

Script Name
 Description
 Created By
 Tested By
 Date Tested
 Prerequisites
 Use Cases Covered

Quality control
 The purpose of this script is to test the ability to QC a submission
 Ben Lopez
 Complete Public School Annual Submission and Non-Profit School Annual Submission Scripts prior to Test Script Execution
 UC 30 Quality Control

Step#	Action	Expected Results	Test Condition	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				
3	Enter username <pscreed03> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
4	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"	QC01			
5	Locate the Submission for "Public School" with a submission type of "Annual Financial Statement", from the Pending QC queue. Select the hyperlink that is the School's Name	System presents the "Financial Statement QC" Page. This page contains top navigation: - eZ-Audit Home - My Profile - Search - Reports - Logout The left nav provides links to: - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Correspondence Log - Notes The Financial Statement QC page contains the following sections and fields: (selections may be made using radio buttons) School Name (pre-populated, hyperlink to Institution Home Page) OPEID (pre-populated, read-only) Validate PDF 1. Are all attached PDFs viewable? Yes No If no, which are not viewable? (User may select more than one) List Box with field labels, Add (button)				

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		<p>If no, which questions were incorrect? (User may select more than one) List Box with field labels, Add (button) Notes field (text box) Validate Checklist/PDF 1. Does the Checklist contain valid answers? Yes No If no, which questions were invalid? (User may select more than one) List Box with field labels, Add (button) 2. Are all required documents attached? Yes No If no, which attachments are missing? (User may select more than one) List Box with field labels, Add (button) 3. Are all required attachments properly presented? Yes No If no, which attachments are not presented properly? (User may select more than one) List Box with field labels, Add (button) Notes field (text box) Data Entry Analysis Discrepancy 1. Balance Sheet/Statement of Position Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button) 2. Income Statement/Statement of Activities Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button) 3. Cash Flow Data Entry List Box with field labels, Add (button)</p>				
		<p>Link to Score Calculation worksheets (not required for flagged submissions)</p> <p>Decision/Outcome</p> <ul style="list-style-type: none"> • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (system generated) • Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button) • Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box)) • Notes (text box) <p>QC User has the option to Save and the option to Submit</p> <p>QC Reviewers</p> <p>Last Mod By: Financial Statement: Analyst, Date Stamp (automatically updated upon save) Compliance Audit: Analyst, Date Stamp (automatically updated upon save)</p>				
	<p>Select the "No" button for the first question, "Validate PDFs", and select "Audited Financial Statements are not viewable from the Listbox"</p>	<p>The "No" button is selected and the value "Audited Financial Statements not viewable" is highlighted</p>				
	<p>Scroll to the bottom of the page and select the "Save Button"</p>	<p>The Financial Statements QC page is displayed with the above selections made, with a new heading "Decision/Outcome" and the following questions: - eZ-Audit recommended decision (system generated value) - System Flag - Completeness Status (QC User determination) o Complete (button) o Incomplete (button) - Referral to Case (only if Complete and Non-Flagged) - Notes (text-box)</p>	<p>QC02</p>			
	<p>Scroll to the bottom of the page, select the "Incomplete" option from "Decision/Outcome", and select the "Submit" button</p>	<p>The system displays the "Incomplete Submission Letter" preview page. Under the Financial Statements heading, a bulletpoint will appear stating "Audited Financial Statements not viewable"</p>				
	<p>Select the "Accept" button from the bottom of the page</p>	<p>The system returns the user to the "QC Home Page"</p>				
	<p>Locate the Submission for "Public School" with a submission type of "Annual Financial Statement", from the Pending QC Approval queue. Select the hyperlink that is the School's Name</p>	<p>The Financial Statements QC page is displayed</p>				
	<p>Select Submit button from bottom of page</p>	<p>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)</p>				

