

eZ-Audit Test Conditions

UC: 01

Manage Users

Condition ID	Requirement #	Event Description	Test Condition Description
MU01	R1012	View-only/Search for user	The ED Admin user has the ability to search for an existing user from the manage users search page and the system will return a list of users based on the criteria entered. The Ed Admin selects the name of the user to be modified and is directed to their User Profile Page
MU02	R1012	View-only/add view-only role for existing user	The Ed Admin user has the ability to check the View-only role box and select Save to save modified user information and returns the Ed Admin to the list of users returned by the original search
MU03	R1012	View-only/add user	The Ed Admin user has the ability to add a new user by selecting the Add User button which directs the user to the Add User profile page
MU04	R1012	View-only/add user	The user has the ability to enter information in the blank fields and select the View Only role
MU05	R1012	View-only/add user	The user has the ability to select the Save function which saves the information and returns the user to the page from which Add User was selected
MU06	R1012	View-only/user functionality	The newly added View-only user has the ability to logon to the system and is directed to the search page (their home page)
MU07	R1012	View-only/user functionality	The user has the ability to search for an institution using OPEID or Institution name and the system returns the submissions related to the selected school. User clicks on a submission link and is taken to the selected submission page
MU08	R1012	View-only/user functionality	From the selected submission page, the View-only user has the ability to click links (available links are related to submission type) and has view-only access to documentation related to the submission
MU09	R101192	Add new user, required fields/School user	The Ed Admin user has the ability to enter information on the Add User page in the following fields for new School users (Ins Admin, Data Entry, Submitter): First Name, Last Name, OPEID, Email Address, Re-typed Email address, Office Phone Number, and applicable role. The user has the ability to select Save and is returned to their home page
MU10	R101192	Add new user, required fields/School user	The Ed Admin user has the ability to enter information on the Add User page in the following fields for new School users (Ins Admin, Data Entry, Submitter): First Name, Last Name, Email Address, Re-typed Email address, Office Phone Number, and applicable role, but does not enter OPEID. User selects Save. System displays an error message "OPEID field is required and cannot be left blank" User enters OPEID and then is able to Save and is returned to their home page
MU11	R101335	Add new user, required fields/Pre-screener, Screener, Ed Admin, View Only, or QC	The Ed Admin user has the ability to enter information on the Add User page in the following fields for new Pre-screener, Screener, Ed Admin, View Only, or QC users: First Name, Last Name, Email Address, Re-typed Email address, Office Phone Number, and applicable role. The user has the ability to select Save and is returned to their home page
MU12	R101336	Add new user, required fields/Audit Spec, FA, Case Assignment, Case Approval, or Case Team Admin	The Ed Admin user has the ability to enter information on the Add User page in the following fields for new Audit Specialist, Financial Analyst, Case Assignment, Case Approval, or Case Team Administrator users: First Name, Last Name, Case Team ID, Email Address, Re-typed Email address, Office Phone Number, and applicable role. The user has the ability to select Save and is returned to their home page

eZ-Audit Test Conditions

UC: 01

Manage Users

Condition ID	Requirement #	Event Description	Test Condition Description
MU13	R101336	Add new user, required fields/ Audit Spec, FA, Case Assignment, Case Approval, or Case Team Admin	The Ed Admin user has the ability to enter information on the Add User page in the following fields for new Audit Specialist, Financial Analyst, Case Assignment, Case Approval, or Case Team Administrator users: First Name, Last Name, Email Address, Re-typed Email address, Office Phone Number, and applicable role, but does not enter Case Team ID. User selects Save. System displays an error message "Case Team ID field is required and cannot be left blank" User enters OPEID and then is able to Save and is returned to their home page

