

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

**Script Name** Non-Annual Submission  
**Description** The purpose of this script is to test the ability to complete Non-Annual Submissions  
**Created By** Ben Lopez  
**Tested By**  
**Date Tested**  
**Prerequisites**  
**Use Cases Covered** UC9, UC23

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
1	Click to open Internet Browser	Browser opens				
2	Enter eZ-Audit application link into browser: <https://dev.ezaudit.ed.gov:8571/EZ3WebApp/login.jsp>.	System presents the login page (described in script PU-A1)				
3	Enter username <publicschool> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
4	Select "Create Initial Application Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Initial Application Submission Financial Statements". Immediately below the heading is the Institution name <Public School> and OPE ID <11223300>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Enter the Institution's Fiscal Year End - Fiscal Year End 2. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year: 3. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor TIN:	NONAN01			

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
		4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. Select an Opinion Type (drop down list box) 7. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs The following buttons are available to the user: Cancel, Save and Save & Proceed				
5	Enter Fiscal Year End <08/01/2004>	Field accepts input				
6	Enter begin date <08/01/2003> and end date <08/01/2004>	Field accepts input				
7	Select <YES> for "Is this information correct?" in the Review Auditor	Field accepts input				
8	Select <YES> for "Are your Financial Statements in accordance with GAAP?"	Field accepts input				
9	Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"	Field accepts input				
10	Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box	Field accepts input				
11	Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"	Field accepts input				
12	Select <YES> for "were material weaknesses identified?"	Field accepts input				
13	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input				
14	Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"	Field accepts input				
15	Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"	Field accepts input				
16	Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"	Field accepts input				
17	Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"	Field accepts input				

R2.0 NonAnnual Submission Test Script  
02/05/2004

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18	Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"	Field accepts input				
19	Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV	Field accepts input				
20	Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"	Field accepts input				
21	Select "Save & Proceed" button	<p>System displays the "Checklist" page. The page contains top navigation:</p> <ul style="list-style-type: none"> <li>- eZ-Audit Home</li> <li>- Help</li> <li>- Logout</li> </ul> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> <li>- Financial Statements</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul> <p>The contents area of the page has the heading "Public Annual Submission Checklist". Immediately below the heading is the Institution name &lt;Public School&gt; and OPEID &lt;????????&gt;. The School Name is also a hyperlink to the Institution's Profile Page.</p> <p>The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your A-133 report? and (2) Contact Information/ Additional Notes.</p> <p>Text labels displayed in Section 1 are:</p> <ul style="list-style-type: none"> <li>- Statement of Financial Position</li> <li>- Statement of Activities</li> <li>- Cash Flows Statement</li> <li>- Notes to Financial Statements</li> <li>- Schedule of Expenditures of Federal Awards</li> <li>- Corrective Action Plan</li> </ul>				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
22		<ul style="list-style-type: none"> <li>- Schedule of Findings &amp; Questioned Costs</li> <li>- Summary schedule of prior year audit findings</li> <li>- Independent Auditors Report</li> <li>- Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards</li> <li>- Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133</li> </ul> Section (2), Contact Information/ Additional Notes, contains: <ul style="list-style-type: none"> <li>- A Message displaying : "Please let us know who to contact with questions regarding this submission."</li> <li>- Financial Statement Contact               <ul style="list-style-type: none"> <li>- Name</li> <li>- Email</li> </ul> </li> <li>- Compliance Audit Contact               <ul style="list-style-type: none"> <li>- Name</li> <li>- Email</li> </ul> </li> <li>- Enter any additional notes (text box)</li> </ul> Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
23	Select <NO> for Statement of Financial Position	Field accepts input				
24	Select <NO> for Statement of Activities	Field accepts input				
	Select <NO> for Cash Flow Statement	Field accepts input				
25	Select <NO> for Notes to Financial Statements	Field accepts input				
26	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input				
30	Select <YES> for Independent Auditor's Report	Field accepts input				
31	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input				
33	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input				
34	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input				
35	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input				
36	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
37	Select "Save & Proceed" button	<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> <li>- eZ-Audit Home</li> <li>- Help</li> <li>- Logout</li> </ul> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> <li>- Financial Statements</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul> <p>The contents area of the page has the heading "Public Annual Submission File Upload ". Immediately below the heading is the Institution name &lt;Public School&gt; and OPEID &lt;????????&gt;. The School Name is also a hyperlink to the Institution's Profile Page</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 A-133 report 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. All required fields are indicated with an asterisk. Selecting "All</p>				
		<p>Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button.</p> <p>There are also Cancel, Save, and Save and Proceed buttons.</p>				
38	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
39	Select file to upload <A133P.pdf>					
40	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
41	Select "All"	Field accepts input				
42	Select "Add" button	System re-displays the "Upload Attachment(s)" 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.				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
43	Select "Save & Proceed" button	<p>System displays the "Submit" page.            The page contains top navigation: eZ-Audit Home, Help, and Logout.            Left navigation consists of:            - Financial Statements            - Completeness Checklist            - Upload Attachments            - Submit.</p> <p>The contents area of the page has the heading "Public Annual Submission Submit".            Immediately below the heading is the Institution name &lt;Public School&gt; and OPEID &lt;????????&gt;. The School Name is also a hyperlink to the Institution's Profile Page.            The page then contains the following text:            "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.            Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.            Once submitted, you will only have read access to the data.            REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.</p>				
		<p>By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it."            Button displayed is: Submit to ED.</p>				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
44	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: 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. Also displayed in the "Notifications" section is the following: Your Initial Application 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.				
45	Select the "Logout" button	System displays the "Logout" page with the following text message displayed: "Thank you for using eZ-Audit, you have been logged out." Also displayed is a hyperlink allowing the user to log back in.				
46	Select the "Login" link	System displays the eZ-Audit Homepage				
47	Enter username <publicschool> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
48	Select "Create Reinstatement Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Initial Application Submission Financial Statements". Immediately below the heading is the Institution name <Public School> and OPE ID <11223300>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Enter the Institution's Fiscal Year End - Fiscal Year End 2. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year: 3. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor TIN:	NONAN02			

