



State of Florida

Agency for Workforce Innovation

*One Stop Management Information System
(OSMIS)*

Regional Financial Management 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 Region Finance user would use while accessing the OSMIS application.

1.1 Purpose

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

This document is organized based on the standard Navigation Menu for the Region Financial user role in OSMIS. All folders and links of Financial Management are described in detail. This detail will include:

- Detailed overview
- Screen Shots
- Step-by-Step process detail

Detail will begin from the first folder or link on the Navigation Menu and continue to the end of the Navigation Menu. This manual will not follow a systematic process of how a Region Finance user deals with managing the grants received and expended.

1.2 Abbreviations and Descriptions

The following abbreviations are used throughout this user 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 |
| 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 Region Finance users using the OSMIS application. The Region Finance User Manual describes the various options and processes available to these users while maintaining with grants received, requested and expended.

It is not the objective of this manual to follow a systematic process of how a Region Finance user deals with managing the grants received and expended for the Programs.

1.4 Organization of the User Manual

This manual describes the use of the One Stop Management Information System (OSMIS) as it pertains to a Region Finance user. The Region Financial User Manual is organized in the same order as the navigation menu, which a staff member sees when signed on to the application.

1.5 Common Validations and Messages

On all forms, mandatory fields are indicated by an asterisk (*) sign. Validations are completed 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. (All mandatory fields are indicated by an asterisk) .” 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 an *.) | 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. |

| Alert Messages | Error Description |
|---|--|
| Invalid Entry! Only Characters are accepted | Only characters can be entered |
| 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 0. |

1.5.2 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. Once the user enters the user ID, they will select the tab key, on the keyboard, to enter text in the password text box.

If a customer creates their user ID while registering, the user ID must be at least six characters long.

1.5.3 User Password

All 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 is directed to their assigned Home Page.

1.6 Welcome to the One Stop Job Center

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



Osmis provides tutorials in two languages: Spanish and Haitian Creole for the following customers:

- Employers
- Job Seekers

Osmis provides the English versions of these tutorials in the respective customer areas.

The objective of these tutorials is to provide customers 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 type of customer. The tutorial also provides customers contact information for the 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 for customers 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 requiring the job seeker to enter their User ID and Password. If the customer is not in OSMIS, a link is provided to allow easy access to the registration screens.

1.8 Employers

This section of the OSMIS Welcome Page is for employers.

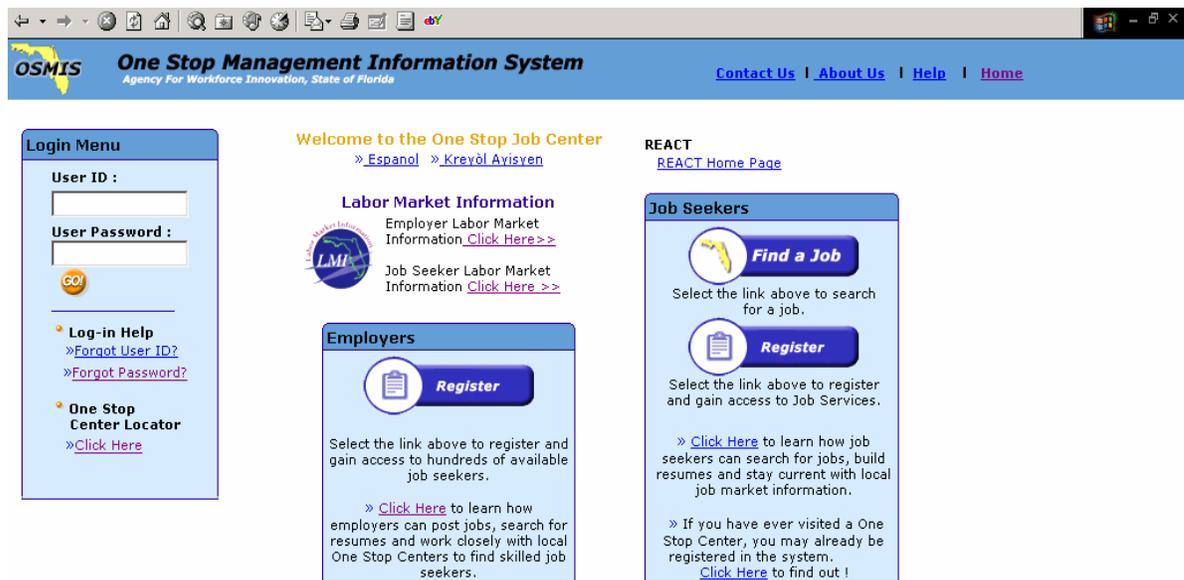


This section of the OSMIS Welcome Page provides Employers with the following:

- Register – The employer 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 Employer tutorial. Employers can select this link to learn how they can 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 customers a link to the Re-Employment and Emergency Assistance Coordination Team (REACT) Home Page.



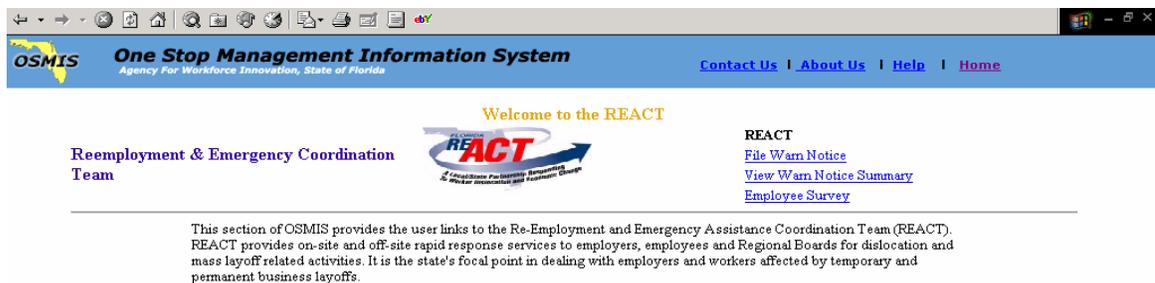
The screenshot shows the OSMIS One Stop Management Information System homepage. The header includes the OSMIS logo and navigation links: Contact Us, About Us, Help, and Home. The main content area is divided into three columns:

- Login Menu:** Contains fields for User ID and User Password, a GO! button, and links for Log-in Help (Forgot User ID?, Forgot Password?) and One Stop Center Locator (Click Here).
- Welcome to the One Stop Job Center:** Includes links for Espanol and Kreyòl Avisyen, Labor Market Information (Employer and Job Seeker), and Employers (Register).
- REACT:** Includes a link for REACT Home Page.
- Job Seekers:** Includes buttons for Find a Job and Register, with instructions on how to use these services and a link to find out more.

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.

Customers selecting the REACT link from the OSMIS Welcome Page will be directed to the following REACT Home Page.



Customers will have access to the following areas of REACT from this screen:

- File Warn (WARN) Notice
- View Warn (WARN) Notice
- Employee Survey

1.9.1.1 File Warn Notice

As per Federal guidelines, it is a requirement for Employers to file a WARN Notice for several defined reasons:

- If there are 500 or more employees affected by the lay off
 - It is optional for an Employer to file a WARN Notice if fewer than 500 employees are affected
- 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 in the OSMIS application, to file a WARN notice via the Internet. Since 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 customers, whether they are registered or not in the OSMIS application 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 (Prior to OSMIS the location for reports was <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 customers, whether or not they are in the OSMIS application to file a survey detailing the services provided by the REACT team.

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

However, the information gathered for this survey is similar to a job seeker registering in the OSMIS application, the customers filing this survey will not be considered 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 for job seekers.



The screenshot shows the OSMIS Welcome Page for job seekers. The page has a blue header with the OSMIS logo and navigation links: [Contact Us](#), [About Us](#), [Help](#), and [Home](#). The main content area is divided into three columns:

- Login Menu:** Contains fields for "User ID:" and "User Password:" with a "GO!" button. Below are links for "Log-in Help", "Forgot User ID?", "Forgot Password?", and "One Stop Center Locator" with a "Click Here" link.
- Welcome to the One Stop Job Center:** Includes links for "Español" and "Kreyòl Ayisyen". Below are sections for "Labor Market Information" (Employer and Job Seeker) with "Click Here" links, and "Employers" with a "Register" button and explanatory text.
- Job Seekers:** Features a "Find a Job" button and a "Register" button. Below are instructions on how to use these services and links for further information.

This section provides job seekers with the following:

- 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 Seekers 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 provides for the management of all grants received, allocated and expended by the Partners on various Programs. This manual will cover Financial Management module screens used by the Region Finance 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 in turn make for straightforward management of a various grants received, requested and expended by the Partners on various Programs.

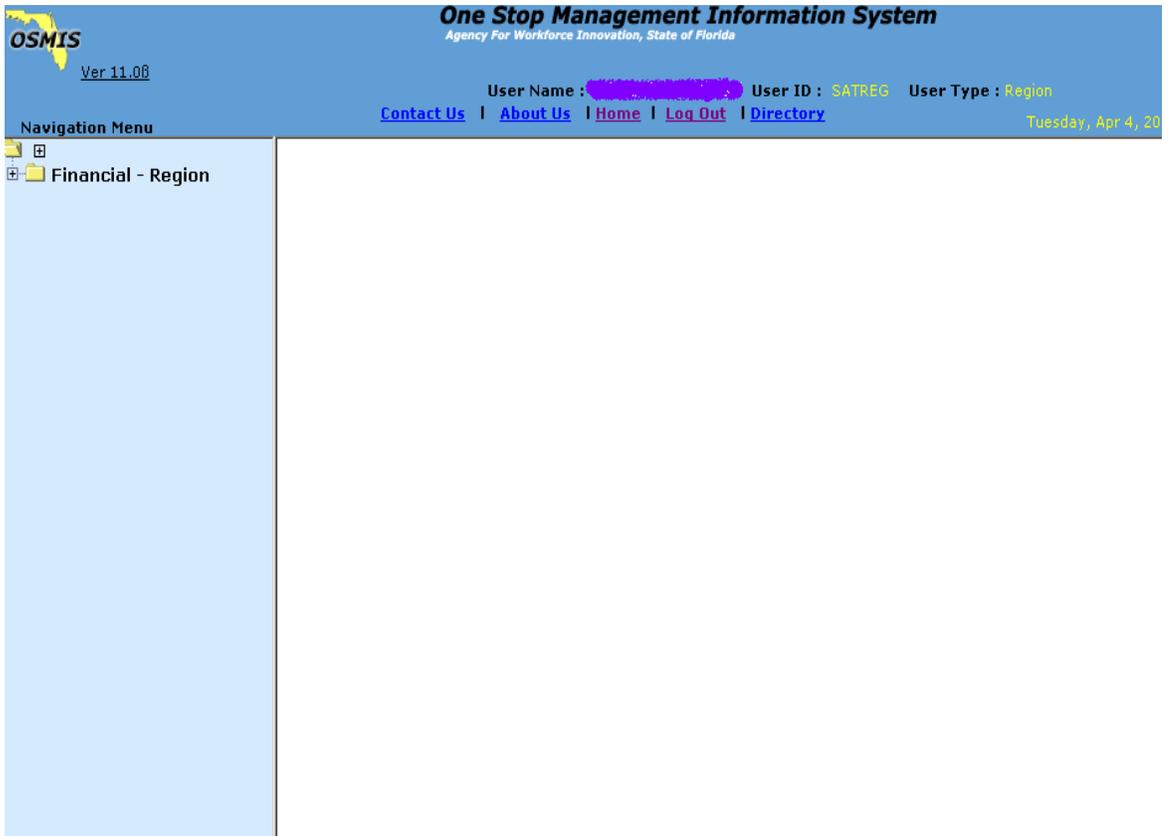
2.1 Screen Layout

Each OSMIS screen contains the following sections:

- Header
- Navigation Bar
- Navigation Menu
- Finance – Region Home Page & Links

2.1.1 Header

Each OSMIS screen has a Header. The Header is located between the Internet Explorer Toolbar and the OSMIS Navigation Bar.

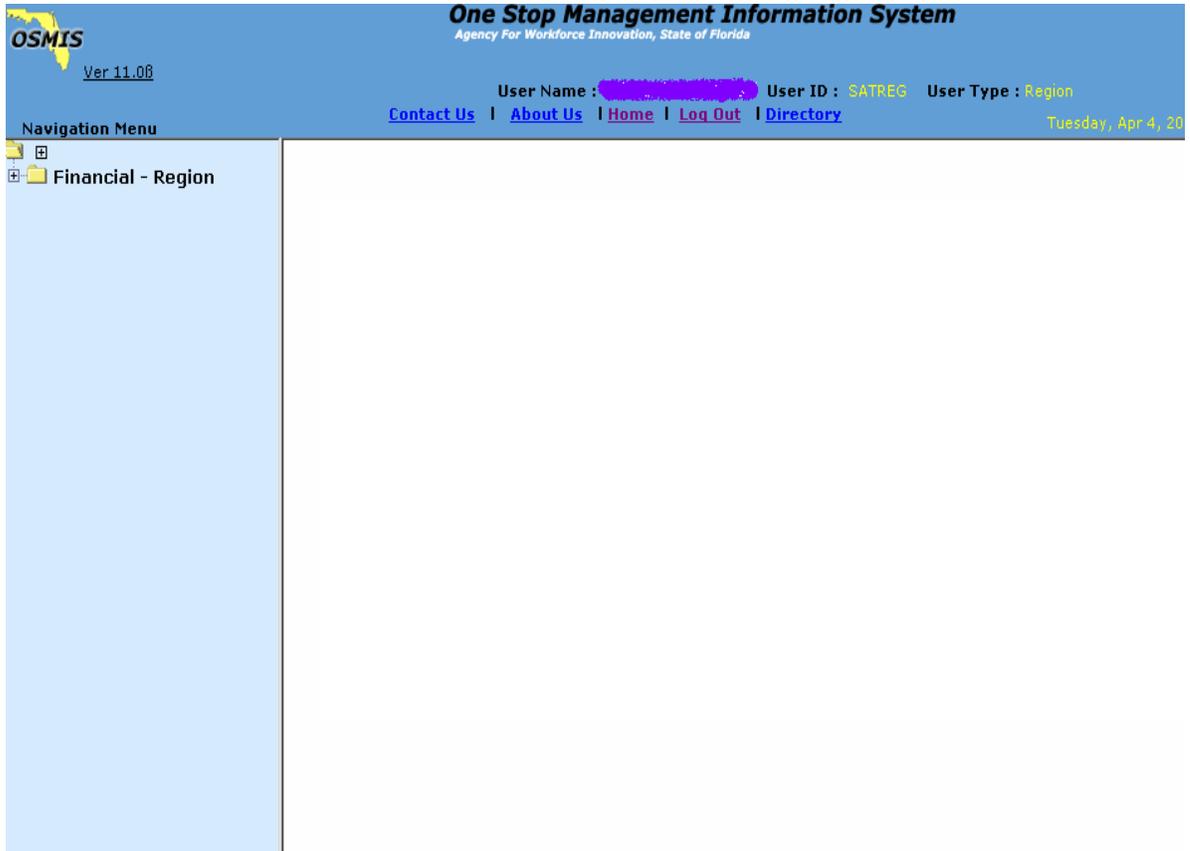


The OSMIS Header contains the following information:

- OSMIS logo – located in the far left hand corner.
- OSMIS version number – located just beneath the logo; this is the version number of the application being used.
- Application Name – the One Stop Management Information System; this is located at the top of the Header and will be centered over the application.
- Sponsor Name – the Agency for Workforce Information; this is the name of the agency overseeing the application development, design, and management.
- User Name – the name of the Finance Administrator, Region Administrator, Region user or AWI users who are logged into the application; this information has been shaded to prevent any confusion while viewing screen shots in this document.
- User ID – the user ID of the Finance Administrator, Region Administrator, Region user or AWI users who is logged into the application; this information has been shaded to prevent any confusion while viewing screen shots in this document.
- User Type – the type of user who is logged into the application; this information is displayed with the Region Administrator, Finance Administrator or Region user or AWI user level.

2.1.2 Navigation Bar

Each OSMIS screen has a Navigation Bar. The Navigation Bar is located below the Header and above the Navigation Menu and the Finance Management Bar.

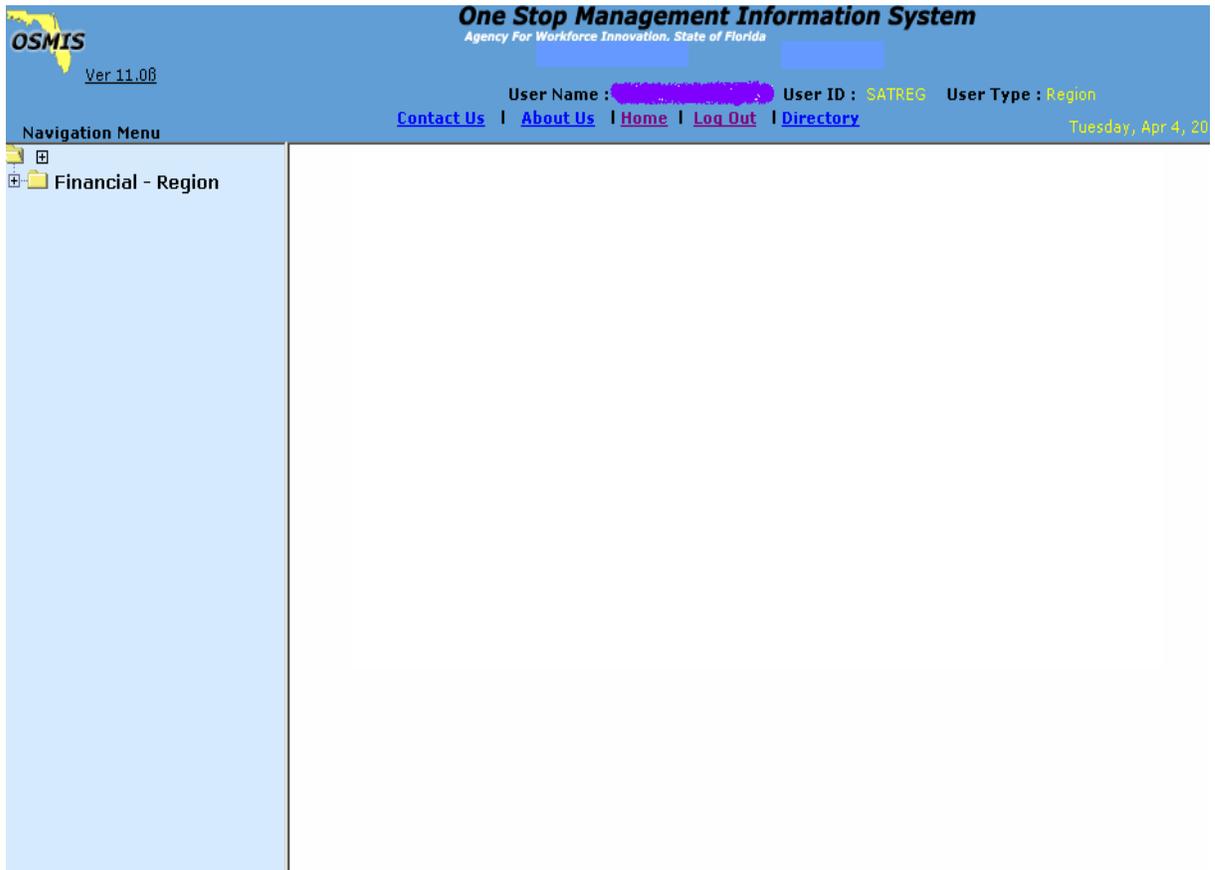


The OSMIS Navigation Bar contains the following information:

- Navigation Menu Title – located in the far left hand corner; this is the Title for the Navigation Menu located below.
- Contact Us link – this link will open another Internet Explorer window, which will contain contact information for users who may encounter problems with the application.
- About Us link – this link will open another Internet Explorer window which will contain information about the Agency for Workforce Innovation.
- Home link – this link will redirect staff to their home page from any point in the application. It is important for staff to remember that selecting this link will not automatically save the material on their current page before redirecting them. Staff will need to remember to save their work before selecting this link.
- Log Out link – this link will redirect staff to the OSMIS Welcome Page from any point in the application. It is important for staff to remember that selecting this link will not automatically save the material on their current page before redirecting them. Staff will need to remember to save their work before selecting this link.
- Directory link – this link will not function for FM users. However, for other OSMIS users, this link will redirect staff to the OSMIS Directory Search Page from any point in the application. It is important for staff to remember that selecting this link will not automatically save the material on their current page before redirecting them. Staff will need to remember to save their work before selecting this link. Staff will use this link to search for phone numbers and email addresses for Staff or Job Seekers.
 - Staff – staff are required to enter a Region number (at a minimum) for the staff they are searching.
 - Job Seeker – staff are required to enter either the first name or the last name of the job seeker they are searching.