eZ-Audit Test Conditions

UC: 07

Query

Condition ID	Requirement #	Event Description	Test Condition Description
QU01	R101343	Administrative Stay/school FS placed on Administrative Stay	The user has the ability to search for and select a Financial Statement submission from the returned results on the Search page. The system will take user to the selected institution's Submission Summary page
QU02	R101343	Administrative Stay/school FS placed on Administrative Stay	The user has the ability to view Administrative Stay fields on the Submission Summary page accessed via query
QU03	R101343	Administrative Stay/school FS placed on Administrative Stay	The user has the ability to put the school on administrative stay by entering the following in the Administrative Stay fields: Date, select a reason, type a note and click the Start button. The system populates a table at the bottom of the section showing the Start Date, End Date, and the reason
QU04	R1013444	Administrative Stay/System recalculates resolution due date	User returns to their home page/queue and confirms that the system has put the financial statement on administrative stay and the resolution due date for the submission is suspended
QU05	R101343	Administrative Stay/school is taken off Administrative Stay	The user has the ability to search for and select a Financial Statement submission from the returned results on the Search page. The system will take user to the selected institution's Submission Summary page
QU07	R101343	Administrative Stay/school is taken off Administrative Stay	The user has the ability to take a school off of administrative stay by entering the End Date and Notes in the Administrative Stay fields then can click the Stop button (reason is pre-populated). The fields for Date, Reason, Notes, and the Stop button no longer display, and only the table at the bottom of the Administrative Stay section remains
QU08	R101343	Administrative Stay/school is taken off Administrative Stay	User returns to their home page/queue and confirms that the system has taken the financial statement off administrative stay and has re-calculated the resolution due date for the submission
QU09	R101343	Administrative Stay/school CA placed on Administrative Stay	The user has the ability to search for and select a Compliance Audit submission from the returned results on the Search page. The system will take user to the selected institution's Submission Summary page
QU10	R101343	Administrative Stay/school CA placed on Administrative Stay	The user has the ability to view Administrative Stay fields on the Submission Summary page accessed via query
QU11	R101343	Administrative Stay/school CA placed on Administrative Stay	The user has the ability to put the school on administrative stay by entering the following in the Administrative Stay fields: Date, select a reason, type a note and click the Start button. The system populates a table at the bottom of the section showing the Start Date, End Date, and the reason
QU12	R1013444	Administrative Stay/System recalculates resolution due date	User returns to their home page/queue and confirms that the system has put the compliance audit on administrative stay and the resolution due date for the submission is suspended
QU13	R101343	Administrative Stay/school is taken off Administrative Stay	The user has the ability to search for and select a Compliance Audit submission from the returned results on the Search page. The system will take user to the selected institution's Submission Summary page
QU14	R101343	Administrative Stay/school is taken off Administrative Stay	The user has the ability to take a school off of administrative stay by entering the End Date and Notes in the Administrative Stay fields then can click the Stop button (reason is pre-populated). The fields for Date, Reason, Notes, and the Stop button no longer display, and only the table at the bottom of the Administrative Stay section remains
QU15	R101343	Administrative Stay/school is taken off Administrative Stay	User returns to their home page/queue and confirms that the system has taken the compliance audit off administrative stay and has re-calculated the resolution due date for the submission

