How to Update the OSI Template in UFS

QUESTION

How do I update the OSI template in UFS?

ANSWER

Method 1

1. Click on the **OSI** tab.
2. Click on the **OSI template** tab.
3. Highlight the template to be updated and click on **Edit.**
4. Check or uncheck the line(s) you need (some lines cannot be unchecked because they are required on the OSI).
5. Click **Save.**
6. Click **Close.**

Method 2

1. Click on the **Insert** button to add a blank line on the OSI template.
2. Click on the **Accounts** button and choose the correct account # from the list of available accounts.
3. Click **OK.**
4. Click **Save**
5. Click **Close.**