

Script Name Proprietary Login to Institution Home Page
Description The purpose of these script is to test the ability to: login into the system, select links in the top navigation bars, and view a Proprietary institution user's Home Page in the eZ-Audit system.
Created By Melanie Greiner
Tested By
Date Tested
Prerequisites Must have the ability to log in as an institution user
Use Cases Covered UC 3 Login to System, UC 2 View Submissions

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
	Login					
1	Click to open Internet Browser	Browser opens				
2	Enter eZ-Audit application link into browser: <http://dev.ezaudit.ed.gov:8531/EZWebApp/com mon/login.jsp>.	<p>System presents the login page.</p> <p>The following text is displayed below the Welcome to eZ-Audit heading: "Welcome to the eZ-Audit website. If this is your first time using this site, you will need a username and temporary password already registered from ED. If you are not a registered user or if you have forgotten your username and password, please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877) 263-0780." "If you are registered to use this site, please enter your username and password to login." "*Disclaimer* - This site uses session cookies. If your browser does not allow cookies, or you do not have cookies enabled, you will not be able to access this site. The cookie will not be stored on your machine after you close your browser." The system will display a username and password label and text boxes for login. A button will also be displayed with the label "Login". The following text must also be displayed on the page: "WARNING: This is a Department of Education computer system. Department of Education computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of Education computer systems is owned by the Department of Education, may be monitored, intercepted, recorded, read, copied or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTING, RECORDING, READING, COPYING, OR CAPTURING and DISCLOSURE." "Information Collected from You: You may decide to send FSA information, including personally identifying information. The information you supply - weather through a secure Web form, a standard Web form, or by sending an electronic mail message - is maintained by FSA for the purpose of processing your request or inquiry. FSA also uses the information you supply in other ways to further FSA's mission of maintaining stability and public confidence in the nation's banking system. Various employees of FSA may see the information you submit in the course of their official duties. The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA. The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with this web site, or you have questions about the FSA's privacy policy and information practices you should e-mail us at</p>				

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
		webmaster@fsa.ed.gov. Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail. "				
3	Enter username <wsmith01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
4	Select "Login" button	System presents the "Home Page" with the Institution Name <Bay State College> and OPE ID <00396500> shown at the top of the page. The page contains top navigation: - eZ-Audit Home - Help - Logout Content area is divided into 2 sections. The left section has the headings "Create Annual Submission", "Other Submissions", "Administration", and "Other Links". The "Create Annual Submission" section contains the following link: - Create FYE MM/DD/YYYY Annual Submission The "Other Submissions" sections contain links to the different submissions they are eligible for. Possible links are: - Create Merger/Change in Ownership Submission - Change in Fiscal Year End Date - Create Waiver Exemption Request Submission - Create Reinstatement Submission - Create Stub Audit Submission - Submit Additional Information In addition there is a "View Historical Submissions" link displayed. The "Administration" section contains the following links: - Update My User Profile - View Institution Profile - Letter of Public Status The "Other Links" sections contains the following links: - Department of Education - Schools Portal The right section has the heading "Notifications" and contains informational notifications to the institution. .				
Create Waiver Exemption Request Submission						
5	Select "Create Waiver Exemption Request Submission" link	System presents the "Create Waiver Exemption" page with the Institution Name <Bay State College> and OPE ID <00396500> shown at the top of the page below the heading. The page contains top navigation: - eZ-Audit Home - Help - Logout Immediately below the header is the following text: "Please use the fields below to upload your Waiver/Exemption Request into the system. Please note, all files must be in .pdf format. Once all file(s) have been uploaded, select "Submit". Selecting "Cancel" will return you to your home page without saving or submitting your information. " Below this the page contains a "Browse" and an "Add" buttons for the user to upload and attach files. Other buttons displayed to the user are "Cancel" and "Submit to Ed" links which follows a bold disclaimer that ensures the user consent to the FSA submission guidelines and regulations.	INS-HP01			
6	Select "eZ-Audit Home" button from top navigation	System displays the original Institutional "Home" page.				

Script Name Proprietary Annual Submission
Description The purpose of this script is to test the ability to complete data entry for a Proprietary annual submission.
