



Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
4	Select "Login" button	<p>System presents the "Home Page" with the Institution Name &lt;Proprietary School&gt; and OPEID &lt;1000005&gt; shown at the top of the 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>Content area is divided into 2 sections. The left section has the headings "Create Annual Submission", "Other Submissions", "Administration", and "Other Links".</p> <p>The "Create Annual Submission" section contains the following link:</p> <ul style="list-style-type: none"> <li>- Resubmit FYE MM/DD/YYYY Annual Submission</li> </ul> <p>The "Other Submissions" sections contain links to the different submissions they are eligible for. Possible links are:</p> <ul style="list-style-type: none"> <li>- Create Merger/ Change in Ownership Submission</li> <li>- Change in Fiscal Year End Date</li> <li>- Create Waiver Exemption Request Submission</li> <li>- Create Initial Application Submission</li> <li>- Create a Closeout Audit Submission</li> <li>- Resubmit Closeout Audit Submission</li> <li>- Create Reinstatement Submission</li> <li>- Resubmit Reinstatement Submission</li> <li>- Create Stub Audit Submission</li> <li>- Resubmit Stub Audit Submission</li> <li>- Submit Additional Information</li> </ul> <p>In addition there is a "View Historical Submissions" link displayed.</p> <p>The "Administration" section contains the following links:</p> <ul style="list-style-type: none"> <li>- Update My User Profile</li> <li>- View Institution Profile</li> <li>- Letter of Public Status</li> </ul>				
5		<p>The "Other Links" section contains the following links:</p> <ul style="list-style-type: none"> <li>- Department of Education</li> <li>- Schools Portal</li> </ul> <p>The right section has the heading "Notifications" and contains informational notifications to the institution. The following notifications will be included among others in the notification display for this institution:</p> <ul style="list-style-type: none"> <li>- Your FYE 10/31/2002 Annual Submission submitted on 11/19/2003 11:18:20 is incomplete. Click here to view the Incomplete Letter.</li> <li>- Your Stub Audit Submission Submitted on 11/19/2003 10:42:47 is incomplete. Click here to view the Incomplete Letter.</li> <li>- Your Closeout Audit Submission submitted on 09/25/2003 15:01:49 is incomplete. Click here to view the Incomplete Letter.</li> <li>- Your Reinstatement Submission submitted on 08/15/2003 12:45:57 is incomplete. Click here to view the Incomplete Letter.</li> </ul>				
<b>Resubmit with Contact information</b>						
6	Select "Resubmit FYE MM/DD/YYYY Annual Submission" link from left navigation	<p>System displays the "Financial Statements" page. This page, along with the remainder of the pages contained in this submission, is populated with the information provided in the previous submission that was marked incomplete.</p> <p>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>- Compliance Audit</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul> <p>The contents area of the page has the heading "FSA Annual Submission Financial Statement Information". Immediately below the heading is the Institution name &lt;Proprietary School&gt; and OPEID &lt;1000005&gt;. The Institution name will be illustrated as a link. The page then contains the following questions/fields:</p>				

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		<p>- Indicate Period Audited and explanation if less than 1 year.                      -Begin Date &lt;01/01/2003&gt;                      -End Date &lt;12/31/2003&gt;                      - Review Auditor Information&lt;Pricewaterhouse 11111111&gt; and indicate if there has been a change (Yes/No) &lt;No&gt;. If No, new auditor TIN is required.                      - Financial Statements in compliance with GAAP (Yes/No) &lt;Yes&gt;                      - Financial Statements in compliance with Government Auditing Standards (Yes/No) &lt;Yes&gt;                      - Opinion Type (drop down list box) &lt;qualified&gt;                      - Enter 90/10 Revenue Attestation Percentage &lt;50%&gt;                      - Disclosures (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue Recognition, and Late Refunds &lt;No for all&gt;                      - 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 &amp; Proceed</p>				
