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RESOURCE AND PATIENT MANAGEMENT SYSTEM

Administrative Resource Management System

(ACR)

User Manual: User Overview Guide

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Preface

This is the RPMS Administrative Resource Management System (ARMS) User Manual. ARMS is a financial and resource management system. This application enables users to produce and electronically track purchase requests, purchase orders travel orders, travel vouchers, and training requests. This manual contains information regarding ARMS applications and examples of its processes and procedures allowing users to follow and perform activities supported by this application. The purpose of this manual is to provide guidance to individuals using the system.

Due to the size of the User Manual, it is broken down into five volumes and one overview document.

The **User Overview Guide** contains:

- General Information regarding the ARMS program
- Table of Contents and Figures for the entire set of user manuals
- Login and startup procedures for the ARMS program
- Overview of ARMS user/ security levels
- Quick start review of most frequently completed tasks

Volume I contains the following ARMS menu items:

- MP My User Profile
- RS Review Status of Request
- AD Add **NEW** Request
- DT Delete/Transfer Request
- **ER** Edit Pending Request
- **CL** Cancel Approved Request
- **RE** Return Request to Initiator
- **PD** Print Documents...

Volume II contains the following ARMS menu items:

- **AR** Approve Requests
- **PA** Assign PO to Purchasing Agent
- **RA** Review Approved/Disapproved Requests

- **PO** Add/ Edit Purchase Order
- **EV** Edit Vendor/ Contractor
- **AP** Edit Signed Purchase Order
- **SI** Edit Standard Items
- **RR** Enter Receiving Reports
- **DI** Due In Report
- **HO** Hotel Name and Phone
- **SF** Review Status of Funds
- **TE** Enter Training Evaluation

Volume III contains the following ARMS menu items:

- **DHR** Edit DHR Interface Data
- **EX** Export DHRs to Core
- **DHRM** DHR Management
- **RECV** Receive Odd Obligations from Core
- **JV** Journal Voucher Obligated Document
- **FD** Fund Distribution
- **IMP** Import Odd Obligations
- **EA** Edit ARMS Message
- **ZIRS** IRS 1099 Menu
- **DD** Duplicate Document
- **PV** Prime Vendor Data Import
- **RO** Re-Open Finalized Receiving Report

Volume IV contains the following ARMS menu items:

- **PM** Payment Management

Volume V contains the following ARMS menu items:

- **AM** ARMS Manager Menu
- **ATV** Travel Vouchers Greater than 2500
- **AUD** Print Audit Report

- **SS** System Setup
- **TM** Table Maintenance
- **UT** Utilities

Security

The ARMS application is secured by access and verification codes assigned by responsible managers to identified users for entry to the system.

Table of Contents

1.0 Introduction 1-1
- 1.1 Overview 1-1
- 1.2 Security and User Identification 1-2

2.0 Start Up 2-1
- 2.1 LOGIN Procedures 2-1
- 2.2 Standards and Conventions 2-1
  - 2.2.1 Keyboard Entry 2-1
  - 2.2.2 Return Key 2-2
  - 2.2.3 Backspace Key 2-2
  - 2.2.4 Space Bar 2-2
  - 2.2.5 Up-Arrow 2-2
  - 2.2.6 Hold Screen Key 2-2
  - 2.2.7 Special Delete Character 2-3
  - 2.2.8 Text Editing 2-3
  - 2.2.9 Replace…With 2-3
  - 2.2.10 Text Replacement Conventions 2-3
- 2.3 Using the Help Display 2-4
- 2.4 General Computer Terms and Conventions 2-4
- 2.5 Time and Date Conventions 2-5
  - 2.5.1 Date 2-5
  - 2.5.2 Time 2-5
  - 2.5.3 Date/Time 2-5
  - 2.5.4 The Seven Most Frequently Used Commands 2-5
- 2.6 Kernel options 2-7

3.0 User Menu 3-1
- 3.1 User Menu Options 3-1
- 3.2 ARMS ACCESS LEVEL MENU STRUCTURE 3-5

Volume I

1. INTRODUCTION 1-1
- 1.1 Overview 1-1
- 1.2 Security And User Identification 1-2

2. MY USER PROFILE (MP) 2-1

3. ADD **NEW REQUEST (AD) 3-1**
- 3.1 Select a Department Account 3-1
- 3.2 Select a Transaction Type 3-3
- 3.3 Create a Request for Supplies 3-4
- 3.4 Create a Purchase Order 3-15

