State of Florida

Agency for Workforce Innovation

One Stop Management Information System (OSMIS)

Regional Financial Management Administrator User Manual

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1 OVERVIEW

The One Stop Management Information System (OSMIS) is a web-based application. As such, OSMIS uses the Internet to communicate between various locations and agencies. This document explains the processes a Regional Administrator would use while accessing the OSMIS application.

1.1 Purpose

This document is the complete Region Financial Administrator User Manual and is the most comprehensive source of information available; covering all steps a Regional Administrator user might need use while accessing the OSMIS application.

This document is organized based on the standard Navigation Menu for the Financial Administrator role in the OSMIS application. All folders and links of Financial Management are described in detail and include the following information:

- Detailed overview

- Screen Shots

- Step-by-Step process details

Details will begin from the first folder or link on the Navigation Menu and continue to till the end of the Navigation Menu. This manual does not follow a serial approach as how a Region Finance Administrator deals with managing the grants received and expended.

1.2 Abbreviations and Descriptions

The following abbreviations are used in this manual:

Abbreviations	Descriptions
ADA	Americans with Disabilities Act
AFDC	Aid to Families with Dependent Children
AMSFW	Adult Migrant and Seasonal Farm Workers (replaced by FFWJEP)
AWI	Agency for Workforce Innovation
CFDA	Catalog of Federal Domestic Assistance
DCF	Department of Children and Families
DHHS	Department of Health and Human Services
DLES	Department of Labor and Employment Security
DMS	Department of Management Services
DOA	Department of Agriculture
DOE	Department of Education
DOL	Department of Labor
DOR	Department of Revenue
DVOP	Disabled Veterans' Outreach Program
EBT	Electronic Benefits Transfer
FLAIR	Florida Accounting Information Resource
FSET	Food Stamp Employment and Training (Program)
FY	Fiscal Year
LMI	Labor Market Information
LTD	Life to Date
LVER	Local Veterans Employment Representative
MIPS	Management Information and Payment System
MSFW	Migrant and Seasonal Farm Workers (replaced by FFWJEP)
NFA	Notice of Funds Availability
NOO	Notice of Obligation

Abbreviations	Descriptions
OCA	Other Cost Accumulator
OSC	One Stop Center
OSMIS	One Stop Management Information System
OSOS	One Stop Operating System
OSP	One Stop Operator
OSST	One Stop Service Tracking
OSSM	One Stop Service Management
PMS	Payment Management System
PMT	Project Management Team
PY	Program Year
REACT	Re-Employment and Emergency Assistance Coordination Team
RWB	Regional Workforce Board
SCEP	Senior Community Employment Program
SFY	State of Florida Fiscal Year
SSA	Social Security Administration
SSN	Social Security Number
TANF	Temporary Assistance to Needy Families
TAT	Technical Assistance and Training
TCA	Temporary Cash Assistance
UC	Unemployment Compensation
UI	Unemployment Insurance
USA	United States of America
USDA	U.S. Department of Agriculture
USDOL	US Department of Labor
VETS	Veteran's Program
VOC-ED	Vocational Education
VR	Vocational Rehabilitation
WFI	Workforce Florida, Inc.

Abbreviations	Descriptions
WIA	Workforce Investment Act
WOTC	Work Opportunity Tax Credit
WTP	Welfare Transition Program
WTS	Welfare Transition Services
WTW	Welfare-to-Work
YTD	Year to Date

1.3 Objective of the User Manual

This manual is prepared for the Region Finance Administrator using the OSMIS application. This document describes the various options and processes available to these users while working with grants received and expended.

The objective of this manual is to provide FM Users with descriptions of screens displayed in the application when logged in with Regional Administrator role.

1.4 Organization of the User Manual

This manual describes the use of the One Stop Management Information System (OSMIS) as it pertains to Region Finance Administrators.

The word "user" in this document refers to the OSMIS application user with the suitable role (Regional Administrator) and is used interchangeably with term "Regional Administrator" and "AWI staff."

1.5 Common Validations and Messages

On all forms, mandatory fields are indicated by an asterisk (*) sign. Validations are performed when the form is submitted. This process allows for the verification of all mandatory fields containing data. If any mandatory field does not contain data, the user is prompted with an informative pop-up message such as "Please fill all mandatory fields. (An asterisk indicates all mandatory fields) ". When the staff member selects "OK" on the message prompt, the focus is transferred to the first mandatory field that does not contain data. This process will continue until all mandatory fields contain acceptable data.

1.5.1 Alert Messages

Alert Messages	Error Description
Please enter all mandatory fields. (All mandatory fields are indicated by a *.)	User has to enter or select all Mandatory Fields.
Invalid Entry! Please enter numerical values without '.' or '+' sign in	User has to enter numeric values only.
Invalid Entry! Only alphanumeric are accepted	Special characters (such as @#$ %&() _:/; \ /) are not allowed.
Invalid Entry! Please enter positive values	Negative numbers cannot be entered.
Invalid Entry! Only Characters are accepted	Only characters can be entered.

Alert Messages	Error Description
Invalid Entry! Please enter the date in mm/dd/yyyy format	Date should be entered only in the mm/dd/yyyy format, or the user can choose the date from the calendar provided.
Invalid Entry! Year should be later than 1900	System does not accept dates, which are earlier than 1900. User has to enter dates which are later than 1900.
Invalid Entry! Please enter the start time lesser than the end time	End date should be always be later than the Start Date.
Invalid Entry! Value must be greater than zero	The value entered must be greater than zero.

