

### EZ-Audit Demo Scenario Description

Step	User	Event	Description
1	Proprietary Institution Data Entry/Submit	<ul style="list-style-type: none"> <li>• Login</li> <li>• Create Annual Submission</li> <li>• Submit to ED</li> </ul>	Login to the system. Create an Annual Submission and submit it to the Department. Select submission data to ensure that both the Financial Statement and Compliance Audit are Flagged by the system. The Compliance Audit will be directed to a Screener; the Financial Statements will be directed to a Co-Team Leader.
2	FSA Co-Team Leader	<ul style="list-style-type: none"> <li>• Login</li> <li>• Assign CA and FS to Case</li> </ul>	Login to the system. Locate and view the Deficient Compliance Audit and Flagged Financial Statement for the Proprietary School. Assign the Financial Statement to a Financial Analyst and assign the Compliance Audit to an Audit Resolution Specialist.
3	FSA Financial Analyst	<ul style="list-style-type: none"> <li>• Login</li> <li>• Calculate Scores/Ratios</li> <li>• Create Determination</li> <li>• Send to Co-Team Leader</li> </ul>	Login to the system. Resolve the submission by using the Financial Worksheets and by choosing a determination of "Without Condition." Send the Resolution Package to the Co-Team Leader for Approval.
4	FSA Audit Resolution Specialist	<ul style="list-style-type: none"> <li>• Login</li> <li>• Complete PADL, FAD, ACD, DDIF</li> <li>• Send to Co-Team Leader</li> </ul>	Login to the system. Locate and open the Deficient Compliance Audit submission. Resolve the submission by creating a PADL, FAD, ACD, and DDIF. Send the Resolution Package to the Co-Team Leader for Approval.
5	FSA Co-Team Leader	<ul style="list-style-type: none"> <li>• Review Resolution Packages</li> <li>• Approve Resolution Packages</li> </ul>	Locate and view the Financial Statement Resolution Package and the Compliance Audit Resolution Package that are pending approval. Select to approve both.
6	FSA Audit Resolution Specialist	<ul style="list-style-type: none"> <li>• Record Final FAD Date</li> <li>• Archive Submission</li> </ul>	Locate the Approved Resolution Package. Enter final date tracking information and archive the record.