Created By Melanie Greiner/ Kevin Rowland
Tested By
Date Tested
Prerequisites Must be logged in as a Proprietary institution user with data entry role
Use Cases Covered UC 9 Create Submission

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
Link to Institution Profile page						
1	Select "Create FYE 06/30/2002 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "FSA Annual Submission Financial Statement Information". Immediately below the heading is the Institution name <Bay State College> and OPEID <00396500>. The Institution name will be illustrated as a link. The page then contains the following questions/ fields: - Indicate Period Audited and explanation if less than 1 year. - Review Auditor Information<Pricewaterhouse 111111111> and indicate if there has been a change (Yes/No). If No, new auditor TIN is required. - Financial Statements in compliance with GAAP (Yes/No) - Financial Statements in compliance with Government Auditing Standards (Yes/No) - Opinion Type (drop down list box) - Enter 90/10 Revenue Attestation Percentage - Disclosures (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue Recognition, and Late Refunds - Enter Financial Statement Data: links to Balance Sheet, Income Statement, and Cash Flows Statement The following buttons are available to the user: Cancel, Save, and Save & Proceed	INS11 INS19 INS09			
2	Select "Institution name" link	System displays the "Institution Profile" page which contains top navigation (eZ-Audit Home, Help and Logout links). The page header contains trace tags, "eZ-Audit Home", "Institution Profile", and a page title, "Institution Profile." Immediately below the heading is the Institution name <Bay State College> and OPEID <00396500>. Under the header is a sub-header titled "Institutional Info" which is accompanied with text telling the user that the information presented is read-only and provides contact information is any of the information is found to be incorrect. The content area of the page contains the following information: -Institution Name <Bay State College> -Type of Institution <Proprietary> -Address <122 Commonwealth Avenue> -City <Boston> -State <MA> -Zip/Postal Code <021162975> -Phone Number <6172368000> -Fax Number <6175361735> -TIN <042033731> -DUNS Number <077624062> -Fiscal Year End <06/30/2002> -President <Mr. Howard E Horton> -President Email <jennysri@gwu.edu> -Financial Aid Admin <Ms Deana M Coady> -FAA Email <jennysri@gwu.edu> -Primary Accreditation Org. <NEACTC> -Other Accreditation Org.	INS09			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
3	Select "eZ-Audit Home" in the top navigation	System presents the "Home Page" with the Institution Name <Bay State College> and OPE ID <00396500> shown at the top of the page. The page contains top navigation: - eZ-Audit Home - Help - Logout Content area is divided into 2 sections. The left section has the headings "Create Annual Submission", "Other Submissions", "Administration", and "Other Links". The "Create Annual Submission" section contains the following link: - Create FYE MM/DD/YYYY Annual Submission The "Other Submissions" sections contain links to the different submissions they are eligible for. Possible links are: - Create Merger/Change in Ownership Submission - Change in Fiscal Year End Date - Create Exemption Waiver Request Submission - Create Reinstatement Submission - Create Stub Audit Submission - Submit Additional Information In addition there is a "View Historical Submissions" link displayed. The "Administration" section contains the following links: - Update My User Profile - View Institution Profile - Letter of Public Status The "Other Links" sections contains the following links: - Department of Education - Schools Portal The right section has the heading "Notifications" and contains informational notifications to the institution.	INS30			
Create Annual Submission						
4	Repeat Step #1	Same expected result	INS11 INS19			
