Script Name	**Create Determination for Financial Statement**
Description	The purpose of this script is to test an FA User's ability to create a Determination of LOC and use new R 1.01 functionality.
Created By	Seth Sinclair
Tested By	
Date Tested	
Prerequisites	
Use Cases Covered	UC 23_Create Determination for Financial Statement

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	Financial Analyst logs in				
1	Open Internet browser	Browser opens up.			
2	Enter the link to the eZ-Audit application into their browser: <http://dev.ezaudit.ed.gov:8731/EZ3WebApp/login.jsp>	System presents the login page.			
3	Enter username <fa01> and password <Password1>.	Username is displayed in the username field. Password is displayed in the password field with *s.			
4	User selects "Login" button	The system presents the FA Home/Queue page that shows following information for each submission in the queue: Institution Name, OPEID, Fiscal Year End, Received Date, Resolution Due Date, Submission Type, Reason for Referral to Case, and Submission Status. There is an Annual Financial Statement record for <Non-Profit School>, OPEID <20000002>			
	Financial Analyst selects a submission				
5	Click the link for the <Non-Profit School> <20000002> <Annual Financial Statement> record	System displays submission summary page.			
	Financial Analyst selects to Complete Determination for Financial Statement				

6	Select the "Complete Determination for FS" link from the left navigation bar	The system displays the Determination page. On the top of the page are displayed: Name of the Institution <Non-Profit Institution> OPEID <20000002> Fiscal Year End Date <XXXXXXXX> ACN There is a “Determination” field on this page. The field is a drop-down box with the following values (Financial Analyst can select only one): 1. LOC with options 2. LOC □ 50% 3. LOC □ 10% + HCM 1 4. LOC □ 10% + HCM 2 5. LOC □ 10% + Reimbursement 6. LOC 25% 7. Zone-Cash Monitoring 1 8. Zone-Cash Monitoring 2 9. Reimbursement 10. Without condition 11. AAA Referral 12. Denial There is Determination Date field label on this page with no value displayed. There is a save option.			
7	Select <LOC with options> in the Determination drop-down box.	Value is displayed			

8	Select the "Save" option	System re-displays Determination page with fields to capture LOC information. On the top of the page are displayed: Name of the Institution, OPEID, ACN, Fiscal Year End Date The determination selected (LOC with Options) is displayed in the determination field. The “Determination Date” field is populated with the current date (read-only). The following text is displayed on the page: This determination requires a Request for Letter of Credit to be uploaded into the system. Please use the word processing program of your choice and template to create the Request for LOC Letter. When you are done, please use the fields below to upload your Request for LOC into the system. If you need to make changes to the file after it has been uploaded, you must do so by changing the file outside of the system and uploading a new version. All fields containing asterisks are required. Below this text, there are following fields: File (text box; file can be selected by using the Browse button next to the File field), required Sent Date, not required There is a “Request for LOC” section with the following fields: LOC Due Date (text box), required Request Date (text box), required Reason Requested (drop-down box), required Values in the Reason Requested drop down-box are:1. Disclaimer 2. Failed Past Performance I			

		Extension Due Date, not required Reason Extension Granted, not required There is a “LOC” section with the following fields: Date LOC Received, not required Issue Date, not required Amount (text box), not required % Funding (text box), not required Expiration Date, not required Release Date, not required LOC Number, not required Amendment to LOC, not required There is a “Bank Information” section with the following fields: Bank Name, not required Contact Person Name, not required Phone Number, not required Address, not required City, not required State, not required Zip/Postal Code, not required There is a “Cancel” and a "Save" option.			
	Financial Analyst does not enter required information before Saving				
9	Select the "Save" option	The system displays the following message: Error(s): Field: LOC Due Date is required and cannot be left blank. Field: Request Date is required and cannot be left blank. Field: Reason Requested is required and cannot be left blank. Field: File is required and cannot be left blank.			
	Complete Determination				
10	Enter <10-01-2003> in the field "LOC Due Date"	System displays entered value.			
11	Enters <today's date> in the field "Request Date"	System displays entered value.			
12	Select <Going Concern> in the "Reason Requested" dropdown	System displays selected value.			
13	Select the "Browse" option	System displays Choose File window.			
14	Selects the file <Sample.pdf>and chooses Open function	System displays the location path of the selected file in the File field.			
15	Select the "Save" function	System re-displays Determination page. There is a link to the uploaded Request for LOC file. Information that Financial Analyst entered is displayed. All fields are editable.			