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
		4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 6. Select an Opinion Type (drop down list box) 7. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs The following buttons are available to the user: Cancel, Save and Save & Proceed				
49	Enter Fiscal Year End <08/01/2004>	Field accepts input				
50	Enter begin date <08/01/2003> and end date <08/01/2004>	Field accepts input				
51	Select <YES> for "Is this information correct?" in the Review Auditor	Field accepts input				
52	Select <YES> for "Are your Financial Statements in accordance with GAAP?"	Field accepts input				
53	Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"	Field accepts input				
54	Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box	Field accepts input				
55	Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"	Field accepts input				
56	Select <YES> for "were material weaknesses identified?"	Field accepts input				
57	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input				
58	Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"	Field accepts input				
59	Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"	Field accepts input				
60	Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"	Field accepts input				
61	Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"	Field accepts input				

R2.0 NonAnnual Submission Test Script  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
62	Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"	Field accepts input				
63	Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV	Field accepts input				
64	Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"	Field accepts input				
65	Select "Save & Proceed" button	<p>System displays the "Checklist" page. The page contains top navigation:</p> <ul style="list-style-type: none"> <li>- eZ-Audit Home</li> <li>- Help</li> <li>- Logout</li> </ul> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> <li>- Financial Statements</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul> <p>The contents area of the page has the heading "Public Annual Submission Checklist". Immediately below the heading is the Institution name &lt;Public School&gt; and OPEID &lt;????????&gt;. The School Name is also a hyperlink to the Institution's Profile Page.</p> <p>The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your A-133 report? and (2) Contact Information/ Additional Notes.</p> <p>Text labels displayed in Section 1 are:</p> <ul style="list-style-type: none"> <li>- Statement of Financial Position</li> <li>- Statement of Activities</li> <li>- Cash Flows Statement</li> <li>- Notes to Financial Statements</li> <li>- Schedule of Expenditures of Federal Awards</li> <li>- Corrective Action Plan</li> </ul>				

