

**R1.01 Test Script**  
**UC\_09 Create Submission**

**Script Name** **Date of One Day Balance Sheet**  
**Description** The purpose of this script is to test the user's ability to enter the Date of One Day Balance Sheet on the Financial Statement Information page for a Merger/Change in Ownership  
**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** User has the ability to log in as a Proprietary School (prop05) , Co-Team Lead (colead01) and a Financial Analyst (fa01)  
**Use Cases Covered** UC\_09 Create Submission

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Create Submission</b>					
1	On the Login page enter Proprietary School username <prop05> password < >	System returns the "Home Page"			
2	Click "Create Merger/Change in Ownership Submission" link in the left nav	System returns the "Merger/Change in Ownership Submission Financial Statements" page which contains: Left nav links to Financial Statements, Upload Attachments, and Submit. Main contents area - "1. Indicate the Date Covered by Balance Sheet". Fields are "Date of One Day Balance Sheet" and "Reason". Link to Balance Sheet form. Cancel, Save, Save and Proceed buttons.			
3	Enter "Date of One Day Balance Sheet" <today's date>	Field accepts value			
4	Enter "Reason" <test>	Field accepts value			
5	Click "Balance Sheet" link	System returns Balance Sheet form page			
6	Enter <0> for all Balance Sheet fields	Fields accept values			
7	Click "Save and Proceed"	System returns user to the Merger/CIO FS page			
8	Click "Save and Proceed"	System returns the "Merger/Change in Ownership Submission Upload Attachments" page. Main content area displays: school name, OPEID, upload attachments text, File field, Browse button, check boxes for Audited Financial Statements, One Day Balance Sheet, Other, All, and Add button			
9	Click "Browse" to find file to be uploaded	System allows user to access their files			
10	Select < > .pdf file and click "Open"	System accepts file and selected file name is displayed in File field			
11	Click "One Day Balance Sheet" and "Audited Financial Statements" check boxes	Field accepts value			
12	Click "Add" button	System re-displays the Upload Attachments page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.			
13	Click "Save and Proceed"	System displays the "Merger/Change in Ownership Submission Submit" page with main content area containing school name, OPEID, submit text, and Submit to ED button			

14	Click "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.			
15	Click "Logout" tab in top nav	System displays Logout notice			
	<b>Co-Team Lead Assign</b>				
16	Select "Click				
17	Select "Click here to log back in" link	System returns Welcome/Login page			
18	Login as username <colead01> password < >	System displays Home Page			
19	Select <Analyst 1, Financial> from the "Assign To" dropdown list for Proprietary School 10000005 (Merger/CIO Submission), and then select the "Assign" button	The system refreshes the page and displays the Co-Team queue; the "assigned" submission is no longer displayed in the pending assignment queue.			
20	Click "Logout" tab in top nav	System displays Logout notice			
	<b>FA Enter Date of One Day Balance Sheet</b>				
21	Select "Click here to log back in" link	System returns Welcome/Login page			
22	Login as username <fa01> password < >	System displays Home Page My Queue			
23	Scroll down "My Queue" and click on <Proprietary School> Merger/ Change in Ownership submission	System returns the "Submission Summary" page, which contains submission summary info in the main body and links in the left nav to related items, including "Financial Statements"			
24	Click on "Financial Statements" in the left nav	System displays the Merger/Change in Ownership Submission page which contains: Question 1. Indicate the date of the One Day Balance Sheet, field "Date of One Day Balance Sheet" < >, link to Balance Sheet, and Next Page button			
25	Enter <Date of One Day Balance Sheet>	Field accepts value			

**Script Name** Proprietary School - Create Annual Submission  
**Description** The purpose of this script is to test: 1) an institution user's ability to enter an Auditor TIN and be alerted by the system when TIN is not entered in the correct numerical format, 2) edit checks for GAAP & GAGAS questions, 3) Balance Sheet displays PP&E...at historical costs, 4) school OPEID displays for school group, and 5) program participation required fields  
**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** User is logged in as a Proprietary School Group (prop01, OPEID 10000001)  
**Use Cases Covered** UC\_09 Create Submission