eZ-Audit Test Conditions

UC: 09

Create Submission

Condition ID	Requirement #	Event Description	Test Condition Description
CS01	R10189	Date of One Day Balance Sheet displays on FS info page for Merger/Change in Ownership	FA user has the ability to click on a Merger/Change in Ownership submission in their queue and is taken to the Financial Statement Information page. The system displays an input field for the Date of One Day Balance Sheet and the user is able to enter a date
CS02	R101339	Edit check for the Auditor TIN field on the FS Info page	Proprietary (School Group) Institution user has the ability to log in and select to create a submission, the system returns the Financial Statement information page, which the user can then begin to fill out
CS03	R101339	Edit check for the Auditor TIN field on the FS Info page	Institution user enters their auditor's TIN number in the Auditor TIN number field (question #3) using an incorrect format (alpha, dashes, etc) on the Financial Statement Information page
CS04	R101347	Edit checks for FS GAAP & GAGAS questions	FA user answers No to questions #4 & 5 (GAAP & GAGAS compliance), and goes on to complete the rest of the page and selects the Balance Sheet link
CS05	R101285	Balance Sheet displays/PP&E @ historical costs	The user has the ability to enter data in the Balance Sheet, the PP&E fields display: (Net) Property, Plant, and Equipment, including capitalized lease assets at historical costs . User completes BS, Income Statement, then Cash Flow Statement selecting Save and Proceed after each. System returns the user to the Financial Statement page
CS06	R101339, R101347	Edit checks for Auditor TIN, GAAP & GAGAS questions	Upon selecting Save and Proceed on the Financial Statement page, error messages display "Field: 3. Review Auditor Information...Enter Auditors TIN must be in numeric format", "Field: 4. Are your financial statements prepared...GAAP does not contain an acceptable value", "Field: 5. Are your financial statements prepared...GAGAS does not contain acceptable value". User enters numeric Auditor TIN number, selects Yes for GAAP and GAGAS questions on the FS info page and selects Save and Proceed. The system displays the Program & Audit info page
CS07	R101315, R101135	School OPEID displays, Program participation required fields	User has the ability to see their school name displayed in the school group list on the Program & Audit info page. For question 1 - Program Participation, user selects FPL only. User has the ability to continue completing the P&A info page
CS08	R101266, R101135	Edit check Auditor TIN field, P&A Info page; Program participation required fields	For question #4 user enters their auditor's TIN number in the Auditor TIN number field using an incorrect format (alpha, dashes, etc), then for question #5 user selects YES for Pell Adjustment
CS09	R101346, R101135	Edit check for P&A GAGAS, Program participation required fields	User answers No to CA question #6 GAGAS item, and selects NO for the Perkins item in #10, then goes on to complete the rest of the page
CS10	R101266, R101346, R101135	Edit checks for Auditor TIN & GAAP questions, Program participation required field	Upon selecting Save and Proceed the following error messages display: "Field: 4. Review Auditor Information...Enter Auditors TIN must be in numeric format", "Field: 5. Does this Audit contain...Pell Adjustment does not contain an acceptable value", "Field: 6. Does the attached audit indicate...GAGAS does not contain acceptable value", and "Field: 10. Does the attached Audit...Perkins does not contain an acceptable value", and . User enters numeric Auditor TIN number, selects NO for Pell Adjustment, selects YES for the GAGAS item, selects YES for Perkins, then selects Save and Proceed and is taken to the Checklist page
CS11			User completes Checklist, uploads documents, and selects Submit

eZ-Audit Test Conditions

UC: 09

Create Submission

Condition ID	Requirement #	Event Description	Test Condition Description
CS12	R101294	3rd party servicer item for Non-profits	Non-profit institution user logs in, selects to create a submission, and is taken to the Financial Statements page. User clicks the Program & Audit info link in the left nav and the system displays the Program & Audit info page. The user has the ability to see an item #9 "Does the Institution utilize a Third-Party Servicer?" User has the ability to select yes or no
CS13	R101341	Non-profit Servicer Info Sheet on Checklist	The Non-profit user has the ability to click on the Completeness Checklist in the left nav and the system returns the Checklist page. The user has the ability to see a "Servicer Information Sheet" item in question #1 list. User has the ability to select Yes, No, or N/A (text-box for reason)

eZ-Audit Test Conditions

UC: 10

Code Findings

Condition ID	Requirement #	Event Description	Test Condition Description
CF01	R101198	Code findings/finding added, deficiency calculated	The Screener user has the ability to select an institution from their home page and the system returns the Code Findings page. User has the ability to fill out code finding fields, select a finding, and click the Add Finding button. The system re-displays the page with the calculated Deficiency Status
CF02	R101198, R101337	Code findings/finding added, deficiency calculated & displayed	Screener user has the ability to view the system determined Deficiency Status
CF03	R101198, R101337	Code findings/finding added, deficiency calculated & displayed	Screener user has the ability to add additional findings and each time the system will display an updated system determined Deficiency Status
CF04	R101338	Code findings/submit	Screener user has the ability to select the Submit function and is returned to their queue