2.1.3 Navigation Menu

Each OSMIS screen has a Navigation Menu. The Navigation Menu is located below the Navigation Menu Text on the Navigation Bar.



The Navigation Menu will contain folders and links, which staff can select to perform additional finance management activities.

2.1.4 Finance Management – Region Home Page and Links

The main OSMIS home page of a Financial Management Region user contains commonly used links for faster navigation to the desired process.



The screenshot displays the OSMIS (One Stop Management Information System) interface for a Region user. The header includes the OSMIS logo, version number (Ver 11.06), and the title "One Stop Management Information System Agency For Workforce Innovation, State of Florida". The user's name is partially visible as "Use [redacted] SATREG" and the user type is "Region". Navigation links include "Contact Us", "About Us", "Home", "Log Out", and "Directory". The date is "Tuesday, Apr 4, 2017".

The main content area is titled "Financial Management - Region" and contains the following links:

- [Cash Request](#)
- [Cost Category Disbursement](#)
- [Financial Report Summary](#)
- [Financial Management Reconciliation](#)
- [Partner History \(Cash Disbursement/Categories\)](#)
- [Lump Sum Cash Disbursement](#)
- [Cash Analysis](#)
- [Financial Report Summary \(Youth\)](#)
- [Partner History \(Cash Advance\)](#)
- [Partner History \(Cash Disbursement\)](#)

The OSMIS Financial Region Home Page contains the following information:

- Cash Request – this link will take the Region user to the Cash Request screen where the Region Administrator can create cash requests.
- Cost Category Disbursement – this link will take the Region user to the Cost Category Disbursement screen where the Region user can view Region's Cash Disbursements, which have been broken down to the Cost Category level. The user can edit existing records and create new records.
- Financial Report Summary – this link will take the Region user to the Financial Report Summary screen where the Region 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 input by the Region in the cash management process.
- Financial Management Reconciliation – this link will take the Region user to the Financial Management Reconciliation screen where the Region Administrator can generate the Financial Management Reconciliation report, which provides information calculated by the system to reconcile contracts on a monthly basis.
- Partner History (Cash Disbursement/Categories) – this link will take the Region user to the Partner History (Cash Disbursement with Categories) screen where the Region user 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 Region user to the Lump Sum Cash Disbursement screen where the Region user can view the Region's cash disbursements, which have not been broken down into Cost Category.
- Cash Analysis – this link will take the Region user to the Cash Analysis screen where the Region user can generate the Cash Analysis Report and determine if there is excessive cash on hand.
- Financial Report Summary (Youth) – this link will take the Region user to the Financial Report Summary (Youth) screen where the Region user 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 Region Administrator to the Partner History (Cash Advance) where the Region user 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 Region Administrator to the Partner History (Cash Disbursement) where the Region user can generate Partner History (Cash Disbursement) reports.

2.2 Finance – Region Folder

The Regional folder contains the links to the various processes that allow the Region Financial user 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.

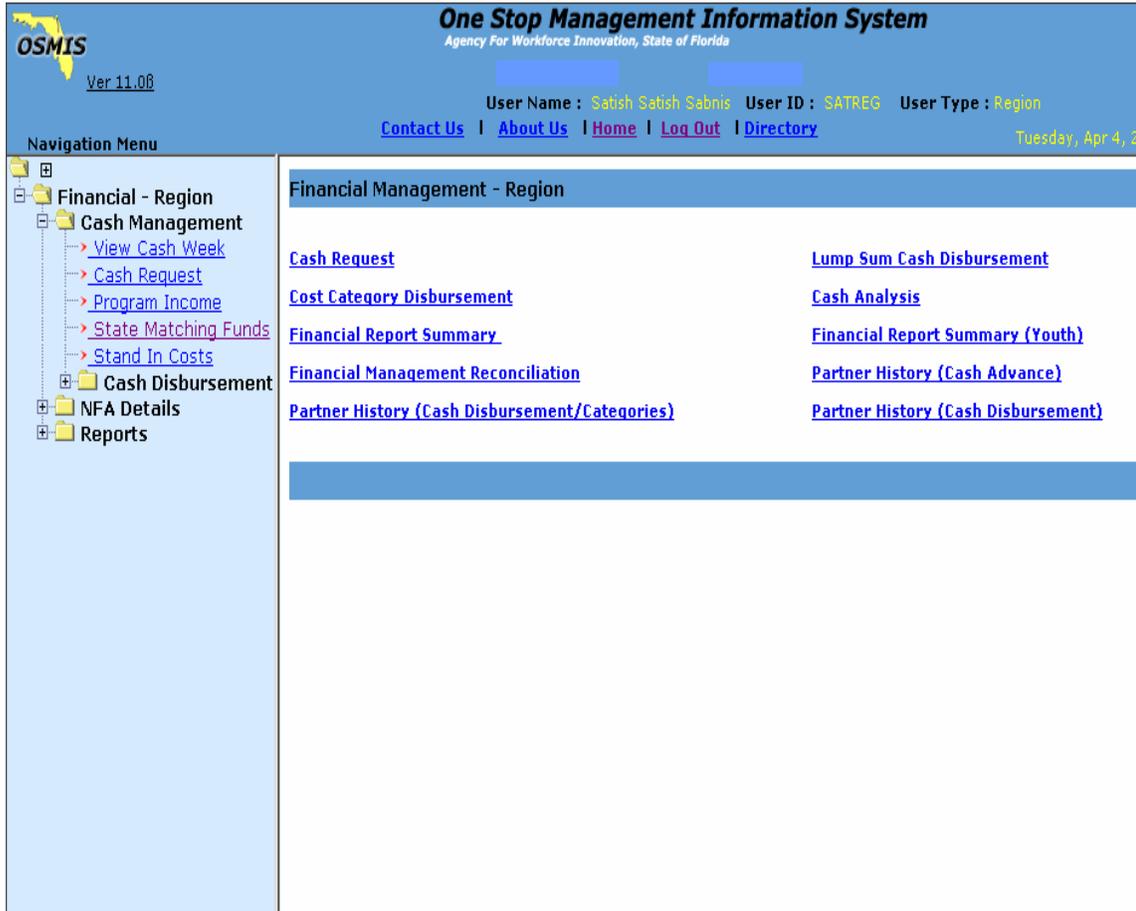
2.2.1 Common Links and Headers

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

- Process Name – The name of the process screen will be displayed.
- Save Comments – this link allows the user to save any comments entered or modified by the user. This link is not available for all the screens in the Region folder. This link is available only on those pages where the user may enter or modify comments. If the save comments is clicked without entering anything in the comments box, a pop up message “Please enter Comments” “You can enter only maximum of 500 Characters.” This message is displayed when comments box contains more than 500 characters. User has to reduce the characters to less than or equal to 500 characters.
- Save – the link allows the user to save the entered or modified records.
- Clear – this link allows the Financial user to reset / clear details entered on the page.
- Back – this link takes the user back to the previous page.
- Print – this link enables the user to print the current page.
- Help or  – this link will open another window, which will contain online help for that particular screen or field on the screen.

2.2.2 Cash Management Folder

The cash management folder includes features, which allow the Regional user to request and track the funds they have received.



The screenshot displays the OSMIS web application interface. At the top, the header includes the OSMIS logo, version (Ver 11.08), and the system title "One Stop Management Information System" with the subtitle "Agency For Workforce Innovation, State of Florida". The user information shows "User Name : Satish Satish Sabnis", "User ID : SATREG", and "User Type : Region". Navigation links include "Contact Us", "About Us", "Home", "Log Out", and "Directory". The date is "Tuesday, Apr 4, 2012".

The main content area is titled "Financial Management - Region" and contains a grid of links:

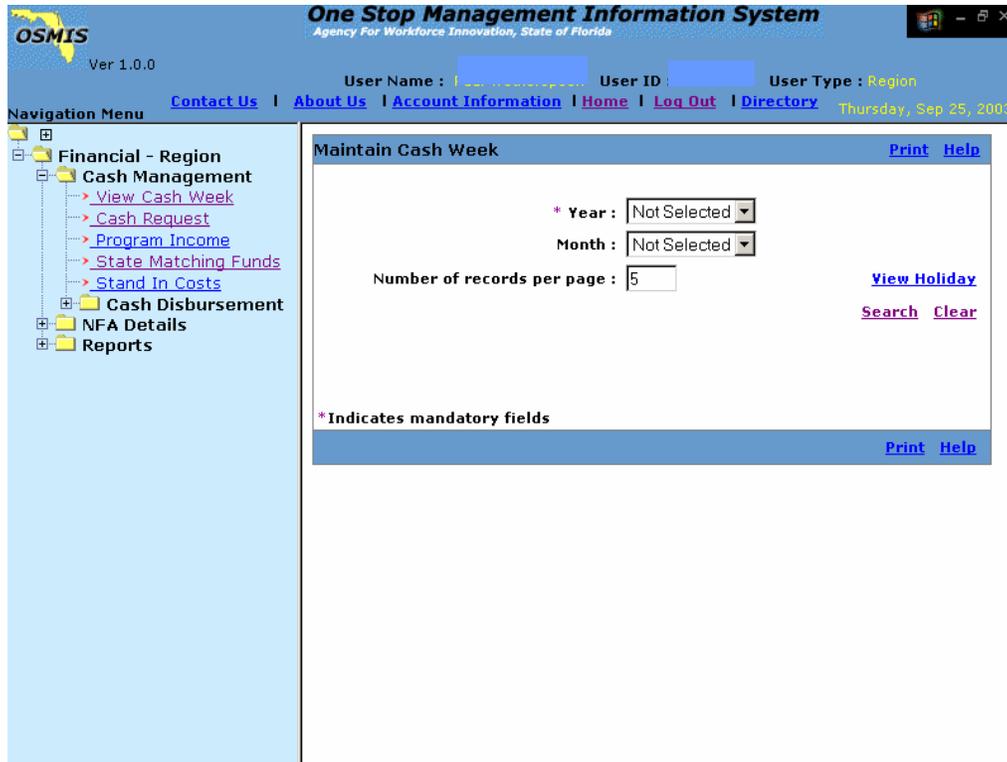
- [Cash Request](#)
- [Lump Sum Cash Disbursement](#)
- [Cost Category Disbursement](#)
- [Cash Analysis](#)
- [Financial Report Summary](#)
- [Financial Report Summary \(Youth\)](#)
- [Financial Management Reconciliation](#)
- [Partner History \(Cash Advance\)](#)
- [Partner History \(Cash Disbursement/Categories\)](#)
- [Partner History \(Cash Disbursement\)](#)

A navigation menu on the left side of the interface shows a tree structure:

- Financial - Region
 - Cash Management
 - View Cash Week
 - Cash Request
 - Program Income
 - State Matching Funds
 - Stand In Costs
 - Cash Disbursement
 - NFA Details
 - Reports

2.2.2.1 Maintain Cash Week

This process allows the Region user to view cash weeks and holidays. The system considers these holidays, during the creation and modification of cash weeks.

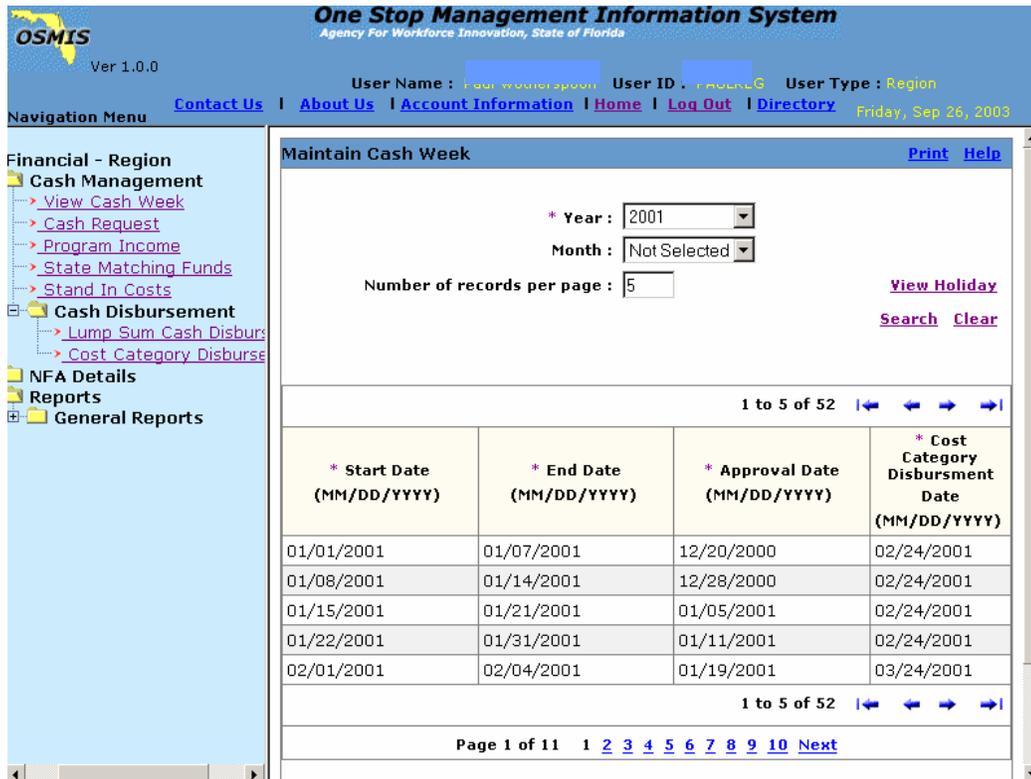


| Field | Description |
|----------------------------|--|
| Year | The user must select a year from the drop down list to which the Cash week has to be added. |
| Month | The user may select a month from the drop down list to which the Cash week has to be added. |
| Number of records per page | The number of records to be displayed per page can be entered |
| View Holiday | The user can View holidays by clicking on this link. The user will be taken to the View Holiday screen. Details of this link are explained in the Holiday Master section. |
| 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 |

| Field | Description |
|-------|--|
| | section on Maintain Cash Week (Search) . |

2.2.2.1.1 Maintain Cash Week (Search)

Based on the search criteria specified the records would be searched and displayed.