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Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
		<ul style="list-style-type: none"> <li>- Schedule of Findings &amp; Questioned Costs</li> <li>- Summary schedule of prior year audit findings</li> <li>- Independent Auditors Report</li> <li>- Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards</li> <li>- Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133</li> </ul> Section (2), Contact Information/ Additional Notes, contains: <ul style="list-style-type: none"> <li>- A Message displaying : "Please let us know who to contact with questions regarding this submission."</li> <li>- Financial Statement Contact               <ul style="list-style-type: none"> <li>- Name</li> <li>- Email</li> </ul> </li> <li>- Compliance Audit Contact               <ul style="list-style-type: none"> <li>- Name</li> <li>- Email</li> </ul> </li> <li>- Enter any additional notes (text box)</li> </ul> Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
66	Select <NO> for Statement of Financial Position	Field accepts input				
67	Select <NO> for Statement of Activities	Field accepts input				
68	Select <NO> for Notes to Financial Statements	Field accepts input				
69	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input				
70	Select <NO> for Cash Flow Statement	Field accepts input				
73	Select <YES> for Independent Auditor's Report	Field accepts input				
74	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input				
76	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input				
77	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input				
78	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input				
79	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
80	Select "Save & Proceed" button	<p>System displays the "Upload Attachment(s)" page. The page contains top navigation:</p> <ul style="list-style-type: none"> <li>- eZ-Audit Home</li> <li>- Help</li> <li>- Logout</li> </ul> <p>Left navigation consists of:</p> <ul style="list-style-type: none"> <li>- Financial Statements</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul> <p>The contents area of the page has the heading "Public Annual Submission File Upload ". Immediately below the heading is the Institution name &lt;Public School&gt; and OPEID &lt;????????&gt;. The School Name is also a hyperlink to the Institution's Profile Page</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 A-133 report 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. All required fields are indicated with an asterisk. Selecting "All</p>				
		<p>Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button.</p> <p>There are also Cancel, Save, and Save and Proceed buttons.</p>				
81	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
82	Select file to upload <A133P.pdf>					
83	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
84	Select "All"	Field accepts input				
85	Select "Add" button	System re-displays the "Upload Attachment(s)" 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.				

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02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
86	Select "Save & Proceed" button	<p>System displays the "Submit" page.            The page contains top navigation: eZ-Audit Home, Help, and Logout.            Left navigation consists of:            - Financial Statements            - Completeness Checklist            - Upload Attachments            - Submit.</p> <p>The contents area of the page has the heading "Public Annual Submission Submit".            Immediately below the heading is the Institution name &lt;Public School&gt; and OPEID &lt;????????&gt;. The School Name is also a hyperlink to the Institution's Profile Page.            The page then contains the following text:            "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.            Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.            Once submitted, you will only have read access to the data.            REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.</p>				
		<p>By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it."            Button displayed is: Submit to ED.</p>				