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	<b>Financial Statements Information</b>				
1	Click on "Create FYE xx/xx/xxxx Annual Submission" in the left nav	<p>System returns the Financial Statements information page which contains:</p> <p>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>- Program and Audit Info</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul> <p>...the content area of the page has the heading "Financial Statements Information Statements". Immediately below the heading is the Institution name &lt;&gt; and OPE ID &lt;&gt;. The page then contains the following questions/fields:</p> <ol style="list-style-type: none"> <li>1. Are the Financial Statements Consolidated (answer pre-populated with YES and OPEID (school group table displays))</li> <li>2. Indicate the Period Audited</li> <li>3. Review Auditor Information</li> <li>4. Are your financial statements... in compliance with GAAP (Yes/No)</li> <li>5. Are your financial statements... in compliance with GAGAS (Yes/No)</li> <li>6. Opinion type (drop down list box)</li> <li>7. Enter 90/10 Revenue Attestation Percentage</li> <li>8. Do you have any of the following Disclosures...? (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issue, Income Recognition, and Late Refunds</li> <li>9. Enter Financial Statement Data</li> </ol> <ul style="list-style-type: none"> <li>- Links to Balance Sheet, Income Statement and Cash Flows Statement</li> </ul> <p>The following buttons are available to the user: Cancel, Save and Save &amp; Proceed</p>			

2	Enter begin date <01/01/2002> and end date <12/31/2002>	Field accepts input			
3	Select <NO> for "Is this information correct?" in 3. Review Auditor Information section	Field accepts input			
4	Enter "Auditors TIN" <pw100-345>	Field accepts input			
5	Select <NO> for 4. GAAP	Field accepts input			
6	Select <NO> for 5. GAGAS	Field accepts input			
7	For 6. Opinion type, select <unqualified>	Field accepts input			
8	For 7. 90/10 revenue attestation percentage, enter <47>	Field accepts input			
9	Select <NO> for all options in 8. Disclosures	Field accepts input			
10	Select "Balance Sheet" link	System returns the Balance Sheet Information page which contains fields to enter Balance Sheet data. PP&E fields (in section following Total Current Assets) read "Property, <b>Plant</b> , and Equipment, including capitalized lease assets <b>at historical costs</b> " and "Net Property, <b>Plant</b> , and Equipment, including capitalized lease assets <b>at historical costs</b> "			
11	For all fields in the Balance Sheet page, enter <0>B11	Fields accept input			
12	Select "Save and Proceed"	System returns "Income Statement" page which contains fields to input income statement data			
13	For all fields in the Income Statement page, enter <0>	Fields accept input			
14	Select "Save and Proceed"	System returns "Cash Flows Statement" page which contains fields to input cash flow statement data			
15	For all fields in the Cash Flows Statement page, enter <0>	Fields accept input			
16	Select "Save and Proceed"	System returns "Financial Statements" information page			
17	Select the "Save and Proceed" button at the bottom of the page	System displays the following error messages: "Field: 3. Review Auditor Information...Enter Auditors TIN must be in numeric format", "Field: 4. Are your financial statements prepared...GAAP does not contain an acceptable value", "Field: 5. Are your financial statements prepared...GAGAS does not contain an acceptable value"			
18	Enter "Auditors TIN" in numerical format <1111111111>	Field accepts input			
19	Enter <YES> for 4. GAAP	Field accepts input			
20	Enter <YES> for 5. GAGAS	Field accepts input			
	<b>Program &amp; Audit Info</b>				

