FSA

eZ-Audit
Use-Case Specification 8: Reporting

Version 2.1

Revision History

Date	Version	Description	Author
07/17/2002	1.0	Final version created for 7/17 deliverable submission.	Matt Portolese
08/05/2002	1.1	Revised version created for deliverable re-submission	Matt Portolese
08/29/2002	1.2	Removed references to any on-hold, off-hold, program area, administrative stay status, or completeness flag fields. This information is not pulled from PEPS and not captured in eZ-Audit and therefore will not appear in any reports.	Matt Portolese
9/6/2002	1.3	Add Completeness Status to In-Process reports	Matt Williamson
9/13/2002	1.3	Added a requirement under section Special Requirements.	Maja Dragnic
10/30/02	1.4	(1) Changed [Resolution] Due Date calculation to (Received Date + 180 Days) for all institutions (2) Changed ‘Engagement Letter Sent Date’ to ‘Engagement Letter Receive Date’	Matt Williamson
05/23/2003	2.0	Revisions throughout to reflect Release 1.0 functionality	Andre Sakaluk
03/09/2004	2.1	Revisions made to Alternate Flow to reflect Release 2.0 functionality regarding School Group reports	Ben Lopez

Table of Contents

Use-Case Specification 8: Reporting

1. Generate a report

1.1 Brief Description

Internal users will have the ability to run reports for certain data. Each report will offer optional filtering capabilities for each field listed. Each report will also allow the user to sort on any column that is listed.

2. Flow of Events

2.1 Basic Flow

1) **Resolution actor clicks on the reports link on the home page.**

2) **System presents the opens a new browser window and launches the address http://fp-mart.sfa.ed.gov/microstrategy7/Projects.asp.**

The user is shown the FSA Datamart Web Reports Portal. This page provides access to several reporting areas within the Department of Education. In the main content portion of the page will be a graphic and text that reads:

“eZ-Audit

This project contains reports associated with the submission of electronic financial statements and compliance audits.”

3) **The Resolution User actor opens the eZ-Audit reports function.**

The Resolution User actor clicks on the eZ-Audit title or the graphic adjacent to the description of the eZ-Audit reports.

4) **The System displays the login page for the reports.**

The system displays the login page for the report functionality.

5) **The Resolution User actor logs into the report system.**

The user enters their username and password into the system. The user then clicks the ‘Login’ button.

6) **The system presents the list of reports page.**

The system presents a list of 13 reports on the page. Each report has a graphic with a title and description. The graphic and title of each report is a link to the report. The list will display the following titles and descriptions:

Title	Description
Closeout	Information regarding closeout.
Correspondence	Correspondence list.
Completed Audits	Information on all completed audits
In-Process Audits	Information on all unresolved and overdue audits.
Compliance Audits Summary	Summary of current compliance audits.
In-Process Flagged Financial Statements	Information on all flagged financial statements that are in-process.

Completed Flagged Financial Statements	Information on all flagged financial statements that are complete.
Financial Statement Summary	Summary of current financial statements
Zone	Information on all institutions in the Zone.
LOC	Information regarding all letters of credit.
Delinquency/Missing	Information regarding all delinquent and missing submissions.
School Group	Information regarding current school groups.
Executive Summary for All Submissions	Summary of all submission by submission type(i.e., A-133, FSA Audits, FSA Financial Statements, etc.)

7) The Resolution User actor selects the 'Closeout Audit' report.

The user clicks on the link titled 'Closeout Audit'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of 3 ways:

a) User types in information separated by commas, using * for wildcards. For example: A city would be entered as 'Washington', or 'wash*', or possibly 'wash*, Baltimore'.
b) User will select information from a standard list. For example: institution type will always present the following choices: Public, private and non-profit, and proprietary. The user may leave blank to select all choices, click on one to select only one choice, or hold the control key down on the keyboard and selecting multiple options.
c) User will select information from a pre-populated list. The report engine will do a search in the database for all possible values and present them to the user in a list box. The user will then select one or many choices the same as in option b.