1.5.2   Error Messages

Error Code	Error Messages	Error Description
755	A critical error has occurred while processing your request. Please log off and try.	User needs to log off, re-login, and try again. If the error persists, the user should contact the System Administrator.
757	Invalid Database Connection. Contact System Administrator	Improper Database connection, if the error persists, the user should contact the System Administrator.
758	Record modified by another user	The record, which is saved by the current user, is already modified by some other user. Refresh the page and try again.
750	An error occurred while processing your request; Please try again.	User needs to retry the request after sometime. If the error persists, the user should contact the System Administrator.
034	Error in retrieving data, Please try again.	User needs to retry retrieving the data after sometime. If the error persists, the user should contact the System Administrator.
759	No Records Found	The search criteria specified does not have any matching record. The user should search again with different search criteria.

1.5.3   User ID

All users will use this text box to enter their user ID. The user ID may contain both letters and numbers in any combination. User ID can be of special characters like @#$%&()_:/;\ /100… etc. Once the user enters the user ID, they will select the tab key, on the keyboard, to enter text in the password text box.

The user ID must be of at least six characters long.

1.5.4   User Password

All the users will use this text box to enter their password. The password may contain both letters and numbers in any combination. Once the user enters their password, they will press the ENTER button on their keyboard, or they will select the button. If the user ID and password are valid, the user will be directed to their assigned Home Page.

1.5.5   Login Help

This section of the OSMIS Welcome Page will assist user if they have forgotten their user ID or password. There are links available to the user for each of the following:

- Forgot User ID
- Forgot Password

1.6 Welcome to the One Stop Job Center

This section of the OSMIS Welcome Page provides links for application tutorials for OSMIS customers.

Tutorials are provided in two languages: Spanish and Haitian Creole for the following customers:

- Employers
- Job Seekers

The English versions of these tutorials are provided in the respective user areas.

The objective of these tutorials is to provide users a summary of the features offered through the OSMIS application. Each tutorial provides a quick, easy to use, and concise picture of all the self-service functions for each user type. The tutorial also provides contact information for One Stop Career Centers.

1.6.1 Employers Tutorial Contents

The OSMIS application tutorial for employers provides information on the following OSMIS features:

- Introduction to OSMIS (What is OSMIS?)
- Who benefits from OSMIS?

- OSMIS Employer Features

- Employer Online Registration

- Customized Employer Homepage

- Online Job Posting

- Job Seeker Searches

- Maintain Job Order

- View and Request Services

- Calendar of Events for any One Stop Center in Florida

- Locate a One Stop Near You

- Job Openings Advertised Nationwide on America's Job Bank

- Labor Market Information

1.6.2   Job Seekers Tutorial Contents

The OSMIS application tutorial for job seekers provides information on the following OSMIS features:

- Introduction to OSMIS (What is OSMIS?)

- Who benefits from OSMIS?

- OSMIS Job Seeker Features

- Online Registration

- Customized Job Seeker Homepage

- Resume Builder

- Skill Gap Analysis

- Statewide Job Searches to State Government Jobs

- Calendar of Events for any One Stop Center in Florida

- Locate a One Stop Near You

- Labor Market Information

1.7 Labor Market Information

This section of the OSMIS Welcome Page provides links to access the Labor Market Information website.

Labor Market Information provides statistics and information about the job market. There are separate links for Employers and Job Seekers.

- Employers – selecting this link will open a new window containing the Labor Market Information site.

- Job Seekers – selecting this link will direct the customer to a new page where Job Seeker will login using their user ID. Job Seeker can register himself using the link provided for registration.

1.8 Employers

This section of the OSMIS Welcome Page is designed for employers who are looking for job seekers using the OSMIS application.

Employers are provided with the following options from OSMIS Welcome Page.

- Register – using this link employer can register in the OSMIS application.

- Click Here – this is the English version of the Employer tutorial. This tutorial will provide information as how to post jobs, search for resumes and work with local One Stop Career Centers to find skilled job seekers.

1.9   REACT

This section of the OSMIS Welcome Page provides a link to the Re-Employment and Emergency Assistance Coordination Team (REACT) Home Page.

1.9.1 REACT Home Page Screen

REACT provides on-site and off-site rapid response services to employers, employees and Regional Boards for dislocation and mass layoff related activities.

REACT link from the OSMIS Welcome Page will direct users to REACT Home Page.
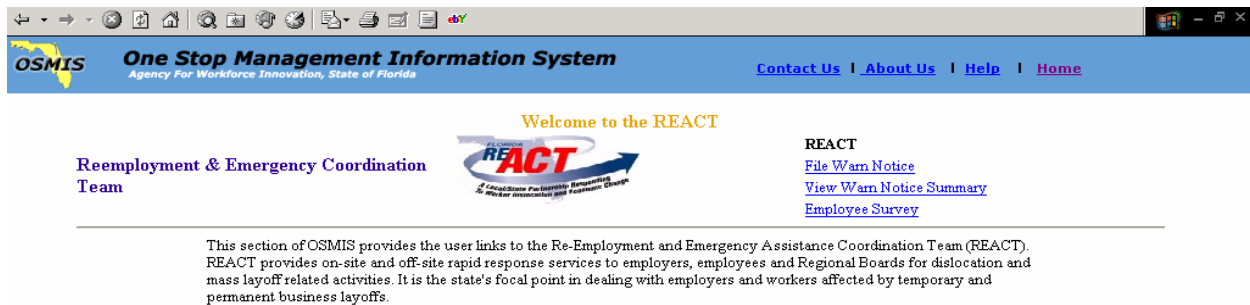
Customers will have access to the following areas of REACT from this screen:

- File Warn Notice
- View Warn Notice
- Employee Survey

1.9.1.1 File Warn Notice

As per Federal guidelines, it is a required for Employers to file a WARN Notice for several pre defined reasons. Some of these reasons are:

- If there are 500 or more employees affected by the lay off.
    - o If less than 500 employee are affected it is optional for an Employer to file a WARN Notice.
- If the layoff is substantial enough to affect the town or county in a negative manner.