3.5 Create a Call Against BPA Request 3-23
3.6 Create a Travel Request.. 3-32
3.7 Create a Training Request... 3-41

4. EDIT PENDING REQUEST (ER) 4-1

5. RETURN REQUEST TO INITIATOR (RE) 5-1

6. REVIEW STATUS OF PENDING REQUEST (RS) 6-1

7. DELETE/TRANSFER REQUEST (DT) 7-1

7.1 Deleting a Request 7-3
7.2 Transferring a Request 7-3

8. CANCEL APPROVED REQUESTS (CL).. 8-1

9. PRINT DOCUMENTS (PD) 9-1

9.1 Requests (RQ)... 9-2
9.2 Purchase Order (PO)... 9-3
9.3 BPA CAll (CALL).. 9-5
9.4 Travel Order (TO) 9-6
9.5 Travel Vouchers (TV)... 9-7
9.6 Receiving Reports (RR)... 9-8
9.7 Credit Card Report (CC) 9-9
9.8 Purchase Order Log (PL).. 9-12
9.9 281 Small Purchase Report (SP)... 9-15
9.10 Training Tequest (T350) 9-15
9.11 Travel Reports (TR).. 9-16
  9.11.1 Purchasing Office 9-22
  9.11.2 Department.. 9-22
  9.11.3 Department Account.. 9-23
  9.11.4 Common Accounting Number... 9-25
  9.11.5 Sub-allowance 9-26
  9.11.6 Allowance 9-27
  9.11.7 Individual Traveler 9-28
  9.11.8 TDY Duty Station.. 9-29
  9.11.9 Rental Car Used 9-29
  9.11.10 Actual Expenses Claimed.. 9-30
  9.11.11 Non-contract Carrier Used.. 9-30
9.12 Final Signature Audit Report (AR) 9-30
  9.12.1 Print a List of Signed Documents 9-31
  9.12.2 Print a Copy of Each Signed Document 9-32
9.13 Review Bpa Summary (BPA)... 9-34
9.14 Deleted Signature Report (DA)... 9-35
9.15 Fiscal Year Document Summary (DS)..................................... 9-36
9.16 Fedstrip/GSA Supply Center Order (FS) 9-37
9.17 ARMS Payment Status (PAY) 9-38
  9.17.1 Document Payment History.. 9-39

9.17.2 Print Payment DHRs 9-43
9.17.3 Invoices Without Receiving Reports 9-44
9.17.4 interest Penalty Report 9-45
9.17.5 Prompt Payment Report 9-46
9.17.6 List Batches Exported on a Specified Date 9-47
9.17.7 Invoice Workload Report 9-48
9.17.8 Electronic Funds Transfer Profile 9-48
9.17.9 Vendor Payment Notification Letters 9-49
9.17.10 Treasury Schedule Comparison 9-50
9.17.11 Appropriation List 9-51
9.17.12 Batch Payment Listing 9-55
9.17.13 Review Payments For One Tech Only 9-56
9.17.14 Create ECS Schedule Flat File 9-58
9.18 Property Voucher Register (PV) 9-59
9.19 Travel Itinerary (TI) 9-60
9.20 Training Summary (TS) 9-61
9.20.1 Individual Employee 9-61
9.20.2 Department 9-63
9.20.3 Location Code 9-65
9.20.4 Purchasing Office 9-67
9.20.5 Area Office 9-69
9.20.6 CAN No. 9-71
9.20.7 Series and Grade 9-73
9.20.8 Training Type 9-75
9.21 Your Travel Voucher (YTV) 9-77

Volume II

1 INTRODUCTION 1-1
1.1 Overview 1-1
1.2 Security And User Identification 1-2
2 APPROVE REQUEST (AR) 2-1
2.1 Enter Electronic Signature 2-1
2.2 Select Document 2-1
2.3 Review Document 2-1
2.4 Act On The Document 2-2
3 REVIEW APPROVED/DISAPPROVED REQUEST (RA) 3-1
3.1 Select Department Account 3-1
3.2 Select Request To Review 3-2
3.3 Review Request 3-2
4 EDIT VENDOR/CONTRACTOR (EV) 4-1
4.1 Add A New Vendor/ Contractor 4-1
4.2 Edit an Existing Vendor/ Contractor 4-10

5 EDIT STANDARD ITEMS (SI).. 5-1
- 5.1 Add An Item.. 5-1
- 5.2 Editing an Existing ARMS Standard Item 5-7

6 ASSIGN PO TO PURCHASING AGENT (PA).. 6-1
- 6.1 Assign One Document Only 6-1
- 6.2 List All Pending POs... 6-4
- 6.3 Transfer Unsigned POs to New Agent... 6-5

7 ADD/EDIT PURCHASE ORDER (PO) 7-1
- 7.1 Process Signed Requisition.. 7-1
  - 7.1.1 Edit Basic Data 7-3
  - 7.1.2 Enter Contract/Small Purchase Data.................................... 7-7
  - 7.1.3 Add/Edit Items 7-7
  - 7.1.4 Send for Approval... 7-13
  - 7.1.5 Print Document.. 7-15
  - 7.1.6 Edit Quantity Discount 7-16
  - 7.1.7 Edit Boilerplate Statement 7-16
  - 7.1.8 Review Document Status 7-18
  - 7.1.9 Return Requisition for Resubmission 7-18
  - 7.1.10 Edit Narrative/Justification 7-18
  - 7.1.11 Add/Edit Vendor Data.. 7-19
  - 7.1.12 Edit Procurement Status Report 7-19
  - 7.1.13 Review Attachments.. 7-20
  - 7.1.14 Shipping Instructions 7-20
  - 7.1.15 Print Bidders List 7-21
  - 7.1.16 Electronic Commerce 7-23
  - 7.1.17 Small Purchase Checklist... 7-23
- 7.2 Create Modification... 7-25
  - 7.2.1 Modify Basic Data... 7-28
  - 7.2.2 Modify Requested Vendors 7-28
  - 7.2.3 Edit Narrative/ Justification 7-29
  - 7.2.4 Add/ Edit Item 7-30
  - 7.2.5 Send for Approval... 7-33
  - 7.2.6 Print Document.. 7-33
  - 7.2.7 Edit Quantity Discount 7-33
  - 7.2.8 Edit Boiler Plate Statement.. 7-34
  - 7.2.9 Specify Number of Attachments 7-34
  - 7.2.10 Review Document Status 7-34
  - 7.2.11 Modify Shipping Instructions... 7-35
  - 7.2.12 Delete This Request 7-35
- 7.3 Edit Pending Modification 7-36