5	Select "Save" button	System displays at the top of the page in red font the following error messages indicating the required fields: Error(s): Field: 1. Indicate the Period Audited - Begin Date is required and cannot be left blank. Field: 1. Indicate the Period Audited - End Date is required and cannot be left blank. Field: 2. Review Auditor Information - Is this information correct? is required and cannot be left blank. Field: 3. Are your financial statements prepared in accordance with GAAP is required and cannot be left blank. Field: 4. Are your financial statements audited in accordance with GAGAS is required and cannot be left blank. Field: 5. Opinion Type is required and cannot be left blank. Field: 6. Enter 90/10 Revenue Attestation Percentage is required and cannot be left blank. Field: 7. Do you have any of the following disclosures in your financial statement ... Going Concern is required and cannot be left blank. Field: 7. Do you have any of the following disclosures in your financial statement ... Contingent Liabilities is required and cannot be left blank. Field: 7. Do you have any of the following disclosures in your financial statement ... Debt Agreement Violation is required a Field: 7. Do you have any of the following disclosures in your financial statement ... ED Compliance Issues is required and Field: 7. Do you have any of the following disclosures in your financial statement ... Revenue Recognition (Prorata) is requi Field: 7. Do you have any of the following disclosures in your financial statement... Late Refunds is required and cannot be				
6	Enter begin date <07/01/2001> and end date <08/30/2001>	Field accepts input	INS11 INS19			
7	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input	INS11 INS19			
8	Select <YES> for "Are your Financial Statements in compliance with GAAP?"	Field accepts input	INS11 INS19			
9	Select <YES> for "Are your Financial Statements in compliance with Government Auditing Standards?"	Field accepts input	INS11 INS19			
10	Select opinion type <ADVERSE>	Field accepts input	INS11 INS19			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
11	Enter <90> for the "90/10 Revenue Attestation Percentage"	Field accepts input	INS11 INS19			
12	Select <NO> for "Do you have the following disclosure in financial statement: Going Concern?"	Field accepts input	INS11 INS19			
13	Select <NO> for "Do you have the following disclosure in financial statement: Contingent Liabilities?"	Field accepts input	INS11 INS19			
14	Select <NO> for "Do you have the following disclosure in financial statement: Debt Agreement Violation?"	Field accepts input	INS11 INS19			
15	Select <NO> for "Do you have the following disclosure in financial statement: ED Compliance Issue?"	Field accepts input	INS11 INS19			
16	Select <NO> for "Do you have the following disclosure in financial statement: Revenue Recognition (prorata)?"	Field accepts input	INS11 INS19			
17	Select <NO> for "Do you have the following disclosure in financial statement: Late Refunds?"	Field accepts input	INS11 INS19			
18	Select "Save" button	System will display the following error message: - Error(s): - Field: 2. Indicate the Period Audited - Reason if Less than 1 Year is required and cannot be left blank.				
19	Enter begin date <07/01/2001> and end date <06/30/2002>	Field accepts input	INS11 INS19			
Complete Balance Sheet						
20	Select "Balance Sheet" link	System displays the "Balance Sheet" page which contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following fields: Cash and Cash Equivalents, Accounts Receivable - Student, Accounts Receivable - Employee, Accounts Receivable - Related Parties Secured, Accounts Receivable - Related Parties Unsecured, Contribution Receivable, Pledged Receivable, Accounts Receivable - Other, Allowance for Doubtful Accounts, Net Accounts Receivable*, Prepaid Expenses, Inventories, Note Receivable - Related Parties Secured, Note Receivable Related Parties Unsecured, Note Receivable - Other, Investments, Deferred Advertising, Deferred Income Tax, Other Current Assets, Total Current Assets, Property, Plant, and Equipment including capitalized lease assets at historical costs, Accumulated Depreciation, Net Property, Plant, and Equipment including capitalized lease assets at historical costs*, Intangible Assets, Goodwill, Investments, Note Receivable (Related Parties - Secured, Unsecured; Other), Deferred Income Tax, Other Assets, Total Current Assets* Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Current Portion of Long-Term Debt, Deferred Tuition, Deferred Taxes, Line of Credit, Capital Lease Obligation, Other Current Liabilities, Total Current Liabilities*, Long-Term Debt, Deferred Taxes, Capital Lease Obligations, Deferred Compensation, Annuities Payable, Post-Employment & Post-Retirement Benefits, Other Liabilities, Total Liabilities*, Contributed Capital, Retained Earnings, Common Stock, Preferred Stock, Paid in Capital Excess of Par, Unrealized Gain, Comprehensive Income, Treasury Stock, Total Owner's Equity, Total Liabilities and Owner's Equity* Fields marked with an * above are calculated fields. Buttons available to the user are: Cancel, Calculate and Save & Proceed.				