This link allows an Employer, whether they are registered or not registered in the OSMIS application, to file a WARN notice via the Internet. As the notice is filed online, the REACT Staff will be notified immediately of a Dislocation Event.

1.9.1.2 View Warn Notice Summary

This link allows all registered and non-registered users to view certain public information contained on each WARN Notice. Once a WARN Notice is entered into the system, it will reflect on a report, which will be available by selecting this link http://www2.myflorida.com/awi/react/default.htm. Users will also have the ability to select and view WARN Notices by year, Region or area.

1.9.1.3 Employee Survey

This link allows all registered and non-registered users to file a survey detailing the services provided by the REACT team.

During or before a dislocation event, REACT staff conduct employer visits and provide counseling to the dislocated or soon to be dislocated employees. The employees receiving these services are given the option of completing a survey. These employees can complete this survey over the Internet by selecting this link.

The information gathered for this survey is similar to a Job Seeker registering in OSMIS application. The users filing this survey will not be considered as registered in the OSMIS application. They will not be able to login to the OSMIS application and access any OSMIS functionality unless specifically registered in OSMIS. If the customer chooses to register in OSMIS, their registration will be treated like any new job seeker's registration.

1.10 Job Seekers

This section of the OSMIS Welcome page is designed for job seekers using the OSMIS application to find job.

Job Seekers are provided the following links in OSMIS Welcome Page in this section:

- Find a Job – the Job Seeker will select this link if they want to perform a Job Search in the OSMIS application.

- Register – the Job Seeker will click this link if they are interested in registering and using services provided in the OSMIS application.

- Click Here – this is the English version of the Job Seeker tutorial. Job Seeker's can select this link to learn how they can search for jobs, apply to jobs, create resumes and work with local One Stop Career Centers to find applicable jobs.

2   FINANCIAL REGION

The Financial Management module in the OSMIS application will provide the management of all grants received, requested and expended by the partners on various programs. This manual will cover financial management module screens used by the Financial Region user in the OSMIS application.

The goal of this manual is to provide FM Users with descriptions of each of the financial management screens, which will enable straightforward management of the various grants received, requested and expended by the partners on various programs and to include the business rules.

2.1   Screen Layout

OSMIS Application screens have the following sections:

- Header
- Navigation Bar
- Navigation Menu
- Finance Management – Administrator Home Page & Links.

2.1.1 Header

Every OSMIS application screen has header section, which is located between the Internet Explorer Toolbar and the OSMIS Navigation Bar.
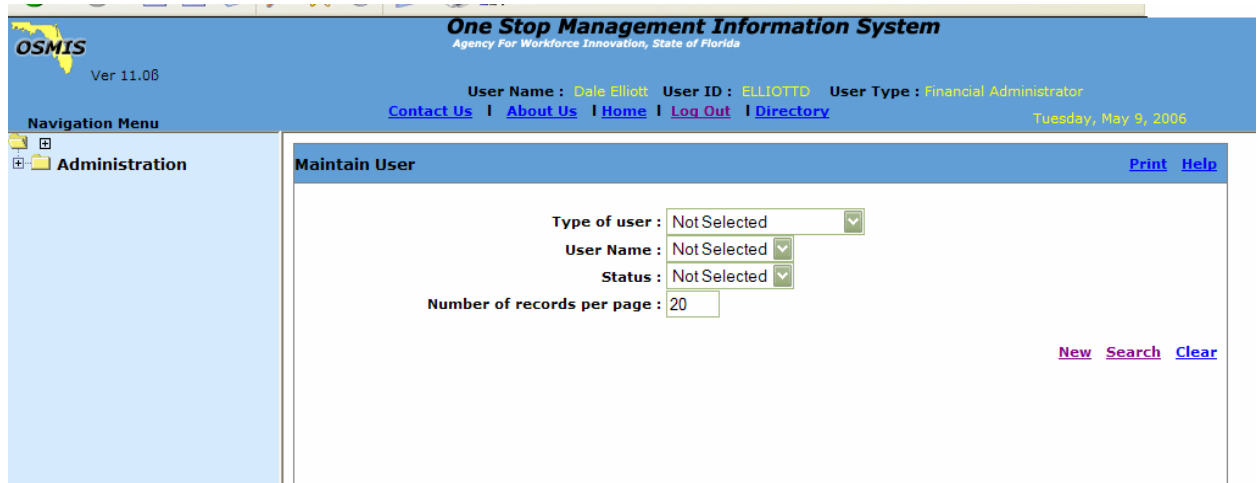
The header section contains the following information:

- OSMIS logo – placed in top left corner.

- OSMIS version number – the version number of the application being used. This is mentioned just below the OSMIS logo.

- Application Name – the name of the application being used "One Stop Management Information System," which is placed at center of the top of the header section.