8 EDIT SIGNED PURCHASE ORDER (AP) 8-1

9 ENTER RECEIVING REPORTS (RR).. 9-1
- 9.1 Add Receiving Report... 9-2

9.1.1 Partial Order 9-3
9.1.2 Total Receipt 9-6
9.2 Cancel an Item 9-11
9.3 Print Receiving Report 9-13
9.4 Edit a Receiving Report By Particular Item 9-15
9.5 Edit A Receiving Report by Particular Report 9-18
9.5.1 Add Additional Items To Receiving Report 9-18
9.5.2 Edit An Item 9-18

10 DUE IN REPORT (DI) 10-1

11 HOTEL NAME AND PHONE (HO) 11-1

11.1 Identify Hotel 11-1
11.2 Edit Hotel Information 11-1
11.3 Add New Hotel 11-2

12 REVIEW STATUS OF FUNDS (SF) 12-1

12.1 Department Account 12-1
12.1.1 Select Report Format 12-1
12.1.2 Summary Report 12-1
12.1.3 Sub-Object Code Summary 12-4
12.1.4 Detailed report 12-7
12.1.5 Summary and Detailed Report 12-9
12.2 Common Accounting Number 12-12
12.2.1 Summary Report 12-13
12.2.2 Sub-Object Code Summary 12-13
12.2.3 Detailed Report 12-13
12.2.4 Summary And Detailed Report 12-13
12.3 Sub-Allowance 12-13
12.3.1 Summary Report 12-14
12.3.2 Sub-Object Code Summary 12-14
12.3.3 Detailed Report 12-14
12.3.4 Summary and Detailed Report 12-14
12.4 Allowance 12-14
12.4.1 Summary 12-15
12.4.2 Sub-object Code Summary 12-15
12.4.3 Detailed Report 12-15
12.4.4 Summary and Detailed Report 12-15
12.5 Location Code 12-15
12.5.1 Summary 12-16
12.5.2 Sub-object Code Summary 12-16
12.5.3 Detailed Report 12-16
12.5.4 Summary and Detailed Report 12-16
12.6 Area Office 12-16
12.6.1 Summary report 12-17
12.6.2 Sub-Object Code Summary 12-17
12.6.3 Detailed report 12-17

  12.6.4 Summary and Detailed Report 12-17
 12.7 Funds Distribution Summaries... 12-17
  12.7.1 Summarize By Location.. 12-18
  12.7.2 Summarize By Sub-Sub Activity 12-20

13 ENTER TRAINING EVALUATION (TE).. 13-1

Volume III

1. INTRODUCTION 1-1
 1.1 Overview... 1-1
 1.2 Security And User Identification.. 1-2

2. EDIT DHR INTERFACE DATA (DHR) 2-1

3. DHR MANAGEMENT (DHRM).. 3-1
 3.1 Recover Untransmitted DHRS (REC) 3-1
 3.2 Print Untransmitted DHR List (UNT).. 3-2

4. JOURNAL VOUCHER OBLIGATED DOCUMENT (JV)........................ 4-1

5. IRS 1099 MENU (ZIRS) 5-1
 5.1 Print A Copy of 1099 Processing Instructions (COPY) 5-1
 5.2 Edit Finance Location (EFIN).. 5-2
 5.3 Calculate Vendor YTD Paid (CALC).. 5-3
 5.4 1099 Reports Menu (RPTS) 5-4
  5.4.1 List Vendor Info By Export Date (1099 Y/N) (IRSY) 5-4
  5.4.2 List ARMS 1099 Vendors File Info (V109)............................... 5-5
  5.4.3 Print Vendor Labels (VLBL)... 5-6
  5.4.4 List Vendors By Selected Parameters (VLST)....................... 5-10
 5.5 Prepare Staging File Zero Balance YTD Field (ZERO)............ 5-12
 5.6 Input YTD Paid Values (INPT).. 5-13
 5.7 Prepare Staging File For Export Process (TRNS) 5-14
 5.8 Print Staging File Vendor List (LIST) 5-14
 5.9 Edit Staging File Entries (EDIT)... 5-15
 5.10 1099 Print Menu (PRNT) 5-17
  5.10.1 Print Test 1099s (TST) 5-17
  5.10.2 Print 1099s (ALL)... 5-17
  5.10.3 Print One 1099 (ONE) 5-18
  5.10.4 Print Range of Vendor 1099s (RNG) 5-19
 5.11 Create Export Files (EXP) 5-20