The following fields will be common in all reports. The format of the report and the field types to select are the following:

Field	Type of Entry	Data
OPEID	a	Text
Institution Name	a	Text
School Group	a	Text
Institution Type	b	Public, private and non-profit, proprietary
Case Team	b	1, 2, 3, 4,5, 6, 7, 8, 9, 10, and 11
Submission Type	b	financial statements, audits, additional information, closeout, initial application, change in ownership, IG Audits
City	a	Text
State	a	Text
Postal Code	a	Text
Province	c	Pre-populated from database
Country	c	Pre-populated from database

The following fields are specific to this report:

Field	Type of Entry	Data

Closeout Letter Sent Date	a	Text
Engagement Letter Receive Date	a	Text
Delinquent Date	a	Text
Missing Date	a	Text
Audit Due Date	a	Text
Audit Receive Date	a	Text
Submission Status	c	Pre-populated from database
CPA Firm Name	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type
- Submission Type
- Fiscal Year End
- Closeout Letter Sent Date
- Engagement Letter Receive Date
- Delinquent Date (=Due Date + 1 day)
- Missing Date (=Delinquent Date + 30 days)
- Audit Due Date (=Closure Date + 45 days)
- Audit Receive Date
- Completeness Status
- CPA Firm Name

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2 Alternative Flows

2.2.1 User views Correspondence Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Correspondence' report.

The user clicks on the link titled 'Correspondence'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
Correspondence Type	c	Pre-populated from database
Correspondence Date	a	Text
Fiscal Year End	c	Pre-populated from database
CPA Firm Name	a	Text
ACN	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type

- Submission Type
- Fiscal Year End
- CAN
- FAC CAN
- Correspondence Type
- Correspondence Date

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.2 User views Completed Audits Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Completed Audits' report.

The user clicks on the link titled 'Completed Audits'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
ACN	a	Text
Received Date	a	Text
Issue Date	a	Text
ARS	c	Pre-populated from database
FAD Sent Date	a	Text
Audit Cycle Time	a	Text
CPA Firm Name	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province

- Country
- Case Team
- Institution Type
- Submission Type
- Fiscal Year End
- CAN
- FAC CAN
- Submission Date
- ARS
- Assignment Date
- FAD Sent Date
- CPA Firm Name
- Audit Cycle Time (days) (=FAD Sent Date – Received Date)

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating ‘Click here to log back into the system.”

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.3 User views In-process Audits Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the ‘In-process Audits’ report.

The user clicks on the link titled ‘In-process Audits’.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
ACN	a	Text
Received Date	a	Text
Issue Date	a	Text
ARS	c	Pre-populated from database
Days Open	a	Text
Due Date	a	Text
Days Left	a	Text
Days Overdue	a	Text
CPA Firm Name	a	Text
Completeness Status		Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type
- Submission Type
- Fiscal Year End
- ACN
- FAC ACN
- Submission Date
- ARS
- Assignment Date
- Due Date
- Days Left
-
-
-

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.4 User views Compliance Audits Summary Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Compliance Audits Summary' report.

The user clicks on the link titled 'Compliance Audits Summary'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
ACN	a	Text
Received Date	a	Text
Issue Date	a	Text
ARS	c	Pre-populated from database
FAD Sent Date	a	Text
Audit Cycle Time	a	Text
CPA Firm Name	a	Text
Total Liability Amount	a	Text
DDIF Liability Amount	a	Text
Findings(Code Description)	a	Text
Deficiency Indicator	c	Pre-populated from database

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the ‘Generate Report’ button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type
- Submission Type
- Fiscal Year End
- ACN
- FAC ACN
- Submission Date
- ARS
- Assignment Date
- FAD Sent Date
- Total Liability Amount
- DDIF Liability Amount
- Deficiency Indicator

- CPA Firm Name
- Audit Cycle Time
- Completeness Status
- Findings (Code Description)

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.5 User views In-process Flagged Financial Statements Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'In-process Flagged Financial Statements' report.