16	Select the "Send to Co-Team Leader" link from the left navigation bar	The System presents a page to the User with text explaining that they are about to submit the resolution package to the Co-Team Leader for approval and that all individual components must be complete. There is a Submit option and a Cancel option.				
17	Select the "Submit" option	User is returned to his/her home page. The submission no longer appears in the FA queue.				
	Financial Analyst user logs out					
18	Select the "Logout" link.	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 labeled "Click here to log back in."				
19	Close Internet browser.	Internet browser is closed.				

Script Name	**Create Determination for Financial Statement**
Description	The purpose of this script is to test an FA User's ability to create a Determination of LOC and use new R 1.01 functionality.
Created By	Seth Sinclair
Tested By	
Date Tested	
Prerequisites	
Use Cases Covered	UC 23_Create Determination for Financial Statement

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	Co-team Leader logs in				
1	Open Internet browser	Browser opens up.			
2	Enter the link to the eZ-Audit application into their browser: <http://dev.ezaudit.ed.gov:8731/EZ3WebApp/login.jsp>	System presents the login page.			
3	Enter username <colead01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s.			
4	User selects "Login" button	The system presents the Co-Team Leader Home/Queue page. The page consists of two queues: Submissions Pending Assignment Queue and Submissions Pending Approval Queue. For each record in the queue following information is displayed: Institution Name, Submission Information (OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type, Submission Status, Completeness Status, Reason for Referral to Case), and Assigned To. There is no left navigation bar. The top navigation bar has the following links: Home, My Profile, Search, Team Queue, Reports, and Logout. The record for <Non-Profit School> OPEID <20000002> Submission Type <Annual Financial Statement> displayed in the Submission Pending Approval queue.			
	Co-team Leader approves FS				
5	Select the "Approve" option for the <Non-Profit School> <20000002> <Annual Financial Statement> record.	The system removes the institution record from the pending approval queue.			
	Co-team Leader user logs out				
6	Select the "Logout" tab in the 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 labeled "Click here to log back in."			
7	Close Internet browser	Internet browser is closed.			

Script Name **Create Determination for Financial Statement**

Description The purpose of this script is to test an FA User's ability to create a Determination of LOC and use new R 1.01 functionality.

Created By Seth Sinclair

Tested By

Date Tested

Prerequisites

Use Cases Covered UC 23_Create Determination for Financial Statement

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	Financial Analyst logs in				
1	Open Internet browser	Browser opens up.			
2	Enter the link to the eZ-Audit application into their browser: <http://dev.ezaudit.ed.gov:8731/EZ3WebApp/login.jsp>	System presents the login page.			
3	Enter username <fa01> and password <Password1>.	Username is displayed in the username field. Password is displayed in the password field with *s.			
4	User selects "Login" button	The system presents the FA Home/Queue page that shows following information for each submission in the queue: Institution Name, OPEID, Fiscal Year End, Received Date, Resolution Due Date, Submission Type, Reason for Referral to Case, and Submission Status. There is an Annual Financial Statement record for <Non-Profit School>, OPEID <20000002>. The Submission Status is set to <Pending Receipt of LOC>.			
	FA selects the Institution for which Determination was LOC with Options				
5	Click the link for the <Non-Profit School> <20000002> <Annual Financial Statement> record	The system presents the Submission Summary Page.			
6	Select the "Complete Determination for FS" link from the left navigation bar	The System displays the Determination page. On the top of the page are displayed: Name of the Institution, OPEID, ACN, Fiscal Year End Date The Determination field is read-only and is pre-populated with the value selected by the Financial Analyst in the Basic Flow <LOC with options>. Determination Date is read-only and is pre-populated with value populated by the system in the Basic Flow. There is a link to the Request for LOC file uploaded during the Basic Flow. There is a Sent Date field (required). There are values in LOC Due Date <10-01-2003>, Request Date <today's date>, and Reason Requested <Going Concern> fields that Financial Analyst entered in the Basic Flow (all required).			