6. PRIME VENDOR DATA IMPORT (PV).. 6-1

7. EXPORT DHRS TO CORE (EX) 7-1

8. RECEIVE ODD OBLIGATIONS FROM CORE (RECV)......................... 8-1

9. IMPORT ODD OBLIGATIONS TO OPEN DOCUMENT DATABASE (IMP)9-1

10. FUND DISTRIBUTION... (FD) 10-1
  10.1 Enter Appropriations (APP) 10-1
  10.2 Distribute Allotments (ALT) 10-3
    10.2.1 Add New Account 10-5
    10.2.2 Increase Existing Account 10-8
    10.2.3 Decrease Existing Account 10-11
    10.2.4 Edit Existing Account 10-13
  10.3 Distribute Allowances (ALW) 10-15
  10.4 Edit Department Account (SUB) 10-18
  10.5 Distribute Local Accounts By Object Class (DLA) 10-21
  10.6 Create Next Fiscal Year Accounts (NEW) 10-26
  10.7 Move Financial Accounts (MFA) 10-27
    10.7.1 Delete a Financial Account 10-27
    10.7.2 Move a Financial Account 10-28
  10.8 Close Department Accounts (CLS) 10-30
  10.9 Distribution of Funds Hierarchical Structure (DFH) 10-32
11. EDIT ARMS MESSAGE (EA) 11-1
12. DUPLICATE DOCUMENT (DD) 12-1
13. RE-OPEN FINALIZED RECEIVING REPORT (RO) 13-1

Volume IV

1. INTRODUCTION 1-1
  1.1 Overview 1-1
  1.2 Security And User Identification 1-2
2. PAYMENT MANAGEMENT (PM) 2-1
  2.1 Invoice Audit 2-1
  2.2 Airline Payment 2-6
  2.3 Edit Payment/ Review Batch 2-8
    2.3.1 Review All Payments 2-9
    2.3.2 Review Selected Payments 2-10
    2.3.3 Add a Payment 2-11
    2.3.4 Close a Batch 2-17
    2.3.5 Delete a Payment 2-18
    2.3.6 Transfer a Payment 2-19
    2.3.7 Print Related Document 2-24
    2.3.8 Exit Payment Review 2-25
  2.4 Certify a Batch 2-25
    2.4.1 Review All Payments 2-25
    2.4.2 Review Selected Payments 2-25
    2.4.3 Add a Payment 2-26
    2.4.4 Certify the Batch 2-26
    2.4.5 Delete a Payment 2-27

2.4.6 Transfer a Payment 2-27
2.4.7 Change Payee Info 2-27
2.4.8 Print Related Document 2-28
2.4.9 Exit Payment Review 2-28
2.5 Export a Batch 2-28
2.6 Add a Batch 2-30
2.7 Combine Batches 2-31
2.8 Reopen/ Re-export a Batch 2-33
2.9 Reopen a Document 2-34
2.10 Print Payment Management Reports 2-35
2.10.1 Document Payment History 2-35
2.10.2 Print Payment DHRS 2-36
2.10.3 Invoices Without Receiving Reports 2-36
2.10.4 Interest Penalty Report 2-36
2.10.5 Prompt Payment Report 2-36
2.10.6 List Batches Exported on Specified Date 2-36
2.10.7 Invoice Workload Report 2-36
2.10.8 Electronic Funds Transfer Profile 2-36
2.10.9 Vendor Payment Notification Letters 2-37
2.10.10 Treasury Schedule Comparison 2-37
2.10.11 Appropriation List 2-37
2.10.12 Batch Payment Listing 2-37
2.10.13 Review Payments for One Tech Only 2-37
2.10.14 Create ECS Schedule Flat File 2-37
2.11 Delete a Batch 2-38
2.12 Payroll Data 2-38
2.13 Batch Status Report 2-41
2.14 Travel Advance Management 2-42
2.14.1 Print TA For One Travel Order 2-43
2.14.2 Print TA History For Selected Employee 2-43
2.14.3 Print TA Summary For Selected Time Period 2-43
2.14.4 Edit Travel Advance 2-43
2.14.5 Delete Travel Advance 2-44
2.15 Payment Management Utilities 2-45
2.15.1 Enter Bank Information 2-46
2.15.2 Enter/ Edit Object Class Codes 2-47
2.15.3 Add New Travelers 2-49
2.15.4 Print Bank Information 2-51
2.15.5 Late Payment Interest Rates 2-54
2.15.6 Add/ Edit vendor 2-57
2.15.7 Import Obligations From PCC/HAS 2-57

Volume V

1. INTRODUCTION 1-1

1.1 Overview 1-1
1.2 Security And User Identification 1-2

2. ARMS MANAGER MENU (AM) 2-3

3. TRAVEL VOUCHERS GREATER THAN 2500 (ATV) 3-1

4. PRINT AUDIT REPORT (AUD) 4-1

5. SYSTEM SETUP (SS) 5-1

5.1 Area Systems Data (AS) 5-2
5.2 Edit Arms User (AU) 5-4
5.3 Edit Purchasing Office (PO) 5-5
5.4 Edit Purchasing Agent (PA) 5-6
5.5 Edit Department (DP) 5-7
5.6 Edit CAN NO. Defaults (cd) 5-9
5.7 Edit Department Account (ED) 5-11
5.8 Unsigned Document Report (PS) 5-13
5.9 Print User Profile (UP) 5-14
5.10 Edit ARMS Message (AM) 5-15
5.11 Print CAN Defaults (PC) 5-15
5.12 Personnel Information (PI) 5-15
5.13 Reset Document CAN Defaults (RS) 5-16
5.14 ARMS User List (UL) 5-17