7	Select "Submit" link from the left navigation	<p>System displays the "Submit" page.                      The page contains top navigation: eZ-Audit Home, Help, and 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 Submit". Immediately below the heading is the Institution name &lt;Bay State College&gt; and OPEID &lt;00396500&gt;. The Institution name will be illustrated as a link.                      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 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.                      REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse. I hereby certify that, to the best of my knowledge and belief, all information in this submission is true and accurate.                      - Submit to ED button is displayed</p>				
8	Select "Submit to ED" button	<p>System displays the "Institution Home" page with the following text message displayed below the Notification 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 Fiscal Year End &lt;&gt; annual submission was received on MM/DD/YYYY &lt;today's date&gt; at HH:MM:SS &lt;time of submission&gt;. Review of your submission has not yet started.</p>				
<b>Logout</b>						
9	Select "Logout" button in top nav	<p>The system displays a page with the following message to the user after the eZ-Audit Logout title:                      "Thank you for using eZ-Audit, you have been logged out."                      There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."</p>				
<b>QC Login</b>						
10	Select "Click here to log back in" link	<p>System presents the login page.                      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.</p>				

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		<p>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."</p> <p>"Information Collected from You: You may decide to send FSA information, including personally identifying information. The information you supply - whether 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.</p> <p>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 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.</p> <p>"</p>				
11	Enter username <pscree02> and password <Password1>	<p>Username is displayed in the username field.                      Password is displayed in the password field with *s</p>				
12	Select "Login" button	<p>System displays the "Quality Control (QC) Home" page.                      The page contains top navigation:                      - eZ-Audit Home                      - My Profile                      - Search                      - Reports                      - Logout</p> <p>The contents area of the page has the heading "Submissions Pending QC Review." Immediately above the heading are links to team sections &lt;1, 2, 5, 11&gt;. Immediately below the heading is a two column table with the column headings of Institution Name and Submission Information. The system presents the user with a list of schools that are pending QC review. The below example illustrates the format in which these institutions are presented to the user. This example will be displayed on the page.</p> <p>-Institution Name                      &lt;Proprietary School&gt; (link)                      -Submission Information                      OPE ID: &lt;10000004&gt;                      FY End: &lt;N/A&gt;                      Date of Submission: &lt;8/15/2003&gt;                      Resolution Due Date:                      Submission Type: &lt;Reinstatement Financial Statement&gt;                      Team: &lt;2&gt;                      System Flag: &lt;Flagged&gt;</p>				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
13	Select "Institution Name <Proprietary School>" link that pertains to the school OPE ID <10000005>, Submission type <Annual Compliance Audit>	The contents area of the page has the heading "Compliance Audit QC." Immediately below the heading is the Institution name <Proprietary School>, OPEID <10000005>. The page contains sections with the following questions: -Validate PDF 1. Are all attached PDFs viewable? (Yes/No) If no, which are not viewable? (Dropdown box with all possible attachments) "Add" button is provided to make the desired selections -Submission Quality 1. Were the Financial Statement questions answered correctly? (Yes/No) If no, which questions were incorrect? (Dropdown box with all questions) "Add" button is provided to make the desired selections Notes: (text box) -Validate Checklist/PDF 1. Does the Checklist contain valid answers? (Yes/No) If no, which questions were invalid? (Dropdown box with all questions) "Add" button is provided to make the desired selections 2. Are all required documents attached? (Yes/No) If no, which attachments were missing? (Dropdown box with all questions) Ex) - Audited Financial Statement is missing. - Compliance Audit is missing. - Financial Statements Report On Compliance and Internal Controls is not dated is missing. - Servicer Information Sheet is missing. - Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing. - Schedule of Findings and Questioned Costs is missing.  -Summary Schedules is missing. - Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing. - Corrective Action Plan is missing. - Other is missing. "Add" button is provided to make the desired selections 3. Are all required attachments properly presented? (Yes/No) If no, which attachments are not presented properly? (Dropdown box with all questions) Ex) - Auditor Information Sheet is incomplete. - Auditor Information Sheet does not properly address enrollment percentages. - Servicer Information Sheet is incomplete. - Report on Compliance with specified Requirements Applicable to the FSA Programs is incomplete. - Report on Compliance with Specified Requirements Applicable to the FSA Programs was not signed. - Report on Compliance with Specified Requirements Applicable to the FSA Programs has an improper signature. - Report on Compliance with specified Requirements Applicable to the FSA Programs was not dated. - Report on Compliance with specified Requirements Applicable to the FSA Programs not on letterhead. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not list all required Management Assertions. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not clearly identify the periods examined.				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
		-Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of Government Auditing Standards. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of attestation standards established by AICPA. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of the appropriate Audit Guide. - Schedule of Findings and Questioned Costs is incomplete. - Summary Schedules is incomplete. - Summary Schedules do not represent the findings. - Auditor's Comments on Resolution Matters related to prior audit findings is incomplete. - Corrective Action Plan is incomplete. - Corrective Action Plan is not signed. - Corrective Action Plan has an improper signature. - Corrective action plan is not on school letterhead. "Add" button is provided to make the desired selections Notes: (text box) -Data Entry Analysis 1. Balance Sheet/Statement of Position Data Entry: (Dropdown box with all items) "Add" button is provided to make the desired selections Misclassification/Treatment: (Dropdown box with all items) "Add" button is provided to make the desired selections 3. Cash Flow Data Entry: (Dropdown box with all items) "Add" button is provided to make the desired selections Misclassification/Treatment: (Dropdown box with all items) "Add" button is provided to make the desired selections Notes: (text box) Comments (To display on the Incomplete Letter) (text box) -Complete Score Calculation Score Calculation (not required for flagged submissions) (link) -Decision/Outcome eZ-Audit decision: System Flag: Notes: (text box) A "Save" button is provided				
14	Select <Yes> for "Were the Compliance Audit questions answered correctly?"	Field accepts input				
15	Select <Yes> for "Does the Checklist contain valid answers?"	Field accepts input				
16	Select <Yes> for "Are all required documents attached?"	Field accepts input				
17	Select <Yes> for "Are all required attachments properly presented?"	Field accepts input				
18	Select "Save" button	System refreshes the "Compliance Audit QC" page. The page is presented with the user inputs displayed and an addition fields are added to the "Decision/Outcome" section of the page. This section is displayed in the following format: -eZ-Audit recommended decision: (system generated value) <Incomplete> -System Flag: <Flagged> -Completeness Status: (Complete/Incomplete) -Refer to Case: (Dropdown box pre-populated with "Select a Reason") Notes: (text box) The following buttons are presented: Save and Submit				
19	Select <Complete> for the "Completeness Status"	Field accepts input				
20	Select "Resubmission" from the dropdown box "Refer to Case"	Field accepts input				
21	Select "Submit" button	System displays the "QC" home page without the "Institution Name <Proprietary School>" link that pertains to the school OPE ID <10000005>, Submission type <Annual Compliance Audit>. The Financial Statement that corresponds to this Compliance Audit however, will still remain in the queue.				
	Logout					

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22	Select "Logout" button in top nav	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."				