		The “LOC” (Amount, % Funding, Expiration Date, LOC # required) and “Bank Information” (required, except for “Contact Person Name”) fields are available. There is also a drop down-box labeled “LOC Option Chosen.” Values in this drop-down box are following: • LOC □ 50% • LOC □ 10% + HCM 1 • LOC □ 10% + HCM 2 • LOC □ 10% + Reimbursement • LOC 25% There is a section labeled “LOC Collection.” Fields include (none required): Amount Collected Date of Collection Amount Returned to School Date Returned There are Cancel, Save, and Archive options available.			
	Financial Analyst does not enter all required information before Saving				
7	Select the "Save" option	The system displays the following messages: Error(s): Field: Sent Date is required and cannot be left blank. Field: Expiration Date is required and cannot be left blank. Field: Amount is required and cannot be left blank. Field: % Funding is required and cannot be left blank. Field: LOC # is required and cannot be left blank. Field: Bank Name is required and cannot be left blank. Field: Phone Number is required and cannot be left blank. Field: Address is required and cannot be left blank. Field: City is required and cannot be left blank. Field: State is required and cannot be left blank. Field: Zip/Postal Code is required and cannot be left blank.			
	Financial Analyst captures LOC data				
8	Enter <07-31-2003> in the field "Sent Date"	Field displays the value.			
9	Enter <10-01-2004> in the field "Expiration Date"	Field displays the value.			
10	Enter <10000> in the field "Amount"	Field displays the value.			
11	Enter <5> in the field "% Funding"	Field displays the value.			
12	Enter <1> in the field "LOC #"	Field displays the value.			
13	Enter <ABC> in the field "Bank Name"	Field displays the value.			
14	Enter <1112223333> in the field "Phone Number"	Field displays the value.			
15	Enter <1 Test Street> in the field "Address"	Field displays the value.			
16	Enter <Test> in the field "City"	Field displays the value.			
17	Enter <Test> in the field "State"	Field displays the value.			

18	Enter <11111> in the field "Zip/Postal Code"	Field displays the value.			
	Financial Analyst archives record				
19	Select the "Archive" option	The system returns the user to their Home/Queue page. The record is no longer displayed in the Analyst's queue.			

Script Name	**Create Determination for Financial Statement**
Description	The purpose of this script is to test an FA User's ability to create a Determination of LOC and use new R 1.01 functionality.
Created By	Seth Sinclair
Tested By	
Date Tested	
Prerequisites	User is logged in as a Financial Analyst
Use Cases Covered	UC 23_Create Determination for Financial Statement

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	Financial Analyst searches for Archived Determination				
1	User selects "Search" link	System presents the "Search" page.			
2	Enter OPEID <20000002> in the "OPEID" field	Field accepts value.			
3	User selects "Search" button	System refreshes the search page with a table displayed at the bottom of the page containing the results of the search. Fields displayed in table are: · Institution Name · City · State · OPEID · Fiscal Year End · Case Team · CPA Name · Reason for submission · Type of Institution · Type of Submission There is a record for <Non-Profit School> OPEID <20000002> Submission Type <Annual Financial Statement> displayed in the Search Results.			
4	User selects <Non-Profit School> OPEID <20000002> where submission type is <Annual Submission - Financial Statements>	System displays Submission Summary page.			
5	Select the View "Determination for FS" link on the left navigation bar	The system displays the Determination Page. All values on the FS Determination page are Read-Only when viewed with the exception of the fields "Release Date," "Amendment to LOC," and all fields in the "LOC Collection" section (Amount Collected, Date of Collection, Amount Returned to School, and Date Returned). These fields will be editable after the record is archived.			
6	Select the "Logout" tab in the top nav	System displays Logout page			

Select the "Send to Co-Team Leader" link from the left navigation bar