- Sponsor Name – this is the name of the agency overseeing the application development, design, and management "Agency for Workforce Innovation." This is place below the application name.

- User Name – this is the name of the user currently logged in the OSMIS application. This information has been shaded to prevent any confusion while viewing screen shots in this manual.

- User ID – this is the user Id of the user currently logged in the OSMIS application. This information has been shaded to prevent any confusion while viewing screen shots in this manual.

2.1.2 Navigation Bar

Every OSMIS application screen has a navigation bar, which is located between the header section and the Finance Management bar.

The Navigation Bar contains the following information:

- Navigation Menu – this is the title for the navigation menu located below. It is place at the far left hand corner.

- Contact Us link – this link will open another browser window, which will provide contact information details for the application support. This link may be used to resolve issues faced while using the application.

- About Us link – this link will open another browser window, which will contain information about the Agency for Workforce Innovation.

- Home link – this link will redirect the user to their home page from any point in the application. Selecting this link will not automatically save the changes made on the current page and user will be redirected to home page. Hence, it is pertinent that user should save their work before clicking on this link.

- Log Out link – this link will logout the user from the OSMIS application and will redirect the user to the OSMIS Welcome page. Clicking on this link will not automatically save the changes made by the user. Hence, it is pertinent that user should save their work before clicking on this link.

- Directory link – this link will redirect staff to the OSMIS Directory Search Page from any point in the application. Clicking on this link will not
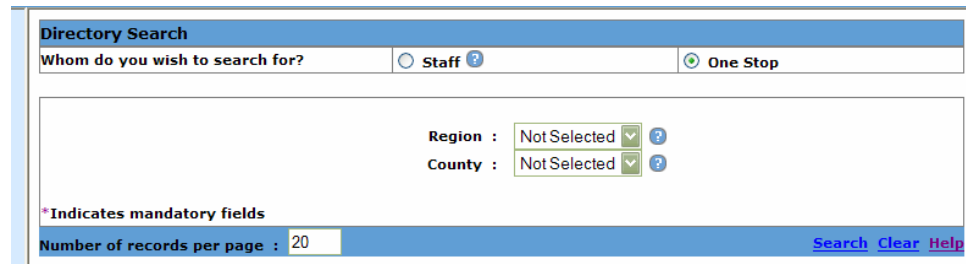
![HCL logo]

![awi logo]

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automatically save the changes made by the user. Hence, it is pertinent that user should save their work before clicking on this link. Using this link user can search for phone numbers and email addresses for Staff or One Stop.

o   Staff – to search for staff, user is required to select the parameters on the screen provided. Region is a mandatory parameter for this search.

o   One Stop – to search for one stop, user is required to select the parameters for Region and county on the screen provided.

- Date text – this text field displays current day and date.

2.1.3   Navigation Menu

Navigation Menu in OSMIS application is located below the Navigation Menu Text on the Navigation Bar.
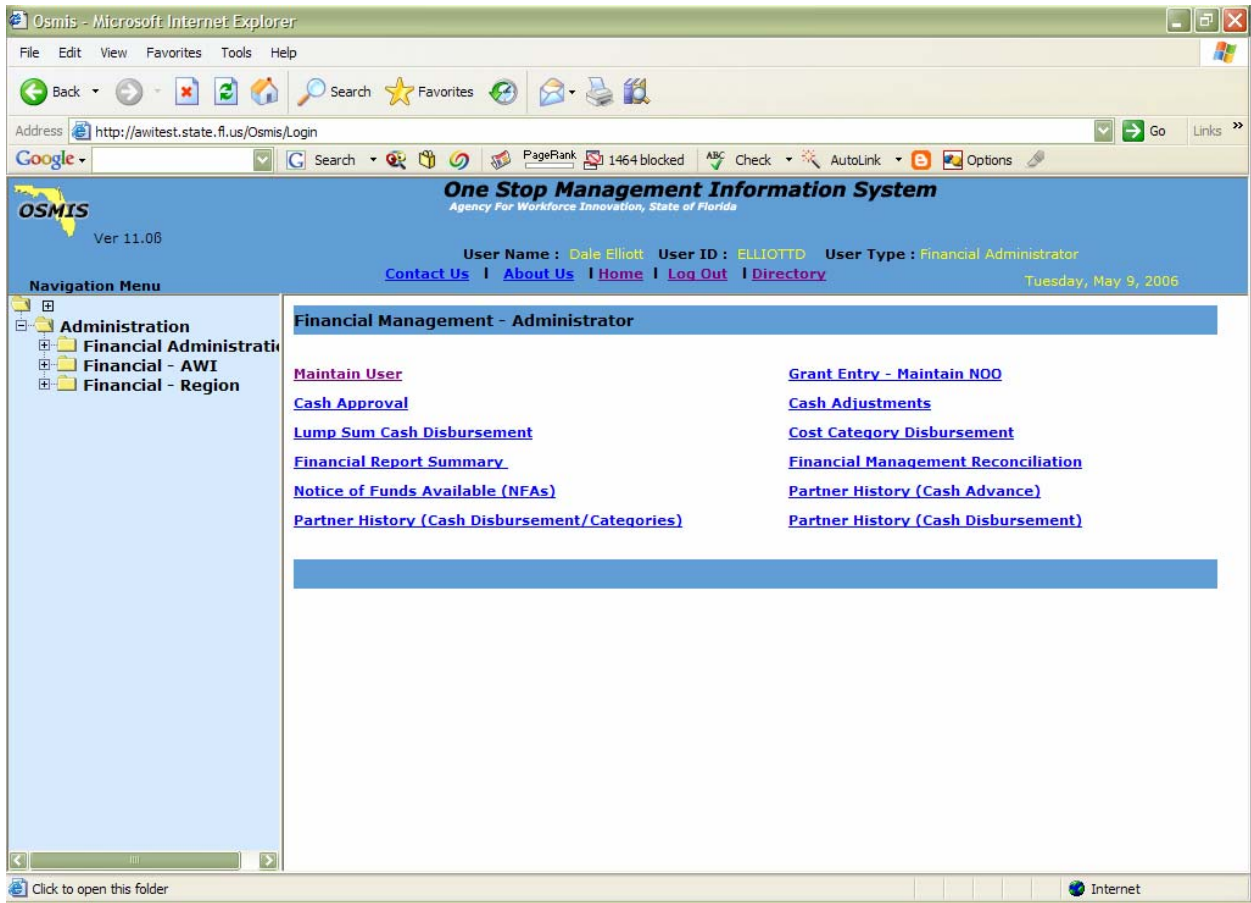
The Navigation Menu has folders and links using which a user can perform various finance management activities.