<b>Screener Login</b>						
23	Select "Click here to log back in" link	System presents the login page. 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.  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 - whether 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 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." "				
24	Enter username <jbelus01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
25	Select "Login" button	System displays the "Audit Resolution Specialist" Home page. The page contains top navigation: - eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout The contents area of the page has the heading "My Queue Audit Resolution Specialist." Below the heading is a table that presents the institutions in the user's queue. The below example illustrates the format in which these institutions are presented to the user. This example will be displayed on the page. -Institution Name <Proprietary School> (link) -OPE ID: <10000005> -FY End: <10/31/2002> -Received Date <> -Resolution Due Date <> -Submission Type: <Annual Compliance Audit> -Reason for Referral to Case <Resubmission> -Submission status <Review in Progress>	WF01			
	Logout					

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26	Select "Logout" button in top nav	<p>The system displays a page with the following message to the user after the eZ-Audit Logout title:                      "Thank you for using eZ-Audit, you have been logged out."                      There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."</p>				
QC Login						
27	Select "Click here to log back in" link	<p>System presents the login page.                      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.</p> <p>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 - whether 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.</p> <p>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 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.</p>				
28	Enter username <pscree02> and password <Password1>	<p>Username is displayed in the username field.                      Password is displayed in the password field with *s</p>				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
29	Select "Login" button	<p>System displays the "Quality Control (QC) Home" page.                      The page contains top navigation:                      - eZ-Audit Home                      - My Profile                      - Search                      - Reports                      - Logout</p> <p>The contents area of the page has the heading "Submissions Pending QC Review." Immediately above the heading are links to team sections &lt;1, 2, 5, 11&gt;. Immediately below the heading is a two column table with the column headings of Institution Name and Submission Information. The system presents the user with a list of schools that are pending QC review. The below example illustrates the format in which these institutions are presented to the user. This example will be displayed on the page.</p> <p>-Institution Name                      &lt;Proprietary School&gt; (link)                      -Submission Information                      OPE ID: &lt;10000004&gt;                      FY End: &lt;N/A&gt;                      Date of Submission: &lt;8/15/2003&gt;                      Resolution Due Date:                      Submission Type: &lt;Reinstatement Financial Statement&gt;                      Team: &lt;2&gt;                      System Flag: &lt;Flagged&gt;</p>				
30	Select "Institution Name <Proprietary School>" link that pertains to the school OPE ID <10000005>, Submission type <Annual Financial Statement>	<p>The contents area of the page has the heading "Financial Statement QC." Immediately below the heading is the Institution name &lt;Proprietary School&gt;, OPEID &lt;10000005&gt;. The page contains sections with the following questions:</p> <p>-Validate PDF                      1. Are all attached PDFs viewable? (Yes/No)                      If no, which are not viewable? (Dropdown box with all possible attachments)                      "Add" button is provided to make the desired selections</p> <p>-Submission Quality                      1. Were the Financial Statement questions answered correctly? (Yes/No)                      If no, which questions were incorrect? (Dropdown box with all questions)                      "Add" button is provided to make the desired selections</p> <p>Notes: (text box)</p> <p>-Validate Checklist/PDF                      1. Does the Checklist contain valid answers? (Yes/No)                      If no, which questions were invalid? (Dropdown box with all questions)                      "Add" button is provided to make the desired selections</p> <p>2. Are all required documents attached? (Yes/No)                      If no, which attachments were missing? (Dropdown box with all questions)                      Ex) - Audited Financial Statement is missing.                      - Financial Statement Independent Auditors Report is missing.                      - Financial Statement Report on Compliance and Internal Controls is missing.                      - Other is missing.                      "Add" button is provided to make the desired selections</p>				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