eZ-Audit Test Conditions

UC: 13

Assign Submissions

Condition ID	Requirement #	Event Description	Test Condition Description
AS01	R101274	Assign submission/assign	From their home page, Co-lead user has the ability to assign a submission to team-member. Upon assignment the system will calculate a resolution due date of 45 days from date of assignment
AS02	R101274	Assign submission/FA receives assignment	Team member has the ability to receive the new assignment in their queue and views a resolution due-date 45 days out from date of assignment
AS03	R101274	Assign submission/reassign	Co-lead user has the ability to search for the newly assigned submission, click on the institution name, view the Submission Summary page, and scroll to the bottom where they can select to re-assign the submission
AS04	R101274	Assign submission/reassign	Re-assigned submission can be viewed in the selected team-member's queue. The system displays a resolution due date 45 days out from date of original assignment

eZ-Audit Test Conditions

UC: 15

Select an Institution

Condition ID	Requirement #	Event Description	Test Condition Description
SI01	R101281	Submission Summary page displays scores	From their home page, Co-lead user has the ability to click on an Institution name and the system returns the Submission Summary page. In the Financial Statement section the system displays both the eZ-Audit and FSA composite scores

eZ-Audit Test Conditions

UC: 17

Submit to Co-Team Leader for Approval

Condition ID	Requirement #	Event Description	Test Condition Description
SC01	R101273	Change in Auditor/ARS submit w/o ACD, DDIF & FAD	ARS user has the ability to click the Manage Auditor Information link in the left nav of a selected institution's Submission Summary page. System displays the Add Auditor page and the user selects Modify File Info. System returns the Auditor Information page, user enters new info, then selects Update Auditor, verifies, and Saves. ARS user has the ability to select Send to Co-Team Leader on the left nav, selects Submit, and is returned to their home page
SC02	R101340	Change in Auditor/FA submit w/o determination	FA user has the ability to click the Manage Auditor Information link in the left nav of a selected institution's Submission Summary page. System displays the Add Auditor page and the user selects Modify File Info. System returns the Auditor Information page, user enters new info, then selects Update Auditor, verifies, and Saves. FA user has the ability to select Send to Co-Team Leader on the left nav, selects Submit, and is returned to their home page

eZ-Audit Test Conditions

UC: 20

Complete DDIF

Condition ID	Requirement #	Event Description	Test Condition Description
DD01		User saves on DDIF	ARS user has the ability to select "save" on the DDIF page with no errors present; the system will display page with saved values
DD02	R101193	User invokes data entry error on DDIF	ARS user has the ability to select "save" on the DDIF page with data entry errors; the system will display the page with errors and values entered are retained in the data entry fields

eZ-Audit Test Conditions
UC: 23
Create Determination for Financial Statement

Condition ID	Requirement #	Event Description	Test Condition Description
CD01	R101190	FA user enters values on Determination - LOC page	FA user has the ability to enter values for LOC Expiration Date, Amount, and LOC # on the FS Determination page when a determination of LOC is selected
CD02		FA user saves without entering values for required fields	FA user will receive error messages for required fields when entering no values on the LOC page and selecting to save
CD03		FA user generates error message for new required fields	FA user will receive error messages for fields LOC Expiration Date, Amount, and LOC # when they do not enter values for these fields but do for all other required fields and selects to save (post Co-Team lead approval)
CD04		FA user saves without entering values for required fields	FA user has the ability to enter and save values for all required fields on the LOC page
CD05	R101277	FA user verifies fields are editable	FA user has the ability to enter values in fields "Amendment number" and "Release Date" on the LOC Determination page when the submission has a status of "in progress"
CD06		FA user verifies new fields are present	FA user has the ability to enter values in fields "Amendment number" and "Release Date" on the LOC Determination page when the submission has a status of "pending receipt of LOC"
CD07		FA user queries to update new fields	FA user has the ability to query for an archived submission and enter values in fields "Amendment number" and "Release Date" on the LOC Determination page
CD08	R101331	FA user enters values for Collections fields	FA user has the ability to enter values in the fields Amount Collected, Date of Collection, Amount Returned to School, and Date Returned on the LOC Determination page
CD09		FA user enters values for Collections fields for archived submission	FA user has the ability to query for an archived submission and enter values in the fields Amount Collected, Date of Collection, Amount Returned to School, and Date Returned on the LOC Determination page when the submission is archived
CD10		FA user saves without entering values for non-required fields	FA user has the ability to save on the LOC Determination page without entering values in the fields Amount Collected, Date of Collection, Amount Returned to School, and Date Returned
CD11	R101332	FA user views report	FA user has the ability to view fields Amount Collected, Date of Collection, Amount Returned to School, and Date Returned on the LOC report