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02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
87	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: 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. Also displayed in the "Notifications" section is the following: Your Initial Application 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.				
88	Select the "Logout" button	System displays the "Logout" page with the following text message displayed: "Thank you for using eZ-Audit, you have been logged out." Also displayed is a hyperlink allowing the user to log back in.				
89	Select the "Login" link	System displays the eZ-Audit Homepage				
90	Enter username <pscre03> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
91	Select the "Login" button	System presents the "QC Home Page." The page contains top navigation: - eZ-Audit Home - My Profile - Search - Reports - Logout A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks leading to different sections on the page below. Two queues are displayed, both of which contain records split into two sections: Institution Name and Submission Information. Submission Information will include: OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type, Team, and System Flag. The queue at the top of the page has a heading "Pending QC Review." The second queue has a heading "Pending QC Approval"				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
92	Locate the Submission for "Public School" with a submission type of "Initial Application Submission", from the Pending QC queue. Select the hyperlink that is the School's Name	<p>System presents the "Financial Statement QC" Page. This page contains top navigation:</p> <ul style="list-style-type: none"> <li>- eZ-Audit Home</li> <li>- My Profile</li> <li>- Search</li> <li>- Reports</li> <li>- Logout</li> </ul> <p>The left nav provides links to:</p> <ul style="list-style-type: none"> <li>- Submission Summary</li> <li>- Financial Statements</li> <li>- Completeness Checklist</li> <li>- View Attachments</li> <li>- Financial Statement QC Review</li> <li>- Correspondence Log</li> <li>- Notes</li> </ul> <p>The Financial Statement QC page contains the following sections and fields: (selections may be made using radio buttons)</p> <p>School Name (pre-populated, hyperlink to Institution Home Page)</p> <p>OPEID (pre-populated, read-only)</p> <p>Validate PDF</p> <p>1. Are all attached PDFs viewable? Yes No If no, which are not viewable? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p>				

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02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
		<p>Submission Quality</p> <p>1. Were the Financial Statement questions answered correctly? Yes No If no, which questions were incorrect? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Validate Checklist/PDF</p> <p>1. Does the Checklist contain valid answers? Yes No If no, which questions were invalid? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>2. Are all required documents attached? Yes No If no, which attachments are missing? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>3. Are all required attachments properly presented? Yes No If no, which attachments are not presented properly? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Data Entry Analysis Discrepancy</p> <p>1. Balance Sheet/Statement of Position Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button)</p> <p>2. Income Statement/Statement of Activities Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button)</p> <p>3. Cash Flow Data Entry List Box with field labels, Add (button)</p>				
		<p>Complete Score Calculation</p> <p>Link to Score Calculation worksheets (not required for flagged submissions)</p> <p>Decision/Outcome</p> <ul style="list-style-type: none"> <li>• eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)</li> <li>• System Flag: Flagged or Non-Flagged (system generated)</li> <li>• Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button)</li> <li>• Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box)</li> <li>• Notes (text box)</li> </ul> <p>QC User has the option to Save and the option to Submit</p>				
93	Select the <YES> button for the first question, "Validate PDFs"	The "YES" button is selected				
94	Select <Yes> for "Were the Financial Statement questions answered correctly?"	Field accepts value				
95	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				

