinquent Payors	Customer Area
Connection Status	The connection status of the customer. *List of dropdown values are* **Active** *and* **Inactive**. **Active** *refers to connected*	Y	Data Entry	**N/A**	Value must be selected from the list of dropdown values.	MFSR	15 Top 10 Delinquent Payors	Connection Status

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	lines; **Inactive** *refers to disconnected lines*							
No. of Bills Unpaid	The count of bills unpaid.	Y	Data Entry	**N/A**	Must be a whole number	MFSR	15 Top 10 Delinquent Payors	No. of Bills Unpaid
Penalty and Interest	The total penalty and interest amount based on the count of unpaid bills.	Y	Data Entry	**N/A**	Must be positive numeric value only	MFSR	15 Top 10 Delinquent Payors	Penalty and Interest
Total Amount	The total amount to be paid; inclusive of the penalty and interest.	Y	Data Entry	**N/A**	Must be positive numeric value only	MFSR	15 Top 10 Delinquent Payors	Total Amount

6.0 PROCEDURE

7.0 REFERENCE

8.0 ATTACHMENTS

9.0 RECORDS