6. TABLE MAINTENANCE (TM) 6-1

6.1 Common Accounting Numbers (CN) 6-2
6.2 Object Class Codes (OC) 6-3
6.3 Budget Activity (BA) 6-4
6.4 Federal Supply Class Codes (FSC) 6-6
6.5 Manufacturer (EM) 6-7
  6.5.1 Edit Manufacturer Data 6-7
  6.5.2 Add Manufacturer Data 6-8
6.6 Boilerplate Statement (BP) 6-9
  6.6.1 Edit An Existing Boiler Plate Statement 6-9
  6.6.2 Add A Boiler Plate Statement 6-10
6.7 Airline Company (AI) 6-11
6.8 Fedstrip Location Data (FS) 6-12
6.9 Hotel Name and Phone (HO) 6-13
6.10 Rental Car Name and Phone (RC) 6-14
6.11 Review/ Edit PO Terms and Conditions (TC) 6-15
6.12 Print Table Listings (TL) 6-17
6.13 Print Vendor List (VL) 6-17

7. UTILITIES (UT) 7-1

7.1 Modify Approval Sequence (AS) 7-1
7.2 Release User (REL) 7-3

1.0 Introduction

The Administrative Resource Management System (ARMS) is a financial and resource management application package developed by the Indian Health Service (IHS). ARMS is a subsystem of the Resource and Patient Management System (RPMS). This application runs on computers at IHS facilities as well as tribal administrative offices. ARMS complements the RPMS goal of integrating patient care and cost data.

1.1 Overview

ARMS enables users to electronically produce and track purchase requests, purchase orders, receiving reports, and other procurement documents. It also allows IHS users to check the flow of electronic paperwork; they can approve, revise, return, or hold administrative documents generated by other users. ARMS provides a database from which end users can order supplies and equipment. In addition, ARMS lets users produce travel orders, schedule training, check fund balances, and send electronic mail messages.

Each IHS area office has the responsibility of configuring its computer system and developing a database for ARMS. By doing so, each area database is unique. People involved in the system setup enter the users’ names into ARMS. The ARMS Coordinator and the ARMS Manager assign access levels and have approval authority. System setup requires that the ARMS Coordinator and other IHS executive level staff work in harmony. Together, they determine the database and structure for the area.

Because ARMS contains computer conventions similar to FileMan and MailMan, users familiar with those applications will find ARMS easy to use. IHS and Veterans Administration (VA) programmers created ARMS, FileMan, and MailMan in the MUMPS (Massachusetts General Hospital Utility Multi-Programming System) programming language.

The area offices have taken the responsibility for training ARMS users. With proper training, it is easy to become familiar with the package’s many standard functions and features.

Please read this manual carefully. It provides systematic instructions regarding the processing of administrative documents.

1.2 Security and User Identification

Site managers are responsible for assigning access levels and verification codes to each person selected as an ARMS user. These codes serve several functions. It is important that only authorized individuals access the information stored in ARMS. *Never reveal your access code to anyone!* If you believe someone is using another person's access code to gain unauthorized entry into ARMS, inform the appropriate supervisor immediately.

Easy identification is another function of the access code. ARMS can take individual users directly to the menus they frequently use.

2.0 Start Up

2.1 LOGIN Procedures

Turn on the terminal. If nothing appears onscreen, press the RETURN key. You will see the following prompt: “[Site name] login:”. Enter the Unix login your Site Manager provided to you and press the RETURN key.

Next, ARMS will display the prompt “ACCESS CODE:”. Type your access code. ARMS uses a security feature called masking that prevents the code from displaying on the screen while you type it so others cannot see it. Press the RETURN key.

ARMS will then display the following prompt: “VERIFY CODE:”. Type your verification code and press the RETURN key. ARMS will display a menu you recently used and ask if you wish to return to it. If ARMS displays an unfamiliar menu, contact your supervisor or Site Manager at once.

2.2 Standards and Conventions

RPMS has established certain terms and operating procedures (conventions) for ARMS. The following is a brief discussion of those conventions. Working knowledge of these concepts will accelerate your learning of this package. While reading the following explanations, please refer to your keyboard to insure correct identification of each of the keys and command functions.

2.2.1 Keyboard Entry

The keyboard has two main sections. One section contains a keyboard similar to a ten-key-adding machine (sometimes called a “mini-keypad”). This is generally on the right side of the keyboard. The other section is the “main” keyboard. It contains all the letters of the alphabet along with special keys and symbols.

When entering numbers, you may use either the numeric keys on the mini-keypad or the numeric keys on the main keyboard.

> **Note:** If you enter an incorrect response, ARMS will “beep” to alert you of the error. A message following the beep will show the error. A second message will request the correct information.

2.2.2 Return Key

Press the RETURN key to show the end of an entry. You also press the RETURN key to accept a default response to a computer prompt. To return to the previous menu screen, press RETURN without entering a response.

Note: Some documents refer to the RETURN key to as the Enter key and show it as such. This manual will always refer to it as the RETURN key.

2.2.3 Backspace Key

The Backspace key allows you to move the cursor backwards (to the left). You will delete or erase characters and spaces when you press the backspace key.