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
21	Select "Calculate" button	<p>System displays at the top of the page in red font the following error messages indicating the required fields: Error(s): Field: Cash and Cash Equivalents is required and cannot be left blank. Field: Accounts Receivable - Student is required and cannot be left blank. Field: Accounts Receivable - Employee is required and cannot be left blank. Field: Accounts Receivable - Related Parties - Secured is required and cannot be left blank. Field: Accounts Receivable - Related Parties - Unsecured is required and cannot be left blank. Field: Accounts Receivable - Other is required and cannot be left blank. Field: Allowance for Doubtful Accounts is required and cannot be left blank. Field: Prepaid Expenses is required and cannot be left blank. Field: Inventories is required and cannot be left blank. Field: Note Receivable - Related Party - Secured (current) is required and cannot be left blank. Field: Note Receivable - Related Party - Unsecured (current) is required and cannot be left blank. Field: Note Receivable - Other (current) is required and cannot be left blank. Field: Investments (current) is required and cannot be left blank. Field: Deferred Advertising is required and cannot be left blank. Field: Deferred Income Tax - Current is required and cannot be left blank. Field: Other Current Assets is required and cannot be left blank. Field: Property and Equipment, including capitalized lease assets is required and cannot be left blank. Field: Accumulated Depreciation is required and cannot be left blank. Field: Intangible Assets, net of amortization (excluding goodwill) is required and cannot be left blank. Field: Goodwill, net is required and cannot be left blank. Field: Investments (non-current) is required and cannot be left blank. Field: Note Receivable, Related Party - Secured (non-current) is required and cannot be left blank. Field: Note Receivable, Related Party - Unsecured (non-current) is required and cannot be left blank.</p> <p>Field: Note Receivable - Other (non-current) is required and cannot be left blank. Field: Deferred Income Tax - Non-Current is required and cannot be left blank. Field: Other Assets is required and cannot be left blank. Field: Accounts Payable is required and cannot be left blank. Field: Refunds Payable is required and cannot be left blank. Field: Student Deposits and Advances is required and cannot be left blank. Field: Accrued Expenses is required and cannot be left blank. Field: Current Portion of Long Term Debt is required and cannot be left blank. Field: Deferred Tuition is required and cannot be left blank. Field: Deferred Taxes - Current is required and cannot be left blank. Field: Line of Credit is required and cannot be left blank. Field: Current Portion of Capital Lease Obligations is required and cannot be left blank. Field: Other Current Liabilities is required and cannot be left blank. Field: Long-term debt, net of current portion is required and cannot be left blank. Field: Deferred taxes - Non-Current is required and cannot be left blank. Field: Capital Lease Obligations is required and cannot be left blank. Field: Deferred Compensation is required and cannot be left blank. Field: Annuities Payable is required and cannot be left blank. Field: Post Employment & Post Retirement Benefits is required and cannot be left blank. Field: Other Liabilities is required and cannot be left blank. Field: Contributed Capital is required and cannot be left blank. Field: Retained Earnings is required and cannot be left blank. Field: Common Stock is required and cannot be left blank. Field: Preferred Stock is required and cannot be left blank.</p> <p>Field: Paid in Capital Excess of Par is required and cannot be left blank. Field: Unrealized Gain (Loss) on Marketable Securities is required and cannot be left blank. Field: Comprehensive Income (Loss) is required and cannot be left blank. Field: Treasury Stock is required and cannot be left blank.</p>				
22	Enter <1> for all the fields on the page	Field accepts input				
23	Select "Calculate" button	<p>System displays at the top of the page in red font the following error messages indicating the required fields: Error(s): The Total Assets must be equal to the Total Liabilities and Owner's Equity.</p>				
24	Enter Cash and Cash Equivalents <9431>	Field accepts input				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
25	Enter Accounts Receivable - Student <14265>	Field accepts input				
26	Enter Accounts Receivable - Employees <0>	Field accepts input				
27	Enter Accounts Receivable - Related Parties, Secured <0>	Field accepts input				
28	Enter Accounts Receivable - Related Parties, Unsecured <0>	Field accepts input				
29	Enter Accounts Receivable - Other <0>	Field accepts input				
30	Enter Allowance for Doubtful Accounts <0>	Field accepts input				
31	Enter Prepaid Expenses <0>	Field accepts input				
32	Enter Inventories <350>	Field accepts input				
33	Enter Note Receivable - Related Parties, Secured <0>	Field accepts input				
34	Enter Note Receivable - Related Parties, Unsecured <0>	Field accepts input				
35	Enter Note Receivable - Other<0>	Field accepts input				
36	Enter Investments (current) <0>	Field accepts input				
37	Enter Deferred Advertising <0>	Field accepts input				