The user clicks on the link titled 'In-process Flagged Financial Statements'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
Fiscal Year End	a	Text
Received Date	a	Text
Composite Score	a	Text
Conclusion	c	Pre-populated from database
Reason Flagged	c	Pre-populated from database
Financial Analyst	a	Text
Days Open	a	Text
Due Date	a	Text
Days Overdue	a	Text
Days Left	a	Text
Assignment Date	a	Text
CPA Firm Name	a	Text
Completeness Status		Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type
- Submission Type
- Fiscal Year End
- Submission Date
- Composite Score
- Conclusion
- Reason Flagged
- Assignment Date
- Financial Analyst
- Due Date (=Received Date+180 Days)
- Days Open (=Current Date-Received Date)
- Days Left (=Due Date-Received Date)
- Days Overdue (=Received Date-Due Date)
- CPA Firm Name
- Completeness Status

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.6 User views Completed Flagged Financial Statements Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Completed Flagged Financial Statements' report.

The user clicks on the link titled 'Completed Flagged Financial Statements'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
Fiscal Year End	a	Text
Received Date	a	Text
Composite Score	a	Text
Conclusion	c	Pre-populated from database
Resolution	c	Pre-populated from database
Resolution Date	a	Text
Financial Analyst	a	Text
Cycle Time	a	Text
CPA Firm Name	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the ‘Generate Report’ button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type
- Submission Type
- Fiscal Year End
- Submission Date
- Composite Score
- Conclusion
- Assignment Date
- Financial Analyst
- Determination
- Determination Date
- Cycle Time (days) (=Resolution Date-Received Date)
- CPA Firm Name

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.7 User views Financial Statement Summary Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Financial Statement Summary' report.

The user clicks on the link titled 'Financial Statement Summary'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
Fiscal Year End	a	Text
Received Date	a	Text
Composite Score	a	Text
Conclusion	c	Pre-populated from database
Resolution	c	Pre-populated from database
Resolution Date	a	Text
Financial Analyst	a	Text
Cycle Time	a	Text
CPA Firm	a	Text
Assignment Date	a	Text
Reason Flagged	c	Pre-populated from database

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- Postal Code

- Province
- Country
- Case Team
- Institution Type
- Submission Type
- Fiscal Year End
- Submission Date
- Composite Score
- Conclusion
- Reason Flagged
- Assignment Date
- Financial Analyst
- Determination
- Determination Date
- CPA Firm Name
- Cycle Time (=Resolution Date-Received Date)
- Cycle Completeness Time Status

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.8 User views Zone Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Zone' report.

The user clicks on the link titled 'Zone'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
Fiscal Year End	a	Text
Composite Score	a	Text
Conclusion	c	Pre-populated from database
Years in Zone	a	Text
Consecutive Years in Zone	a	Text

Resolution	c	Pre-populated from database
Resolution Date	a	Text
CPA Firm Name	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type
- Years in Zone
- Consecutive Years In Zone
- Submission Type
- Fiscal Year End
- Composite Score
- Determination
- Determination Date
- Financial Analyst
- CPA Firm Name

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.9 User views LOC Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'LOC' report.

The user clicks on the link titled ‘LOC’.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
LOC Request Date	a	Text
LOC Due Date	a	Text
LOC Receipt Date	a	Text
LOC Expiration Date	a	Text
LOC Release Date	a	Text
LOC Amount	a	Text
% of Funding	a	Text
LOC #	a	Text
Cycle Time	c	Pre-populated from database
Reason Flagged	c	Pre-populated from database
Financial Analyst	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the ‘Generate Report’ button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type
- Submission Type
- Fiscal Year End
- Financial Analyst
- Cycle Time
- LOC Request Date
- LOC Due Date
- LOC Receipt Date
- LOC Expiration Date
- LOC Release Date
- LOC Amount

- % Funding
- LOC #
- Reason For LOC

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.10 User views Delinquency/Missing Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Delinquency/Missing' report.

The user clicks on the link titled 'Delinquency/Missing'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
Due Date	a	Text
Fiscal Year End	c	Pre-populated from database
Received Date	a	Text
Resubmission Date	a	Text
Submission Status	a	Text
Waiver Flag	b	True / False
Extension Date	a	Text
Cycle Time	a	Text
Referral Date	a	Text
Delinquency Letter Sent Date	a	Text
Reminder Letter Sent Date	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- City
- State
- Postal Code
- Province
- Country
- Case Team
- Institution Type
- Fiscal Year End
- Due Date
- Days Left
-
- Institution Type
- Case Team
- Submission Type
- City
- State
- Due Date
- Fiscal Year End
- Received Date
- Resubmission Date
- Submission Status
- Waiver Flag
- Extension Date
- Cycle Time (days) (= Current Date – Due Date)
- Referral Date
- Delinquency Letter Sent Date
- Reminder Letter Sent Date

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating 'Click here to log back into the system."