2.1.4   Finance Management – Region Administration Home Page and Links

The main OSMIS home page of a Financial Management Regional Administrator contains commonly used links for faster navigation to the desired process.
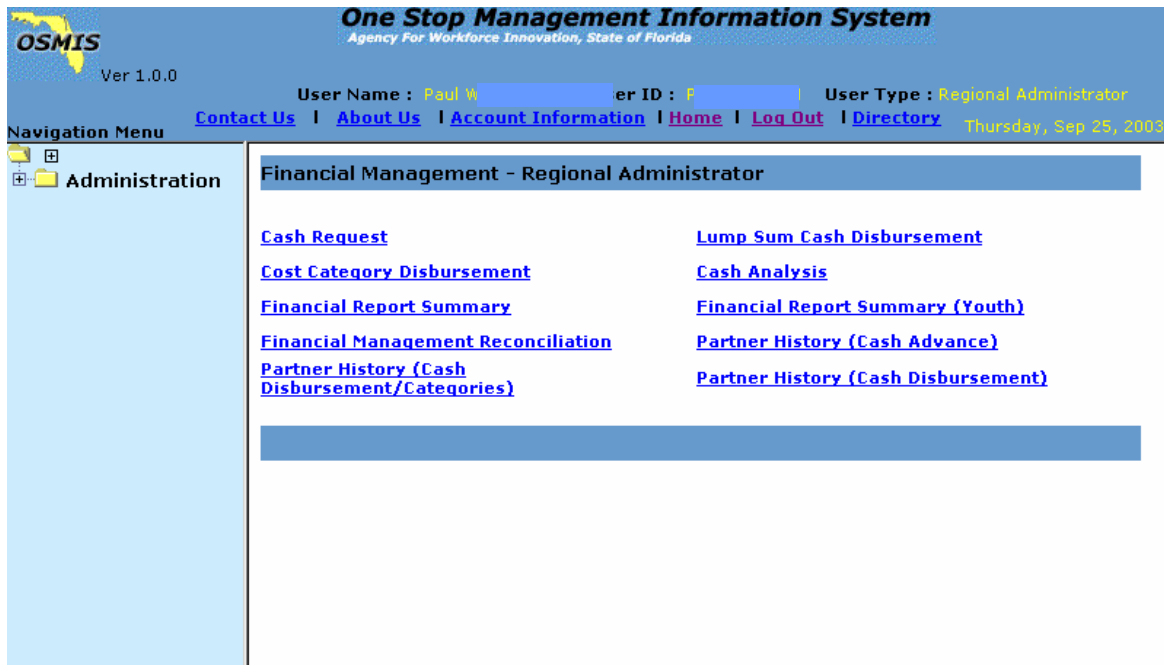
The OSMIS Financial Regional Administrator Home Page contains the following information:

- Cash Request – this link will take the Regional Administrator to the Cash Request screen where the Regional Administrator can create cash requests.

- Cost Category Disbursement – this link will take the Regional Administrator to the Cost Category Disbursement screen where the Regional Administrator can enter / Modify cash disbursements, which have been broken down to the cost category level.

- Financial Report Summary – this link will take the Regional Administrator to the Financial Report Summary screen where the Regional Administrator can generate the Financial Report Summary. The Financial Report Summary calculates and displays information pertaining to Total Accrued Expenditures by cost category. This information is calculated from data that is entered by the Region in the cash management process.

- Financial Management Reconciliation – this link will take the Regional Administrator to the Financial Management Reconciliation Report screen where the Regional Administrator can generate the Financial Management Reconciliation report, which provides

- Partner History (Cash Disbursement/Categories) – this link will take the Regional Administrator to the Partner History (Cash Disbursement with Categories) screen where the Regional Administrator can generate the partner history reports. The Partner History (Cash Disbursement/Categories) provides information regarding the disbursements entered by the Regions.

- Lump Sum Cash Disbursement – this link will take the Regional Administrator to the Lump Sum Cash Disbursement screen where the Regional Administrator can view the Region's cash disbursements, which have not been broken down into cost category.

- Cash Analysis – this link will take the Regional Administrator to the Cash Analysis screen where the Regional Administrator can generate the Cash Analysis Report and determine if there is excessive cash on hand.