21	Select "Save and Proceed"	<p>System returns the "Program and Audit Info" page which contains:                      Top navigation:                      - eZ-Audit Home                      - Help                      - Logout                      Left navigation consists of:                      - Financial Statements                      - Program &amp; Audit Info                      - Completeness Checklist                      - Upload Attachments                      - Submit                      The contents area of the page has the heading "Annual Submission Program and Audit Info"</p> <p><b>The submitting institution name &lt;&gt; and OPEID &lt;&gt; is displayed in the school group list</b></p> <p>The page then contains the following questions/fields:                      1. Indicate the Programs Examined in the Attached Audit (programs include FSEOG, FFELP, FWS, FPL, Pell, FDLP)                      2. Indicate the Period Audited                      3. Is this a consolidated Audit Report (answer pre-populated with YES and OPEID)                      4. Review Auditor Information (Current Auditor Prepopulated)                      5. Does this Audit contain any findings (Yes/No). If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and Refunds</p>			
		<p>6. Does the attached audit indicate...in accordance with GAGAS (Yes/No), AICPA Standards (Yes/NO), Audit Guide (Yes/No)                      7. Opinion Type (drop down list box)                      8. Were there audit findings in the previous year's audit? (Yes/No)                      9. Does Instituion utilize a Third-Party Servicer (Yes/No)                      10. Management Assertions Examined (Yes/No): Institutional Eligibility and Participation, Reporting, Student Eligibility, Disbursements, Refunds, GAPS and Cash Management, Perkins, and Administrative Capabilities</p> <p>Buttons displayed are: Cancel, Save and Save &amp; Proceed</p>			
22	For 1. Programs Examined, select <FPL> only	Field accepts input			
23	Enter begin date <01/01/2002> and end date <12/31/2002>	Field accepts input			
24	Select <No> for "Is this information correct?" in 4. Review Auditor Information section.	Field accepts input			
25	Enter "Auditors TIN" <pw100-345>	Field accepts input			
26	Select <YES> for 5. "Does this Audit contain any findings?"	Field accepts input			
27	Select <YES> for "Pell Adjustments", <NO> for all others	Field accepts input			

28	Select <NO> for all 3 options in 6. "Does the attached audit...GAGAS, AICPA Standards, and Audit Guide"	Field accepts input			
29	For 7. select Opinion Type <UNQUALIFIED>	Field accepts input			
30	For 8. "Were there audit findings in the previous year's audit?" select <NO>	Field accepts input			
31	Select <NO> for 9. "Does Institution utilize a Third-Party Servicer?"	Field accepts input			
32	For 10."Does the attached audit indicate that...regarding", select <YES> for all <b>except select &lt;NO&gt; for Perkins</b>	Field accepts input			
33	Select "Save and Proceed"	System displays the following error messages: "Field: 4. Review Auditor Information...Enter Auditors TIN must be in numeric format", "Field: 5. Does this Audit contain...Pell Adjustment does not contain an acceptable value", "Field: 6. Does the attached audit indicate...GAGAS does not contain an acceptable value", "Field: 6. Does the attached audit indicate...AICPA Standards does not contain an acceptable value", "Field: 6. Does the attached audit indicate...Audit Guide does not contain an acceptable value", "Field: 10. Does the attached audit...Perkins does not contain an acceptable value".			
34	Enter "Auditors TIN" in numerical format <111111111>	Field accepts input			
35	Enter <NO> for 5. Does this Audit contain any findings? And <NO> for the Pell Adjustment item	Field accepts input			
36	Enter <YES> for 6. GAGAS, AICPA Standards, and Audit Guide	Field accepts input			
37	Enter <YES> for 10. Perkins	Field accepts input			
38	Select "Save and Proceed"	System returns the Checklist page			
	Note to tester - please complete rest of submission: Checklist page (answer yes to all items), Upload Attachments, Submit to ED, and Logout				

**Script Name** Non-Profit School - Create Annual Submission  
**Description** The purpose of this script is to test: 1) an institution user's ability to enter an Auditor TIN and be alerted by the system when TIN is not entered in the correct numerical format, 2) edit checks for GAAP & GAGAS questions, 3) Balance Sheet displays PP&E...at historical costs, 4) school OPEID displays for school group, 5) program participation required fields, 6) Third-Party Servicer field on P&A page, and 7) Servicer Information Sheet item on Checklist