OSMIS Ver 1.0.0
Agency For Workforce Innovation, State of Florida

User Name : [redacted] User ID : [redacted] User Type : Region
[Contact Us](#) | [About Us](#) | [Account Information](#) | [Home](#) | [Log Out](#) | [Directory](#) Friday, Sep 26, 2003

Navigation Menu

- Financial - Region
 - Cash Management
 - [View Cash Week](#)
 - [Cash Request](#)
 - [Program Income](#)
 - [State Matching Funds](#)
 - [Stand In Costs](#)
 - Cash Disbursement
 - [Lump Sum Cash Disburse](#)
 - [Cost Category Disburse](#)
 - NFA Details
 - Reports
 - General Reports

Maintain Cash Week [Print](#) [Help](#)

* Year : 2001
 Month : Not Selected
 Number of records per page : 5 [View Holiday](#)
[Search](#) [Clear](#)

1 to 5 of 52

| * Start Date (MM/DD/YYYY) | * End Date (MM/DD/YYYY) | * Approval Date (MM/DD/YYYY) | * Cost Category Disbursement Date (MM/DD/YYYY) |
|------------------------------|----------------------------|---------------------------------|--|
| 01/01/2001 | 01/07/2001 | 12/20/2000 | 02/24/2001 |
| 01/08/2001 | 01/14/2001 | 12/28/2000 | 02/24/2001 |
| 01/15/2001 | 01/21/2001 | 01/05/2001 | 02/24/2001 |
| 01/22/2001 | 01/31/2001 | 01/11/2001 | 02/24/2001 |
| 02/01/2001 | 02/04/2001 | 01/19/2001 | 03/24/2001 |

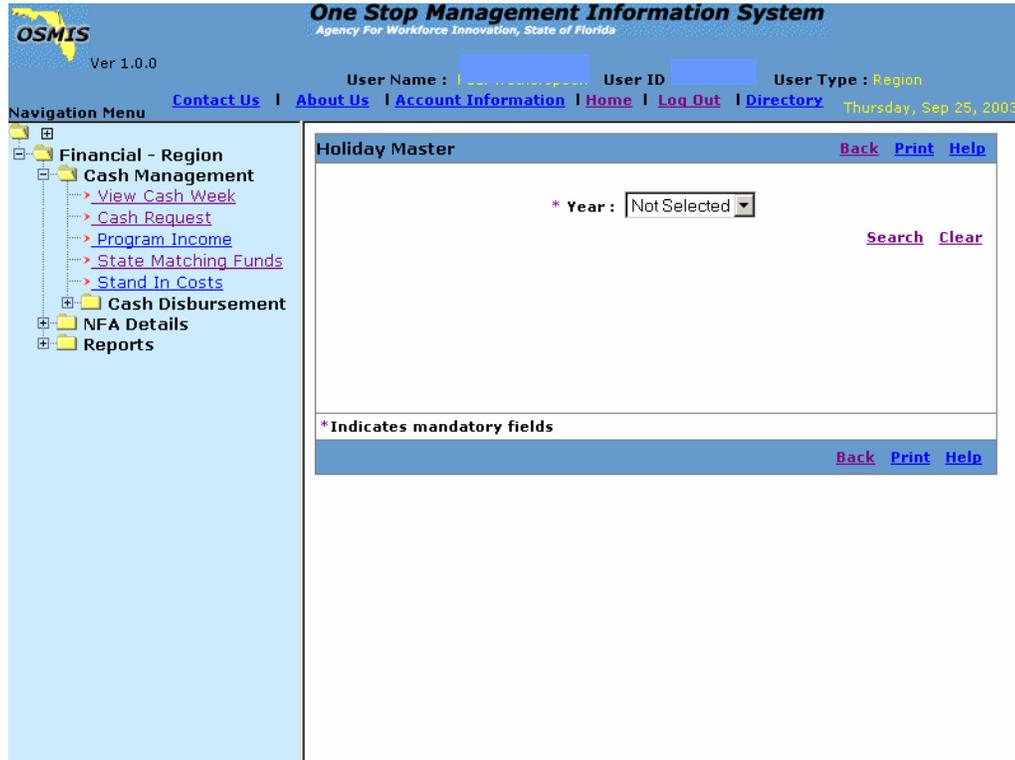
1 to 5 of 52

Page 1 of 11 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

| Field | Description |
|---------------------------------|---|
| Start Date | The Start Date of the Cash Week. Date should be entered only in the mm/dd/yyyy format. The date can also be selected from the calendar provided. |
| End Date | The End Date of the Cash Week. Date should be entered only in the mm/dd/yyyy format. The date can also be selected from the calendar provided. |
| Approval Date | The Approval Date of the Cash Week. Date should be entered only in the mm/dd/yyyy format. The date can also be selected from the calendar provided. |
| Cost Category Disbursement Date | The Cost Category Disbursement Date of the Cash Week. Date should be entered only in the mm/dd/yyyy format. The date can also be selected from the calendar provided. |

2.2.2.1.2 Holiday Master

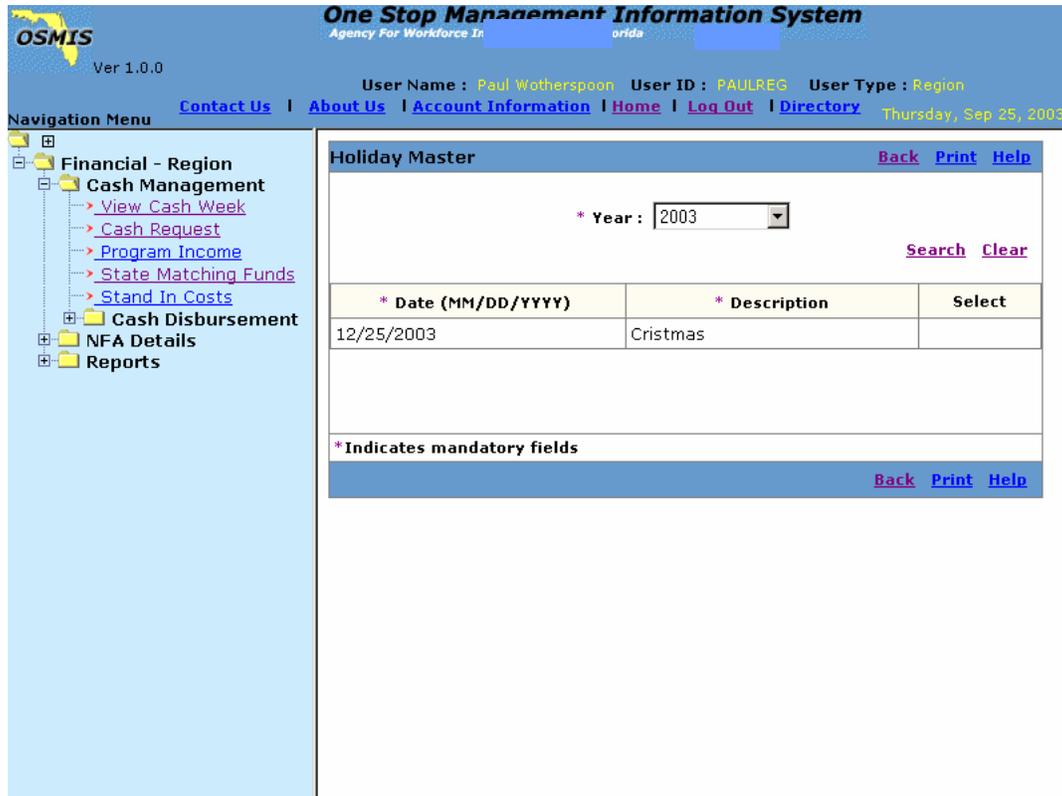
The user can View the holidays in a year through this screen.



| Field | Description |
|--------|---|
| Year | The user must select a year from the drop down list to view the list of holidays for that year. |
| 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 |

2.2.2.1.3 Holiday Master (Search)

Based on the search criteria specified the records would be searched and displayed.



OSMIS Ver 1.0.0
 Agency For Workforce In orida

User Name : Paul Wotherspoon User ID : PAULREG User Type : Region
[Contact Us](#) | [About Us](#) | [Account Information](#) | [Home](#) | [Log Out](#) | [Directory](#) Thursday, Sep 25, 2003

Navigation Menu

- Financial - Region
 - Cash Management
 - View Cash Week
 - Cash Request
 - Program Income
 - State Matching Funds
 - Stand In Costs
 - Cash Disbursement
 - NFA Details
 - Reports

Holiday Master [Back](#) [Print](#) [Help](#)

* Year : 2003 [Search](#) [Clear](#)

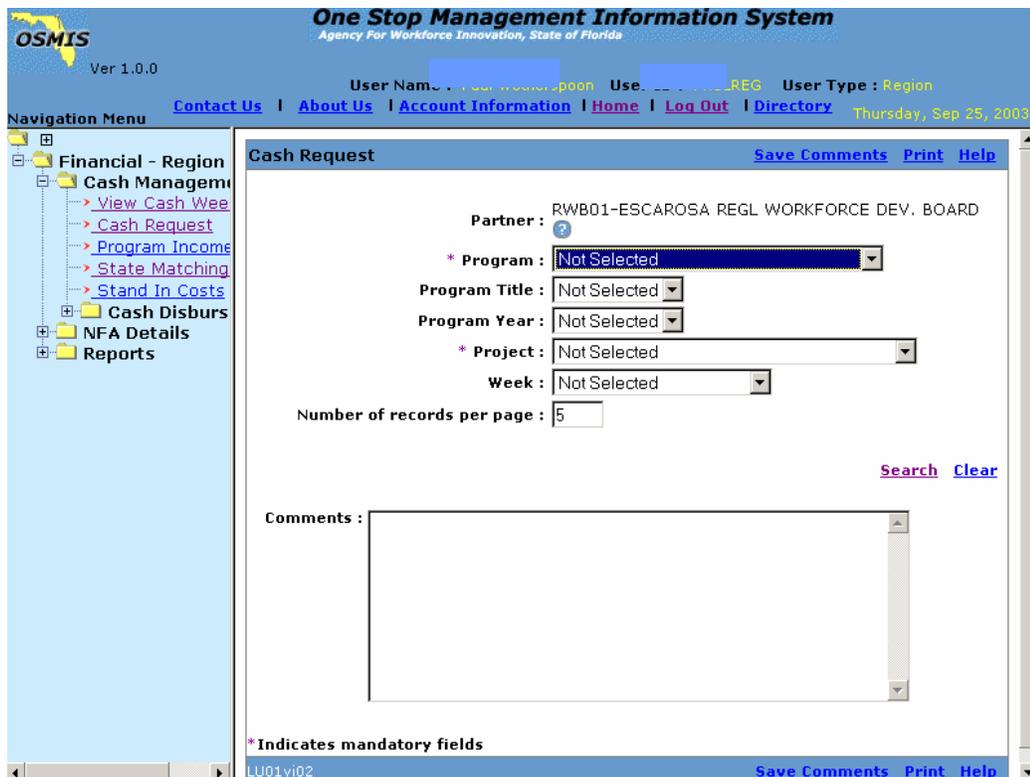
| * Date (MM/DD/YYYY) | * Description | Select |
|---------------------|---------------|--------|
| 12/25/2003 | Cristmas | |

*Indicates mandatory fields [Back](#) [Print](#) [Help](#)

| Field | Description |
|-------------|--|
| Date | The date of the holiday is displayed. |
| Description | The description of the holiday is displayed. |

2.2.2.2 Cash Request

This process allows the Regions to request cash for the coming week’s expenditures. The user can make a request only if the NFA is available and the cash on hand is less than the allowable cash on hand. The user cannot make a cash request less than \$1000, unless the balance amount in the fund is less than \$1,000. If the balance amount is less than \$1000, the entire balance must be requested in order that the fund is closed. The user is not allowed to make a request which is greater than the funds available or if the Region has not reconciled the previous month’s disbursements.



| Field | Description |
|---------------|---|
| Partner | The name of the Partner is displayed. Partner is created in Maintain Partner Process. |
| Program | The user must select the Program name from the drop down list. If the user has already selected the project then will not be allowed to select the Program. Program is created by System Admin module of OSMIS. |
| Program Title | The user may select the Program Title from the drop down list. This list is generated depending upon the Program selected |

| Field | Description |
|----------------------------|---|
| | e.g., the System Admin module of OSMIS creates WIA – Youth, Wagner-Peyser – Veterans, etc. |
| Program Year | The user may select the Program year from the drop down list. This list is generated based on the Program selected. |
| Project | The user may select the project from the drop down list. If the user has already selected the Program then will not be allowed to select the project. |
| Week | The user may select the week from the drop down list. |
| Number of records per page | The number of records to be displayed per page can be entered |
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |
| 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 Cash Request (Search) . |

2.2.2.2.1 Cash Request (Search)

Based on the search criteria specified the records would be searched and displayed.

| Field | Description |
|---------------|---|
| Cash Week | The period (week) for the cash request is displayed. The Financial Administrator creates cash weeks in the Maintain Cashweek process. |
| Program | The Program name is displayed. Program is created by System Admin module of OSMIS. |
| Program Year | The Program year is displayed. |
| Program Title | The Program Title is displayed. |

| Field | Description |
|------------------------------|--|
| NFA Number. | The Notice of Fund Availability Number is displayed |
| Fund Type | The Fund Type either PASS-THROUGH OR ADMIN. If Project is selected in the search option, Project will be displayed |
| Partner | The name of the Partner is displayed. Partner is created in the maintain Partner process by the Financial Administrator |
| Start Date | The start date of the NFA is displayed. |
| End Date | The end date of the NFA is displayed |
| Fund Allocated | The NFA Amount for the Region is displayed. |
| Funds Available (\$) | The balance fund available for the Partner is displayed. |
| Maximum Amount Drawable (\$) | The maximum amount drawable is displayed. The maximum amount drawable is 1.6 times the Average. Cash disbursement of the last 5 weeks is displayed. If Cash Request is not done previous five cash weeks N/A is displayed .Otherwise amount will be displayed |
| Cash Request (\$) | The user can enter the amount for cash request. This amount must be greater than or equal to \$1000 and should be less than or equal to the Fund available amount. |
| Pending Request (\$) | The pending request will be the sum of the current week's cash request and any earlier pending request is displayed. |
| Year To Date Advance (\$) | The sum of warrant amount from the beginning of the State Fiscal year, which is July 1 to date, warrant amount is displayed. It is reset to zero on the 1 st July of every year. |
| Life To Date Advance (\$) | The sum of warrant amount from the beginning of the cash request to date is displayed. |
| Lock | The check box displays the lock status. When the checkbox is checked the cash request record is locked and the user cannot make the Cash Request. When the user does not select any of the records with the checkbox and saves the record a message "No Records marked for Lock" is displayed. |
| Check to save | The user can check the checkbox and select on the save link to insert the selected cash request records. |
| Save | The user can save a cash request record by selecting this link. The cash request must be entered and the record must be selected. If the user clicks save without checking any of the records, a message "No record marked for Lock" is displayed. If user enter the request amount less than 1000 and funds available is more than 1000, and the user clicks on save, then a message "Cash Request should be greater than or equal to \$1001" is displayed. |

| Field | Description |
|-------|---|
| | <p>If user enters the request amount greater than funds available, and clicks on the save link, then a message “Total Pending request is more than Funds Available” is displayed.</p> <p>If user clicks save after selecting a record for which Cost Category disbursement has not been made for the previous month, then a message “Not allowed to make Cash Request because Cost Category Disbursement has not been made” is displayed.</p> |

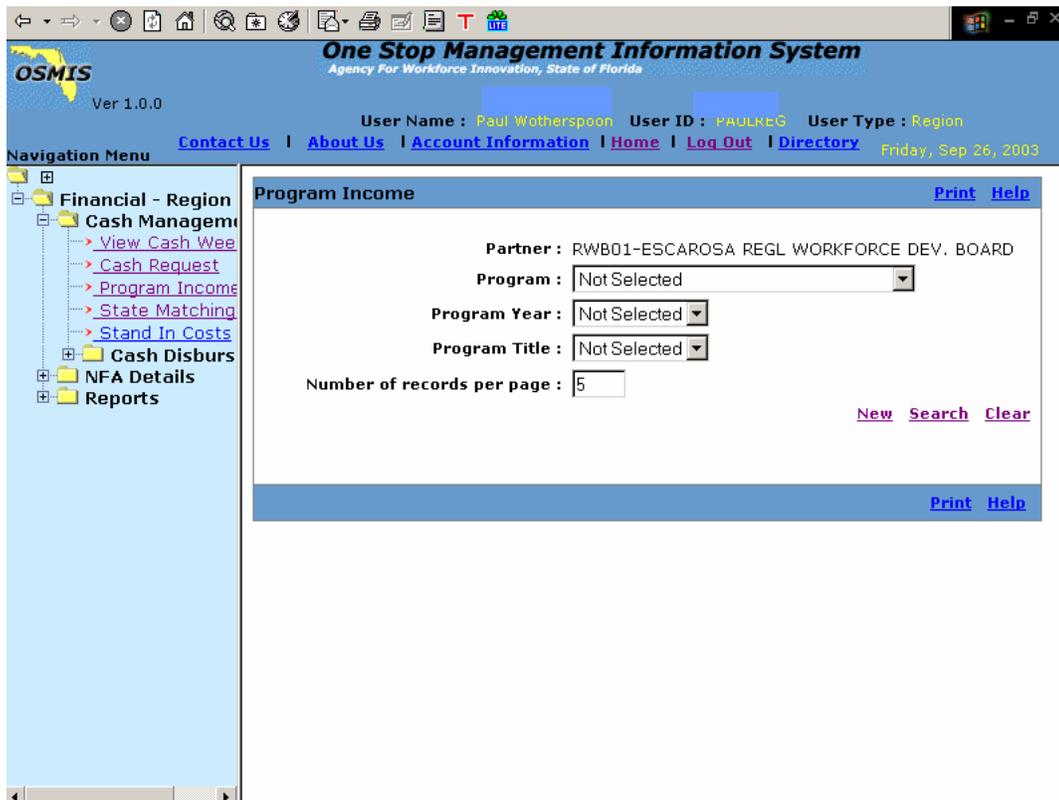
2.2.2.2.2 Error Messages

| Error Code | Error Messages | Error Description |
|------------|---|---|
| 815 | Requested amount is greater than NFA Amount. | If sum of all requested amounts is greater than the NFA Amount, then this message is displayed. |
| 821 | Please contact System Administrator to enter the Financial Year End Date | System updates year to date advance only for those cash weeks, which are less than Financial year-end date. If Financial year-end date is not defined in the system, system displays this message. System Administrator has to ensure that Financial year-end is defined in the system. |
| Alert | Cash Request Amount should be less than \$9999999 | Cash Request cannot exceed this amount. |
| Alert | Total Pending request is more than Funds Available | If Total pending request (including future cash weeks) is greater than funds available, then this message is displayed. |
| Alert | Not allowed to make Cash Request because Cost Category Disbursement has not been made | If previous month’s cash category disbursement is not made then the system will not allow the user to make cash request. In this scenario user has to make cash category disbursement for the last month and then make the cash request |
| Alert | Cash Request should be greater than or equal to \$1001 | Except the Financial Administrator all the users have to make cash request more than 1000 , unless the funds available is less than 1000. |

2.2.2.3 Program Income

Program Income is the income earned from the funds disbursed by AWI to Regions.

The process provides the details of the Program Income earned for a Program, Program year and the Program Title for a particular Partner. It calculates the Balance On Hand as and when the user enters the expense details under Cost Categories or Sub Categories.