2.2.4 Space Bar

When you press the Space Bar during data entry, ARMS will use the previous response. For example, to make a selection from a menu of choices, press the SPACEBAR followed by the RETURN key. This will cause ARMS to use the last selection.

2.2.5 Up-Arrow

The Up-Arrow or caret (^) (Shift-6), also called the Up-Hat, or Hat) is a special control character. You use it to exit from a particular activity or data entry sequence. Entering the ^ at any prompt will usually return you to the preceding prompt or menu. You can also use the ^ to exit from long data displays such as vendor lists, which may involve many screens.

2.2.6 Hold Screen Key

The Hold Screen or F1 key is located in the upper left corner of the keyboard. You can use it to temporarily pause the scrolling of data on the screen. Pressing the key once to pause the display allows you easily read the information on the screen. Press it a second time and the data will resume scrolling. This key is useful when reviewing long lists of data.

Note: Never leave your workstation with the Hold Screen key in the hold position.

2.2.7 Special Delete Character

The at symbol (@) (Shift-2 on the main keyboard) is a special delete character. You can use it to delete an existing entry in a file. Select a record or position your cursor at a specific field and type @ to delete it. ARMS will not allow you to delete certain records or data contained in certain fields.

2.2.8 Text Editing

Certain ARMS data entry fields use the FileMan Text Editor. An example is the item description portion of the requisition form. Use the FileMan text editor conventions to enter new data or change data contained in such fields.

2.2.9 Replace…With

Of special interest is the "Replace…With" convention. This allows the user to replace letters, a word, or a string of words in the field. When you wish to change part of a text string, ARMS displays a prompt that contains the current value. You will then see a prompt where you may enter changes. For example:

```
NAME: JOHN JACOB JINGLEHAEMER SMITH

REPLACE:
```

Enter the replacement text after Replace:. In this example, you would enter the following:

```
NAME: JOHN JACOB JINGLEHAEMER SMITH

REPLACE: AE
```

ARMS will respond with a prompt for replacing the string and you will enter your replacement text:

```
REPLACE: AE WITH EI
```

ARMS will then display the corrected data and a new prompt:

```
NAME: JOHN JACOB JINGLEHEIMER SMITH

REPLACE:
```

Press RETURN at the Replace prompt to end the correction process.

2.2.10 Text Replacement Conventions

Text replacement conventions are as follows:

- Character sequences may be one or more characters long. For example: **ABC…XYZ** refers to the string beginning with the character sequence **ABC** and ending with the character sequence **XYZ**.
- **ABC…** refers to the string beginning with the character sequence **ABC** and ending with the end of the line.
- **…XYZ** refers to the string beginning at the start of the line and ending with the character sequence **XYZ**.
- **…** Refers to the entire line.

END means add text at the end of existing text.

Note: The replacement text may be blank, which has the effect of erasing specified text. Online help is available for the Replace…With function by entering a question mark (?) at the prompt.

2.3 Using the Help Display

Most menu options and data entry prompts have special Help Displays available. Enter a single question mark (?) at the data entry prompt, and ARMS will provide instructions for entering the requested data. Enter two question marks (??), and ARMS will display a more complete message. Some prompts also display a list of available choices.

When you are choosing from a menu of options, you can enter three question marks (???) after a prompt to retrieve a brief explanation on how to respond to that option. If you enter a single question mark followed by the option number or name, ARMS will display a detailed description of that option. ARMS will only do this if the appropriate help screens are available.

2.4 General Computer Terms and Conventions

Some prompts display either a single slash (/) or a double slash (//) at the end. When you see a single slash, type a new response or enter a response previously accepted by ARMS. Press the <Space Bar> once to enter a previously accepted response, if the prompt will accept it. Names or dates are examples of responses entered through this method to save time in data entry.

If a prompt contains a default value and a double slash, accept the default value by pressing RETURN.

Example – When prompted to respond to a Yes or No question, you may see the following display:

```
DO YOU WISH TO CONTINUE? YES//
```

ARMS has generated YES as the default value. To accept Yes as your answer, press the RETURN key. To enter a No response, type N and press the RETURN key.

2.5 Time and Date Conventions

When a system prompt calls for an entry involving a specific date or time, you may enter the information in several ways:

2.5.1 Date

Typing a T in response to a date prompt causes ARMS to use the current date. Type T with a **+** or a **-** value and ARMS will use today's date plus or minus the indicated number of days. For example, if today were June 15, 2000, entering T-10 would tell the system to use the date of June 5, 2000.

You may enter dates several ways. To enter June 15, 2000, use one of the following: 15 June 2000, 06/15/00, or 06-15-00. For consistent results, select one style of date entry and use it consistently.

2.5.2 Time

You may also enter time in several ways. Unless otherwise instructed, ARMS assumes that all times fall between 6:00 am and 6:00 pm. For example, if you enter 3 at the time prompt, ARMS will automatically convert this to 3:00 pm. An entry of 9 becomes 9:00 am. If you need to enter a time such as 9:00 pm., you must type in the entire entry (9:00 pm).