**Created By** Melanie Greiner  
**Tested By**  
**Date Tested**  
**Prerequisites** User is logged in as a Non-Profit school (nonprof02, OPEID 20000002)  
**Use Cases Covered** UC\_09 Create Submission

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
<b>Financial Statements Information</b>					
1	Click on "Create FYE xx/xx/xxxx Annual Submission" in the left nav	<p>System returns the Financial Statements information page which contains:                      Top navigation:                      - eZ-Audit Home                      - Help                      - Logout                      Left navigation consists of:                      - Financial Statements                      - Program and Audit Info                      - Completeness Checklist                      - Upload Attachments                      - Submit</p> <p>The contents area of the page has the heading "Annual Submission Financial Statements". Immediately below the heading is the Institution name &lt;&gt; and OPE ID &lt;&gt;. The page then contains the following questions/fields:                      1. Are the Financial Statements Consolidated (answer pre-populated with YES and OPEID)                      2. Indicate the Period Audited                      3. Review Auditor Information                      4. Are your financial statements... in compliance with GAAP (Yes/No)                      5. Are your financial statements... in compliance with GAGAS (Yes/No)                      6. Opinion type (drop down list box)                      7. Do you have any of the following Disclosures...? (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issue, Income Recognition, and Late Refunds                      8. Financial Statement Data                      - Links to Balance Sheet, Income Statement and Cash Flows Statement</p> <p>The following buttons are available to the user: Cancel, Save and Save &amp; Proceed</p>			

2	Enter begin date <01/01/2002> and end date <12/31/2002>	Field accepts input			
3	Select <NO> for "Is this information correct?" in 3. Review Auditor Information section	Field accepts input			
4	Enter "Auditors TIN" <pw100-345>	Field accepts input			
5	Select <NO> for 4. GAAP	Field accepts input			
6	Select <NO> for 5. GAGAS	Field accepts input			
7	For 6. Opinion type, select <unqualified>	Field accepts input			
8	Select <NO> for all options in 7. Disclosures	Field accepts input			
9	Select "Balance Sheet" link in 8. Financial Statement Data	System returns the Balance Sheet Information page which contains fields to enter Balance Sheet data. PP&E fields (in section following Total Current Assets) read "Property, Plant, and Equipment, including capitalized lease assets at historical costs" and "Net Property, Plant, and Equipment, including capitalized lease assets at historical costs"			
10	For all fields in the Balance Sheet page, enter <0>	Fields accept input			
11	Select "Save and Proceed"	System returns "Statement of Activities" page which contains fields to input income statement data			
12	For all fields in the Income Statement page, enter <0>	Fields accept input			
13	Select "Save and Proceed"	System returns "Cash Flows Statement" page which contains fields to input cash flow statement data			
14	For all fields in the Cash Flows Statement page, enter <0>	Fields accept input			
15	Select "Save and Proceed"	System returns "Financial Statements" information page			
16	Select the "Save and Proceed" button at the bottom of the page	System displays the following error messages: "Field: 3. Review Auditor Information...Enter Auditors TIN must be in numeric format", "Field: 4. Are your financial statements prepared...GAAP does not contain an acceptable value", "Field: 5. Are your financial statements prepared...GAGAS does not contain an acceptable value"			
17	Enter "Auditors TIN" in numerical format <1111111111>	Field accepts input			
18	Enter <YES> for 4. GAAP	Field accepts input			
19	Enter <YES> for 5. GAGAS	Field accepts input			
	<b>Program &amp; Audit Info</b>				