		<p>3. Are all required attachments properly presented? (Yes/No)                      If no, which attachments are not presented properly? (Dropdown box with all questions)                      Ex) - Financial Statement Independent Auditors Report is not titled.                      - Financial Statement Independent Auditors Report is not signed.                      - Financial Statement Independent Auditors Report has an improper signature.                      - Financial Statement Independent Auditors Report is not dated.                      - Financial Statement Independent Auditors Report is not on letterhead.                      - Financial Statement Independent Auditors Report does not specify GAGAS.                      - Financial Statement Independent Auditors Report does not refer to all Financial Statements.                      - Financial Statement Independent Auditors Report does not refer to GAAP.                      - Financial Statements Report On Compliance and Internal Controls is not titled.                      - Financial Statements Report On Compliance and Internal Controls is not signed.                      - Financial Statements Report On Compliance and Internal Controls is not dated.                      - Financial Statements Report On Compliance and Internal Controls is not on letterhead.                      - Financial Statements Report On Compliance and Internal Controls does not specify GAGAS.                      - Financial Statements Report On Compliance and Internal Controls does not refer to all Financial Statements.                      "Add" button is provided to make the desired selections                      Notes: (text box)                      -Data Entry Analysis                      1. Balance Sheet/Statement of Position                      Data Entry: (Dropdown box with all items)                      "Add" button is provided to make the desired selections                      Misclassification/Treatment: (Dropdown box with all items)                      "Add" button is provided to make the desired selections                      2. Income Statement/Statement of Activities                      Data Entry: (Dropdown box with all items)                      "Add" button is provided to make the desired selections                      Misclassification/Treatment: (Dropdown box with all items)                      "Add" button is provided to make the desired selections                      3. Cash Flow                      Data Entry: (Dropdown box with all items)                      "Add" button is provided to make the desired selections                      Misclassification/Treatment: (Dropdown box with all items)                      "Add" button is provided to make the desired selections                      Notes: (text box)                      Comments (To display on the Incomplete Letter)                      (text box)                      -Complete Score Calculation                      Score Calculation (not required for flagged submissions) (link)                      -Decision/Outcome                      eZ-Audit decision:                      System Flag:                      Notes: (text box)                      A "Save" button is provided</p>				
31	Select <Yes> for "Were the Financial Statement questions answered correctly?"	Field accepts input				
32	Select <Yes> for "Does the Checklist contain valid answers?"	Field accepts input				
33	Select <Yes> for "Are all required documents attached?"	Field accepts input				
34	Select <Yes> for "Are all required attachments properly presented?"	Field accepts input				
35	Select "Save" button	System refreshes the "Financial Statement QC" page. The page is presented with the user inputs displayed and an addition fields are added to the "Decision/Outcome" section of the page. This section is displayed in the following format: -eZ-Audit recommended decision: (system generated value) <Incomplete> -System Flag: <Flagged> -Completeness Status: (Complete/Incomplete) -Refer to Case: (Dropdown box pre-populated with "Select a Reason") Notes: (text box) The following buttons are presented: Save and Submit				
36	Select <Complete> for the "Completeness Status"	Field accepts input				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
37	Select "Resubmission" from the dropdown box "Refer to Case"	Field accepts input				
38	Select "Submit" button	System displays the "QC" home page without the "Institution Name <Proprietary Schools>" link that pertains to the school OPE ID <10000005>, Submission type <Annual Financial Statement>. Both the Compliance Audit and the Financial Statement will be removed from the queue.				
<b>Logout</b>						
39	Select "Logout" button in top nav	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."				
<b>Case Team Login</b>						
40	Select "Click here to log back in" link	System presents the login page. 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."  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 - whether 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 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." "				
47	Enter username <colead01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
48	Select "Login" button	<p>System displays the "Submissions Pending Assignment" Home page.</p> <p>The page contains top navigation:</p> <ul style="list-style-type: none"> <li>- eZ-Audit Home</li> <li>- My Profile</li> <li>- Search</li> <li>-Team Queue</li> <li>- Reports</li> <li>- Logout</li> </ul> <p>The contents area of the page has the heading "Submission Pending Assignment." Below the heading is a table that presents the institutions in the user's queue. The below example illustrates the format in which these institutions are presented to the user.</p> <ul style="list-style-type: none"> <li>-Institution Name &lt;Proprietary School&gt; (link)</li> <li>-OPE ID: &lt;10000005&gt;</li> <li>-FY End: &lt;&gt;</li> <li>-Received Date &lt;&gt;</li> <li>-Resolution Due Date &lt;&gt;</li> <li>-Submission Type: &lt;Annual Financial Statement&gt;</li> <li>-Reason for Referral to Case &lt;Resubmission&gt;</li> <li>-Submission status &lt;Review in Progress&gt;</li> </ul> <p>The &lt;Annual Financial Statement&gt; for &lt;Proprietary School&gt; with the OPE ID of &lt;10000005&gt; should not exist in the queue.</p>	WF02			