eZ-Audit Test Conditions
UC: 29
Resolve Exemption/Waiver Request

Condition ID	Requirement #	Event Description	Test Condition Description
RE01		A-133 Submits Exemption	A-133 Ins user has the ability to submit an exemption request
RE02		Co-Team Lead assigns Exemption	Co-Team lead user has the ability to assign an exemption submission to a Case User for resolution
RE03	R101322	Case User views Exemption	Case user has the ability to view "exemption" page title when selecting to resolve an exemption submission
RE04		Case User Resolves Exemption	Case user has the ability to select the fiscal year for which the exemption applies when selecting to approve an exemption request. The system will display a calculated next due date.
RE05		Proprietary Ins Submits Waiver	Proprietary Ins user has the ability to submit a wavier request
RE06		Co-Team Lead assigns Waiver	Co-Team lead user has the ability to assign a waiver submission to a Case User for resolution
RE07		Case User views Waiver	Case User has the ability to view "waiver" page title when selecting to resolve a waiver submission

eZ-Audit Test Conditions

UC: 30

Quality Control

Condition ID	Requirement #	Event Description	Test Condition Description
QC01	R101345	Set Status to Incomplete for FS/no CA	Ins user has the ability verify that a submission has not been set to "resubmit" when the FS QC user has indicated a status of "incomplete" and the CA QC user has not indicated a completeness status
QC02		Set Status to Incomplete for CA/no FS	Ins user has the ability verify that a submission has not been set to "resubmit" when the CA QC user has indicated a status of "incomplete" and the FS QC user has not indicated a completeness status
QC03	R101325	FS Incomplete Alert	FS QC user has the ability to view an alert message when selecting "incomplete" for a submission stating that the school will be required to resubmit
QC04	R101325	CA Incomplete Alert	CA QC user has the ability to view an alert message when selecting "incomplete" for a submission stating that the school will be required to resubmit.
QC05	R101353	Access FS QC Worksheets	FS QC user has the ability to access FS worksheets
QC06	R101354, R101355	View QC Records in Queue	QC user has the ability to view a FS and CA record for all new submissions in the QC queue
QC07	R101356	Submit QC	QC user selecting to submit on the QC page and has the ability to verify that they are returned to their queue and that the record is no longer displayed in the queue
QC08	R101357	Enter FS QC Data	FS QC user has the ability to enter values for accuracy of data entry , presence of all required attachments, and proper presentation of attachments on the FS QC page.
QC09	R101368	Enter CA QC Data	CA QC user has the ability to enter values for accuracy of data entry , presence of all required attachments, and proper presentation of attachments on the CA QC page.
QC10	R101358	Save QC - View Completeness	QC user has the ability to view a calculated completeness status generated when selecting to save
QC11	R101359	View Sys Calculated Completeness for Incomplete	QC user has the ability to view a calculated status of "screened - incomplete" when and selecting to save and any value entered on the QC page is "no"
QC12		View Sys Calculated Completeness for Complete	QC user has the ability to view a calculated status of "screened - complete" when and selecting to save and all values on the QC page are "yes"
QC13	R101360	Select QC Completeness Status	QC user has the ability to select their own completeness status on the QC page
QC14	R101361	Save QC	QC user has the ability to select a save function on the QC page
QC15	R101362	View Last Mod By Info	QC user has the ability to view a system generated username for "last modified by" when selecting "save" on the QC page
QC16	R101363	View QC'd Submissions in Case Queues	Case user has the ability to view flagged submissions in their queue after completeness has been indicated for both the CA and the FS
QC17	R101364	Refer Non-Flagged Submission to Case	QC user has the ability to select to refer a "non-flagged" submission to case
QC18	R101365	Add QC User	Ed admin user has the ability to add a "QC" user
QC19	R101365	QC Queue	QC user has access to the QC queue and can make updates to the QC page
QC20	R101366	Case User View QC Page	Case user has the ability to select to view a read-only version of the QC page
QC21	R101367	QC a Resubmission	QC user is able to view previously saved/submitted values on the QC page when viewing a "resubmission"