20	Select "Save and Proceed"	<p>System returns the "Program and Audit Info" page which contains: System displays the "Program &amp; Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Program &amp; Audit Info - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Annual Submission Program and Audit Info" The submitting institution name &lt; &gt; and OPEID &lt; &gt; is displayed The page then contains the following questions/ fields: 1. Indicate the Programs Examined in the Attached Audit (programs include FSEOG, FFELP, FWS, FPL, Pell, FDLP) 2. Indicate the Period Audited 3. Is this a consolidated Audit Report (answer pre-populated with YES and OPEID) 4. Review Auditor Information (Current Auditor Prepopulated) 5. Does this Audit contain any findings (Yes/No). If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and Refunds</p>			
		<p>6. Does the attached audit indicate...in accordance with GAGAS (Yes/No), AICPA Standards (Yes/NO), OMB Standards (Yes/No) 7. Opinion Type (drop down list box) 8. Were there audit findings in the previous year's audit? (Yes/No) <b>9. Does Institution utilize a Third-Party Servicer (Yes/No)</b> Buttons displayed are: Cancel, Save and Save &amp; Proceed</p>			
21	For 1. Programs Examined, select <FPL> only	Field accepts input			
22	Enter begin date <01/01/2002> and end date <12/31/2002>	Field accepts input			
23	Select <No> for "Is this information correct?" in 4. Review Auditor Information section.	Field accepts input			
24	Enter "Auditors TIN" <pw100-345>	Field accepts input			
25	Select <YES> for 5. "Does this Audit contain any findings?"	Field accepts input			
26	Select <YES> for "Pell Adjustments", <NO> for all others	Field accepts input			

27	Select <NO> for all 3 options in 6. "Does the attached audit...GAGAS, AICPA Standards, and OMB Standards"	Field accepts input			
28	For 7. select Opinion Type <UNQUALIFIED>	Field accepts input			
29	For 8. "Were there audit findings in the previous year's audit?" select <NO>	Field accepts input			
30	Select <NO> for 9. "Does Institution utilize a Third-Party Servicer?"	Field accepts input			
31	Select "Save and Proceed"	System displays the following error messages: "Field: 4. Review Auditor Information...Enter Auditors TIN must be in numeric format", "Field: 5. Does this Audit contain...Pell Adjustment does not contain an acceptable value", "Field: 6. Does the attached audit indicate...GAGAS does not contain an acceptable value", "Field: 6. Does the attached audit indicate...AICPA Standards does not contain an acceptable value", "Field: 6. Does the attached audit indicate...OMB Standards does not contain an acceptable value"			
32	Enter "Auditors TIN" in numerical format <1111111111>	Field accepts input			
33	Enter <NO> for 5. Does this Audit...Findings, and <NO> for Pell Adjustment item	Field accepts input			
34	Enter <YES> for 6. GAGAS, AICPA Standards, and OMB Standards	Field accepts input			
35	Enter <YES> for 10. Perkins	Field accepts input			
<b>Checklist</b>					
36	Select "Save and Proceed"	System returns the Checklist page which contains the following: Top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Program & Audit Info - Completeness Checklist - Upload Attachments - Submit The contents area of the page contains: Non-Profit School Name, OPEID 1. Are the following items included in the attachment of your Annual Submission?			

		<ul style="list-style-type: none"> <li>• Balance Sheet (radio buttons) (text-box) applies to all items below</li> <li>• Cash Flows Statement</li> <li>• Statement of Activities</li> <li>• Consolidated Statements</li> <li>• Notes to Financial Statements</li> <li>• Schedule of Expenditures of Federal Awards</li> <li>• Corrective Action Plan</li> <li>• <b>Servicer Information Sheet</b></li> <li>• Schedule of Findings &amp; Questioned Costs</li> <li>• Statement addressing prior year audit findings</li> <li>• Independent Auditors Report (THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE)</li> <li>• Independent Auditors Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statement Performed in Accordance with Generally Accepted Government Auditing Standards (GAGAS)</li> <li>• Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133</li> </ul>			
37	Select <YES> for all items except Servicer Information Sheet	Field accepts input			
38	Enter Contact Information/ Additional Notes and select "Save and Proceed"	System displays error message: Field: Servicer Information Sheet does not contain an accepted value.			
39	Select <YES> for Servicer Information Sheet	Field accepts input			
40	Select "Save and Proceed"	System returns "Upload Attachments" page			
	Note to tester - please complete rest of submission: Upload Attachments, Submit to ED, and Logout				