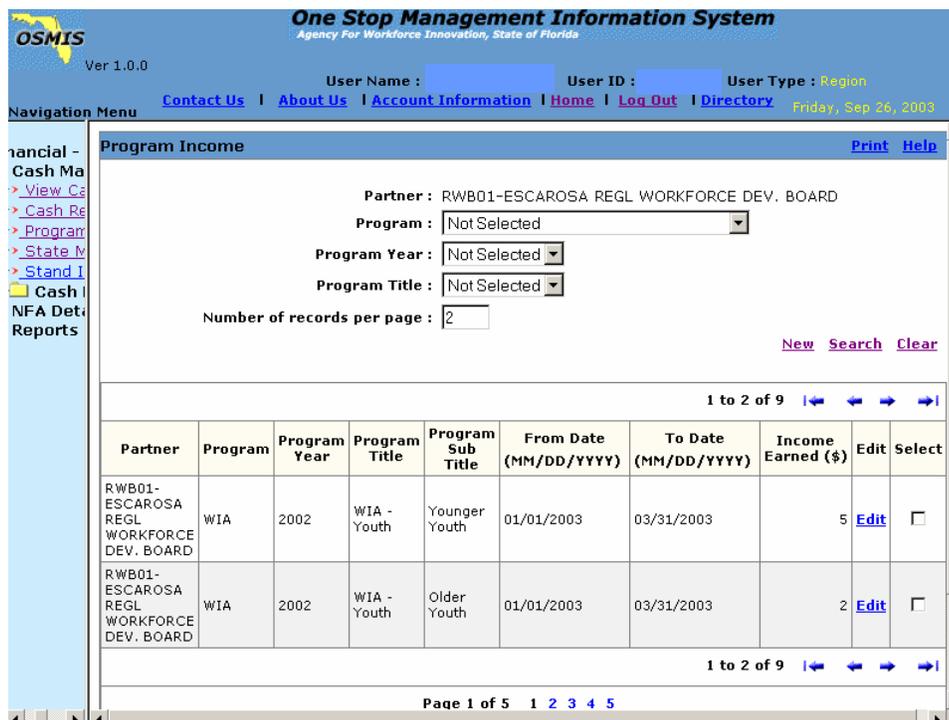
| Field | Description |
|---------------|--|
| Partner | The name of the Partner is displayed. Partner is created in the maintain Partner process by the Financial Administrator. |
| Program | The user may select the Program name from the drop down list. Program is created by the System Admin module of OSMIS. |
| Program Year | The user may select the Program year from the drop down list. This list is generated depending upon the Program selected. |
| Program Title | The user may select the Program Title from the drop down list. This list is generated depending upon the Program selected. |

| Field | Description |
|----------------------------|---|
| | e.g. WIA – Youth, Wagner-Peyser – Veterans etc. |
| Number of records per page | The number of records to be displayed per page can be entered. Default No. of records per page are 20. Default No. of records can be modified and it allows only positive integer values. On change of value in text box the records are rearranged in pages." |
| New | The user can create a new Program income record by selecting this link. The user will be taken to “New Program Income” section. For more details, please refer to section on New Program Income . |
| 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 Program Income (Search) . |

2.2.2.3.1 Program Income (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.



One Stop Management Information System
Agency For Workforce Innovation, State of Florida

OSMIS Ver 1.0.0

User Name : [Redacted] User ID : [Redacted] User Type : Region

Navigation Menu: [Contact Us](#) | [About Us](#) | [Account Information](#) | [Home](#) | [Log Out](#) | [Directory](#) Friday, Sep 26, 2003

Program Income [Print](#) [Help](#)

Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD

Program :

Program Year :

Program Title :

Number of records per page :

[New](#) [Search](#) [Clear](#)

| Partner | Program | Program Year | Program Title | Program Sub Title | From Date (MM/DD/YYYY) | To Date (MM/DD/YYYY) | Income Earned (\$) | Edit | Select |
|--|---------|--------------|---------------|-------------------|------------------------|----------------------|--------------------|----------------------|--------------------------|
| RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD | WIA | 2002 | WIA - Youth | Younger Youth | 01/01/2003 | 03/31/2003 | 5 | Edit | <input type="checkbox"/> |
| RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD | WIA | 2002 | WIA - Youth | Older Youth | 01/01/2003 | 03/31/2003 | 2 | Edit | <input type="checkbox"/> |

Page 1 of 5 1 2 3 4 5

| Field | Description |
|--------------------|--|
| Partner | The name of the Partner is displayed. |
| Program | The Program name is displayed. |
| Program Year | The Program year is displayed. |
| Program Title | The Program Title is displayed. |
| Program Sub Title | The Sub Title of a Program Title (If any) |
| From Date | The start date for the Program income is displayed. |
| To Date | The end date for the Program income is displayed. |
| Income Earned (\$) | The total Program income earned is displayed. |
| Edit | The user can edit a particular Program Income record by selecting this link. The user will be taken to the Modify Program Income screen. For additional screen details, please refer to section on Modify Program Income . |
| Select | The user can check the checkbox to select a particular Program income record to be deleted. |
| Delete | The user can delete a selected Program income record(s) by selecting this link. |

2.2.2.3.2 New Program Income

This process allows the Regional user to create a new Program income earned record.



OSMIS Ver 1.0.0 **One Stop Management Information System**
Agency For Workforce Innovation, State of Florida

User Name : Paul Wotherspoon Use REG User Type : Region

[Contact Us](#) | [About Us](#) | [Account Information](#) | [Home](#) | [Log Out](#) | [Directory](#) Friday, Sep 26, 2003

Navigation Menu

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 - Cash Disbursemen
 - NFA Details
 - Reports

New Program Income [Save](#) [Back](#) [Print](#) [Help](#)

* Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD

* Program :

* Program Year :

* Program Title :

Program Sub Title :

* From Date :
(MM/DD/YYYY)

* To Date :
(MM/DD/YYYY)

* Program Income Earned :

Balance On Hand :

*Indicates mandatory fields

[Save](#) [Back](#) [Print](#) [Help](#)

| Field | Description |
|----------------------------|--|
| Partner | The name of the Partner is displayed. Partners are created and maintained in the Maintain Partner process by the Financial Administrator. |
| Program | The user must select the Program name from the drop down list. For example, WIA, Wagner-Peyser, etc. Programs are created by the System Admin module of OSMIS. |
| Program Year | The user must select the Program year from the drop down list. e.g. 2002, 2003, 2004 etc. |
| Program Title | The user must select the Program Title name from the drop down list. e.g. WIA – Youth, Wagner-Peyser – Veterans etc. |
| Program Sub Title | The user may select the Program Sub Title name from the drop down list. e.g. WIA – Younger Youth, Older Youth etc. |
| From Date | The user must enter start date of the Program Income Earned. Format: mm/dd/yyyy The date can also be selected from the Calendar provided. |
| To Date | The user must enter end date of the Program Income Earned. Format: mm/dd/yyyy The date can also be selected from the Calendar provided. The system validates to check If to date is later than system date, then a message “Invalid Entry! Entered date cannot be greater than today’s date” is displayed. If to date is less than from date, then a message “Invalid entry! Start date should be earlier than to date” is displayed. |
| Program Income Earned (\$) | The user must enter the Program income earned amount. It is an income earned for a particular Program, Program year, and Program Title for the specified period. |
| BalanceOn Hand | The balance on hand is displayed. The balance on hand is the difference between the Program income earned and the disbursements made against the Program income. |
| Cost Categories | The Cost Category configured for the Program, Program Title and Program year is displayed. If Cost Category map is not exist for the selected Program and Program Year combination, This field is not displayed |
| Sub Categories | The Sub Categories under the Cost Category for the Program. Program Title and Program year is displayed. If Cost Category map is not existing for the selected Program and Program Year combination, This field is not displayed |

| Field | Description |
|----------|---|
| Amount | The user can enter the amount for either the Cost Category or Sub Cost Categories. If the user enters the amount in the Cost Category, the Sub Cost Categories are disabled. If the user enters, the amount for Sub Cost Category, Cost Category is disabled and the Sub-Cost Category is totaled up and the sum is displayed in the Cost Category field. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed. |
| Total | The totaling of all Categories will be displayed. The totaling of the cost Categories is based on the status applied during the Cost Category creation. The status for the cost Categories are “YES” and “NO”, which implies, If the Status for Cost Category is “YES”, then that Cost Category amount is added to the total. If the status is “NO”, then that Cost Category amount is not added to the total. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed. |
| Save | The user can save a Program income record by selecting this link. The user will be taken to the Program Income page and a message “Transaction Saved Successfully” will be displayed. If no expenditure is given against cost Categories or Sub cost Categories, then a message “Please enter the expenditures” is displayed. If total expenditure is less than Program income, then a message “Expenditures must be equal to the income earned” is displayed. On clicking this link If the Program Income does not already exist for the Program & Program Year, Program Income will be saved. Otherwise, then application will display an error message "Already Program Income Exists for the period." |
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments “Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |

2.2.2.3.3 Modify Program Income

This screen allows the Regional user to view and edit previously entered Program income.

Modify Program Income

Partner : RWB01-ESCAROSA REG. WORKFORCE DEV. BOARD
 Program : WIA
 Program Year : 2002
 Program Title : WIA - Youth
 Program Sub Title : Younger Youth
 * From Date : 01/01/2003
 (MM/DD/YYYY)
 * To Date : 03/31/2003
 (MM/DD/YYYY)
 * Program Income Earned : 5
 Balance On Hand : 0

| # | Cost Categories | Sub Categories | Amount (\$) |
|----|--|--|-------------|
| 1 | ADDITIONAL YOUTH SERVICES | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OUT-OF-SCHOOL YOUTH | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 2 | AFTER SCHOOL ACTIVITIES | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OUT-OF-SCHOOL YOUTH | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 3 | ASSESSMENT | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OUT-OF-SCHOOL YOUTH | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 4 | IN SCHOOL | INDIVIDUALS WITH DISABILITIES | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 5 | LOCAL ADMINISTRATION - YOUTH | LOCAL ADMINISTRATION - YOUTH | 0 |
| 6 | OUT OF SCHOOL | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OUT-OF-SCHOOL YOUTH | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 7 | SUMMER EMPLOYMENT OPPORTUNITIES | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OUT-OF-SCHOOL YOUTH | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 8 | SUPPORTIVE SERVICES | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 9 | TRAINING | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 10 | LOCAL ADMINISTRATION - ADULT | LOCAL ADMINISTRATION - ADULT | 0 |
| 11 | LOCAL ADMINISTRATION - DISLOCATED WORKER | LOCAL ADMINISTRATION - DISLOCATED WORKER | 0 |
| | | Total | 5 |

Comments : null

* Indicates mandatory fields

| Field | Description |
|-------|-------------|
|-------|-------------|

| Field | Description |
|----------------------------|---|
| Partner | The name of the Partner is displayed here. |
| Program | The Program name is displayed here. |
| Program Year | The Program year is displayed here. |
| Program Title | The Program Title is displayed here. |
| Program Sub Title | The Program sub Title is displayed here. |
| From Date | The start date of the Program. Format: mm/dd/yyyy The date can also be selected from the Calendar provided. |
| To Date | The end date of the Program. Format: mm/dd/yyyy The date can also be selected from the Calendar provided. If to date is greater than system date, then a message “Invalid Entry! Entered date cannot be greater than today’s date” is displayed. If to date is less than from date, then a message “Invalid entry! Start date should be earlier than to date” is displayed. |
| Program Income Earned (\$) | Only numerical Values are accepted here. If alphabets are entered in "Program Income Earned" column, displays message "Invalid Entry! Please enter numerical values without ."" or "+" sign in Program Income Earned." No more than one decimal point is acceptable. If more than one decimal point is entered a message "Invalid Entry! No more than one decimal point is acceptable" will be displayed Negative value is not allowed. If entered a message "Negative value is not allowed" will be displayed. Total of Subcategory amount should be less than Program Income earned. If entered a wrong value a message "Total Category amount can not be less than Program Income earned amount" will be displayed |
| Balance On Hand | The balance on hand is the difference between the Program income earned and the disbursements made against the Program income. This non-editable field will show the value of "Program Income Earned" entered. |
| Cost Categories | The Cost Category configured for the Program, Program Title and Program year. If Cost Category map is not exists for the selected Program and Program Year combination. This field is not displayed. |
| Sub Categories | The Sub Categories under the Cost Category for the Program. Program Title and Program year. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed. |
| Amount | The user can enter the amount for either the Cost Category or Sub cost Categories. If the user enters the amount in the Cost |

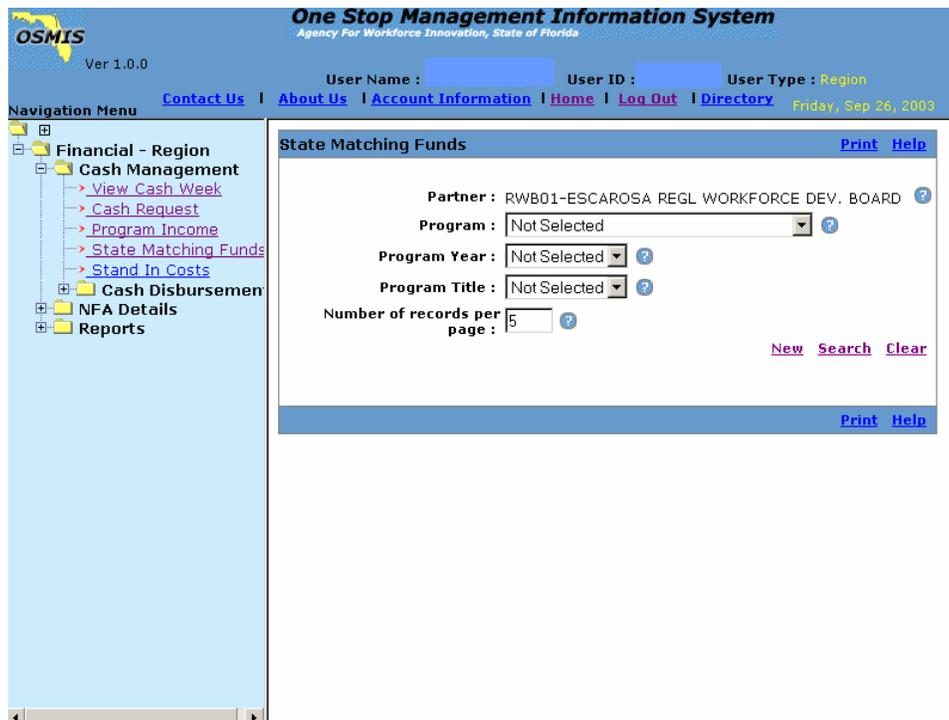
| Field | Description |
|----------|---|
| | <p>Category, the Sub-cost Categories are disabled. If the user enters, the amount for Sub Cost Category, Cost Category is disabled and the Sub-Cost Category is totaled up and the sum is displayed in the Cost Category field. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed.</p> |
| Total | <p>The totaling of all Categories will be displayed. The totaling of the cost Categories is based on the status applied during the Cost Category creation. The status for the cost Categories are “YES” and “NO”, which implies, If the Status for Cost Category is “YES”, then that Cost Category amount is added to the total. If the status is “NO”, then that Cost Category amount is not added to the total. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed.</p> |
| Comments | <p>Comments length should not be null. If not then application will display an alert message "Please enter Comments "Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters"</p> |
| Save | <p>The user can save an edited Program income record by selecting this link. The user will be taken to the Search Program Income page and a message “Transaction Saved Successfully” will be displayed.</p> <p>If the Program earned is not equal to the expenditure entered, a message “Expenditure must be equal to Program income earned” is displayed. If no expenditure is entered against cost Categories or Sub cost Categories, then a message “Please enter the expenditures” is displayed. If total expenditure is less than Program income, then a message “Expenditures must be equal to the income earned” is displayed. On clicking this link If the Program Income does not already exist for the Program & Program Year, Program Income will be saved. Otherwise then application will display an error message "Already Program Income Exists for the period."</p> |

2.2.2.3.4 Error Messages

| Error Code | Error Messages | Error Description |
|-------------------|---|---|
| 814 | Already Program Income Exists for the period. | If the Program income for the said combination already exists and user tries to save the record, this message is displayed. |
| 783 | Cost Categories are Not Available For This Program, Program Year and Program Title. | For the selected combination, cost Categories are not defined. User may contact the Financial Administrator to map cost Categories. |

2.2.2.4 State Matching Funds

State Matching Funds are the funds given by the State to the Regions. These funds can be in cash or in kind. The process gives the details of the State Matching Funds for a Program, Program year, and Program Title for a particular Region. The user enters the expenses under Cost Categories.

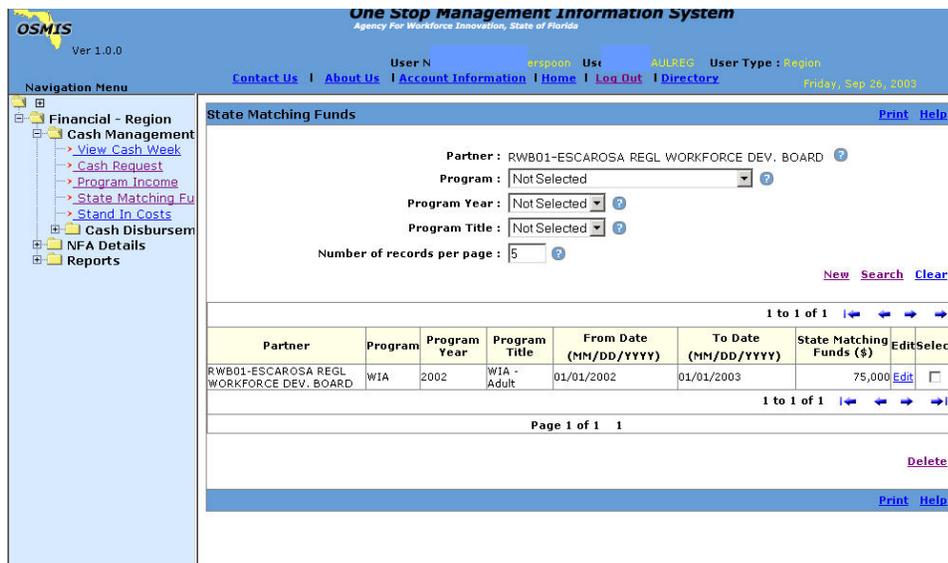


| Field | Description |
|----------------------------|--|
| Partner | The name of the Partner is displayed. Partners are created in the maintain Partner process by the Financial Administrator. |
| Program | The user may select Program from the drop down list. e.g. WIA, RITA, etc. Programs are created by the System Admin module of OSMIS. |
| Program Year | The user may select Program year from the list. This list is generated depending upon the Program selected. |
| Program Title | The user may select Program Title from the list. This list is generated depending upon the Program selected. |
| Number of records per page | The number of records to be displayed per page can be entered. Default No. of records per page are 20. Default No. of records can be modified and it allows only positive integer values. On change of value in text box the records are rearranged in pages." |

| Field | Description |
|--------|---|
| New | The user can create a new record for State Matching Fund. The user will be taken to New State Matching Funds screen. For details of this link, please refer to section on New State Matching Funds . |
| 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 State Matching Funds (Search) . |

2.2.2.4.1 State Matching Funds (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.



| Field | Description |
|---------------|---|
| Partner | The name of the Partner is displayed. Partners are created in the maintain Partner process by the Financial Administrator. |
| Program | The user may select Program from the drop down list e.g. WIA, RITA, etc. The System Admin module of OSMIS creates programs. |
| Program Year | The user may select Program year from the list. This list is generated depending upon the Program selected. |
| Program Title | The user may select Program Title from the list. This list is |