- Financial Report Summary (Youth) – this link will take the Regional Administrator to the Financial Report Summary (Youth) screen where the Regional Administrator can generate the Financial Report Summary (Youth) which, calculates and displays information pertaining to Total Accrued Expenditures by cost category for the Program WIA and program title Youth. This information is calculated from data that is input by the Region in the cash management process.

- Partner History (Cash Advance) – this link will take the Regional Administrator to the Partner History (Cash Advance) where the Regional Administrator can generate Partner History (Cash Advance) reports, which provides a historical view of cash advances by the week.

- Partner History (Cash Disbursement) – this link will take the Regional Administrator to the Partner History (Cash Disbursement) where the Regional Administrator can generate Partner History (Cash Disbursement) reports.

Please refer the FM Reports Specification for the report details.

2.2 Administration Folder

The Regional Administration folder contains the links to the various processes that allow the Regional Administrator to maintain all user, Region and program information. Clicking on the link will enable the user to be redirected to the respective process.
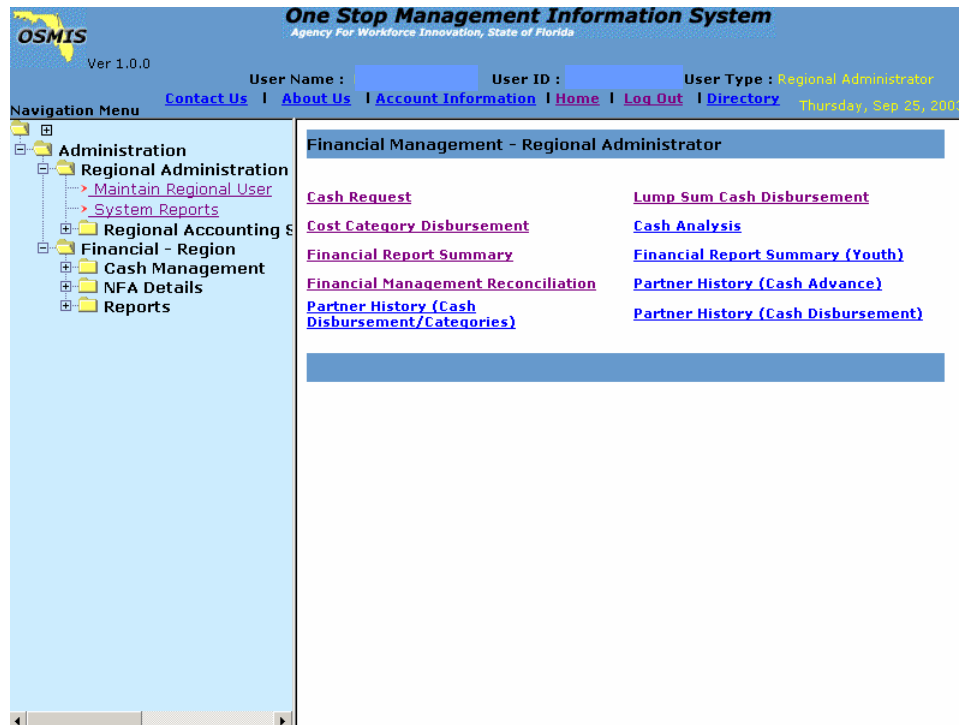
The Regional Administration folder contains the links to the various processes that allow the Region Financial Administrator to maintain all functionality of receiving grants, requesting, and disbursement information. Clicking on the link will enable the user to be redirected to the respective process.

2.2.1 Common Links and Headers

Each process will have a common Header, which will contain the following:

- Process Name – the name of the process that is displayed on the screen.

- Save Comments – this link allows the user to save any comments entered or modified. This link is not available for all the process screens but is available where user may enter or modify comments.

- Save – this link allows user to save the changes made on the screen.

- Back – this link navigates the user to the previous screen of the process.

- Clear – this link resets/ clears the fields on the screen.

- Print – this link prints the current screen displayed.

- Help or – this link opens a new window with the online help for the current screen.

2.2.2   Region Administration Folder

2.2.2.1 Maintain Regional User

The Regional Administrator with proper update and delete rights can add, modify, and delete other users with Regional Administrator role. The Regional Administrator cannot delete his own details. He can assign access rights to OSMIS financial users at the AWI and Region levels. Regional Administrator can also create the Region user who belongs to the Administrator's Region.

Once a new user is created, an email will be sent to all Regional Administrator and the concerned Regional Administrator. If the Regional Administrator modifies any user details or if the password is changed, an email will be sent to all Financial Administrators and the concerned Regional Administrators. If the Financial Administrator is a temporary user, the user will be valid for 90 days. Incase a temporary user does not login for 15 days the Financial Administrator will be automatically denied access after the 15th day.

It is mandatory to change User password after every 90 days. If the user does not change the password with in this period, he will be denied access into the system after the 90th day. Users will receive a mail from the application reminding them to change their password. The reminder mail for changing the password will be sent on the 75th day, 86th day and thereafter every day until 90th day.

Field	Description
Type of User	The type of user (e.g. Region) is displayed.
Partner	The partner (Region name) to whom the user belongs is displayed.
User Name	The User Name can be selected from the drop down list.
Status	The status of the user can be selected from the drop down list (e.g. Active, Inactive, Temporary and Locked).
Number of records per page	The number of records to be displayed per page.
New	The Regional Administrator can create a new user by selecting this link. The user will be taken to the New User screen. The details of this link are explained in the section on New User.
Search	Based on the search criteria specified the records would be searched and displayed. If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed. Details of this link are explained in the section on Maintain Regional User (Search).

