**SM FOUNDATION INC. Scholarship Program**

**List of Queries arising from the 2nd iteration Meeting:**

*Reference File: Additional Program Features (updated as of 13Aug2015) – emailed last Aug 18, 2015*

**Module 1:**

* Item B No. 4:

**Question**: If the drop-down covers provincial areas only, how will the system know that the applicant is from NCR/Rizal?

**Answer**: To include ‘NCR/Rizal’ in the drop down list for applicants coming from Metro Manila and Rizal areas (as confirmed with Lingling Lansang).

* Item B No. 5:

**Question**: For applicants not applying online, how will SMFI know the UserID and password for them to send via email or text?

**Answer**: **c/o APC (*Sean Sanchez)***

**Module 2:**

* Item H:

**Question**: What date to use in the file naming convention?

**Answer**: Use the Extraction Date

**Question**: If upon File Extraction we included ‘DATE PAID’, can we do a re-extraction on the same Extraction Date?

**Answer: c/o APC (Sean Sanchez)**

**Question**: What to do when there are errors in the cash card?

**Answer**: Accounting will process it manually, in SAP.

**Question**: Where to test the sample extraction?

**Answer**: APC to send sample extraction to Odette Dimayuga, for testing. Then send to SMFI Accounting (c/o Kath and Jen) for testing in QAS (testing environment of SAP).

* Item J:

**Question:** What is the final format for the ‘Allowance Analysis for the Month’ Report?

**Answer**: As confirmed with the Scholarship team (c/o Tess), final format should be:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Allowance Analysis Report** | | | | |
| **For the month of: (indicate Month and Year)** | | | | |
|  |  |  |  |  |
|  | **Classification of Scholars** | **No. of Scholars** | **Amount** | **Amount** |
| 1. **Allowance:** | | | | |
| A.1 NCR | SMFI | XX | XXXX |  |
|  | My Scholar A | XX | XXXX |  |
|  | My Scholar B | XX |  |  |
|  | Kabayan | XX | XXXX |  |
|  | Rufus | XX | XXXX |  |
|  | ICA | XX |  |  |
| **Total NCR Budget(A.1)** | | **XX** | **XXXX** |  |
| A.2 Provincial | SMFI | XX | XXXX |  |
|  | My Scholar A | XX | XXXX |  |
|  | My Scholar B | XX |  |  |
|  | Kabayan | XX | XXXX |  |
|  | Rufus | XX | XXXX |  |
|  | ICA | XX |  |  |
| **Total Provincial Budget (A.2)** | | **XX** | **XXXX** |  |
| 1. **TOTAL (A.1 + A.2)** |  | **XXX** |  | **XXXX** |
| 1. **HOLD ACCOUNTS:** | | | | |
| NCR | SMFI | XX | XXXX |  |
| NCR | My Scholar A | XX | XXXX |  |
| NCR | Kabayan | XX | XXXX |  |
| NCR | Rufus | XX | XXXX |  |
| Provincial | SMFI | XX | XXXX |  |
| Provincial | My Scholar A | XX | XXXX |  |
| Provincial | Kabayan | XX | XXXX |  |
| Provincial | Rufus | XX | XXXX |  |
| **B. TOTAL** |  | **XX** |  | **(XXXX)** |
| 1. **UNHOLD ACCOUNTS:** | | | | |
| NCR | SMFI | XX | XXXX |  |
| NCR | My Scholar A | XX | XXXX |  |
| NCR | Kabayan | XX | XXXX |  |
| NCR | Rufus | XX | XXXX |  |
| Provincial | SMFI | XX | XXXX |  |
| Provincial | My Scholar A | XX | XXXX |  |
| Provincial | Kabayan | XX | XXXX |  |
| Provincial | Rufus | XX | XXXX |  |
| 1. **TOTAL** |  | **XX** |  | **(XXXX)** |
| **NET ALLOWANCE FOR THE MONTH (A + B + C)** | |  |  | **XXXX** |

**Module 3:**

* Item A

**Question**: Do you have a sample report?

**Answer**: You may just follow the format of the file (filename: SM FOUNDATION ALUMNI as of July 2015) we sent last 13 August 2015.

* Item C:

**Question:** What is the meaning of: Module 2 to ‘Push’ the database to Module 3?

**Answer:** It means that all data created in Module 2 will be accessible to Module 3.