eZ-Audit Test Conditions

UC: 31

Unsolicited LOC

Condition ID	Requirement #	Event Description	Test Condition Description
UL01		Select Complete LOC	FA user has the ability to select a "Complete LOC" option for a submission when the status is set to "in progress"
UL02	R101276	Select to create Unsolicited LOC	FA user has the ability to select to record an unsolicited LOC after selecting the "Complete LOC" option
UL03		Capture Unsolicited LOC information	FA user has the ability to capture LOC information on the unsolicited - Complete LOC page
UL04		Save Unsolicited LOC information	FA user has the ability to save LOC information on the unsolicited - Complete LOC page
UL05		Edit Unsolicited LOC information	FA user has the ability to edit Release Date and Amendment Date on the unsolicited Complete LOC when the submission is "archived"
UL06		Select to Create Requested LOC	FA user has the ability to select to record a requested LOC after selecting the "Complete LOC" option
UL07		Capture Requested LOC information	FA user has the ability to capture LOC information on the requested - Complete LOC page
UL08		Send Requested LOC to Co-Team Leader	FA user has the ability to send a requested - Complete LOC to the Co-Team Leader for approval
UL09		Approve Requested LOC	Co-Team Leader has the ability to view/approve a requested - Complete LOC
UL10		Capture Requested LOC Info	FA user has the ability to record LOC information on the requested - Complete LOC page after the record has been approved by the Co-Team leader
UL11		Archive Requested LOC	FA user has the ability to archive a requested - Complete LOC
UL12	R101278	Access Complete LOC from Archive	FA user has the ability to select a "Complete LOC" option for a submission when the status is set to "archive"

eZ-Audit Test Conditions
UC: 32_33
Letter of Public Status Upload/Approve

Condition ID	Requirement #	Event Description	Test Condition Description
PS01	R10168	View Letter of Public Status Link	Public school user has the ability to select to create a Letter of Public Status submission if they do not have one on file
PS02	R101122	View Letter of Public Status Notification	Public school user has the ability to view a notification on the ins home page stating that they need to submit a letter of public status when they do not have one on file
PS03		Upload Letter of Public Status	Public school user has the ability to upload a PDF file on the Letter of Public Status Page
PS04		Submit Letter of Public Status	Public school user has the ability to submit a valid PDF file on the Letter of Public Status Page
PS05		Submit - Error	Public school user will see an error message when attempting to submit a non-pdf file on the Letter of Public Status page
PS06		Assign Letter of Public Status	Co-team leader user has the ability to assign a Letter of Public Status Submission to a FA for resolution
PS07		View Assigned Letter of Public Status Record	FA user has the ability to view a Letter of Public Status Record in their queue when it has been assigned to them
PS08	R101350	View Letter of Public Status	FA User has the ability to select to view the Letter of Public status letter on the Accept/Reject page
PS09	R101348	Approve Letter of Public Status	FA user has the ability to select to "approve" on the Letter of Public Status Accept/Reject page
PS10	R101352	View Accepted Letter of Public Status	Case user has the ability to select to view an accepted public status letter on the Institution Profile page.
PS11	R101351	Public Status Notification Removed	Public school user will no longer see a notification stating that they need to submit when the letter of public status is accepted
PS12		Accepted Notification Displayed	Public school user has the ability to view a notification stating that the Letter has been accepted when it is approved
PS13	R101349	Reject Letter of Public Status	FA user has the ability to select to "reject" on the Letter of Public Status Accept/Reject page
PS14		Rejected Notification Displayed	Public school user has the ability to view a notification stating that the Letter has been rejected when it is rejected
PS15		Public Status Link Removed	Public school user who already has a letter on file cannot see the Letter of Public Status link