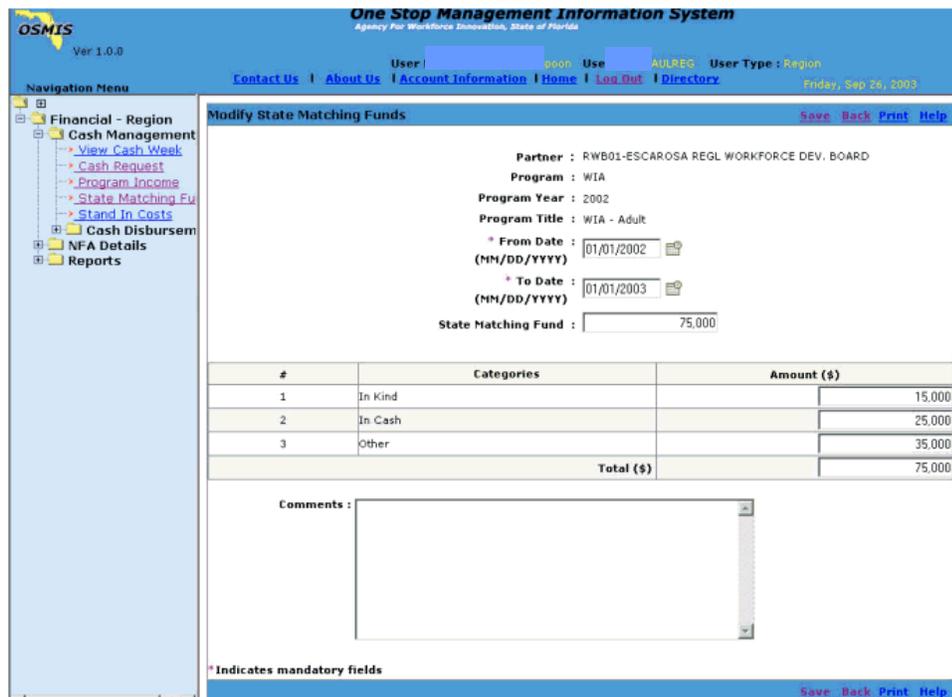
| Field | Description |
|----------------------|--|
| | generated depending upon the Program selected. |
| From Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not display a alert message as ‘Invalid Entry! Year Should be later than 1900’. |
| To Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as ‘Invalid Entry! Year Should be later than 1900’. To Date should be larger than From Date. If a lesser date is entered by user a message “Invalid Entry!!! Start Date should be earlier than or equal to end Date” will be displayed. ToDate should be greater than or equal to From Date. If not then application will display an alert message "Invalid entry! Please enter From date earlier than or equal to End date." |
| State Matching Funds | The amount entered in Amount column will be displayed in this non-editable text box. |
| Edit | The user can edit a particular State Matching Funds record by selecting this link. The user will be taken to the Modify State Matching Funds screen. For additional screen details, please refer to section on Modify State Matching Funds . |
| Select | The user can check the checkbox to select State Matching Fund record to be deleted. |
| Delete | The user can delete the selected State Matching Funds record(s) by selecting this link. |

| Field | Description |
|----------------------|---|
| Partner | The name of the Partner is displayed. Partners are created in the maintain Partner process by the Financial Administrator. |
| Program | The user must select Program from the drop down list. The Programs for which the Program Match required is set to yes in the Maintain NOO process is only displayed in the list e.g. WIA, RITA, etc. Programs are created by the System Admin module of OSMIS. |
| Program Year | The user must select Program year from the drop down list. This list is generated depending upon the Program. When user selects Program Year, for which state matching fund is not attached in the maintain NOO, an alert message “State Matching in NOO is not specified” is displayed. However, user can still go ahead and do the State-Matching Fund. |
| Program Title | The user must select Program Title from the drop down list. This list is generated depending upon the Program. |
| From Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, the application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as ‘Invalid Entry! Year Should be later than 1900’. |
| To Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as “Invalid Entry! Year Should be later than 1900.” To Date should be larger than From Date. If an earlier date is entered by user a message “Invalid Entry!!! Start Date should be earlier than or equal to end Date” will be displayed. To Date should be greater than or equal to From Date. If not then application will display an alert message “Invalid entry! Please enter From date earlier than or equal to End date.” |
| State Matching Funds | The State Matching funds amount is displayed. It is the total of all the amounts contributed In Kind, In Cash and Other Categories. This field is generated based on the amounts entered for the Categories. |
| Categories | <ol style="list-style-type: none"> 1. Categories will be displayed here. 2. The three kinds of Categories are <ol style="list-style-type: none"> a) In Kind b) In Cash c) Other |
| Amount | |

| Field | Description |
|--------------|--|
| | 1. Amount can be entered here. 2. Only numerical Values are accepted here. If alphanumeric values are entered here a message “Invalid Entry! Please enter Numeric Values” will be displayed. |
| Total | The total of all the amounts received In Kind, In Cash and Other Categories is displayed. This field is generated based on the amounts entered for the Categories. |
| Comment | Comments length should not be null otherwise application will display an alert message "Please enter Comments." Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters." |
| Save | The user can save a State Matching Fund record by selecting this link. The user will be taken to the State Matching Fund page, a message “Transaction Saved Successfully” is displayed. If State matching fund is already defined for the selected Program, year, Title, from date, and to date period, a message “State Matching Funds Already Exists” for the period is displayed. |

2.2.2.4.2 Modify State Matching Funds

This screen allows the Regional users to view and edit previously entered State Matching Funds.



One Stop Management Information System
 Agency for Workforce Innovation, State of Florida

User: [redacted] Job: Use: [redacted] User Type: Region
 Friday, Sep 26, 2003

Modify State Matching Funds Save Back Print Help

Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
 Program : WIA
 Program Year : 2002
 Program Title : WIA - Adult
 * From Date : 01/01/2002 (MM/DD/YYYY)
 * To Date : 01/01/2003 (MM/DD/YYYY)
 State Matching Fund : 75,000

| # | Categories | Amount (\$) |
|-------------------|------------|---------------|
| 1 | In Kind | 15,000 |
| 2 | In Cash | 25,000 |
| 3 | Other | 35,000 |
| Total (\$) | | 75,000 |

Comments :

* Indicates mandatory fields

Save Back Print Help

| Field | Description |
|---------------|--|
| Partner | The name of the Partner is displayed here. |
| Program | The name of the Program is displayed here. |
| Program Year | The Program year is displayed here. |
| Program Title | The Program Title is displayed here. |
| From Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as "Invalid Date." Year should be greater than or equal to 1900. If not then application will display an alert message as 'Invalid Entry! Year Should be later than 1900'. |
| To Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as "Invalid Date." Year should be greater than or equal to 1900. If not then application will display an alert message as 'Invalid Entry! Year Should be later than 1900'. To Date should be later than From Date. If an earlier date is |

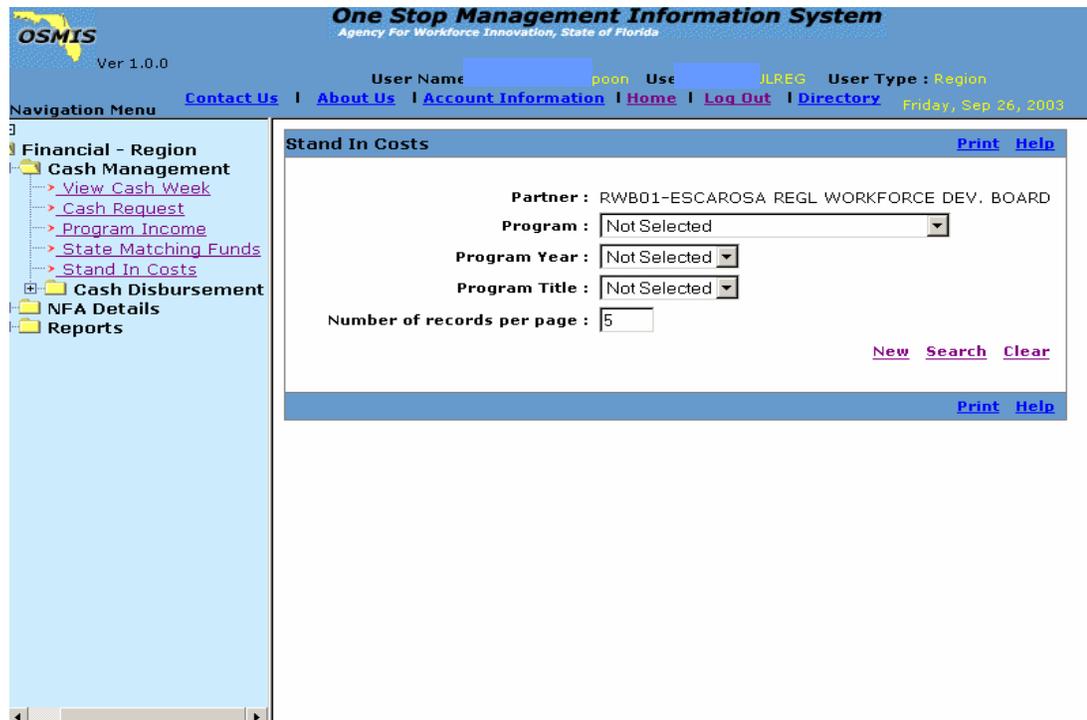
| Field | Description |
|----------------------|---|
| | entered by user a message “Invalid Entry! Start Date should be earlier than or equal to end Date” will be displayed. ToDate should be greater than or equal to From Date. If not then application will display an alert message “Invalid entry! Please enter From date earlier than or equal to End date.” |
| State Matching Funds | The State Matching funds amount. It is the total of all the amounts contributed In Kind, In Cash and Other Categories. This field is generated based on the amounts entered for the Categories. |
| Categories | <ol style="list-style-type: none"> 1. Categories will be displayed here. 2. The three kinds of Categories are <ol style="list-style-type: none"> a) In Kind b) In Cash c) Other |
| Amount | <ol style="list-style-type: none"> 1. Amount can be entered here 2. Only numerical Values are accepted here. If alphanumeric values are entered here a message “Invalid Entry! Please enter Numeric Values will be displayed.” |
| Total | The total of all the amounts received In Kind, In Cash and Other Categories is displayed. This field is generated based on the amounts entered for the Categories. |
| Comment | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters." |
| Save | The user can save a State Matching Fund record by selecting this link. The user will be taken to the State Matching Fund page, a message “Transaction updated Successfully” will be displayed. If already another State matching fund is defined for the selected Program, year, Title, from date, and to date period, a message “State Matching Funds Already Exists” for the period is displayed. |

2.2.2.4.3 Error Messages

| Error Code | Error Messages | Error Description |
|-------------------|--|---|
| 816 | State Matching Funds Already Exists for the period | Whenever user tries to create or update state matching fund for which already another fund exists for the same Program, year, Title and period (from date and end date), this message appears. |
| 732 | State Matching in NOO is not specified. | At the time of NOO Creation, there is an option to specify whether state matching fund exists for the NOO or not. If that option is not enabled, a message will be displayed. However, the user can continue creating the state matching fund, or change the option in the Maintain NOO Edit section. |

2.2.2.5 Stand in Costs

This process allows the Regional users to record expenditures incurred by their own sources, instead of funds received from AWI in the form of a NFA's.



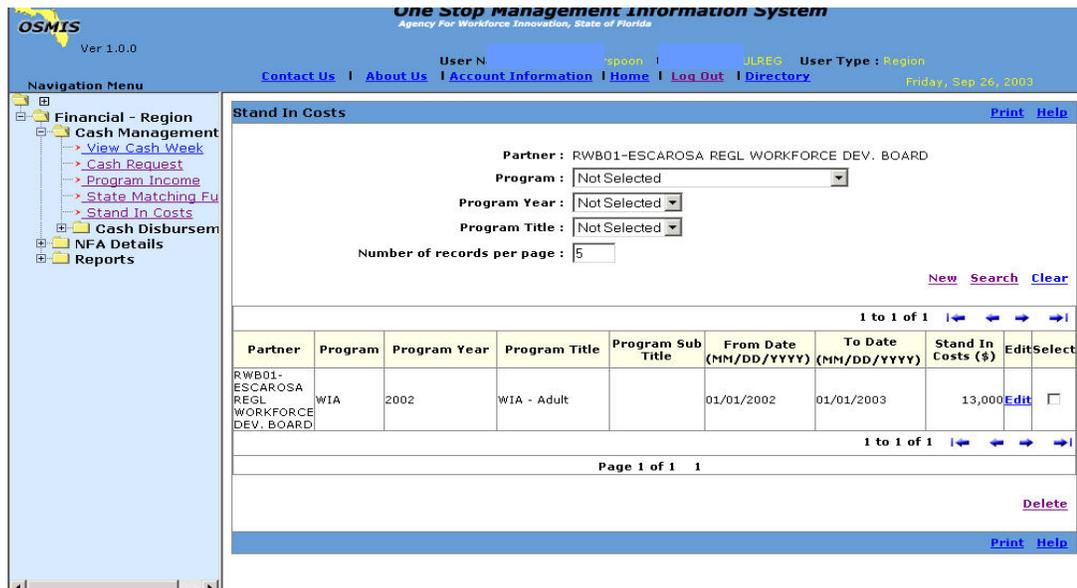
| Field | Description |
|----------------------------|--|
| Partner | The name of the Partner is displayed. Partners are created in the maintain Partner process by the Financial Administrator. |
| Program | The user must select Program from the drop down list. The Programs for which the Program Match required is set to yes in the Maintain NOO process is only displayed in the list e.g. WIA, RITA, etc. Programs are created by the System Admin module of OSMIS. |
| Program Year | The user may select the Program year from the drop down list e.g. 2002, 2003, 2004 etc.. |
| Program Title | The user may select the Program Title from the drop down list e.g. WIA – Youth, Wagner-Peyser – Veterans etc. |
| Number of records per page | Default No. of records per page are 20. Default No. of records can be modified and it allows only positive integer values. On change of value in text box the records are rearranged in pages. |

| Field | Description |
|--------|---|
| New | The user can create a new Stand In Cost record by selecting this link. The user will be taken to “New Stand In Cost” screen. For more details, please refer to section on New Stand In Cost . |
| 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 Stand in Costs (Search) . |

2.2.2.5.1 Stand in Costs (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.

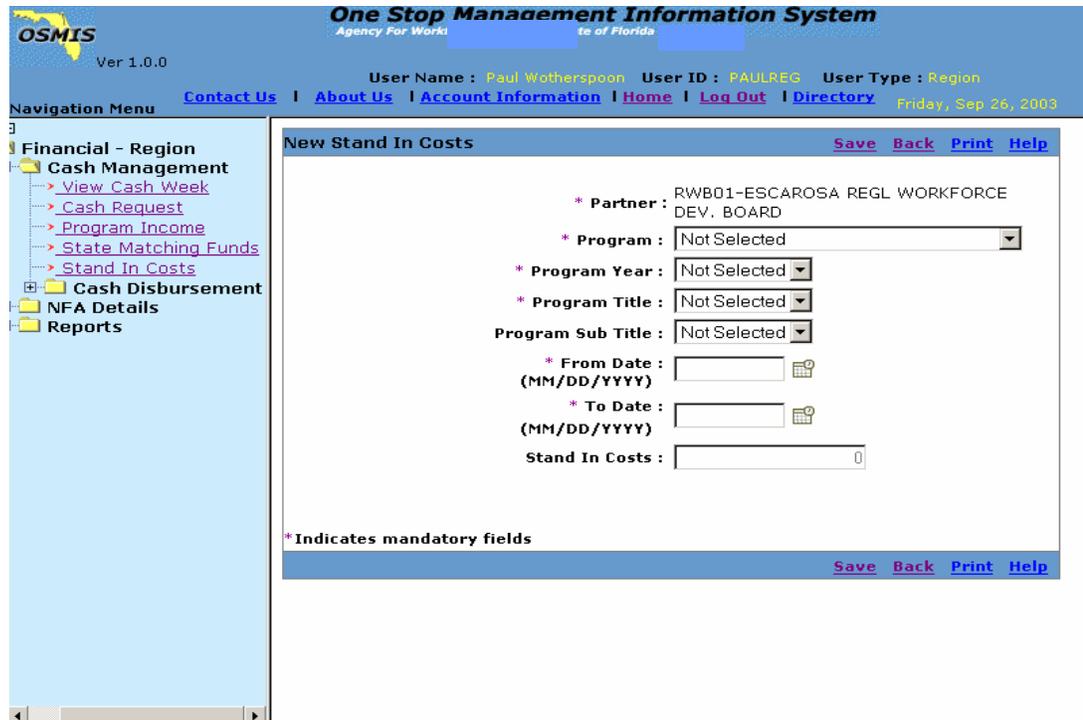


| Field | Description |
|---------|---|
| Partner | The name of the Partner is displayed. Partners are created in the maintain Partner process by the Financial Administrator. |
| Program | The user must select Program from the drop down list. Only the Programs for which the Program Match required is set to yes in the Maintain NOO process are displayed in the list e.g. WIA, RITA, etc. Programs are created by the System Admin module of OSMIS. |

| Field | Description |
|--------------------|---|
| Program Year | The user must select Program year from the drop down list. This list is generated depending upon the Program. When user selects Program Year, for which state matching fund is not attached in the maintain NOO, an alert message “State Matching in NOO is not specified” is displayed. However, the user can still go ahead and do the State-Matching Fund. |
| Program Title | The user must select Program Title from the drop down list. This list is generated depending upon the Program. |
| From Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as ‘Invalid Entry! Year Should be later than 1900’. |
| To Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as ‘Invalid Entry! Year Should be later than 1900’. To Date should be larger than From Date. If a lesser date is entered by user a message “Invalid Entry!!! Start Date should be earlier than or equal to end Date” will be displayed. ToDate should be greater than or equal to From Date. If not then application will display an alert message “Invalid entry! Please enter From date earlier than or equal to End date” |
| Stand in Cost (\$) | 1. The sum of amounts entered in Amount will be displayed here 2. Default Value is zero" |
| Edit | The user can edit a particular Stand In Cost record by selecting this link. The user will be taken to the Modify Stand In Cost page. For additional screen details, please refer to section on Modify Stand In Cost . |
| Select | The user can check the checkbox to select Stand In Cost record to be deleted. |
| Delete | The user can delete a selected Stand In Cost record by selecting this link. |

2.2.2.5.1 New Stand In Cost

The process allows the Regional users to create new stand in costs for tracking.