2.5.3 Date/Time

You may enter a combination of date and time by using the above convention with an at symbol (@) between them. For example, if the current date is June 15, 2000, and you want to enter that date with a time of 3:00 p.m., you could enter the information in any of the following ways:

6/15/00 @ 3

061500 @ 3:00 PM

T @ 3:00

You may use any valid date and time combination linked by the at symbol (@).

2.5.4 The Seven Most Frequently Used Commands

1. Using the Help Display – Adding question marks (?, ??, and ???) gets more help information.

2. Space Bar – Pressing the Space Bar and RETURN key tells ARMS to reuse the previously entered information.
3. Special Control Character – Use the Up-Arrow or caret (^) (Shift-6) to stop a particular activity or function. This function will return to the preceding menu level. You can also use it to exit ARMS.
4. Special Delete Character – Use the at sign (@) (Shift-2) to delete an existing entry in a file.
5. Time and Date Conventions – Use any of the following formats to enter a date and time:

   T @ 3:00

   6/15/00 @ 3

   061500 @ 3 PM

   Link the date and time with the @.

6. Text Editing –

   NAME: JOHN JACOB JINGLEHAEMER SMITH

   REPLACE:

   Enter the replacement text after this prompt, so:

   NAME: JOHN JACOB JINGLEHAEMER SMITH

   REPLACE: AE

   REPLACE: AE WITH EI

   NAME: JOHN JACOB JINGLEHEIMER SMITH

   REPLACE:

   Pressing RETURN at the REPLACE prompt will end the process.

7. Default Data (information already in ARMS) – If a double slash (//) follows the computer-generated (default) information, you may enter that default information automatically by pressing the RETURN key at the prompt. (For example, DO YOU WISH TO CONTINUE? YES//RETURN)

2.6 Kernel options

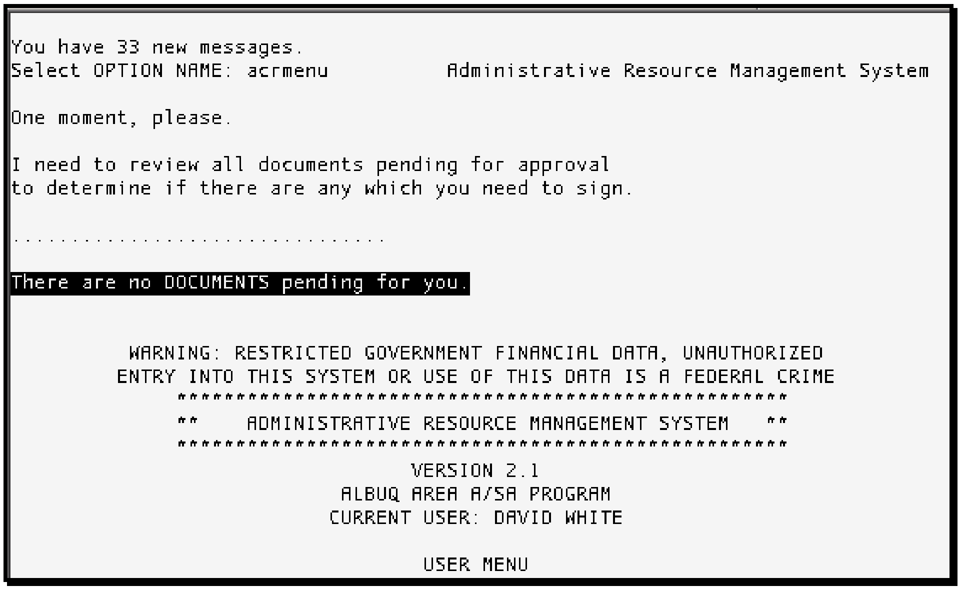
The following is a list of kernel options that you may perform inside or outside the ARMS environment:

- **TBOX:** User's Toolbox is a new function providing utilities that allow you to view and edit your characteristics and build menus, work with spooler documents, work with TaskMan, change UCI, and other chores.
- **VA:** View Alerts allows you to look at any alerts you have on the system.
- **Continue:** Continue an interrupted session.
- **Halt:** Halt the current session anywhere within the RPMS system.
- **MailMan Menu:** Allows you direct access to MailMan from anywhere within RPMS, not just the ARMS system.
- **Restart Session:** In the event of a lapse, restart the current session without losing information you have already input.
- **Time**: Shows the system date and time.
- **Where Am I?:** Gives a directory of previous screens for the user to ascertain his location in the ARMS system

3.0 User Menu

The User Menu allows you to select different options or sub-menus for producing administrative resource management documents. You may generate purchase requests or requisitions, purchase orders, travel requests, and training requests. To retrieve the User Menu from the Main Menu, type in **ACRMENU** at the “Select OPTION NAME:” prompt and press the RETURN key (see Figure 3-1).

A message appearing prior to the User Menu advises you of any requests stored in ARMS for your review or approval.