<b>Logout</b>						
41	Select "Logout" button in top nav	<p>The system displays a page with the following message to the user after the eZ-Audit Logout title:</p> <p>"Thank you for using eZ-Audit, you have been logged out."</p> <p>There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."</p>				
<b>Screener Login</b>						
42	Select "Click here to log back in" link	<p>System presents the login page.</p> <p>The following text is displayed below the Welcome to eZ-Audit heading:</p> <p>"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."</p> <p>"If you are registered to use this site, please enter your username and password to login."</p> <p>"*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."</p> <p>The system will display a username and password label and text boxes for login. A button will also be displayed with the label "Login".</p> <p>The following text must also be displayed on the page:</p> <p>"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.</p> <p>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."</p> <p>"Information Collected from You: You may decide to send FSA information, including personally identifying information. The information you supply - whether 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.</p> <p>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 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.</p> <p>"</p>				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
43	Enter username <sjbelus01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
44	Select "Login" button	System displays the "Audit Resolution Specialist" Home page. The page contains top navigation: - eZ-Audit Home - My Profile - Search -Team Queue - Reports - Logout The contents area of the page has the heading "My Queue Audit Resolution Specialist." Below the heading is a table that presents the institutions in the user's queue. The below example illustrates the format in which these institutions are presented to the user. This example will be displayed on the page. -Institution Name <Proprietary School> (link) -OPE ID: <10000005> -FY End: <10/31/2002> -Received Date <> -Resolution Due Date <> -Submission Type: <Annual Compliance Audit> -Reason for Referral to Case <Resubmission> -Submission status <Review in Progress>				
45	Select "Institution Name <Proprietary School>" link that pertains to the school OPE ID <10000005>, Submission type <Annual Compliance Audit>	System displays "Code Findings" page. The page contains top navigation: -eZ-Audit Home -My Profile -Search -Logout The page contains left navigation: -Financial Statements -Compliance Audit -Completeness Checklist -View Attachments -Financial Statement QC -Compliance Audit QC -Correspondence Log -Notes The contents area of the page contains the heading "Code Findings". Immediately below the heading is the institution name <Proprietary School> and OPE ID <10000005>. Below the header is the contents area which the details are not relevant for this test script. At the bottom of the page the system presents a "Submit" button.				
46	Select "Submit " button	System displays the "Auditor Resolution Specialists" Home page. The Institution <Proprietary School>, OPE ID <10000005> with submission type <Annual Compliance Audit> should no longer exist in the ars's queue.				
<b>Logout</b>						
47	Select "Logout" button in top nav	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."				
<b>Case Team Login</b>						
48	Select "Click here to log back in" link	System presents the login page. 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."				

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
		<p>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."</p> <p>"Information Collected from You: You may decide to send FSA information, including personally identifying information. The information you supply - whether 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.</p> <p>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 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."</p>				
49	Enter username <colead01> and password <Password1>	<p>Username is displayed in the username field.                      Password is displayed in the password field with *s</p>				
50	Select "Login" button	<p>System displays the "Submissions Pending Assignment" Home page.                      The page contains top navigation:                      - eZ-Audit Home                      - My Profile                      - Search                      -Team Queue                      - Reports                      - Logout</p> <p>The contents area of the page has the heading "Submission Pending Assignment." Below the heading is a table that presents the institutions in the user's queue. The below example illustrates the format in which these institutions are presented to the user.</p> <p>-Institution Name &lt;Proprietary School&gt; (link)                      -OPE ID: &lt;10000005&gt;                      -FY End: &lt;&gt;                      -Received Date &lt;&gt;                      -Resolution Due Date &lt;&gt;                      -Submission Type: &lt;Annual Financial Statement&gt;                      -Reason for Referral to Case &lt;Resubmission&gt;                      -Submission status &lt;Review in Progress&gt;</p> <p>The Compliance Audit corresponding to the Annual Submission described below should also exist in the queue.</p>	WF03			