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Review / Revision History			
Revision No.	Date	Description	Approved By
0	08/14/17	Data were gathered from NEA meetings and discussions.	
1	02/19/18	Updated the description and validation rules based on NEA meetings, EC trainings, and gathered Helpdesk information.	
2	02/20/18	Updated the document based on NEA's comments and suggestions.	
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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 NEA Web Portal. This must be observed in order to successfully provide data for monitoring of the status of energization on a per EC, regional, and provincial levels as inputs in the following Operational Reports:

- Status of Energization (SOE)
- Monthly Institutional Report (MIR)
- Fact Sheet
- Financial Profile
- Chronicle Data
- Financial and Statistical Data

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 DET040 Connections in the NEA Web Portal System performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS

Chronicle Data - Operational report used to display factual data consolidated from MIR, MER, SOE, and MFSR from the ECs.

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 NEA Web Portal for NEA acknowledgement and reports generation. These templates serve as inputs in the generation of reports.

Description	-	Brief explanation of the data entry field.
DET040 – Connections	-	Data entry template used to record the ECs' Status of Energization.
Fact Sheet	-	Operational report used to display consolidated data from the ECs' MER, MIR, SOE and MFSR for ready reference and information.
Financial and Statistical Data	-	Operational report used to display the ECs' financial status issued on a quarterly basis
Financial Profile	-	Operational report used to display summarized information on the financial status of the ECs.
Formula	-	Computation equivalent of the data entry field.
Monthly Engineering Report (MER)	-	Operational report that details the technical operation and maintenance of the ECs submitted on a monthly basis
Monthly Financial and Statistical Report (MFSR)	-	Operational report that details the financial operation of the ECs submitted on a monthly basis.
Monthly Institutional Report (MIR)	-	Operational report that details the institutional aspect of ECs operation submitted on a monthly basis.
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 the field is required to be filled up or not.
Source	-	Indicates if field information is data entry or calculated automatically in the data entry template.
Status of Energization (SOE)	-	Operation report used to display the status of energization of city/municipality, barangays, sitios and consumers summarized on a

per EC coverage area, province or region issued on a monthly basis

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 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	Short name of the Electric Cooperative (EC). *List of dropdown values will refer to Master List – EC Profile.*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	SOE	Header	EC Name
Reporting Year	The year during which the data is being reported. *List of dropdown values will be years from 2017 to*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	SOE	Header	Year

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
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Reporting Month	The month during which the data is being reported. *List of dropdown values will be months from January to December.*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	SOE	Header	Month
Monthly Connection Details								
New Services Connected	The number of new connections energized for the month being reported.	Y	Data Entry	**N/A**	Value should be a whole number. Place zero (0) if none.	MFSR	5 & 6 Energy & Gen Statistics – Section F General Statistics	4. New Services Connected
Services Reconnected	The number of reconnections for the month being reported. Reconnections happen when a sitio/barangay is reconnected after being its electricity being cut due to unpaid fees for the month.	Y	Data Entry	**N/A**	Value should be a whole number. Place zero (0) if none.	MFSR	5 & 6 Energy & Gen Statistics – Section F General Statistics	5. Services Reconnected
Services Disconnected	The number of disconnections for the month being reported. Disconnections happen when a sitio/barangay's electricity line is cut due to unpaid fees for the month.	Y	Data Entry	**N/A**	Value should be a whole number. Place zero (0) if none.	MFSR	5 & 6 Energy & Gen Statistics – Section F General Statistics	6. Services Disconnected
Total Services in Place	Sum of the Services in Place	N/A	Calculated	**Total Services in Place =** New Services Connected + Services	Value should be numerical value (positive/negative).	MFSR	5 & 6 Energy & Gen Statistics – Section F	7. Total Services in Place

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
				Reconnected - Services Disconnected			General Statistics	
Total Number of Consumers	Sum of Consumer Connection: Actual to Date	N/A	Calculated	**Total Number of Consumers =** Sum(Consumer Connection: Actual to Date)	Value should be a whole number.	MFSR	5 & 6 Energy & Gen Statistics – Section F General Statistics	8. Total No. of Consumers
Overall Cumulative								
City Geo ID	15-digit Geography ID defined for the City. *Refer to Master Data – Geography for the respective EC geography details.*	Y	Data Entry	**N/A**	Value should be numerical. If the Geography ID is not included in the master list, request for additional Geography record through **Helpdesk Support**.	SOE	A. Electrification Level	Municipality
Barangay: Coverage	The declared official number of barangays of a specific city.	Y	Data Entry	**N/A**	Value should be a whole number.	SOE	A. Electrification Level	Barangay: Potential
Barangay: Actual to Date	The number of energized barangays in a city.	Y	Data Entry	**N/A**	Value should be a whole number.	SOE	A. Electrification Level	Barangay: Actual to Date
Barangay: %	The percentage of Barangay Actual to Date over Coverage.	N/A	Calculated	**Barangay: % =** Barangay: Actual to Date / Barangay: Coverage	Value should be numerical.	SOE	A. Electrification Level	Barangay: %
Sitio/ Purok: Coverage	The declared official number of sitios of a specific city.	Y	Data Entry	**N/A**	Value should be a whole number.	SOE	A. Electrification Level	Sitio/ Purok: Coverage

