

**Script Name** Performance - Reports  
**Description** This scripts contains the process of selecting reports in the Reports Module  
**Created By** Kelly Sweet  
**Prerequisites** Report Triggered in Appropriate Module  
**Outputs**  
**Workload**  
**Conditions Covered**

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
	<b>Log in</b>					
1	Enter <http://dev.cbs.sfa.ed.gov:8531/CBSWebApp/admin/adminWelcome.jsp> into the browser address window	window "Enter Network Password", asking for user's name and password is displayed. (Testing only)				
2	Type <cbs> as your username and <cbsdev> as your password	Field accepts values				
3	Click <OK>	The system displays the Campus-Based Admin Login page. In the center of the page is a Login button. There is a following instruction notifying the Admin User how to proceed: "Welcome to Campus-Based Administration. To access the Campus-Based Admin site: 1. Select the "Login" button, 2. Enter your PIN information. The PIN serves as your identifier to let you access information in systems for the Department of Education. If you do not have a PIN, go to the Department of Education PIN Registration site to apply, 3. Enter the Campus-Based Admin TG Number, 4. After login authentication is complete, the Campus-Based Admin home page will be displayed." If your security rights have not yet been established, contact the CB Security Officer at the <u>Campus-Based Programs office</u> .				
4	Select <Log In> button	Network login screen appears.				
5	Type <integrate> as your username and <pin1026> as your password	Field accepts value (this step is for testing purposes only and will not be necessary in February).				
6	Select <OK> or if security browser was displayed, click <Yes> button to accept	The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.				
7	Enter <222334444> into the SSN field	Field accepts value.				
8	Enter <IM> into the first two letters of last name field	Field accepts value.				
9	Enter <10221970> in the DOB field	Field accepts value.				
10	Enter <2309> in the PIN number field.	Field accepts value.				
11	Select <Submit Request> button	Security Alert message comes up.				
12	Select <Yes> button	The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using uppercase letters. TG number is case sensitive."				
13	Enter <TG08899> into the TG field	Field accepts value.				
14	Click <Next> button	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Admin Security, Awards, ComLog, Communications, FISAP Update, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges, Logout.				
15	<b>Admin User Enters Reports Module</b>					

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
16	Select the <Reports> link from the left navigation bar	<p>The System displays the main reports page, which gives an overview of the types of reports available:</p> <p>The Reports module allows you to view and print statistical data for all schools as well as individual schools. Reports are available for the modules below. Select a link on the left navigation bar to access the reports for that module. For reports that are not specific to a module, select the Custom link.</p> <p>A. Accounting  Select the Accounting link to view transactional data such as a school's ATH or eSOA.</p> <p>B. Awards  Select the Awards link to view worksheets, school funding information, and other data relating specifically to Awards.</p> <p>C. E-mail  Select the E-mail link to view text for e-mail notifications.</p> <p>D. FISAP  Select the FISAP link to view FISAP-specific reports.</p> <p>E. Hold Schools  Select the Hold Schools link to view various reports including hold school status and notification letters.</p> <p>F. PART  Select the PART link to view procedure activity statistics.</p> <p>G. PLIST  Select the PLIST link to view summary reports of schools with excess liquid capital status and to view excess liquid capital notifications.</p> <p>H. Waivers  Select the Waivers link to view approval and denial data for Community Service, Title III, and Underfunding.</p> <p>I. Custom  Select the Custom link to view reports that are not module-specific.</p>				
17	<b>Admin User Seeks Accounting Reports</b>					
18	Select <A. Accounting Link> from the left navigation bar	<p>The System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include:</p> <p><b>General Reports</b>  The following links are in the General Reports column of the Accounting Reports page:  Rejected Transactions  On Hold Transactions  Approved Transactions  Authorization Balances  Authorization Balances Last Five Years</p> <p><b>Reports By School</b>  The following links are in the Reports By School column of the Accounting Reports page:  Accounting Transaction History (ATH)  eSOA (Electronic Statement of Account)</p>				
19	<b>Admin User Seeks General Accounting Reports</b>					