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.11 User views School Group Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Reminder' report.

The user clicks on the link titled ‘Reminder’.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
Postal Code	a	Text
Province	a	Text
Country	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the ‘Generate Report’ button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group Name
- City
- State
- Postal Code
- Province
- Country
- Institution Type
- Case Team
- Submission Type

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating ‘Click here to log back into the system.”

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

2.2.12 User views Executive Summary for all Submissions Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

7) The Resolution User actor selects the 'Executive Summary for all Submissions' report.

The user clicks on the link titled 'Executive Summary for all Submissions'.

8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

Field	Type of Entry	Data
ACN	a	Text
Fiscal Year End	c	Pre-populated from database
Received Date	a	Text
Resolution Date	a	Text
Resubmission Date	a	Text
FAD Sent Date	a	Text
Audit CPA Firm	a	Text
Financial Statement CPA Firm	a	Text
Financial Analyst	a	Text
ARS	a	Text
Conclusion	c	Pre-populated from database
Deficiency Indicator	c	Pre-populated from database
Total Liability Amount	a	Text
LOC Amount	a	Text
Audit Cycle Time	a	Text
Financial Statement Cycle Time	a	Text

9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- State
- Postal Code
- Province
- Country
- Case Team
- Institute Type
- Submission Type
- Fiscal Year End
- ACN
- FAC ACN

- Submission Date
- ARS
- ARS Assignment Date
- FAD Sent Date
- Total Liability Amount (=ACD Liability Amount)
- Deficiency Indicator
- Audit CPA Firm
- Audit Cycle Time (=FAD Sent Date-Received Date)
- Audit Completeness Status
- Financial Analyst
- FA Assignment Date
- Conclusion
- Determination Date
- Financial Statement CPA Firm
- Financial Statement Cycle Time (=Resolution Date-Received Date)
- FS Completeness Status
- Submission Completeness
- LOC Amount

- Institution Type
- Case Team
- Submission Type
- City
- State
- ACN
- Fiscal Year End
- Received Date
- Resolution Date
- Resubmission Date
- FAD Sent Date
- Audit CPA Firm
- Financial Statement CPA Firm
- Financial Analyst
- ARS
- Conclusion
- Deficiency Indicator
- Total Liability Amount (=ACD Liability Amount)
- LOC Amount
- Audit Cycle Time (=FAD Sent Date – Received Date)
- Financial Statement Cycle Time (=Resolution Date – Received Date)

11) The Resolution User actor views the report and exits the system.

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

12) The system logs the user out.

The system displays the logout page with a link stating ‘Click here to log back into the system.”

13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

3. Special Requirements

The system will provide a report identifying A-133 submissions without an associated FAC ACN assignment.

4. Preconditions

4.1 Resolution User accesses reporting functionality from their home page.

A resolution user will be able to load the reporting page from a link on their home page. See extension point – Use Case 15 “Select an Institution” for information on the resolution user home page.

5. Postconditions

5.1 User closes browser window.

1) The user will close the window when finished generating reports.

6. Extension Points

6.1 Use Case 15 “Select an Institution”

Describes the home page of the resolution user.

7. Requirements

GEN1081	The system will create an In-Process Flagged Financial Statement report.
GEN1082	The system will create a Completed Flagged Financial Statement report.
GEN1083	The system will create an In-Process Audits (unresolved & overdue) report.
GEN1084	The system will create a Completed Audits report.
GEN1257	The system will create a Closeout report.
GEN1258	The system will create a Correspondence report.
GEN1259	The system will create a Compliance Audits Summary report.
GEN1260	The system will create a Financial Statement Summary report.
GEN1261	The system will create a Zone report.
GEN1262	The system will create an LOC report.
GEN1263	The system will create a Delinquency/Missing report.
GEN1264	The system will create a Reminder report.
GEN1265	The system will create a School Groups report.
GEN1266	The system will create an Executive Summary report.

7.1 Release 2.0 Requirements

SCH GRP R20635 – The system will reference school groups by Name in all School Group reports (currently references #)