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Review / Revision History			
Revision No.	Date	Description	Approved By
0	June 04, 2018	Initial version	
1			
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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 unliquidated cash advances made by the officers and employees 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 DET018 Cash Advance 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.
DET018 – Cash Advance	- Data entry template used to record EC cash advances.
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. |
| Monthly Financial and Statistical Report | - An operational report submitted by the EC to NEA that contains the EC's summarized financial transactions 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
EC Name	The acronym of the Electric Cooperative (EC).	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	10 Cash Advance	EC Name



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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. BENEKO, CENPELCO, INEC, etc.).</i>							
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 must be selected from the list of dropdown values.	MFSR	10 Cash Advance	Reporting 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 must be selected from the list of dropdown values.	MFSR	10 Cash Advance	Reporting Month
Schedule of Cash Advances								
Name	Name of Employee, Officer, BOD, etc who did the cash advance.	Y	Data Entry	N/A	Value based on data input. Accepts alpha numeric characters.	MFSR	10 Cash Advance	Name
Designation/ Position	Designation/Position of Employee, Officer, BOD, etc.	Y	Data Entry	N/A	Value based on data input. Accepts alpha numeric characters.	MFSR	10 Cash Advance	Designation/Position
Amount	Amount of cash advance. Values are cumulative.	Y	Data Entry	N/A	Must be positive numeric value only.	MFSR	10 Cash Advance	Amount

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6.0 PROCEDURE

7.0 REFERENCE

8.0 ATTACHMENTS

9.0 RECORDS