2.2.2.1.1 Maintain Regional User (Search)

Based on the search criteria specified, the records will be retrieved. If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed.
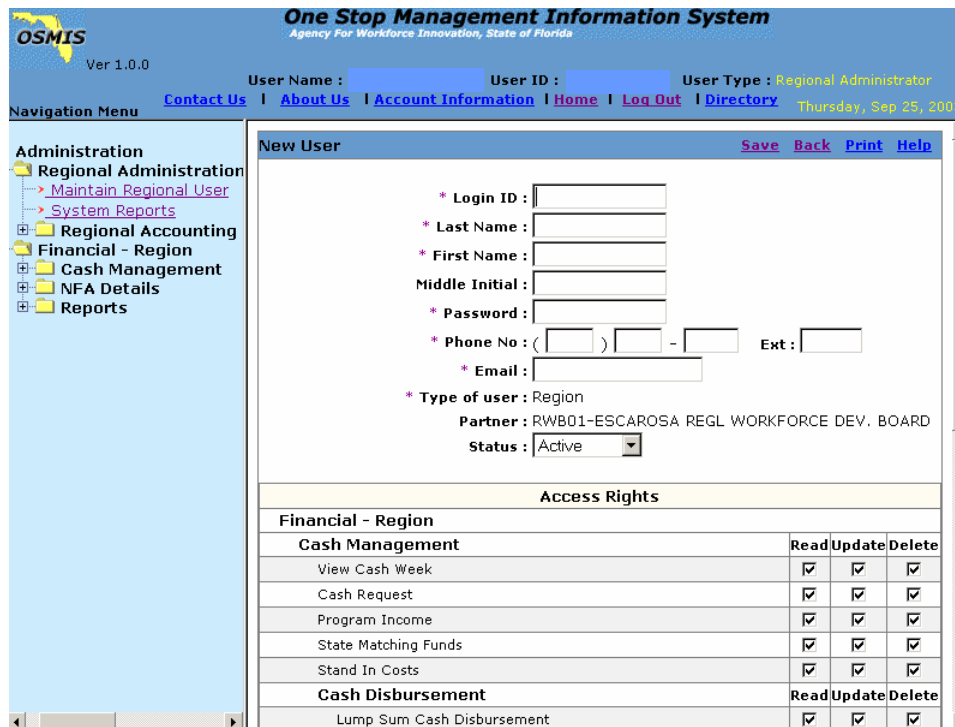
Field	Description
Login ID	The Login ID of the user.
Name	The name of the user.
Phone No	The telephone number and extension of the user.
Status	The status of the user (e.g. Active, Inactive, Temporary & Locked).
Edit	The user can edit a record by selecting this link. The link will be displayed only if a Regional Administrator creates the user, instead of the AWI Financial Administrator. Details of this link are explained in the Modify User section.
View	The user can view a record by selecting this link. The link will be displayed only if a Regional Administrator creates the user, instead of the AWI Financial Administrator. Details of this link are explained in the View User section.

Field	Description
Select	The user can select the checkbox to specify a particular record to be deleted.
Delete	The user can delete a selected record by selecting this link and a message 'User Deleted Successfully' is displayed. The record will be deleted only if a Regional Administrator creates the user.

2.2.2.1.2 New User

The Regional administrator can create a new Regional user through this screen.

Prompt	Description
Login ID	The user must enter a unique Login ID for the user being created. If user enters Login ID less than six characters, a message "Login ID cannot be less than six characters" is displayed.
Last Name	The user must enter the last name of the user being created.
First Name	The user must enter the first name of the user being created.
Middle Initial	The user may enter the middle initial of the user being created.

Prompt	Description
Password	The user must enter the password of the user being created.
Phone Number	The user must enter the phone number for the new user being created. Phone number format is 3-3-4. If the user enters a non-numeric value, then a pop-up message directs the user to enter numeric values only.
Ext	The user may enter the extension number.
Email ID	The user must enter the email ID of the user (e.g. abc@osmis.com). If the user enters an invalid format, a pop-up message directs the user to enter a valid email ID address only.
Type of user	The type of user is displayed.
Partner	The name of the partner is displayed.
Status	The status of the user is selected from the drop down list. E.g. Active, Inactive, Temporary, Locked, etc.
Access Rights	Access rights are given depending upon the type of user. This contains all the processes and the rights that can be given to the user to access these processes. The rights can be Read, Update and Delete.. The Regional administrator can check the checkbox to give the respective right.
Save	The user can save the details by selecting this link. The user will be taken to the Maintain User screen and a message "User created successfully" will be displayed.

