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Prepared by: INDRA Philippines Inc.	Endorsed for approval by: ANA ROSA D. PAPA NEA Data Governance Lead	Reviewed by:	Approved by: EDGARDO R. MASONGSONG NEA Administrator
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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 of payables and status of payment to power suppliers, retail electricity suppliers, NGCP, and WESM 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 DET014 Power Accounts Payable 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. |
| DET014 Power Accounts Payable | - Data entry template used to record EC payables and status of payment to power suppliers, retail electricity suppliers, NGCP, and WESM. |
| 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. |
| 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
EC Name	The acronym of the	Y	Data Entry	N/A	Value must be selected	MFSR	4b Power	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
	Electric Cooperative (EC). <i>List of dropdown values will refer to Master List – EC Profile. (E.g. BENEKO, CENPELCO, INEC, etc.).</i>				from the list of dropdown values.		Accounts Payable	
Reporting Year	The year during which the data is being reported. <i>List of dropdown values are years from 2017 to 2070.</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	4b Power Accounts Payable	Reporting Year
Reporting Month	The month during which the reported data happened. <i>List of dropdown values are months from January to December.</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	4b Power Accounts Payable	Reporting Month
A Power Suppliers/ RES	A dropdown field of available Power Suppliers from Power Supplier master data.	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	4b Power Accounts Payable	No
B NGCP	Payables to NGCP only. No need to select NGCP in section A.	Y	Data Entry	N/A	N/A	MFSR	4b Power Accounts Payable	Customer Account #
C WESM	Payables to WESM only. No need to select WESM in section A.	Y	Data Entry	N/A	N/A	MFSR	4b Power Accounts Payable	Name of Customer
Current Account – Power	Current month's power payables (amount in peso)	N	Data Entry	N/A	Must be positive numeric value only	MFSR	4b Power Accounts Payable	Current Account – Power



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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Current Account – VAT	Current month's VAT payables (amount in peso)	N	Data Entry	N/A	Must be positive numeric value only	MFSR	4b Power Accounts Payable	Current Account – VAT
Restructured - Power	Power payable amount wherein the terms of payment is reconstructed/ negotiated so that the EC can afford to settle its payables to the power suppliers.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	4b Power Accounts Payable	Restructured-Power
Restructured - VAT	VAT payable amount wherein the terms of payment is reconstructed/ negotiated so that the EC can afford to settle its payables to the power suppliers.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	4b Power Accounts Payable	Restructured-VAT
Overdue Account – Power	Power payable that the EC cannot totally pay despite having restructured accounts.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	4b Power Accounts Payable	Overdue Account- Power
Overdue Account – Interest	Interest payable that the EC cannot totally pay despite having restructured accounts.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	4b Power Accounts Payable	Overdue Account – Interest
Overdue Account – VAT	VAT payable that the EC cannot totally pay despite having restructured accounts.	N	Data Entry	N/A	Must be positive numeric value only	MFSR	4b Power Accounts Payable	Overdue Account – VAT
Total Payable	Total payable amount by the EC to power suppliers.	N	Calculated	Total Payable = (Current Account - Power + Current Account – VAT) +	Must be positive numeric value only	MFSR	4b Power Accounts Payable	Total Payable

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
				(Restructure Account - Power + Restructured Account - VAT) + (Overdue Account - Power + Overdue Account - Interest + Overdue Account - VAT)				
Status of Payment	Payment status of ECs to Power Suppliers. <i>List of dropdown values are Current, In Arrears, Restructured Current, Restructured In Arrears.</i> *** <i>Current – In Arrears – Restructured Current – Restructured In Arrears –</i>	Y	Data Entry	N/A	Value must be selected from the list of dropdown values.	MFSR	4b Power Accounts Payable	Status of Payment
Remarks	Space provided for annotations for each record	N	Data Entry	N/A	Value is based on data input. Accepts alpha numeric characters.	MFSR	4b Power Accounts Payable	Remarks

6.0 PROCEDURE

7.0 REFERENCE

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8.0 ATTACHMENTS

9.0 RECORDS