38	Enter Deferred Income Tax - Current <0>	Field accepts input				
39	Enter Other Current Assets <0>	Field accepts input				
40	Enter Property and Equipment, including capitalized lease assets <149265>	Field accepts input				
41	Enter Accumulated Depreciation <17757>	Field accepts input				
42	Enter Intangible Assets (excluding Goodwill), net of amortization <0>	Field accepts input				
43	Enter Goodwill, net <0>	Field accepts input				
44	Enter Investments <0>	Field accepts input				
45	Enter Note Receivable - Related Parties, Secured <0>	Field accepts input				
46	Enter Note Receivable - Related Parties, Unsecured <0>	Field accepts input				
47	Enter Note Receivable - Other<0>	Field accepts input				
48	Enter Deferred Income Tax - Non-Current <0>	Field accepts input				
49	Enter Other Assets <0>	Field accepts input				
50	Enter Accounts Payable <0>	Field accepts input				
51	Enter Refunds Payable <0>	Field accepts input				
52	Enter Student Deposits & Advances <0>	Field accepts input				
53	Enter Accrued Expenses <1778>	Field accepts input				
54	Enter Current Portion of Long Term Debt <0>	Field accepts input				
55	Enter Deferred Tuition <21394>	Field accepts input				
56	Enter Deferred Taxes - Current <0>	Field accepts input				
57	Enter Line of Credit <0>	Field accepts input				
58	Enter Current Portion of Capital Lease Obligations <0>	Field accepts input				
59	Enter Other Current Liabilities <0>	Field accepts input				
60	Enter Long-Term Debt, net of current portion <0>	Field accepts input				
61	Enter Deferred taxes - Non-Current <0>	Field accepts input				
62	Enter Capital Lease Obligations <0>	Field accepts input				
63	Enter Deferred Compensation <0>	Field accepts input				
64	Enter Annuities Payable <0>	Field accepts input				
65	Enter Post Employment & Retirement Benefits <0>	Field accepts input				
66	Enter Other Liabilities <0>	Field accepts input				
67	Enter Contributed Capital <132382>	Field accepts input				
68	Enter Retained Earnings <0>	Field accepts input				
69	Enter Common Stock <0>	Field accepts input				
70	Enter Preferred Stock <0>	Field accepts input				
71	Enter Paid in Capital Excess of Par <0>	Field accepts input				
72	Enter Unrealized Gain (Loss) on Marketable Securities <0>	Field accepts input				

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
73	Enter Comprehensive Income (Loss) <0>	Field accepts input				
74	Enter Treasury Stock <0>	Field accepts input				
75	Select "Calculate" button	System refreshes "Balance Sheet" page with values previously entered pre-populated. In addition, the system has calculated values and pre-populated the following fields: Net Accounts Receivable (\$14,265) Total Current Assets (\$24,046) Net Property & Equipment including capitalized lease assets (\$131,508) Total Assets (\$155,554) Total Current Liabilities (\$23,172) Total Liabilities (\$23,172) Total Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.				
Complete Income Statement						
76	Select "Save & Proceed" button	System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tuition & Fees, Other, Total Revenue*, Non-Operating Income, Gains on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, REnt Expense, INsurance Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses, Total Expenses*, Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, Beginning of Year, Gain (Loss) from Correction of Error, Retained Earnings, End of Year* Fields marked with an * above are calculated fields. Buttons displayed are: Cancel, Calculate and Save & Proceed.	INS06			
77	Select "Calculate" button	System displays at the top of the page in red font the following error messages indicating the required fields: Error(s): Field: Revenue is required and cannot be left blank. Field: Other is required and cannot be left blank. Field: Non-Operating Income is required and cannot be left blank. Field: Gains on Sale of Investments, net of losses is required and cannot be left blank. Field: Interest Income is required and cannot be left blank. Field: Other is required and cannot be left blank. Field: Cost of Goods Sold is required and cannot be left blank. Field: Salaries Expense is required and cannot be left blank. Field: Rent Expense is required and cannot be left blank. Field: Insurance Expense is required and cannot be left blank. Field: Administrative Expense is required and cannot be left blank. Field: Depreciation and Amortization Expense is required and cannot be left blank. Field: Interest Expense is required and cannot be left blank. Field: Bad Debt Expense is required and cannot be left blank. Field: Marketing is required and cannot be left blank. Field: Recruiting is required and cannot be left blank. Field: Other Expenses is required and cannot be left blank. Field: Provision for Income Taxes is required and cannot be left blank. Field: Extraordinary Gain (Loss), net of tax is required and cannot be left blank. Field: Gain (Loss) from Discontinued Operations, net of tax is required and cannot be left blank. Field: Gain (Loss) from Change in Accounting Principle, net of tax is required and cannot be left blank. Field: Retained Earnings, Beginning of year is required and cannot be left blank. Field: Gain (Loss) from Correction of Error, net of tax is required and cannot be left blank.				