OSMIS Ver 1.0.0
One Stop Management Information System
 Agency For Workforce Innovation of Florida
 User Name : Paul Wotherspoon User ID : PALREG User Type : Region
 Contact Us | About Us | Account Information | Home | Log Out | Directory Friday, Sep 26, 2003

Navigation Menu

- Financial - Region
 - Cash Management
 - View Cash Week
 - Cash Request
 - Program Income
 - State Matching Funds
 - Stand In Costs
 - Cash Disbursement
 - NFA Details
 - Reports

New Stand In Costs Save Back Print Help

* Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
 * Program : Not Selected
 * Program Year : Not Selected
 * Program Title : Not Selected
 Program Sub Title : Not Selected
 * From Date : (MM/DD/YYYY)
 * To Date : (MM/DD/YYYY)
 Stand In Costs : 0

*Indicates mandatory fields

Save Back Print Help

| Field | Description |
|---------------|---|
| Partner | The name of the Partner is displayed. Partners are created in the maintain Partner process by the Financial Administrator. |
| Program | The user must select Program from the drop down list. The Programs for which the Program Match required is set to yes in the Maintain NOO process is only displayed in the list e.g. WIA, RITA, etc. Programs are created by the System Admin module of OSMIS. |
| Program Year | The user must select Program year from the drop down list. This list is generated depending upon the Program. When user selects Program Year, for which state matching fund is not attached in the maintain NOO, an alert message "State Matching in NOO is not specified" is displayed. However, user can still go ahead and do the State-Matching Fund. |
| Program Title | The user must select Program Title from the drop down list. |

| Field | Description |
|-------------------|---|
| | This list is generated depending upon the Program. For example, WIA – Youth, Wagner-Peyser – Veterans, etc. |
| Program Sub Title | The user must select the Program sub Title name from the drop down list if it exists for selected Program Title. e.g. WIA – Youth has Younger and Older Youth as Sub Title, |
| From Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as ‘Invalid Entry! Year Should be later than 1900’. |
| To Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as ‘Invalid Entry! Year Should be later than 1900’. To Date should be larger than From Date. If a lesser date is entered by user a message “Invalid Entry!!! Start Date should be earlier than or equal to end Date” will be displayed. ToDate should be greater than or equal to From Date. If not then application will display an alert message “Invalid entry! Please enter From date earlier than or equal to End date” |
| Stand In Cost | The Stand in cost for a particular Program, Program year, and Program Title for the specified period is displayed. |
| Cost Categories | The Cost Category configured for the Program, Program Title and Program year. If Cost Category map is not exist for the selected Program and Program Year combination, This field is not displayed |
| Sub Categories | The Sub Categories under the Cost Category for the Program. Program Title and Program year. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed. |
| Amount | The user can enter the amount for either the Cost Category or Sub cost Categories. If the user enters the amount in the Cost Category, the Sub Cost Categories are disabled. If the user enters, the amount for Sub Cost Category, Cost Category is disabled and the Sub Cost Category is totaled up and the sum is displayed in the Cost Category field. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed. |
| Total | The totaling of all Categories will be displayed.. The totaling of |

| Field | Description |
|--------------|--|
| | the cost Categories is based on the status applied during the Cost Category creation. The status for the cost Categories are “YES” and “NO”, which implies, If the Status for Cost Category is “YES”, then that Cost Category amount is added to the total. If the status is “NO”, then that Cost Category amount is not added to the total. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed. |
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |
| Save | The user can save a new Stand In Cost record by selecting this link. The user will be taken to the Search Stand In Cost page and a message “Transaction Saved Successfully” will be displayed. |

2.2.2.5.2 Modify Stand In Cost

This screen allows the Regional user to edit previously entered stand in costs.

OSMIS Ver 1.0.0
 Agency for Workforce Innovation, State of Florida

User Name: herapad, RUSACJ User Type: Region
 Contact Us | About Us | Account Information | Home | Log Out | Direct Link
 Friday, Sep 26, 2003

Modify Stand In Costs Save Back Print Help

Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
 Program : WIA
 Program Year : 2002
 Program Title : WIA - Adult
 Program Sub Title :
 * From Date : 01/01/2002 (MM/DD/YYYY)
 * To Date : 01/01/2003 (MM/DD/YYYY)
 Stand In Costs : 13,000

| # | Cost Categories | Sub Categories | Amount (\$) |
|----|--|--|---------------|
| 1 | CORE ASSISTED | | 12,000 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 2 | INTENSIVE SERVICES | | 1,000 |
| | | INDIVIDUALS WITH DISABILITIES | 1,000 |
| | | OLDER INDIVIDUALS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 3 | ITA-FEDERAL | | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 4 | ITA-STATE | | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 5 | LOCAL ADMINISTRATION - ADULT | | 0 |
| | | LOCAL ADMINISTRATION - ADULT | 0 |
| 6 | LOCAL ADMINISTRATION - DISLOCATED WORKER | | 0 |
| | | LOCAL ADMINISTRATION - DISLOCATED WORKER | 0 |
| 7 | LOCAL ADMINISTRATION - PROJECTS ONLY | | 0 |
| | | LOCAL ADMIN - PROJECTS ONLY | 0 |
| 8 | LOCAL ADMINISTRATION - YOUTH | | 0 |
| | | LOCAL ADMINISTRATION - YOUTH | 0 |
| 9 | SUPPORTIVE SERVICES | | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| 10 | TRAINING | | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | VETERANS | 0 |
| | | Total | 13,000 |

Comments :

* Indicates mandatory fields

Save Back Print Help

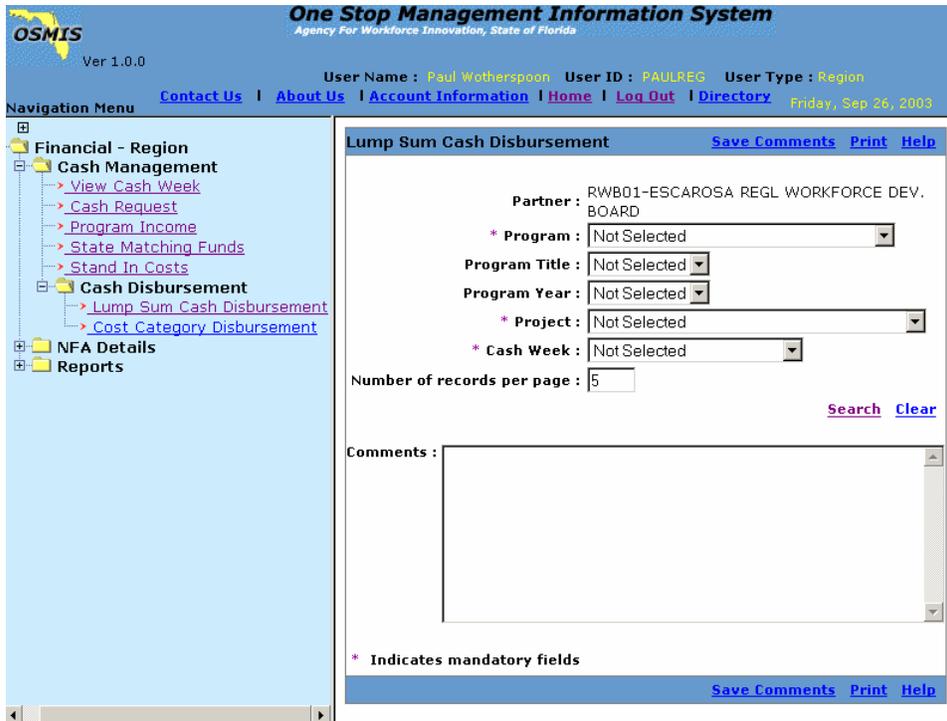
| Field | Description |
|--------------------|--|
| Partner | The name of the Partner is displayed here. |
| Program | The Program name is displayed here. |
| Program Year | The Program year is displayed here. |
| Program Title | The Program Title is displayed here. |
| Program Sub Title | The Program sub Title is displayed here. |
| From Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as ‘Invalid Entry! Year Should be later than 1900’. |
| To Date | The user must enter the date until when the funds were allocated. Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date.” Year should be greater than or equal to 1900. If not then application will display an alert message as ‘Invalid Entry! Year Should be later than 1900’. To Date should be larger than From Date. If a lesser date is entered by user a message “Invalid Entry!!! Start Date should be earlier than or equal to end Date” will be displayed. ToDate should be greater than or equal to From Date. If not then application will display an alert message “Invalid entry! Please enter From date earlier than or equal to End date” |
| Stand In Cost (\$) | The user may enter the stand in cost for a particular Program, Program year, and Program Title for the specified period is displayed. |
| Cost Categories | The Cost Category configured for the Program, Program Title and Program year. If Cost Category map is not exists for the selected Program and Program Year combination. This field is not displayed. |
| Sub Categories | The Sub Categories under the Cost Category for the Program. Program Title and Program year. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed. |
| Amount | The user can enter the amount for either the Cost Category or Sub Cost Categories. If the user enters the amount in the Cost Category, the Sub-Cost Categories are disabled. If the user enters, the amount for Sub Cost Category, Cost Category is disabled and the Sub-Cost Category is totaled up and the sum is displayed in the Cost Category field. If Cost Category map is not exist for the selected Program and Program Year combination. |

| Field | Description |
|----------|---|
| | This field is not displayed. |
| Total | The totaling of all Categories will be displayed.. The totaling of the Cost Categories is based on the status applied during the Cost Category creation. The status for the Cost Categories are “YES” and “NO”, which implies, If the Status for Cost Category is “YES”, then that Cost Category amount is added to the total. If the status is “NO”, then that Cost Category amount is not added to the total. If Cost Category map is not exist for the selected Program and Program Year combination. This field is not displayed. |
| Save | The user can save an edited Stand In Cost record by selecting this link. The user will be taken to the Search Stand In Cost page and a message “Transaction updated Successfully” will be displayed. |
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |

2.2.2.5.3 Error Messages

| Error Code | Error Messages | Error Description |
|------------|--|--|
| 813 | Already Stand In Cost Exists for the period. | For the criteria selected, stand in cost already exists, user has to change the values and save again. |

2.2.3 Cash Disbursement Folder



The screenshot displays the 'One Stop Management Information System' interface. The top navigation bar includes the OSMIS logo, version 'Ver 1.0.0', and user information: 'User Name : Paul Wotherspoon', 'User ID : PAULREG', and 'User Type : Region'. A secondary navigation bar contains links for 'Contact Us', 'About Us', 'Account Information', 'Home', 'Log Out', and 'Directory', along with the date 'Friday, Sep 26, 2003'.

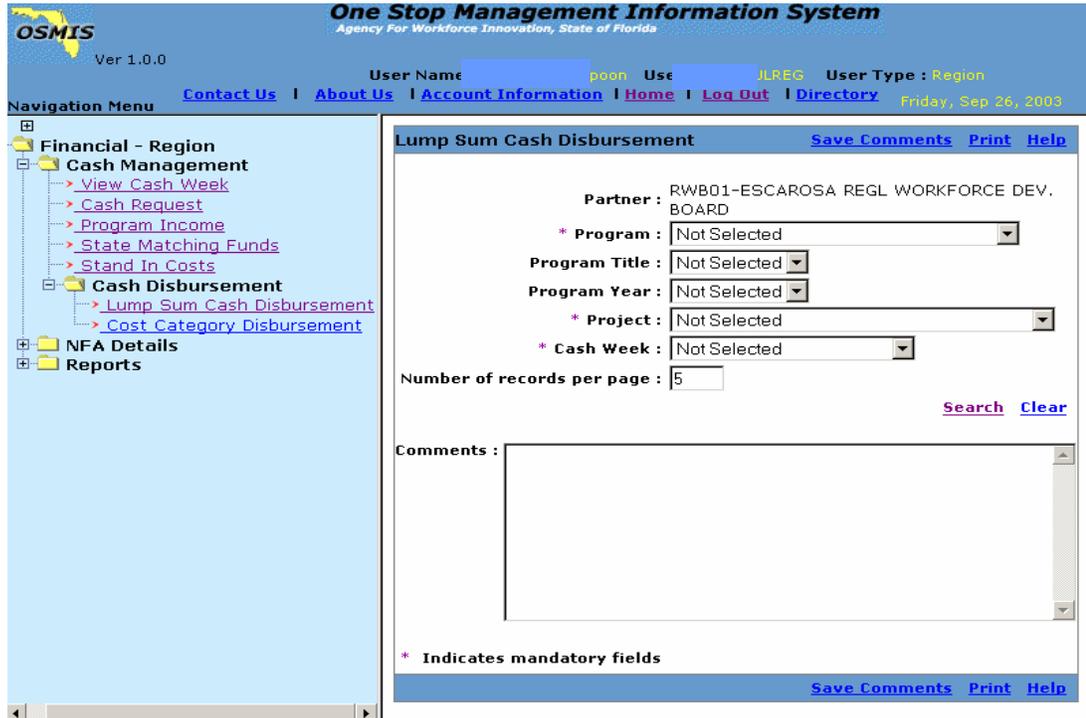
The left sidebar shows a 'Navigation Menu' with a tree structure: 'Financial - Region' > 'Cash Management' > 'View Cash Week', 'Cash Request', 'Program Income', 'State Matching Funds', 'Stand In Costs', 'Cash Disbursement' > 'Lump Sum Cash Disbursement', 'Cost Category Disbursement', 'NFA Details', and 'Reports'.

The main content area is titled 'Lump Sum Cash Disbursement' and includes the following fields and controls:

- Partner: RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
- * Program: Not Selected (dropdown)
- Program Title: Not Selected (dropdown)
- Program Year: Not Selected (dropdown)
- * Project: Not Selected (dropdown)
- * Cash Week: Not Selected (dropdown)
- Number of records per page: 5 (input field)
- Search and Clear buttons
- Comments: A large text area for user input.
- * Indicates mandatory fields (footnote)
- Save Comments, Print, and Help buttons (bottom right)

2.2.3.1 Lump Sum Cash Disbursement

This screen allows Regional users to enter costs incurred by the Regions.



| Field | Description |
|---------------|--|
| Partner | The name of the Partner is displayed. Partners are created in the maintain Partner process by the Financial Administrator. |
| Program | The user must select Program from the drop down list. The Programs for which the Program Match required is set to yes in the Maintain NOO process is only displayed in the list e.g. WIA, RITA, etc. Programs are created by the System Admin module of OSMIS. |
| Program Title | The user may select the Program Title name from the drop down list. This list is generated depending upon the Program selected. e.g. WIA – Youth, Wagner-Peyser – Veterans etc. |
| Program Year | The user may select the Program year from the drop down list. This list is generated depending upon the Program selected. e.g. 2002, 2003, 2004 etc. |
| Project | User will be able to select from the drop down list if the Program is not selected. This field is mandatory if the Program is not selected. |

| Field | Description |
|----------------------------|--|
| Cash Week | The user must select the cash week from the drop down list. |
| Number of records per page | Default No. of records per page are 20.Default No. of records can be modified and it allows only positive integer values. On change of value in text box, the records are rearranged in pages. |
| Search | Based on the search criteria specified the records would be searched and displayed. Details of this link are explained in the section on Lump Sum Cash Disbursement (Search) . |
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |

2.2.3.1.1 Lump Sum Cash Disbursement (Search)

Based on the search criteria specified the records would be searched and displayed.

OSMIS Ver 1.0.0
One Stop Management Information System
Agency For Workforce Innovation, State of Florida

User N: pmpoon PAULREG User Type : Region

[Contact Us](#) | [About Us](#) | [Account Information](#) | [Home](#) | [Log Out](#) | [Directory](#)

Friday, Sep 26, 2003

Save Comments Print Help

Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD

* Program :

Program Title :

Program Year :

* Project :

* Cash Week :

Number of records per page :

Search Clear

| 1 to 5 of 15 | | | | | | | | | | | | | | |
|-----------------|--------|------|--------------------------|------|--------------|-----------|---------|--------------|----------|-------------|------------|-------------|--------------|--------------------------|
| Cash Week | Status | Cost | NFA | NFA | Fund | NFA | Warrant | * | Account | Account | Obligation | Outstanding | Disbursement | Check |
| | | | Number | Date | Type | Amount | Amount | Disbursement | Payables | Receivables | | Obligation | Life to Date | to Insert |
| | | | Entered | | | | | | | | | | | |
| 26/2003-30/2003 | Yes | | NFA-RWB01-WIA-2003-07136 | | PASS-THROUGH | 204,597 | 0 | 50,000 | 0 | 0 | 0 | 150,597 | 54,000 | <input type="checkbox"/> |
| 26/2003-30/2003 | No | | NFA-RWB01-WIA-2003-07160 | | PASS-THROUGH | 142,660 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | <input type="checkbox"/> |
| 26/2003-30/2003 | No | | NFA-RWB01-WIA-2003-06660 | | PASS-THROUGH | 1,021,249 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | <input type="checkbox"/> |
| 26/2003-30/2003 | No | | NFA-RWB01-WIA-2003-06661 | | ADMIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | <input type="checkbox"/> |
| 26/2003-30/2003 | Yes | | NFA-RWB01-WIA-2002-00119 | | PASS-THROUGH | 840,630 | 0 | 0 | 0 | 0 | 0 | 5,100 | 778,673 | <input type="checkbox"/> |

1 to 5 of 15

Page 1 of 3 1 2 3

Save

Save Comments Print Help

| Field | Description |
|---|---|
| Program | The user must select Program from the drop down list. The Programs for which the Program Match required is set to yes in the Maintain NOO process is only displayed in the list e.g. WIA, RITA, etc. Programs are created by the System Admin module of OSMIS. |
| Program Year | The user must select Program year from the drop down list. This list is generated depending upon the Program. When user selects Program Year, for which state matching fund is not attached in the maintain NOO, an alert message “State Matching in NOO is not specified” is displayed. However, user can still go ahead and do the State-Matching Fund. |
| Program Title | The Program Title is displayed. If the lump sum disbursement is for the project then this field will not display any value. |
| Cash Week | The Cash week for the Program, Program year and Program Title is displayed. |
| Status Cost Category Disbursement Entered | The indicator if the Cost Category Disbursement has been entered or not. |
| NFA Number | The notice of fund availability number is displayed. |
| NFA Date | The notice of fund availability date is displayed. |
| Fund Type | The notice of fund availability type (Admin, Pass Through, and Project) is displayed. |
| NFA Amount | The notice of fund availability amount is displayed. |
| Warrant Amount | The warrant amount is displayed. |
| Disbursement | The Lump sum disbursement amount. Amount should be Numerical value. If not then application will display an alert message “Invalid Entry! Please enter numerical values without '.' and '+' sign. Amount should be less than 9999999.99.If not then application will display an alert message “ Please enter amount less than 9999999.99. Amount should be less than or equal to NFA Available amount. If not then application will display an alert message “ Amount should be less than or equal to NFA amount “” |
| Account Payables | The accounts payable amount. Account payable amounts are unliquidated debts for goods and / or services received. |
| Account Receivables | The accounts receivable amount. Receivable amounts are any claims for repayment to the Program. |
| Obligation | The Obligation amount. The obligation amounts are amounts, |

| Field | Description |
|---------------------------|--|
| | which are not paid and will require payment in the future. Enter Obligation amount in such way that Sum of Cost Category amount and Obligation amount greater than NFA amount a message "Sum of Accrued Expense and Obligations should be less than or equal to NFA amount" will be displayed. Enter characters in the "Obligation" field and click save then a message "Invalid Entry! Please enter numerical values without '.' or '+' sign in Amount" will be displayed |
| Outstanding Obligation | The Outstanding Obligation amounts are amounts outstanding as of date, which are not paid and will require payment in the future. |
| Disbursement Life to Date | The disbursement Life to Date amount is the sum of all disbursements plus disbursement adjustments from the beginning of a grant to the most recent cash disbursement or disbursement adjustment. |
| Check to Insert | The user may check the checkbox to insert a particular Lump Sum Cash Disbursement record. |
| Save | The user can save a Lump Sum Cash Disbursement record by selecting this link. If correct data is entered and clicked this link then a message "Transaction saved successfully" will be displayed. Don't select any "Check to insert" check boxes then a message "No records marked for save" will be displayed |
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |

2.2.3.1.2 Error Messages

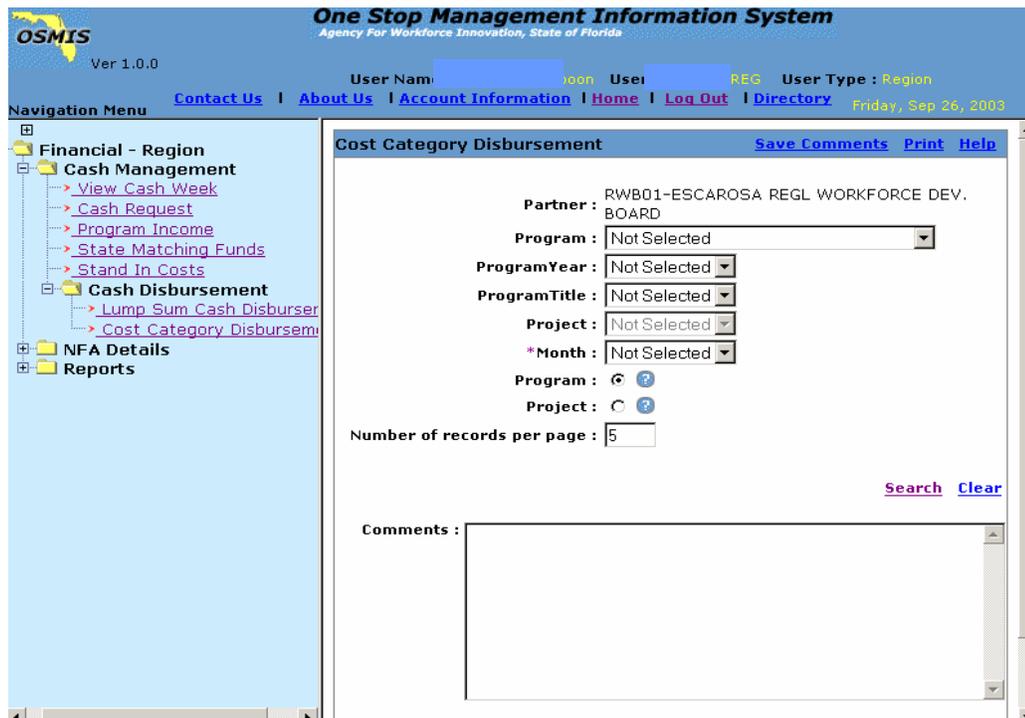
| Error Code | Error Messages | Error Description |
|------------|---|---|
| 821 | Please contact System Administrator to enter the Financial Year End Date. | System updates year to date advance only for those cash weeks, which are less than Financial year-end date. If Financial year-end date is not defined in the system, system displays this message. System Administrator has to ensure that Financial year-end is defined in the system. |
| 826 | Total Disbursement amount should be less than or equal to | Whenever sum of Disbursement amount and life to date disbursement is greater than NFA |

| Error Code | Error Messages | Error Description |
|-------------------|---|---|
| | NFA amount | amount, this message is displayed. User has to enter a lesser amount for disbursement. |
| 827 | Sum of Accrued Expense and Obligations should be less than or equal to NFA amount | Whenever disbursement is made, outstanding obligation is calculated. If Sum of Accrued Expense and Obligations is greater than NFA amount, this message is displayed. |

2.2.3.2 Cost Category Disbursement

This process allows the Regional user to make Cost Category Disbursements / Adjustments against the previously entered Lump Sum Disbursement.

When the user enters the Cost Category disbursement for the month and the total amount entered is not equal to the total of the corresponding Lump Sum Disbursements, the Lump Sum Disbursement of the last week of the month is automatically reset to make the total Lump Sum Disbursement identical to the Cost Category Disbursement. Consequently, at the same time the system adjusts the Outstanding Obligation field based on the Cost Category Disbursement amount.



The screenshot displays the OSMIS web interface. The top navigation bar includes the OSMIS logo, version 1.0.0, and user information: User Name: [redacted], User: [redacted], REG, User Type: Region. Navigation links include Contact Us, About Us, Account Information, Home, Log Out, and Directory. The date is Friday, Sep 26, 2003.

The left sidebar shows a Navigation Menu with the following structure:

- Financial - Region
 - Cash Management
 - View Cash Week
 - Cash Request
 - Program Income
 - State Matching Funds
 - Stand In Costs
 - Cash Disbursement
 - Lump Sum Cash Disburser
 - Cost Category Disbursement
 - NFA Details
 - Reports

The main content area is titled 'Cost Category Disbursement' and contains the following fields:

- Partner: RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
- Program: [Not Selected] (dropdown)
- ProgramYear: [Not Selected] (dropdown)
- ProgramTitle: [Not Selected] (dropdown)
- Project: [Not Selected] (dropdown)
- *Month: [Not Selected] (dropdown)
- Program: ?
- Project: ?
- Number of records per page: [5] (input)
- Search [button] Clear [button]
- Comments: [text area]

| Field | Description |
|----------------------------|--|
| Partner | The name of the Partner is displayed. Partners are created in the maintain Partner process by the Financial Administrator. |
| Program | The user must select Program from the drop down list. The Programs for which the Program Match required is set to yes in the Maintain NOO process is only displayed in the list e.g. WIA, RITA, etc. Programs are created by the System Admin module of OSMIS. |
| Program Year | The user may select a Program year from the list. This list is generated depending upon the Program selected. e.g. 2002, 2003, 2004 etc. |
| Program Title | The user may select a Program Title from the list. This list is generated depending upon the Program. If project radio button is selected, the Program Title field will be disabled. |
| Project | To select a project from the drop down list, the project radio button must be first selected. |
| Month | The user must enter the month of the cash category disbursement. The months available in the drop box will be for previous two months from current month. |
| Number of records per page | Default No. of records per page are 20. Default No. of records can be modified and it allows only positive integer values. On change of value in text box the records are rearranged in pages." |
| Search | Based on the search criteria specified the records would be searched and displayed. Details of this link are explained in the section on Cost Category Disbursement (Search) . |

2.2.3.2.1 Cost Category Disbursement (Search)

Based on the search criteria specified the records would be searched and displayed.

The screenshot displays the 'Cost Category Disbursement' search results in the OSMIS application. The interface includes a navigation menu on the left, a search criteria form at the top, and a table of results below. The search criteria are: Partner: RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD, Program: WIA, Program Year: Not Selected, Program Title: Not Selected, Project: Not Selected, and Month: Sep_2003. The results table shows five records with columns for Program, Program Year, Program Title, NFA Number, NFA Date, Fund Type, NFA Amount \$, Lump Sum Disbursement \$, Cost Category Disbursement \$, Status, and Edit.

| Program | Program Year | Program Title | NFA Number | NFA Date | Fund Type | NFA Amount \$ | Lump Sum Disbursement \$ | Cost Category Disbursement \$ | Status | Edit |
|---------|--------------|-------------------------|--|------------|---------------|---------------|--------------------------|-------------------------------|--------|------|
| WIA | 2000 | WIA - Adult | NFA- RWB01- WIA- 2000- 06599 | 07/01/2000 | PASS- THRU | 669,381 | 0 | 0 | NO | New |
| WIA | 2000 | WIA - Dislocated Worker | NFA- RWB01- WIA- 2000- 00594 | 07/01/2000 | PASS- THRU | 434,974 | 0 | 0 | NO | New |
| WIA | 2000 | WIA - Youth | NFA- RWB01- WIA- 2000- 00632 | 04/01/2000 | PASS- THRU | 861,397 | 0 | 0 | NO | New |
| WIA | 2001 | WIA - Adult | NFA- RWB01- WIA- 2001- 00401 | 07/01/2001 | PASS- THRU | 748,821 | 0 | 0 | NO | New |
| WIA | 2001 | WIA - Dislocated Worker | NFA- RWB01- WIA- 2001- 06590 | 07/01/2001 | PASS- THRU | 412,869 | 0 | 0 | NO | New |

Page 1 of 3 1 2 3

Comments:

| Field | Description |
|--|--|
| Program | The Program name is displayed. |
| Program Year | The Program year is displayed. |
| Program Title | The Program Title is displayed. If the Cost Category disbursement is for the project then this field will not display any value. |
| NFA Number | The notice of fund availability number is displayed. |
| NFA Date | The notice of fund availability date is displayed. |
| Fund Type | The notice of fund availability type (category) is displayed. |
| NFA Amount (\$) | The notice of fund availability amount is displayed. |
| Lump Sum Disbursement Amount (\$) | The lump sum disbursement amount. |
| Cost Category Disbursement Amount (\$) | The Cost Category disbursement amount. |
| Status | The Cost Category disbursement status is displayed. |
| New | The user can crate a new Cost category disbursement record by selecting this link. The user will be taken to the New Cost category disbursement page. For additional screen details, please refer to section on New Cost Category Disbursement . |
| Edit | The user can edit a particular Cost category disbursement record by selecting this link. The user will be taken to the Modify Cost category disbursement page. For additional screen details, please refer to section on Modify Cost Category Disbursement . |
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |

2.2.3.2.1 New Cost Category Disbursement

This process allows the Regional user to make Cost Category Disbursements / Adjustments against the previously entered Lump Sum Disbursement.

When the user enters the Cost Category disbursement for the month and the total amount entered is not equal to the total of the corresponding Lump Sum Disbursements, the Lump Sum Disbursement of the last week of the month is automatically reset to make the total Lump Sum Disbursement identical to the Cost Category Disbursement. Consequently, the system adjusts the Outstanding Obligation field based on the adjustment made in Cost Category Disbursement amount.

| Field | Description |
|---------------|---|
| Program | The Program name is displayed |
| Program Year | The Program year. |
| Program Title | The Program Title if it is not from project. |
| Cash Week | The Cash Week. |
| NFA Number | The Notice of Fund Availability Number is displayed |
| NFA Date | The Notice of Fund Availability date. |
| Fund Type | The Fund Type is displayed |
| NFA Amount | The Notice of Fund Availability amount. |

| Field | Description |
|--|--|
| Life to Date Disbursement | The Life to Date Disbursement amount. |
| Lump Sum Disbursement | The Lump Sum Disbursement amount of each cash week. |
| Total Lump Sum Disbursement | The total lump sum disbursement amount for the selected month. |
| Lump Sum Disbursement Adjustments | Lump sum disbursement Adjustment amount is a sum of all the Cost Category amounts entered by the user. |
| Note: If a particular Program Title has Sub Cost Categories, then following details will appear as many times as the Sub Titles. | |
| OSMIS cost Category | The OSMIS main Cost Category. |
| Cost Category Total Disbursement Amount Status | The Cost Category Total Disbursement Amount Status. |
| Sub Category | The OSMIS Sub Cost Category. |
| Amount Against Disbursement | If Amount is entered for the category, its' corresponding Sub category amount field becomes non-editable. If Amount is entered for the Sub category, its' corresponding category amount field becomes non-editable and total of Sub category is displayed against category. Enter amount in characters a message "Invalid Entry! Please enter numerical values without '.' or '+' sign in Amount" will be displayed. Enter disbursement amount in such way that Sum of Cost Category amount and Obligation amount greater than NFA amount a message "Sum of Accrued Expense and Obligations should be less than or equal to NFA amount" will be displayed. Enter disbursement amount in such way that Total Disbursement is greater than NFA amount a message "All Disbursement amount should be less than or equal to NFA amount" will be displayed |
| Total | The sum of all the Cost Category amounts entered by the user. |
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |
| Save | The very first entry I.e. very first month there should already be an entry for obligation. In addition, thereafter enter such an amount that Total disbursement + obligation should be greater |

| Field | Description |
|-------|---|
| | than NFA amount. The transaction should be saved with the display of message "Your Total Accrued Expenditure + CCD + outstanding obligation exceeds the NFA amount, So Obligation & Outstanding Obligation being reset to zero" .Click on Save without entering amount for the Cost Category which is mandatory a message "Please Enter Amount for Cost Category : " will be displayed. |

2.2.3.2.2 Modify Cost Category Disbursement

This process allows the Regional user to make Cost Category Disbursements / Adjustments against the previously entered Lump Sum Disbursement.

When the user enters the Cost Category disbursement for the month and the total amount entered is not equal to the total of the corresponding Lump Sum Disbursements, the Lump Sum Disbursement of the last week of the month is automatically reset to make the total Lump Sum Disbursement identical to the Cost Category Disbursement.

OSMIS Ver 1.0.0
 Agency for Workforce Innovation, State of Florida

User Name: [redacted] User ID: [redacted] User Type: Region
 Contact Us | About Us | Account Information | Home | Log Out | Directory Friday, Sep 26, 2003

Modify Cost Category Disbursement Save Back Print Help

| Program | Program Year | Program Title | Cash Week | NFA Number | NFA Date | Fund Type | NFA Amount \$ | Life To Date Disbursements \$ | Lump Sum Disbursement \$ |
|---------------------------------------|--------------|---------------|-----------------------|--------------------------|------------|-----------|---------------|-------------------------------|--------------------------|
| WIA | 2000 | WIA - Adult | 09/26/2003-09/30/2003 | NFA-RWB01-WIA-2000-00608 | 07/01/2000 | PASS-THRU | 669,381 | 640862 | 0 |
| Total Lump Sum Disbursement \$ | | | | | | | | | 0 |

Lump Sum Disbursement Adjustments 0

| Osmis Cost Category | Cost Category Total Disbursement Amount Status | Sub Category | Amount Against Disbursement \$ |
|--------------------------------------|--|-------------------------------|--------------------------------|
| CORE ASSISTED | Yes | | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | VETERANS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| CORE UNASSISTED | Yes | | 0 |
| INTENSIVE SERVICES | Yes | | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | VETERANS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| TRAINING | Yes | | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | VETERANS | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| SUPPORTIVE SERVICES | No | | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | VETERANS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| ITA-FEDERAL | No | | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | VETERANS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| | | INDIVIDUALS WITH DISABILITIES | 0 |
| ITA-STATE | No | | 0 |
| | | INDIVIDUALS WITH DISABILITES | 0 |
| | | OLDER INDIVIDUALS | 0 |
| | | VETERANS | 0 |
| | | PUBLIC ASSISTANCE RECIPIENTS | 0 |
| LOCAL ADMINISTRATION - PROJECTS ONLY | Yes | | 0 |
| Total \$ | | | 0 |

Comments :

Save Back Print Help

| Field | Description |
|--|---|
| Program | The Program name is displayed |
| Program Year | The Program year. |
| Program Title | The Program Title if it is not from project. |
| Cash Week | The Cash Week. |
| NFA Number | The Notice of Fund Availability Number is displayed |
| NFA Date | The Notice of Fund Availability date. |
| Fund Type | The Fund Type is displayed |
| NFA Amount | The Notice of Fund Availability amount. |
| Life to Date Disbursement | The Life to Date Disbursement amount. |
| Lump Sum Disbursement | The Lump Sum Disbursement amount of each cash week. |
| Total Lump Sum Disbursement | The total is generated based on the disbursement amount entered by the user. |
| Lump Sum Disbursement Adjustments | Adjustment for the Lump Sum disbursement with respect to disbursement amount |
| Note: If a particular Program Title has Sub Cost Categories, then following details will appear as many times as the Sub Titles. | |
| OSMIS cost Category | The OSMIS main Cost Category. |
| Cost Category Total Disbursement Amount Status | The Cost Category Total Disbursement Amount Status. |
| Sub Category | The OSMIS Sub Cost Category. |
| Amount Against Disbursement | Enter amount in characters then a message "Invalid Entry ! Please enter numerical values without '.' or '+' sign in Amount" will be displayed Enter disbursement amount in such way that Sum of Cost Category amount and Obligation amount greater than NFA amount a message "Sum of Accrued Expense and Obligations should be less than or equal to NFA amount" will be displayed. Enter disbursement amount in such way that Total Disbursement is greater than NFA amount a message "Total Disbursement amount should be less than or equal to NFA amount" will be displayed |
| Total | The total Amount Against Disbursement can be modified here |
| Comments | The user can enter comments, if any. Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an |

| Field | Description |
|-------|--|
| | alert message "You can enter only maximum of 500 characters" |
| Save | The very first entry I.e. very first month there should already be an entry for obligation. In addition, thereafter enter such an amount that Total disbursement + obligation should be greater than NFA amount. The transaction should be saved with the display of message "Your Total Accrued Expenditure + CCD + outstanding obligation exceeds the NFA amount, So Obligation & Outstanding Obligation being reset to zero. " will be displayed if correct data is entered and save link is clicked a message" Transaction Saved Successfully " will be displayed. |

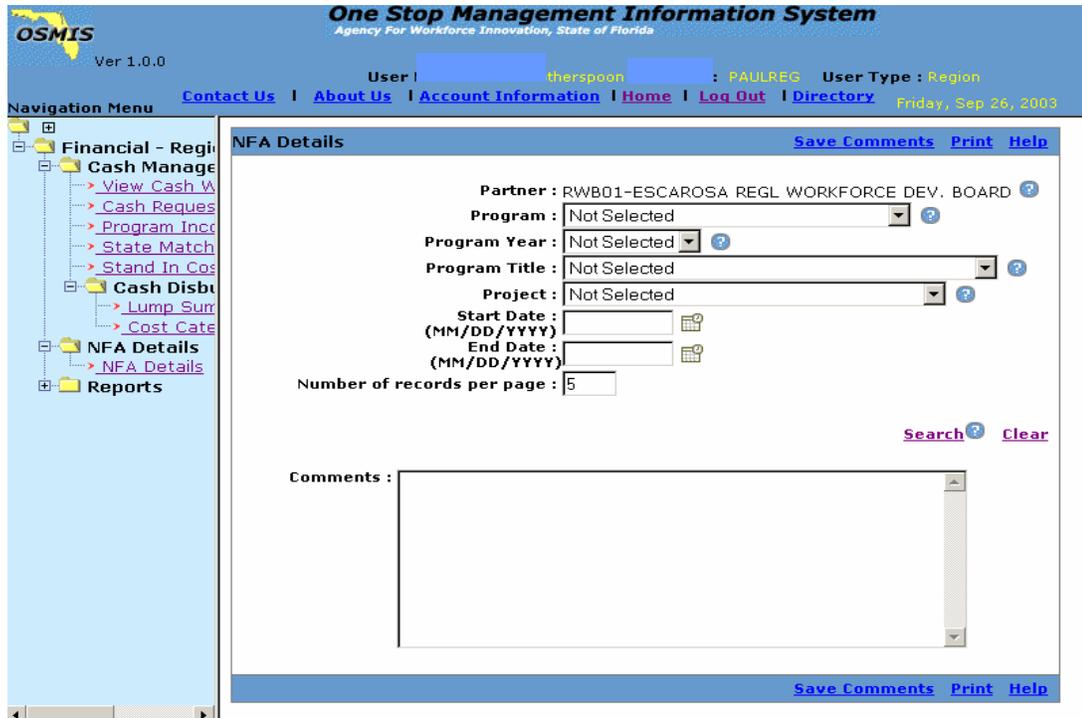
2.2.3.2.3 Error Messages

| Error Code | Error Messages | Error Description |
|------------|---|---|
| 821 | Please contact System Administrator to enter the Financial Year End Date. | System updates year to date advance only for those cash weeks, which are less than Financial year-end date. If Financial year-end date is not defined in the system, system displays this message. System Administrator has to ensure that Financial year-end is defined in the system. |
| 826 | Total Disbursement amount should be less than or equal to NFA amount | Whenever sum of Disbursement amount and life to date disbursement is greater than NFA amount, this message is displayed. User has to enter a lesser amount for disbursement. |
| 827 | Sum of Accrued Expense and Obligations should be less than or equal to NFA amount | Whenever disbursement is made, outstanding obligation is calculated. If Sum of Accrued Expense and Obligations is greater than NFA amount, this message is displayed. |
| 745 | There is no Cost Category found for the Program, Year and Title combination | Whenever user clicks New, and for that selected Program, year and Title, Cost Categories are not mapped, this message is displayed. User has to contact the Financial Administrator to map Cost Categories. |
| 746 | There is no Cost Category found for the Project | Whenever user clicks New, and for that selected project, Cost Categories are not |

| Error Code | Error Messages | Error Description |
|-------------------|-----------------------|--|
| | combination. | mapped this message is displayed. The user can contact the Financial Administrator to map Cost Categories. |

2.2.4 NFA Details Folder

This process allows the Regional user to view the NFA details.