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
20	<b>Admin User Selects a School</b>					
21	Select the <Serial #> radio Button from the top navigation bar	Button populated with a black dot when selected				HS003
22	Enter <001953> in the field Labeled 'Search For'	Field Accepts Value				HS003
23	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
24	Click <Go> Button	The system populates the University of Massachusetts in the Name Field and 001953 in the Serial Number Field.				
25	<b>Admin User Seeks Accounting Reports by School (SOA)</b>					
26	Select the <eSOA> link under Reports by School	The System displays the eSOA report				
27	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
28	<b>Admin User Seeks Accounting Reports by School (ATH)</b>					
29	Select the <ATH> link under Reports by School	The System displays the eSOA report				
30	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
31	<b>Admin User Seeks Award Reports</b>					
32	Select <B. Awards Link> from the left navigation bar	The System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the Awards Reports page: Award Differences FSEOG Award Differences FWS Award Differences FPL Reallocation Report Expended Amount Greater Than Award Amount Supplemental Award Process Letter <b>Reports By School</b> The following links are in the Reports By School column of the Awards Reports page: Final Award Cover Letter Tentative Award Cover Letter Perkins Loan Service Cancellation Letter Close Out Letter Tentative Award Worksheet Final Award Worksheet Supplemental Award Worksheet Perkins Service Cancellation Worksheet				
33	<b>Admin User Seeks General Award Reports - Reallocation Report</b>					

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
34	Select the <Reallocation Report> link under General Reports	The System displays the Reallocation report				
35	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
36	<b>Admin User Seeks General Award Reports - Expanded Amount Greater Than</b>					
37	Select the <Expended Amount Greater Than Award Amount> link under General Reports	The System displays the Expended Amount Greater Than Award Amount report				
38	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
39	<b>Admin User Seeks Email Reports</b>					
40	Select <C. Email> link from the left navigation bar	The System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the Email Reports page: Final Award Notification Tentative Award Notification Closeout Notifications Supplemental Award Notification Perkins Service Cancellation Award Notifications Hold School Notifications Safe Guard Procedures Notifications Safe Guard Activity Notifications ELC 1 First Notifications ELC 2 First Notifications ELC 3 First Notifications ELC Second Notifications Response Accepted- No Payment Notifications Response Denied- No Payment Notifications Response Accepted- Partial Payment Notifications Response Denied- Partial Payment Notifications Deobligation Notifications FCC Returned Notifications Title III Waiver Notifications Under Use Waiver Notifications <del>Community Service Waiver Notification</del>				
41	<b>Admin User Seeks General Email Reports</b>					
42	Select the <Final Award Notification> link under General Reports	The System displays the Final Award Notification report				
43	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
44	Select the <Closeout Notification> link under General Reports	The System displays the Tentative Award Notification report				
45	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
46	<b>Admin User Seeks FISAP Reports</b>					
47	Select <D. FISAP Reports> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the FISAP Reports page: Batch Report Incomplete Report No Submitted FISAP and/or Signature Report <b>Reports By School</b> <b>The following links are in the Reports By School column of the FISAP Reports page:</b> FISAP Quality Control Report FISAP – All Parts (PDF) FISAP – Part 1 (PDF) FISAP – Part 2 (PDF) FISAP – Part 3 (PDF) FISAP – Part 4 (PDF) FISAP – Part 5 (PDF) FISAP – Part 6 (PDF) FISAP – Additional Information Validation Errors Allocation Report Reallocation Report Submission Statistics				
48	<b>Admin User Seeks General FISAP Reports</b>					
49	Select the <Incomplete Report > link under General Reports	The System displays the Incomplete Report				
50	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
51	Select the <No Submitted FISAP and/or Signature Report> link under General Reports	The System displays the No Submitted FISAP and/or Signature Report				
52	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
53	<b>Admin User Seeks FISAP Reports by School</b>					
54	Select the <Serial #> radio Button from the top navigation bar for .	Button populated with a black dot when selected				HS003
55	Enter <000001> in the field Labeled 'Search For'	Field Accepts Value				HS003