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02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
96	Select <Yes> for "Are all required documents attached?"	Field accepts value				
97	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
98	Select <Complete> for "Completeness Status"	Field accepts value				
99	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Financial Statement has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)				
100	Locate the Submission for "Public School", OPEID 2000008, with a submission type of "Initial Application Statement", from the Pending QC Approval queue. Select the hyperlink that is the School's Name	The system displays the Financial Statement QC Page as above				
101	Select Submit button from bottom of page	The system returns the user to the "QC Home Page," the Annual Financial Statement has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)				
102	Locate the Submission for "Public School", OPEID 2000008, with a submission type of "Reinstatement Application Submission", from the Pending QC Approval queue. Select the hyperlink that is the School's Name	The system displays the Financial Statement QC Page as above				
103	Select the <YES> button for the first question, "Validate PDFs"	The "YES" button is selected				
104	Select <Yes> for "Were the Financial Statement questions answered correctly?"	Field accepts value				
105	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
106	Select <Yes> for "Are all required documents attached?"	Field accepts value				
107	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
108	Select <Complete> for "Completeness Status"	Field accepts value				
109	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Financial Statement has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)				
110	Locate the Submission for "Public School", OPEID 2000008, with a submission type of "Reinstatement Application Submission", from the Pending QC Approval queue. Select the hyperlink that is the School's Name	The system displays the Financial Statement QC Page as above				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
111	Select Submit button from bottom of page	The system returns the user to the "QC Home Page," the Annual Financial Statement has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)				
112	Select the Logout link from the top navigation bar	The system displays the Logout Page, with a link to return to the Login Page				
113	Select the Login link	The system displays the eZ-Audit Home Page				
114	Enter username <colead01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
115	Select the "Login" button	System presents the " Co-Team Lead Home Page." The page contains top navigation: - eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout  Two queues are displayed: Submissions Pending Assignment and Submissions Pending Approval. Submissions Pending Assignment contain three columns: Institution Name, Submission Information (OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type , Submission Status, Completeness Status, Reason for Referral to Case), and Assign To (dropdown list of Financial Analysts and Audit Resolution Specialists). Submissions Pending Approval also contain three columns: Institution Name, Submission Information (same as above, along with Assigned To, Date Assigned, Date Submitted for Approval), and Approve/Return.				
116	Locate the Reinstatement Submission for <Public School> and assign the submission by selecting "FA1" from the dropdown list and selecting the "assign" button	The Reinstatement Submission is removed from the "Pending Assignment" queue				
117	Locate the Initial Application Submission for <Public School> and assign the submission by selecting "FA1" from the dropdown list and selecting the "assign" button	The Initial Application Submission is removed from the "Pending Assignment" queue				
118	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
119	Select the Login link	The system displays the eZ-Audit Login Page				
120	Enter username <fa01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
121	Click the Login button	The system presents the FA home page which consists of "My Queue" showing the following information about each submission: Institution, OPEID, Fiscal Year End, Received Date, Resolution Due Date, Submission Type, Reason for Referral to Case, and Submission Status. There is no left navigation bar. The top navigation bar has the following links: eZ-Audit Home, My Profile, Search, Team Queue, Reports, and Logout.				
122	Locate the Initial Application Submission for <Public School> and select the Submission by selecting the School Name	<p>The system presents the "Submission Summary" page for Annual Submission. There is a left-navigation bar and a content area. The main content area displays: Institution Name (link to Institution Profile Page), OPEID, ACN, and FYE Date.</p> <p>The left navigation bar contains:</p> <ul style="list-style-type: none"> <li>- Submission Summary</li> <li>- Financial Statements</li> <li>- Completeness Checklist</li> <li>- View Attachments</li> <li>- Financial Statement QC</li> </ul> <p>Complete</p> <ul style="list-style-type: none"> <li>- PADL</li> <li>- FAD</li> <li>- ACD</li> <li>- DDIF</li> <li>- Manage Auditor Info</li> </ul> <p>View</p> <ul style="list-style-type: none"> <li>- Determination For FS</li> <li>- Score Calculation</li> <li>- Other LOCs</li> <li>- Manage Auditor Info</li> </ul> <p>Correspondence Log</p> <p>Notes</p>				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