OSMIS Ver 1.0.0
Agency For Workforce Innovation, State of Florida

User: [redacted] : PAULREG User Type : Region
[Contact Us](#) | [About Us](#) | [Account Information](#) | [Home](#) | [Log Out](#) | [Directory](#) Friday, Sep 26, 2003

Navigation Menu

- Financial - Regi
- Cash Manage
 - View Cash W
 - Cash Reques
 - Program Incc
 - State Match
 - Stand In Cos
- Cash Disbu
 - Lump Sum
 - Cost Cate
- NFA Details**
 - NFA Details
- Reports

NFA Details [Save Comments](#) [Print](#) [Help](#)

Partner: RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD ?

Program: Not Selected ?

Program Year: Not Selected ?

Program Title: Not Selected ?

Project: Not Selected ?

Start Date: (MM/DD/YYYY) [calendar icon]

End Date: (MM/DD/YYYY) [calendar icon]

Number of records per page: 5

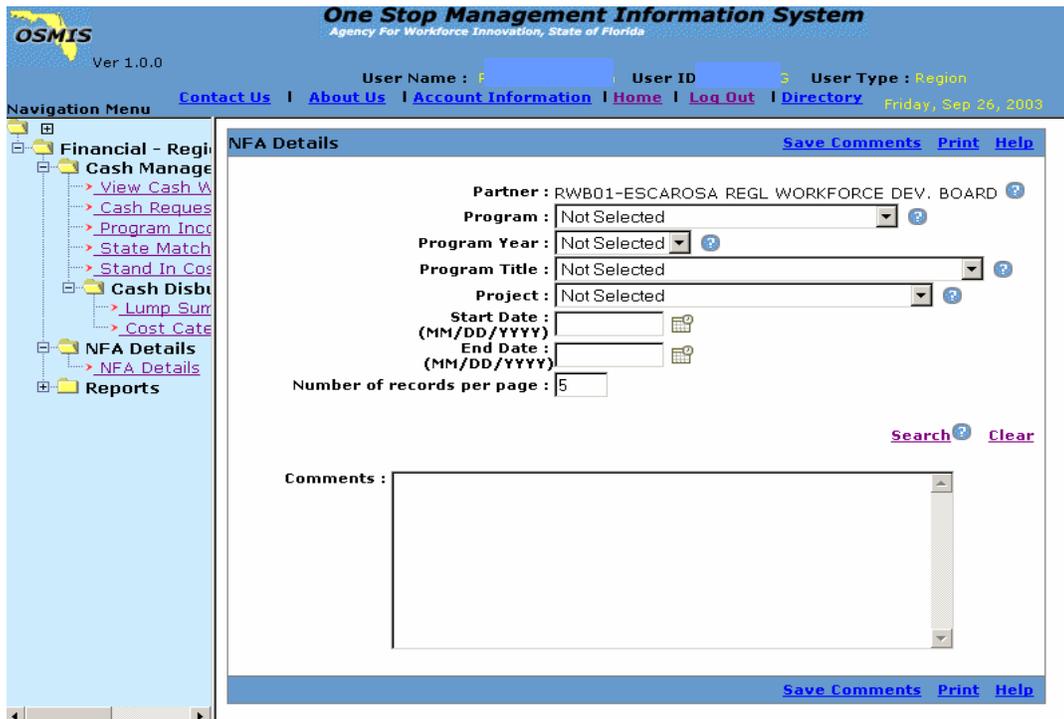
[Search](#) ? [Clear](#)

Comments: [text area]

[Save Comments](#) [Print](#) [Help](#)

2.2.4.1 NFA Details

This screen allows the Regional user to view NFA details for each Program, as entered by AWI Financial management.



| Field | Description |
|---------------|--|
| Partner | The name of the Partner is displayed. |
| Program | The user may select a Program from the list. |
| Program Year | The user may select a Program year from the list. This list is generated depending upon the Program selected. e.g. 2002, 2003, 2004 etc. |
| Program Title | The user may select a Program Title from the list. |
| Project | The user may select a project from the drop down list |
| Start Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as "Invalid Date." Year should be greater than or equal to 1900. If not then application will display an alert message as 'Invalid Entry! Year Should be later than 1900'. |
| End Date | Date should be a valid date. Date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as "Invalid Date." Year should be |

| Field | Description |
|----------------------------|---|
| | greater than or equal to 1900. If not then application will display an alert message as 'Invalid Entry! Year Should be later than 1900'. To Date should be larger than From Date. If a lesser date is entered by user a message "Invalid Entry!!! Start Date should be earlier than or equal to end Date" will be displayed. ToDate should be greater than or equal to From Date. If not then application will display an alert message "Invalid entry! Please enter From date earlier than or equal to End date" |
| Number of records per page | Default No. of records per page are 20.Default No. of records can be modified and it allows only positive integer values. On change of value in text box the records are rearranged in pages." |
| 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 NFA Details (Search) . |
| Comments | The user can enter comments, if any. Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |

2.2.4.1.1 NFA Details (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.

One Stop Management Information System
 Agency For Workforce Innovation, State of Florida

User Name : _____ User ID : _____ User Type : Region
 Contact Us | About Us | Account Information | Home | Log Out | Directory
 Friday, Sep 26, 2003

NFA Details [Save Comments](#) [Print](#) [Help](#)

Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
 Program : [Not Selected]
 Program Year : [Not Selected]
 Program Title : [Not Selected]
 Project : [Not Selected]
 Start Date : (MM/DD/YYYY)
 End Date : (MM/DD/YYYY)
 Number of records per page : 5

[Search](#) [Clear](#)

| Program | Program Year | Program Title | NFA Number | Start Date (MM/DD/YYYY) | End Date (MM/DD/YYYY) | NFA Amount \$ | NFA Details |
|----------|--------------|-------------------------|--------------------------|-------------------------|-----------------------|---------------|-----------------------------|
| REED Act | 2003 | REED Act | NFA-RWB01-REE-2003-00737 | 07/01/2002 | 09/30/2003 | 438,606 | NFA Details |
| WIA | 2001 | WIA - Dislocated Worker | NFA-RWB01-WIA-2001-06500 | 07/01/2001 | 06/30/2004 | 412,869 | NFA Details |
| WIA | 2001 | | NFA-RWB01-WIA-2001-03998 | 01/08/2003 | 12/31/2003 | 65,973 | NFA Details |
| WIA | 2001 | | NFA-RWB01-WIA-2001-04304 | 01/08/2003 | 12/31/2003 | 16,681 | NFA Details |
| WIA | 2002 | WIA - Adult | NFA-RWB01-WIA-2002-00119 | 07/01/2002 | 06/30/2004 | 840,630 | NFA Details |

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Comments :

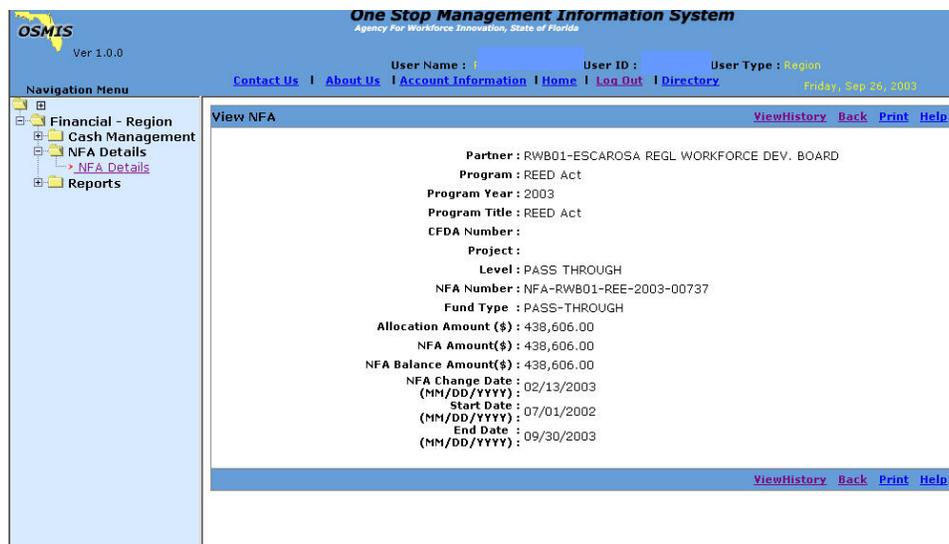
[Save Comments](#) [Print](#) [Help](#)

| Field | Description |
|---------------|--|
| Program | The name of the Program is displayed. |
| Program Year | The Program year is displayed. |
| Program Title | The Program Title is displayed. |
| NFA Number | The Notice of Fund Availability (NFA) number is displayed. |
| Start Date | The Start Date of the Program. |
| End Date | The End Date of the Program. |
| NFA Amount | The -Notice of Fund Availability (NFA) Amount. |
| NFA Details | The -Notice of Fund Availability (NFA) details. The user can view the details of a particular record by clicking on this link. Details of this link are explained in the View NFA section. |

| Field | Description |
|----------|--|
| Comments | Comments length should not be null. If not then application will display an alert message "Please enter Comments" Comments length should be less than or equal to 500 Characters. If not then application will display an alert message "You can enter only maximum of 500 characters" |

2.2.4.1.2 View NFA

The user can view the NFA details of a particular Program through this screen

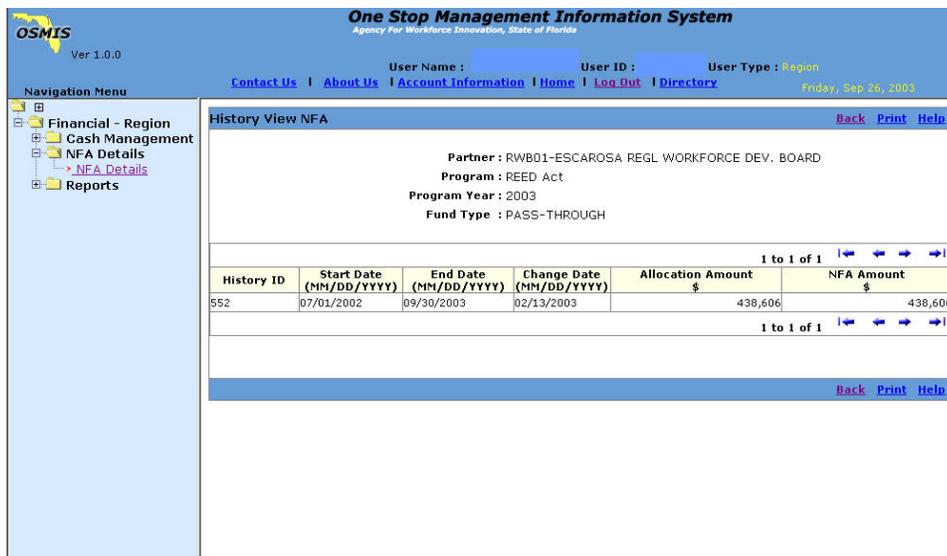


| Field | Description |
|-------------------|--|
| Partner | The name of the Partner is displayed here |
| Program | The name of the Program is displayed here |
| Program Year | The Program year is displayed here |
| Program Title | The Program Title is displayed here |
| CFDA Number | The CFDA Number is displayed here |
| Project | The project name is displayed here |
| Level | The pool name is displayed here |
| NFA Number | The NFA number is displayed here |
| Fund Type | The Fund type is displayed here |
| Allocation Amount | The amount allocated for the Program / project is displayed here |
| NFA Amount | The -Notice of Fund Availability (NFA) Amount is displayed here |
| NFA Balance | NFA balance amount is the amount available after allocating the |

| Field | Description |
|-----------------|---|
| Amount | amount to the Partner is displayed here |
| NFA Change Date | The Notice of Fund Availability (NFA)-change date is displayed here |
| Start Date | The Start date of the Program is displayed here |
| End Date | The end date of the Program is displayed here |
| View History | The user will be able to view the past history of the NFA This link will be enabled only if the NFA Amount is changed i.e. If the fund is reallocated or NFA is not fully allotted. Details of this link are explained in the History View NFA section. |

2.2.4.1.3 History View NFA

The user can view the history of a particular NFA through this screen.

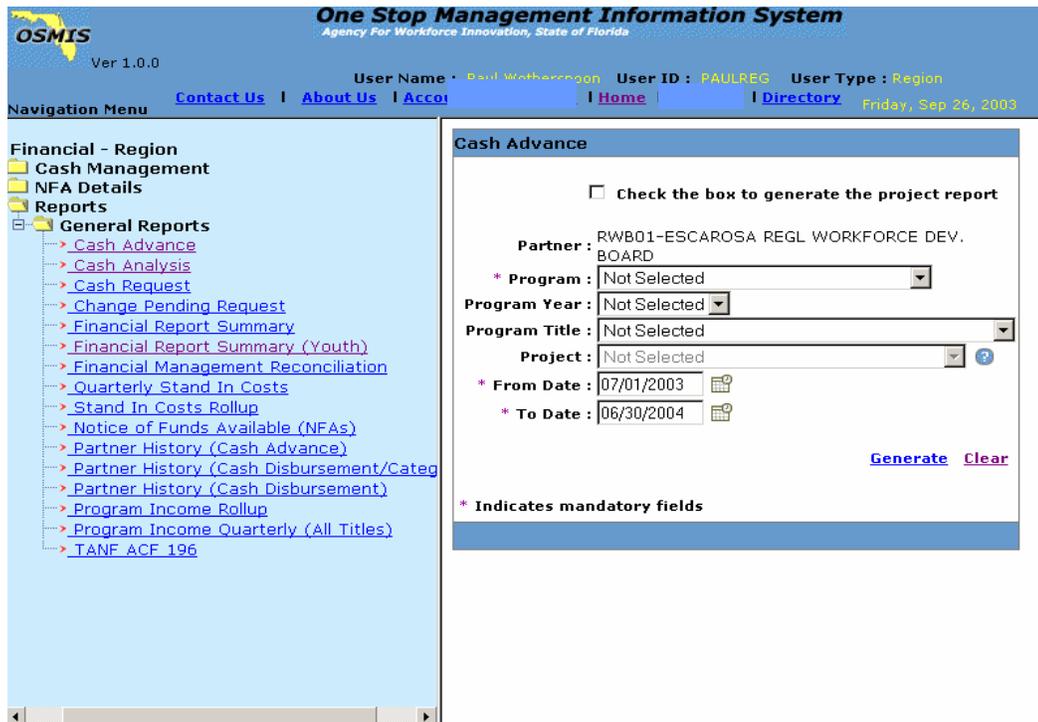


| Field | Description |
|--------------|---|
| Partner | The name of the Partner is displayed here |
| Program | The name of the Program is displayed here |
| Program Year | The Program year is displayed here |
| Fund Type | The Fund type is displayed here |
| History ID | The History ID is displayed here |
| Start Date | The date when the NFA was created is displayed here |
| End Date | The end date of the NFA is displayed here |
| Change Date | The date when the Notice of Fund Availability (NFA) was changed is displayed here |

| Field | Description |
|-------------------|--|
| Allocation Amount | The amount that is allocated for the project / is displayed here |
| NFA Amount | The -Notice of Fund Availability (NFA) Amount is displayed here |

2.2.5 Reports Folder

Please refer the "FM Reports Specification.doc" for reports details.



The screenshot displays the OSMIS web application interface. The header includes the OSMIS logo, version 1.0.0, and user information for Paul Wetherington (User ID: PAULREG, User Type: Region). A navigation menu is visible on the left, with 'Reports' expanded to show 'General Reports' and 'Cash Advance' selected. The main content area shows the 'Cash Advance' form with the following fields:

- Check the box to generate the project report
- Partner: RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
- * Program: Not Selected (dropdown)
- Program Year: Not Selected (dropdown)
- Program Title: Not Selected (dropdown)
- Project: Not Selected (dropdown)
- * From Date: 07/01/2003 (calendar icon)
- * To Date: 06/30/2004 (calendar icon)

Buttons for 'Generate' and 'Clear' are located at the bottom right of the form. A note at the bottom left states '* Indicates mandatory fields'.