78	Enter Revenue <0>	Field accepts input	INS06			
79	Enter Tuition & Fees <117843>	Field accepts input	INS06			
80	Enter Other <0>	Field accepts input	INS06			
81	Enter Non-Operating Income <0>	Field accepts input	INS06			
82	Enter Gains on Sale of Investments, net of losses <0>	Field accepts input	INS06			
83	Enter Interest Income <0>	Field accepts input	INS06			
84	Enter Other <0>	Field accepts input	INS06			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
85	Enter Cost of Goods Sold <8442>	Field accepts input	INS06			
86	Enter Salaries Expense <51229>	Field accepts input	INS06			
87	Enter Rent Expense <1488>	Field accepts input	INS06			
88	Enter Insurance Expense <1530>	Field accepts input	INS06			
89	Enter Administrative Expenses <0>	Field accepts input	INS06			
90	Enter Depreciation & Amortization Expense <8451>	Field accepts input	INS06			
91	Enter Interest Expense <0>	Field accepts input	INS06			
92	Enter Bad Debt Expense <0>	Field accepts input	INS06			
93	Enter Marketing <0>	Field accepts input	INS06			
94	Enter Recruiting <0>	Field accepts input	INS06			
95	Enter Other Expenses <29284>	Field accepts input	INS06			
96	Enter Provision for Income Taxes <0>	Field accepts input	INS06			
97	Enter Extraordinary Gain (Loss), net of taxes <0>	Field accepts input	INS06			
98	Enter Gain (Loss) from Discontinued Operations, net of taxes <0>	Field accepts input	INS06			
99	Enter Gain (Loss) from Change in Accounting Principle, net of taxes <0>	Field accepts input	INS06			
100	Enter Retained Earnings, beginning of year <104991>	Field accepts input	INS06			
101	Enter Gain (Loss) from Correction of an Error, net of tax <0>	Field accepts input	INS06			
102	Enter Distribution to Shareholders <1>	Field accepts input	INS06 INS07			
103	Select "Calculate" button	System refreshes "Income Statement" page with values previously entered pre-populated. In addition, the system has calculated values and pre-populated the following fields: Total Operating Income (\$117,843) Total Non-Operating Income (\$0) Total Income (\$117,843) Total Expenses (\$100,424) Net Income Before Taxes (\$17,419) Net Income After Taxes (\$17,419) Net Income (\$17,419) Retained Earnings - End of Year (\$122,409) Buttons displayed are: Calculate, Cancel and Save & Proceed.	INS08			
Complete Cash Flows Statement						
104	Select "Save & Proceed" button	System saves Statement of Activities data entered and displays the "Cash Flows Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachments), and Submit links) and a content area that contains the following fields: Net Cash Provided by (Used in) Operating Activities, Net Cash Provided by (Used in) Investing Activities, Net Cash Provided by (Used in) Financing Activities, Net Increase (Decrease) in Cash and Cash Equivalents*, Cash and Cash Equivalents at Beginning of Year, Cash and Cash Equivalents at End of Year*. Fields marked with an * above are calculated fields. Buttons available are: Cancel, Calculate and Save & Proceed.				
105	Select "Calculate" button	System displays at the top of the page in red font the following error messages indicating the required fields: Error(s): Field: Net Cash Provided by (Used in) Operating Activities is required and cannot be left blank. Field: Net Cash Provided by (Used in) Investing Activities is required and cannot be left blank. Field: Net Cash Provided by (Used in) Financing Activities is required and cannot be left blank. Field: Cash and Cash Equivalents at Beginning of Year is required and cannot be left blank.				
106	Enter Net Cash Provided by (Used in) Operating Activities <11690>	Field accepts input				
107	Enter Net Cash Provided by (Used in) Investing Activities <-17571>	Field accepts input				
108	Enter Net Cash Provided by (Used in) Financing Activities <9972>	Field accepts input				

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
109	Enter Cash and Cash Equivalents at Beginning of Year <5340>	Field accepts input				
110	Select "Calculate" button	System refreshes "Cash Flows Statement" page with values previously entered pre- populated and the calculated fields pre-populated. Calculated fields and values are: Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091) Cash and Cash Equivalents - End of Year (\$9,431) Buttons displayed are: Calculate, Cancel, and Save & Proceed.				
111	Select "Save & Proceed" button	System displays the "Financial Statements" page with values previously entered pre- populated. Buttons displayed are: Cancel, Save and Save & Proceed.				