2.2.2.1.3 Modify User

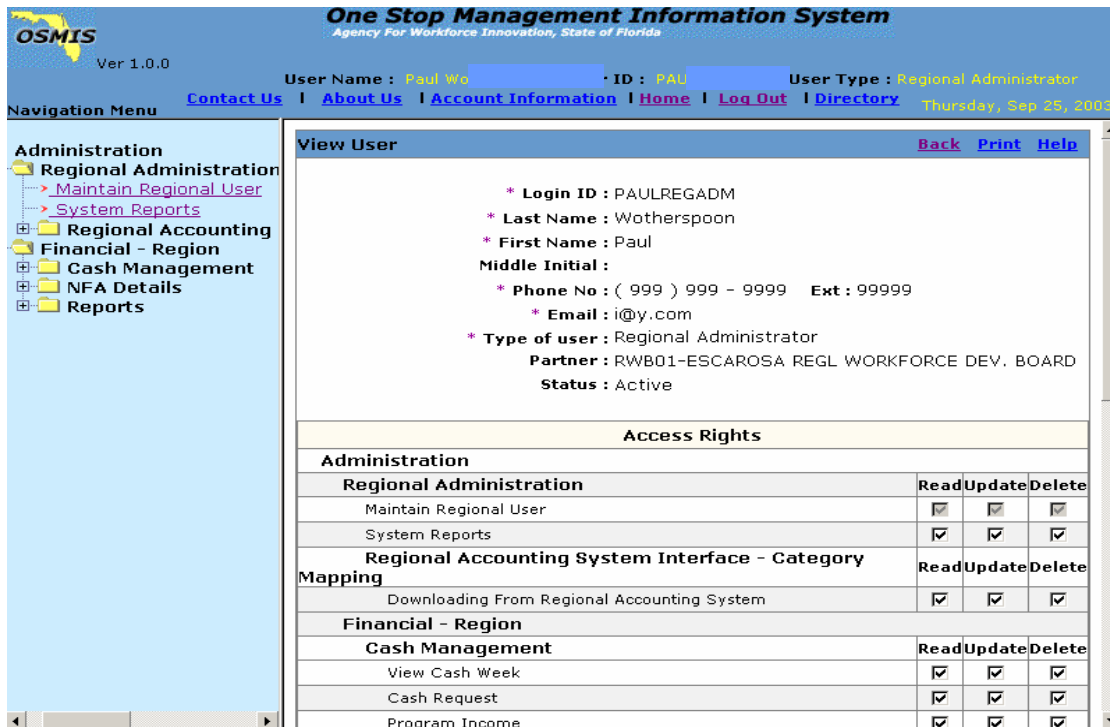The user can edit a particular Regional user's record through this screen.

Prompt	Description
Login ID	The user must enter a unique Login ID. The user must enter the Login ID. The user has to enter minimum six characters. If user enters Login ID less than six characters, a message "Login ID cannot be less than six characters" is displayed If it contains lowercase letters then it will be changed to Upper Case character.
Last Name	The user must enter the last name of the user being created.
First Name	The user must enter the first name of the user being created.
Middle Initial	The user may enter the middle initial of the user being created.
New Password	The user can enter a new password.
Phone Number	The user must enter the phone number of the user. Phone number format is 3-3-4. If the user enters a non-numeric value, then a pop-up message directs the user to enter numeric values only.
Ext.	The user may enter the extension number.
Email ID	The user must enter the email ID of the user (e.g.

Prompt	Description
	abc@osmis.com). If the user enters an invalid format for the email, a pop-up message directs the user to enter a valid email ID only.
Type of user	The type of user is displayed.
Partner	The name of the partner.
Status	The user may select the status of the user being created is selected from the drop down list, e.g. Active, Inactive, Temporary, Locked, etc.
Access Rights	Access rights are given depending upon the type of user. This contains all the processes and the rights that can be given to the user to access these processes. The rights can be Read, Update and Delete. The Regional administrator can check the checkbox to give the respective right.
Save	The user can save the details by selecting this link. The user will be taken to the Maintain User screen and a message 'User Information updated successfully' will be displayed.

2.2.2.1.4 View User

The Regional Financial Administrator can only view users created by the AWI Financial Administrator. To view the record the user can select on View link.

Prompt	Description
Login ID	The Login ID of the user.
Last Name	The last name of the user.
First Name	The first name of the user.
Middle Initial	The middle initial of the user.
Password	The password of the user.
Phone Number	The phone number of the user.
Ext.	The extension number.
Email ID	The email ID of the user.
Type of user	The type of user.
Partner	The name of the partner.
Status	The status of the user.
Access Rights	Access rights are given depending upon the type of user. This contains all the processes and the rights that can be given to the user to access these processes. The rights can be Read, Update and Delete.

2.2.2.1.4.1 Alert Messages

Alert Messages	Error Description
Please enter all mandatory fields. (All mandatory fields are indicated by a *.)	User has to enter or select all Mandatory Fields.
Invalid Entry! Please enter numerical values without '.' or '+' sign in	User has to enter only numeric values.
Invalid Entry! Only alphanumeric are accepted	Special characters are not allowed.
Invalid Entry! Please enter positive values	Negative numbers are not allowed.
Invalid Entry! Only Characters are accepted	Only characters are allowed here.
Invalid Entry! Please enter the date in mm/dd/yyyy format	Date should be entered only in the mm/dd/yyyy format, or the user can choose date from the calendar provided.
Invalid Entry! Year should be later than 1900	System does not accept dates, which are earlier than 1900. User has to enter dates which are later than 1900.
Invalid Entry! Please enter the start time lesser than the end time	End date should be always be later than the Start Date.
Invalid Entry! Value must be greater	The value entered must be greater than zero.

Alert Messages	Error Description
than zero	

2.2.2.1.4.2 Error Messages

Error Code	Error Messages	Error Description
701	Login ID Entered already exist, Please enter different Login ID	If Login ID already exists and user tries to create new user with the same Login ID, this message is displayed.
704	Password already used, enter different password	The user cannot use the same password again unless he has changed the password three times.

2.2.2.1.5 System Reports

Please refer Financial Management Audit Trail Report guide for more details.

2.2.3 Financial – Region Folder

Please refer to OSMIS Regional Finance User Manual, as the same processes are available to the OSMIS Regional Finance Administrator.

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