

**EZ-Audit Release 1.01 Functional Design Meeting**

5/20/2003

**Attendees:** Sherry Quade, Laura Harcum, Toni Gaines, Marla Green, Tom Whiting , Byron Scott, Amy Rothman, Melanie Greiner, Brian Cannavan, Seth Sinclair

**Requirements Reviewed:**

Area	Description of Request	Requirement	Total Days	Use Case
LOC	LOC Expiration Date, Amount, & LOC# should be required fields	The system will require a user to enter values for LOC Expiration Date, Amount, LOC#, and <b>Bank Information</b> on the Financial Statement determination page.	3	23
LOC	Need ability to edit Amendment Number and Release Date on LOC pages after archived	The system will allow a FA to update/edit values for the fields "Amendment Number" and "Release Date" at any time.	5	23
LOC	Complete LOC link needs to be available when any submission is queried and opened to enable request for LOC at any time	The system will provide a "Complete LOC" option for all archived submissions.	8	23
LOC	Need the ability to capture 2 reasons for LOC requests and Amounts (Per PIP Procedures Memorandum 03-02)	The system will provide two fields to capture Reason Requested on the LOC FS Determination page.  The system will provide two fields to capture Amount on the LOC FS Determination page.	12	23
LOC	Need New Section and Fields: Section: LOC Collection; Fields: Amount Collected, Date of Collection, Amount Returned to School, Date Returned	The system will have a LOC Collection section on the LOC FS Determination page which includes the following fields: Amount Collected, Date of Collection, Amount Returned to School, and Date Returned.	8	23
LOC	New LOC Collection fields above need to be added	The system will display the following fields on FS Reports: Add Amount Collected, Date of Collection, Amount Returned to School, and Date Returned to Financial Reports.	12	23
LOC	Need ability to handle an unsolicited LOC (does not require Co-team leader approval)	<b>The system will provide an "Other LOC" link that will direct the user to the "Complete LOC" page where the user can record an unsolicited LOC.</b>	12	LOC

**Required LOC Determination Page Values:**

- New Required fields: Expiration Date, Amount, % Funding, LOC #, and all Bank Information section fields except Contact Person will be required
- Amount & %Funding fields will be moved down to the LOC section and placed between Issue Date and Expiration Date

**Editable Release Date & Amendment # Fields**

- The system will provide users with the ability to edit the Release Date and Amendment # fields
- The existing notes functionality can be used to record changes
- The system maintains each FY submission as a separate record, thereby providing a complete LOC history

**Complete LOC link**

- ❑ This link will allow users to add an LOC to an archived submission (see “Unsolicited LOC” below for further details on page design)

**Unsolicited LOC**

- ❑ Reason for request: an LOC will always be attached to a particular submission, however it may be separate or in addition to a determination, therefore there is a need for capability to record these LOC's
- ❑ The system will provide an “Other LOCs” link to the Complete LOC page which will provide the requested functionality
- ❑ The Complete LOC page required fields will differ from those on the Determination Page LOC:
  - Not required: File, entire Request for LOC section
- ❑ The field labeled “Reason Requested” on the current Determination – LOC page will be changed to “Reason” on the Complete LOC page

**Provide Two Reason & Amount Fields**

- ❑ This requirement is not necessary as the “Other LOC” functionality provides users with the ability to record multiple LOC's (separate reasons and amounts). Will submit a CCB request for formally delete.

**LOC Collection Fields**

- ❑ These requirements may not be necessary, as users do not currently have procedures for this.
- ❑ Consider removing, or greatly reducing time allocated to these requirements.

**Design Questions/Comments:**

- ❑ Users may need to record multiple LOC's by OPEID for a school group. The system does not currently provide this functionality. Ability to handle school groups should be considered as an enhancement in a future release.
- ❑ As eZ-Audit submissions are a ‘package’, users will not be able to submit an “Other LOC” to Co-Team Lead and simultaneously work on a determination for the same submission. Therefore, users should submit the determination prior to working on an “Other LOC”.
- ❑ If LOC Collection fields are accepted, they would be available after archive and would never be required.
- ❑ Might not be a procedure or fields in PEPS for Collection for LOC, therefore these requirements might not be necessary? (Laura will follow up)