Complete Compliance Audit						
112	Select "Save & Proceed" button	System displays the "Compliance Audit" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "FSA Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Bay State College> and OPEID. The institution name will be illustrated as a link. The page then contains the following questions/ fields: - Indicate the Programs Examined in the Attached Audit (programs include FSEOG, FFELP, FWS, FPL, Pell, FDLP) - Indicate the Period Audited (MM/DD/YYYY) - Review Auditor Information <Pricewaterhouse 11111111> and indicate if there has been a change (Yes/No). If No, new auditor TIN is required. - Does this audit contain any findings (Yes/No). If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and Refunds. - Does the attached audit indicate...in accordance with: GAS, AICPA, Audit Guide(Yes/No) - Opinion Type (drop down list box) - Were there audit findings in the previous year's audit (Yes/No) - Does Institution utilize a Third-Party Servicer - Does the attached audit indicate...requirements regarding: (Yes/No) Institutional Eligibility & Participation, etc. Buttons displayed are: Cancel, Save and Save & Proceed.	INS12 INS09			
113	Select "Save" button	System displays at the top of the page in red font the following error messages indicating the required fields: Error(s): Field: 2. Indicate the Period Audited - Begin Date is required and cannot be left blank. Field: 2. Indicate the Period Audited - End Date is required and cannot be left blank. Field: 3. Review Auditor Information - Is this information correct? is required and cannot be left blank. Field: 4. Does this Audit contain any findings? is required and cannot be left blank. Field: 5. Does the attached audit indicate that this examination was conducted in accordance with: Government Auditing Standards is required and cannot be left blank. Field: 5. Does the attached audit indicate that this examination was conducted in accordance with: Audit Guide is required and cannot be left blank. Field: 6. Opinion Type is required and cannot be left blank. Field: 7. Were there audit findings in the previous year's audit? is required and cannot be left blank. Field: 8. Does Institution utilize a Third-Party Servicer? is required and cannot be left blank. Field: 9. Does the attached audit indicate that management assertions have been examined, that the institution complied w Field: 9. Does the attached audit indicate that management assertions have been examined, that the institution complied w Field: 9. Does the attached audit indicate that management assertions have been examined, that the institution complied w Field: 9. Does the attached audit indicate that management assertions have been examined, that the institution complied w Field: 9. Does the attached audit indicate that management assertions have been examined, that the institution complied w Field: 9. Does the attached audit indicate that management assertions have been examined, that the institution complied w Field: 9. Does the attached audit indicate that management assertions have been examined, that the institution complied w				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
114	Select programs audited <PELL, FSEOG, FWS, FFELP> and closeout programs <NONE>	Field accepts input				
115	Enter begin date <07/01/2001> and end date <08/30/2001>	Field accepts input				
116	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input				
117	Select <YES> for "Does audit contain any findings?"	Field accepts input				
118	Select <NO> for "Pell Adjustments"	Field accepts input				
119	Select <NO> for "Student Eligibility"	Field accepts input				
120	Select <NO> for "Disbursements"	Field accepts input				
121	Select <NO> for "Refunds"	Field accepts input				
122	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: GAS?"	Field accepts input				
123	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: AICPA?"	Field accepts input				
124	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: Audit Guide?"	Field accepts input				
125	Select opinion type <UNQUALIFIED>	Field accepts input				
126	Select <NO> for "Were there audit findings in the previous year's audit?"	Field accepts input				
127	Select <NO> for "Does Institution utilize a Third-Party Servicer"	Field accepts input				
128	Select <Yes> for all options in item #9 "Does the...regarding:"	Field accepts input				
129	Select "Save" button	System will display the following error message: - Error(s): - Field: 2. Indicate the Period Audited - Reason if Less than 1 Year is required and cannot be left blank.				
130	Enter begin date <07/01/2001> and end date <06/30/2002>	Field accepts input				
Complete Checklist						
131	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Checklist - Upload Attachment(s) - Submit The contents area of the page has the heading "FSA Initial Submission Checklist". Immediately below the heading is the Institution name <Bay State College> and OPEID <03516500>. The Institution name will be illustrated as a link. The page then contains three sections with the following headings:(1) Are the following items included in the attachment of your Financial Statements? Text labels displayed are: - Balance Sheet - Income Statement - Change in Equity - Cash Flows Statement - Consolidated Statements - Notes to Financial Statements - 90/10 Revenue Attestation - Report of Compliance with Laws and Regulations - Report on Internal Controls - Report on Financial Statements (Note: This report must include Auditor's signature)	INS10 INS09			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