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
56	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
57	Click <Go> Button	The system populates the School Name in the Name Field and 000001 in the Serial Number Field.				
58	Select the <FISAP-All Parts> link under Reports by School	The System displays the FISAP-All Parts				
59	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
60	<b>Admin User Seeks Hold School Reports</b>					
61	Select <E. Hold School Reports> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the Hold Schools Reports page: Hold Schools Listing Hold Schools Only <b>Reports By School</b> The following links are in the Reports By School column of the Hold Schools Reports page: Hold Schools Cover Letter Hold School Reason Letter				
62	<b>Admin User Seeks General Hold School Reports</b>					
63	Select the <Hold Schools Listing> link under General Reports	The System displays the Hold Schools Listing Report				
64	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Hold School Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
65	<b>Admin User Seeks PART Reports</b>					
66	Select <F. PART> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the FISAP Reports page: None <b>Reports By School</b> The following links are in the Reports By School column of the FISAP Reports page: Activity Report Letter Procedure Report Letter				
67	<b>Admin User Seeks PART Reports by School</b>					
68	Select the <Serial #> radio Button from the top navigation bar	Button populated with a black dot when selected				HS003
69	Enter <001299> in the field Labeled 'Search For'	Field Accepts Value				HS003
70	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
71	Click <Go> Button	The system populates the School Name in the Name Field and 001299 in the Serial Number Field.				
72	Select the <Activity Report Letter> link under Reports by School	The System displays the FISAP Quality Control Report				
73	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PART Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
74	Select the <Procedure Report Letter> link under Reports by School	The System displays the FISAP Quality Control Report				
75	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PART Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
76	<b>Admin User Seeks PLIST Reports</b>					
77	Select <G. PLIST Reports> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the PLIST Reports page: ELC 1 Report ELC 2 Report ELC 3 Report Liquidation: Liquidating Report Liquidation: Liquidated Report Liquidation: Closed/Partial Liquidation Report Non-Respondents Report First Letter Response No First Letter Response Status of Default <b>Reports By School</b> The following links are in the Reports By School column of the PLIST Reports page: Potential ELC - First Letter Potential ELC - Second Letter Eligible Aid Applicant Increase Exceeds 25% Excess Cash Received Letter				
78	<b>Admin User Seeks General PLIST Reports</b>					
79	Select the <ELC 1 Report> link under General Reports	The System displays the ELC 1Report				
80	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
81	Select the <ELC 2 Report> link under General Reports	The System displays the ELC 2 Report				
82	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
83	<b>Admin User Seeks Waiver Reports</b>					

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
84	Select <H. Waiver Reports> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the Waivers Reports page: Community Service Approval Report Community Service Denial Report Title III Approval Report Under Use Approval Reports Under Use Denial Report <b>Reports By School</b> The following links are in the Reports By School column of the Waivers Reports page: Community Service Cover Page Community Service Status Letter Title III Cover Page Title III Status Letter Under Use Cover Page Under Use Status Letter				
85	<b>Admin User Seeks General Waiver Reports</b>					
86	Select the <Community Service Approval Report> link under General Reports	The System displays the Community Service Approval Report				
87	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waiver Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
88	Select the <Title III Approval Report> link under General Reports	The System displays the Title III Approval Report				
89	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
90	<b>Admin User Seeks Custom Reports</b>					

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
91	Select <l. Custom> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the Custom Reports page: Campus-Based System Master File: - Alpha Sort - Serial Sort - State Sort Suspense Report Edit Error Frequency Report Average Expenditure Per Student Congressional Notification Report Net Worth Report Duplicate Edit on Allocation Worksheets Name and Address Changes Report Fiscal Operation Report Summary by National Totals FISAPs Submitted After Final Awards Processing Report Default Rate Comparison Report <b>Reports By School</b> The following links are in the Reports By School column of the Custom Reports page: None.				
92	<b>Admin User Seeks General Custom Reports</b>					
93	Select the <Campus-Based System Master File-Alpha Sort> link under General Reports	The System displays the Campus-Based System Master File- Alpha Sort				
94	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
95	Select the <Default Rate Comparison Report> link under General Reports	The System displays the Default Rate Comparison Report				
96	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
97	<b>Admin User Wants to Log Out of the System</b>					
98	Select <Log Out> link from the left navigation bar	The system displays a warning message. There is a yes or no button.				
99	Select <Yes> button	The System displays the Campus-Based Admin Login page.				