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Sitio/ Purok: Actual to Date	The number of energized sitios in a city.	Y	Data Entry	**N/A**	Value should be a whole number.	SOE	A. Electrification Level	Sitio/ Purok: Actual to Date
Sitio/ Purok: %	The percentage of Sitio/Purok Actual to Date over Coverage.	N/A	Calculated	**Sitio/ Purok: % =** Sitio/Purok: Actual to Date / Sitio/Purok: Coverage	Value should be numerical.	SOE	A. Electrification Level	Sitio/ Purok: %
Consumer Connection: Potential	The declared official number of residential, commercial, industrial consumers of a specific city.	Y	Data Entry	**N/A**	Value should be a whole number.	SOE	A. Electrification Level	Consumer Connection: Potential
Consumer Connection: Actual to Date	The number of energized residential, commercial, industrial consumers in a city.	Y	Data Entry	**N/A**	Value must be a whole number.	SOE	A. Electrification Level	Consumer Connection: Actual to Date
Consumer Connection: %	The percentage of Consumer Connection Actual to Date over Coverage.	N/A	Calculated	**Consumer Connection: % =** Consumer Connection: Actual to Date / Consumer Connection: Coverage	Value should be numerical.	SOE	A. Electrification Level	Consumer Connection: %
Membership: To Date	The current number of members of an EC.	Y	Data Entry	**N/A**	Value must be a whole number.	SOE	A. Electrification Level	Membership: To Date
Remarks	Free text field where comments related to the entered values in the template can be indicated. Such comments may be due to unusual activities that happen to the city,	N	Data Entry	**N/A**	None	*New*	*New*	*New*

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	barangay, sitio, connection, etc.							
Total Barangay: Coverage	Total number of Barangay: Coverage	N/A	Calculated	**Total Barangay: Coverage** = Sum(Barangay: Coverage)	Value must be a whole number.	SOE	A. Electrification Level	Total Barangay: Coverage
Total Barangay: Actual to Date	Total number of Barangay: Actual to Date	N/A	Calculated	**Total Barangay: Actual to Date** = Sum (Barangay: Actual to Date)	Value should be a whole number.	SOE	A. Electrification Level	Total Barangay: Actual to Date
Total Barangay: %	The percentage of Total Barangay Actual to Date over Coverage.	N/A	Calculated	**Total Barangay: %** = Total Barangay: Actual to Date / Total Barangay: Coverage	Value should be numerical.	SOE	A. Electrification Level	Total Barangay: %
Total Sitio/ Purok: Coverage	Total number of Sitio/ Purok: Coverage	N/A	Calculated	**Total Sitio/ Purok: Coverage** = Sum (Sitio/ Purok: Coverage)	Value should be a whole number.	SOE	A. Electrification Level	Total Sitio/ Purok: Coverage
Total Sitio/ Purok: Actual to Date	Total number of Sitio/ Purok: Actual to Date	N/A	Calculated	**Total Sitio/ Purok: Actual to Date** = Sum (Sitio/ Purok: Actual to Date)	Value should be a whole number.	SOE	A. Electrification Level	Total Sitio/ Purok: Actual to Date
Total Sitio/ Purok: %	The percentage of Total Sitio/ Purok Actual to Date over Coverage.	N/A	Calculated	**Total Sitio/ Purok: %** = Total Sitio/Purok: Actual to Date / Total Sitio/Purok: Coverage	Value should be numerical.	SOE	A. Electrification Level	Total Sitio/ Purok: %
Total Consumer Connection: Potential	Total number of Consumer Connection: Potential	N/A	Calculated	**Total Consumer Connection: Potential** = Sum (Consumer Connection:	Value should be a whole number.	SOE	A. Electrification Level	Total Consumer Connection: Potential

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
				Potential)				
Total Consumer Connection: Actual to Date	Total number of Consumer Connection: Actual to Date	N/A	Calculated	**Total Consumer Connection: Actual to Date** = Sum (Consumer Connection: Actual to Date)	Value should be a whole number.	SOE	A. Electrification Level	Total Consumer Connection: Actual to Date
Total Consumer Connection: %	The percentage of Total Consumer Connection Actual to Date over Coverage.	N/A	Calculated	**Total Consumer Connection: %**= Total Consumer Connection: Actual to Date / Total Consumer Connection: Coverage	Value should be numerical.	SOE	A. Electrification Level	Total Consumer Connection: %
Total Membership: To Date	Total number of Membership: To Date	N/A	Calculated	**Total Membership: To Date** = Sum (Membership: To Date)	Value should be a whole number.	SOE	A. Electrification Level	Total Membership: To Date

6   PROCEDURE

7   REFERENCE

NEA BIT Support Process

NEA BIT Support Process.pdf

8   ATTACHMENTS

9   RECORDS