		<p>The "Institution Info" section contains:</p> <ul style="list-style-type: none"> <li>• OPEID:</li> <li>• DUNS:</li> <li>• ACN:</li> <li>• Fiscal Year:</li> <li>• Date Submission Received:</li> <li>• Title IV Eligibility Status:</li> <li>• All Submissions Current:</li> <li>• Missing Submissions:</li> </ul> <p>The "Financial Statement" section contains:</p> <ul style="list-style-type: none"> <li>• Financial Analyst:</li> <li>• Resolution Due Date: &lt;submit date + 180 days&gt;</li> <li>• Reason For Flagging:</li> <li>• Years in Zone: <ul style="list-style-type: none"> <li>• Total</li> <li>• Consecutive</li> </ul> </li> <li>• Composite Score:</li> <li>• Determination:</li> <li>• Determination Date:</li> <li>• Completeness Status:</li> <li>• Pre-Screener:</li> <li>• Screen Date:</li> </ul>				
		<p>The "Compliance Audit" section contains:</p> <ul style="list-style-type: none"> <li>• Compliance Audit Specialist:</li> <li>• Resolution Due Date:</li> <li>• Reason for Referral:</li> <li>• Completeness Status:</li> <li>• Pre-Screener:</li> <li>• Screen Date:</li> </ul> <p>Page also contains "Financial Statement Completeness", "Compliance Audit Completeness", "Re-submission", and "Review" sections</p> <p>The left nav provides links to: Submission Summary, Financial Statements, Program and Audit Info, Completeness Checklist, View Attachments, Complete: PADL, FAD, ACD, DDIF, Manage Auditor Information, Adjust Finding Codes, Send to Co-Team Leader; View: Complete LOC, Determination for FS, Score Calculation, Manage Auditor Information; Correspondence Log and Notes.</p> <p>Top navigation consists of: eZ-Audit Home, My Profile, Search, Team Queue, Reports, and Logout.</p>				
123	Select "Determination for FS" link	System displays the "Determination for Financial Statement" Page				
124	Select "Without Condition" from the Determination dropdown box	"Without Condition" appears in the Determination dropdown box				
125	Select the "Save" button from the bottom of the Page	System redisplay the Determination Page with today's date in the Determination Date				
126	Select the "Send to Co-Team Leader" button from the left nav link	System displays the "Send to Co-Team Lead" Page				
127	Select the "Submit" button	System displays the FA Home Page				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
128	Locate the Resubmission Application Submission for <Public School> and select the Submission by selecting the School Name	System displays the Submission Summary Page as above				
129	Select "Determination for FS" link	System displays the "Determination for Financial Statement" Page				
130	Select "Without Condition" from the Determination dropdown box	"Without Condition" appears in the Determination dropdown box				
131	Select the "Save" button from the bottom of the Page	System redisplayes the Determination Page with today's date in the Determination Date				
132	Select the "Send to Co-Team Leader" button from the left nav link	System displays the "Send to Co-Team Lead" Page				
133	Select the "Submit" button	System displays the FA Home Page				
134	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
135	Select the Login link	The system displays the eZ-Audit Login Page				
136	Enter username <colead01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
137	Select the "Login" button	System presents the " Co-Team Lead Home Page." The page contains top navigation: - eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout  Two queues are displayed: Submissions Pending Assignment and Submissions Pending Approval. Submissions Pending Assignment contain three columns: Institution Name, Submission Information (OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type , Submission Status, Completeness Status, Reason for Referral to Case), and Assign To (dropdown list of Financial Analysts and Audit Resolution Specialists). Submissions Pending Approval also contain three columns: Institution Name, Submission Information (same as above, along with Assigned To, Date Assigned, Date Submitted for Approval), and Approve/Return.				
138	Locate the Initial Application Submission for <Public School> and approve the submission by selecting the "approve" button	The Initial Application Submission is removed from the "Pending Approval" queue				
139	Locate the Reinstatement Submission for <Public School> and approve the submission by selecting the "approve" button	The Reinstatement Submission is removed from the "Pending Approval" queue				
140	Select the "Search" link from the top navigation bar	System displays the Search Page				

**R2.0 NonAnnual Submission Test Script**  
02/05/2004

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
141	Select the "Search" button	System displays the Search Page				
142	Enter "Public School" into the field labeled "Institution Name"	Field accepts input				
143	Select the "Search" button at the bottom of the page	System displays the Search Page, with results of the Search				
144	Locate the Initial Application Submission for <Public School> and select it by selecting the School Name	The system displays the Submission Summary Page of the submission				
145	Verify that the School FYE matches the FYE entered by the user in the Initial Application Submission <08/01/2004>	The School FYE matches the user entered data from above	NONAN03			
146	Select the Browser's Back button	System displays the Search Page, with results of the Search				
147	Locate the Reinstatement Submission for <Public School> and select it by selecting the School Name	The system displays the Submission Summary Page of the submission				
148	Verify that the School FYE matches the FYE entered by the user in the Initial Application Submission <08/01/2004>	The School FYE matches the user entered data from above	NONAN04			
149	Select the Logout link from the top navigation bar	System displays the Logout Page				