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12	Select the "Search" link from the top navigation bar	The "Search" page will display with the following fields as search criteria: OPEID, Institution Name, City, State, Province, Country, Case Team, Type of Institution, Type of Submission, Submission Reason, Submission Status, Fiscal Year End, CPA Name				
13	Enter <Public> in Institution Name	Field accepts value				
14	Select "Public" from Type of Institution	Field accepts value				
15	Select "Incomplete" from Submission Status	Field accepts value				
16	Select the "Search" button from the bottom of the page	System displays the Search Page with the results of the Search at the bottom of the page. The Search Results should contain columns for Institution Name, OPEID, Fiscal Year End, Case Team, CPA Name, Submission Reason, Institution Type, Submission Type, and Submission Status. One row should contain data on the Financial Statement marked Incomplete above, which should be reflected in the Submission Status column as 'Incomplete'				
17	Select eZ-Audit Home link from the top navigation bar	The system returns the user to the "QC Home Page"				
18	Locate the Submission for "Non-Profit School", OPEID 2000008, with a submission type of "Annual Financial Statement", from the Pending QC queue. Select the hyperlink that is the School's Name	The system displays the Financial Statement QC Page as above				
19	Select the "YES" button for the first question, "Validate PDFs"	The "YES" button is selected				
20	Scroll to the bottom of the page and select the "Save Button"	The system displays the Financial Statement QC Page with the following error message at the top: Error(s): Field 1: Were the Financial Statement questions answered correctly? Does not contain an accepted value. Field 1: Does the checklist contain valid answers? does not contain an accepted value. Field 2: Are all required documents attached? does not contain an accepted value. Field 3: Are all required attachments properly presented? does not contain an accepted value.	QC03			
21	Select <Yes> for "Were the Financial Statement questions answered correctly?"	Field accepts value				
22	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
23	Select <Yes> for "Are all required documents attached?"	Field accepts value				
24	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
25	Select <Complete> for "Completeness Status"	Field accepts value				
26	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)				
27	Locate the Submission for "Non-Profit School", OPEID 2000008, with a submission type of "Annual Financial 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				
28	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)				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
29	Locate the Submission for "Non-Profit School", OPEID 2000008, with a submission type of "Annual Compliance Audit", from the Pending QC queue. Select the hyperlink that is the School's Name	<p>System presents the "Compliance Audit QC" Page. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Correspondence Log - Notes <p>The Compliance Audit 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) 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>Submission Quality</p> <p>1. Were the Compliance Audit questions answered correctly? Yes No If no, which questions were incorrect? (User may select more than one) List Box with field labels, Add (button) 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) 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) 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) List Box with field labels, Add (button) Notes field (text box)</p>				
		<ul style="list-style-type: none"> • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (system generated) • Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button) • Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box)) • Notes (text box) <p>QC User has the option to Save and the option to Submit</p>				
30	Select the "YES" button for the first question, "Validate PDFs"	The "YES" button is selected				
31	Scroll to the bottom of the page and select the "Save Button"	The system displays the Financial Statement QC Page with the following error message at the top: Error(s): Field 1: Were the Compliance Audit questions answered correctly? Does not contain an accepted value. Field 1: Does the checklist contain valid answers? does not contain an accepted value. Field 2: Are all required documents attached? does not contain an accepted value. Field 3: Are all required attachments properly presented? does not contain an accepted value.	QC03			
32	Select <Yes> for "Were the Compliance Audit questions answered correctly?"	Field accepts value				
33	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
34	Select <Yes> for "Are all required documents attached?"	Field accepts value				
35	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				

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36	Select <Complete> for "Completeness Status"	Field accepts value				
37	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)				
38	Locate the Submission for "Non-Profit School", OPEID 2000008, with a submission type of "Annual Compliance Audit" from the Pending QC Approval queue. Select the hyperlink that is the School's Name	The system displays the Compliance Audit QC Page as above				
39	Select the Submit button from the bottom of the page	The system displays the QC Home Page. The Non-Profit School Annual Compliance Audit Submission is no longer on either queue				
40	Select the Logout link from the top navigation bar	The system displays the Logout Page, with a link to return to the Login Page				
45	Select the Login link	The system displays the eZ-Audit Home Page				
46	Enter username <colead01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
47	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.				
48	Select the "Search" button	System displays the Search Page				
49	Enter "Non-Profit School" into the field labeled "Institution Name"	Field accepts input				
50	Select the "Search" button at the bottom of the page	System displays the Search Page, with results of the Search				
51	Select the submission created above for "Non-Profit School"	System displays the "Submission Summary" 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 "Submission Summary". Immediately below the heading is the Institution name <Non-Profit School>, OPE ID <20000008>, an Audit Control Number (ACN) randomly generated by the system, and FYE Date: <07/30/2004>. The Name of the School is also a hyperlink to the Institution's Home Page. Institution Info: - OPEID : <20000008> - DUNS: - ACN: <matches above> - Date Submission Received <today's date> - Title IV Eligibility Status <Y> - All Submissions Current <Yes> - Missing Submissions:	INS15, INS22, INS24, INS26, INS29			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		Financial Statements: - Financial Analyst - Resolution Due Date: - Reason For Flagging: <Going Concern Paragraph included, material weakness identified, reportable conditions identified, instances of noncompliance material noted, going concern, contingent liabilities, reviews/investigations, debt agreement violation, timely return to Title IV program, income recognition> - Years in zone: - Total: - Consecutive: - eZ-Audit Composite Score: .18 - Determination: - Determination Date - Completeness Status: Submitted - Pre-Screener - Screen Date Compliance Audit: - Compliance Audit Specialist - Resolution Due Date - Reason for Flagging: <material weaknesses identified, reportable conditions identified not considered material weaknesses - Completeness Status: Submitted - Pre-Screener - Screen Date				
	Validate that the following values are contained in the Reason for Flagging field: Going Concern Paragraph included, material weakness identified, reportable conditions identified, instances of noncompliance material noted, going concern, contingent liabilities, reviews/investigations, debt agreement violation, timely return to Title IV program, income recognition	The following values are contained in the Reason for Flagging field: Going Concern Paragraph included, material weakness identified, reportable conditions identified, instances of noncompliance material noted, going concern, contingent liabilities, reviews/investigations, debt agreement violation, timely return to Title IV program, income recognition	INS15, INS22, INS24, INS26, INS29			
52	income recognition					
53	Validate that the Composite Score equals .18	The Composite score equals .18	INS121			