		<p>Note: For each text label Yes/No/NA radio buttons and a text box are provided.</p> <p>2) Are the following items included in the attachment of your Compliance Audit?</p> <ul style="list-style-type: none"> - Servicer Information Sheet - Auditor Information Sheet - Summary Schedule A, B, & C - Corrective Action Plan - Schedule of Findings & Questioned Costs - Statement addressing prior year audit findings - Independent Auditor's Report - Explanation of All Current Year Audit Findings <p>Does the Independent...assertions?</p> <ul style="list-style-type: none"> - Institution Eligibility & Participation - Reporting - Student Eligibility - Disbursements - Refunds/Return of Title IV - GAPS & Cash Management - Perkins Loan - Administrative Capability <p>3) Contact Information/ Additional Notes</p> <p>Please let us know who to contact.....submission.</p> <p>Financial Statement Contact</p> <ul style="list-style-type: none"> -Name -Email <p>Compliance Audit Contact</p> <ul style="list-style-type: none"> -Name -Email <p>Enter any addition information</p> <p>Note: Text boxes are provided for the user to input contact information</p>	<p>INS01 INS02 INS03 INS04</p>			
132	Select "Save" button	<p>System displays at the top of the page in red font the following error messages indicating the required fields:</p> <p>Error(s):</p> <ul style="list-style-type: none"> Field: Balance Sheet does not contain an accepted value. Field: Income Statement does not contain an accepted value. Field: Cash Flows Statement does not contain an accepted value. Field: Notes to Financial Statements does not contain an accepted value. Field: 90/10 Revenue Attestation does not contain an accepted value. Field: Report on Compliance with Laws and Regulations does not contain an accepted value. Field: Report in Internal Controls does not contain an accepted value. Field: Report on Financial Statements does not contain an accepted value. Field: Auditor Information Sheet does not contain an accepted value. Field: Schedule of Findings & Questioned Costs does not contain an accepted value. Field: Independent Auditors Report does not contain an accepted value. Field: Institutional Eligibility & Participation does not contain an accepted value. Field: Servicer Information Sheet does not contain an accepted value. Field: Student Eligibility does not contain an accepted value. Field: Disbursements does not contain an accepted value. Field: Refunds/Return of Title IV does not contain an accepted value. Field: GAPS & Cash Management does not contain an accepted value. Field: Administrative Capability does not contain an accepted value. Field: Corrective Action Plan does not contain an accepted value. Field: Explanation of All Current Year Audit Findings does not contain an accepted value. Field: Perkins Loan does not contain an accepted value. <ul style="list-style-type: none"> Field: Summary Schedule A does not contain an accepted value. Field: Summary Schedule B does not contain an accepted value. Field: Summary Schedule C does not contain an accepted value. Field: Statement addressing prior year audit findings does not contain an accepted value. Field: Financial Statement Contact name is required and cannot be left blank. Field: Financial Statement Contact email is required. Field: Compliance Audit Contact name is required and cannot be left blank. Field: Compliance Audit Contact email is required. 	INS05			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
133	Select <YES> for all Checklist items except for "Servicer Information Sheet"	Fields accept input	INS10			
134	Select <No> for "Servicer Information Sheet"	Fields accept input	INS11			
135	Enter <Mr. Bassman> for both Name items in the Contact Information section	Fields accept input	INS01 INS02 INS03 INS04			
136	Enter <fish@hotmail.com> for both Email items in the Contact Information section	Fields accept input	INS01 INS02 INS03 INS04			
Upload Attachments						
137	Select "Save & Proceed" button	<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading "FSA Annual Submission File Upload". Immediately below the heading is the Institution name <Bay State College> and OPEID <00396500>. The Institution name will be illustrated as a link.</p> <p>The page then contains the following text:</p> <p>As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing.</p> <p>Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button.</p> <p>There are also Cancel, Save, and Save and Proceed buttons.</p>	INS09			
138	Select "Help" button	System opens new browser windows that displays static help text.				
139	Close Help browser window	System displays original browser window with the Institution Home page.				
140	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
141	Select file to upload <Initial.pdf>					
142	Select "Open"	System re-displays the "Upload Attachments" page with the file that was selected shown in the text box to the left of the "Browse" button.				
143	Select "All"	Field accepts input				
144	Select "Add" button	System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.				
Submit						

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
145	Select "Save & Proceed" button	<p>System displays the "Submit" page.</p> <p>The page contains top navigation: eZ-Audit Home, Help, and Logout.</p> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. <p>The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <Bay State College> and OPEID <00396500>. The Institution name will be illustrated as a link.</p> <p>The page then contains the following text:</p> <p>By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review. Your submission must have been prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to the data.</p> <p>REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.</p> <p>I hereby certify that, to the best of my knowledge and belief, all information in this submission is true and accurate.</p> <ul style="list-style-type: none"> - Submit to ED button is displayed 	INS09			
146	Select "Help" button	System opens new browser windows that displays static help text.				
147	Close Help browser window	System displays original browser window with the Institution Home page.				
148	Select "Submit to ED" button	<p>System displays the "Institution Home" page with the following text message displayed below the Notification heading:</p> <p>Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.</p> <p>Also displayed in the "Notifications" section is the following: Your Fiscal Year End 06/30/2002 annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>. Review of your submission has not yet started.</p>				