

**Use-Case Specification 24: Submit a Change in Fiscal
Year End**

eZ-Audit

Version 1.0

eZ-Audit	Version: 1.0
Use-Case Specification 24: Submit a Change in Fiscal Year End	Date: 07/31/02
Use Case 24	

Revision History

Date	Version	Description	Author
07/31/02	1.0	Final version created for 7/31 deliverable submission.	Bobbi Beach
08/14/02	1.1	Version 1.1 updates based on stakeholder feedback for deliverable re-submission.	Matt Williamson

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Use-Case Specification 24: Submit a Change in Fiscal Year End

1. Request a Change in Fiscal Year End

1.1 Brief Description

The Data Entry Actor has the ability to submit a change in fiscal year end for the Institution. The option to do this is presented to the Data Entry Actor on their home page.

2. Flow of Events

2.1 Basic Flow

- 1) **Data Entry Actor selects “Submit Change in Fiscal Year End” from home page**
- 2) **System presents the Change in Fiscal Year End page**
The system presents the user with a page containing the following text: “Your current fiscal year end date is “FY End” (FY End is the current fiscal year end date in eZ-Audit). In addition there are fields for the Data Entry Actor to enter the new fiscal year end date.
- 3) **Data Entry Actor enters their new fiscal year end date**
The Data Entry Actor enters the month and day for the new fiscal year end (text boxes formatted to accept numbers 1-12 for month and 1-31 for days).
- 4) **Data Entry Actor submits Change in Fiscal Year End**
The Data Entry Actor selects “Submit” function.
- 5) **System performs edit/completeness check on data submitted**
The system performs completeness checks to ensure data has been entered in the month and days fields. Edit checks are also performed to ensure correct data types have been entered (month must be a value from 1 to 12, day must be a value from 1 to 31 depending on the month entered).
- 6) **System displays text message on screen**
The system displays a text message in a pop up box that the change in fiscal year end has been received by the Department of Education.
- 7) **System presents Home Page to the Data Entry Actor**
The Data Entry Actor is taken back to their home page after selecting “OK” from the pop up box.

2.2 Alternative Flows

2.2.1 Data Entry Errors

In step 5 of the Basic Flow, if the system determines that the data entered is not complete, is an incorrect type or does not pass edit checks, the system will display an error message on screen to the Data Entry actor. See alternative subflows below for details.

2.2.1.1 Data Incomplete

In step 5 of the Basic Flow, if the system determines that the Data Entry Actor did not complete both the month and day fields, the system will display an error message on screen that both fields must be completed before submission.

2.2.1.2 Non-numeric Data Entered

In step 5 of the Basic Flow, if the system determines that the Data Entry Actor did not enter numeric data in the month and day fields, the system will display an error message on screen that the fields require that numeric data be entered.

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2.2.1.3 Edit Check Failed – Month

In step 5 of the Basic Flow, if the system determines that the data entered in the month field is not a value from 1 to 12, the system will display an error message on screen that the only accepted values for month are 1 to 12.

2.2.1.4 Edit Check Failed – Day

In step 5 of the Basic Flow, if the system determines that the data value entered in the day field is invalid for the month entered (i.e., month is 2, day is 31), the system will display an error message on screen that the day entered is not a valid day based on the month entered.

3. Special Requirements

No Special Requirements for this Use Case.

4. Preconditions

4.1 Institution Data Entry user must be logged into the eZ-Audit system

5. Postconditions

5.1 Routing of Submitted Information

The system will route the Change in Fiscal Year End submission to the appropriate case team.

5.2 Recalculate Annual Submission Due Dates

The system will recalculate the annual submission due dates based on the new fiscal year end date submitted by the Data Entry Actor.

6. Extension Points

No extension points for this use case.