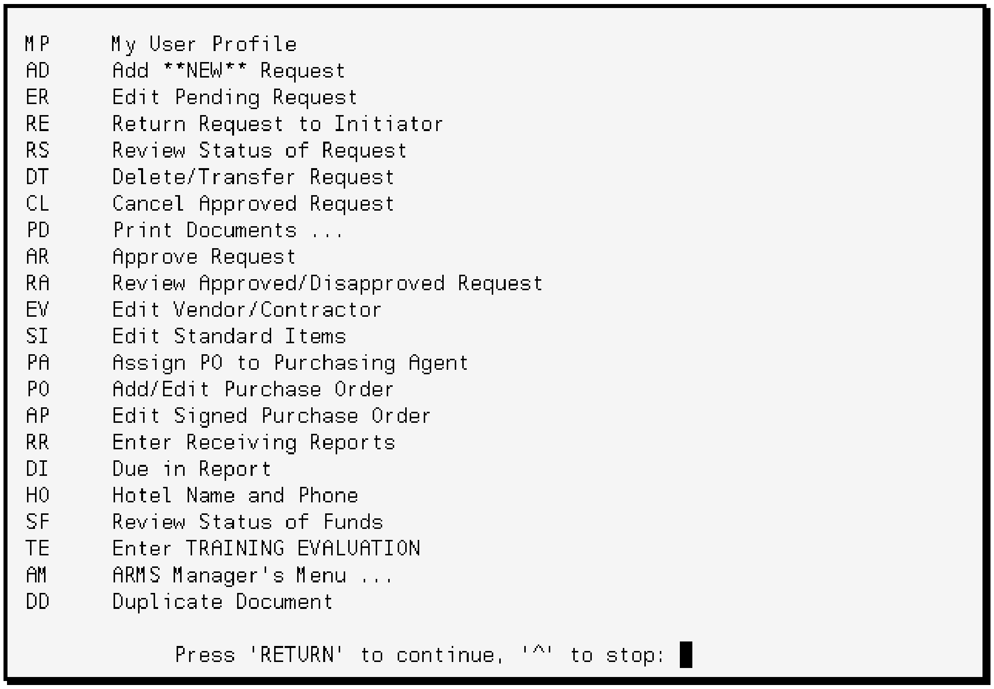
```
You have 33 new messages.
Select OPTION NAME: acrmenu          Administrative Resource Management System

One moment, please.

I need to review all documents pending for approval
to determine if there are any which you need to sign.

................................

There are no DOCUMENTS pending for you.


          WARNING: RESTRICTED GOVERNMENT FINANCIAL DATA, UNAUTHORIZED
         ENTRY INTO THIS SYSTEM OR USE OF THIS DATA IS A FEDERAL CRIME
              ****************************************************
              **    ADMINISTRATIVE RESOURCE MANAGEMENT SYSTEM   **
              ****************************************************
                                  VERSION 2.1
                            ALBUQ AREA A/SA PROGRAM
                           CURRENT USER: DAVID WHITE

                                   USER MENU
```

Figure 3-1: ARMS Login Screen

Note: Due to the size of the User Menu Screen, the screen will be split into two sections.

3.1 User Menu Options

Figure 3-2 shows the User Menu beginning with the first selection, MP, to the bottom of the displayed screen.



```
MP      My User Profile
AD      Add **NEW** Request
ER      Edit Pending Request
RE      Return Request to Initiator
RS      Review Status of Request
DT      Delete/Transfer Request
CL      Cancel Approved Request
PD      Print Documents ...
AR      Approve Request
RA      Review Approved/Disapproved Request
EV      Edit Vendor/Contractor
SI      Edit Standard Items
PA      Assign PO to Purchasing Agent
PO      Add/Edit Purchase Order
AP      Edit Signed Purchase Order
RR      Enter Receiving Reports
DI      Due in Report
HO      Hotel Name and Phone
SF      Review Status of Funds
TE      Enter TRAINING EVALUATION
AM      ARMS Manager's Menu ...
DD      Duplicate Document

             Press 'RETURN' to continue, '^' to stop:
```

Figure 3-2: User Menu, Part 1

MP My User Profile shows your user profile set up by your ARMS manager when establishing your account.

AD Add **New** Request allows you to create new requisitions (for supplies, equipment), training request, or travel requests.

ER Edit Pending Request allows you to modify existing requests for additional information or other action.

RE Return Request To Initiator reactivates previously approved request for return to the initiator.

RS Review Status of Request allows you to check on the status of pending requests.

DT Delete / Transfer Request allows you to delete a request, transfer a request to another department account, or combine requests.

CL Cancel Approved Request allows purchasing supervisors and contracting officers to retrieve approved purchase orders from ARMS and cancel them.

PD Print Documents… allows you to print official request documents such as requisitions, purchase orders, and travel orders. The ellipse (…) signifies the existence of submenus.

AR Approve Request allows users to review and electronically approve requests.

RA Review Approved / Disapproved Request allows you to review an authorized request.

EV Edit Vendor / Contractor allows you to add or edit vendor information.

SI Edit Standard Items allows you to enter or edit items in an *Area* standard item / supply file.

PA Assign PO to Purchasing Agent allows the purchasing supervisor to assign requisitions to purchasing agents.

PO Add / Edit Purchase Order allows the purchasing agent to add or edit a purchase order.

AP Edit Signed Purchase Order allows purchasing supervisors and contracting officers who possess special security keys to edit existing signed purchase orders.

RR Enter Receiving Reports allows authorized users to generate receiving reports for goods and services.

DI Due in Report allows you to gain entry to database reports for information on PO Due In dates.

HO Hotel Name and Phone allows you to enter new hotel information in ARMS as well as edit existing hotel information.

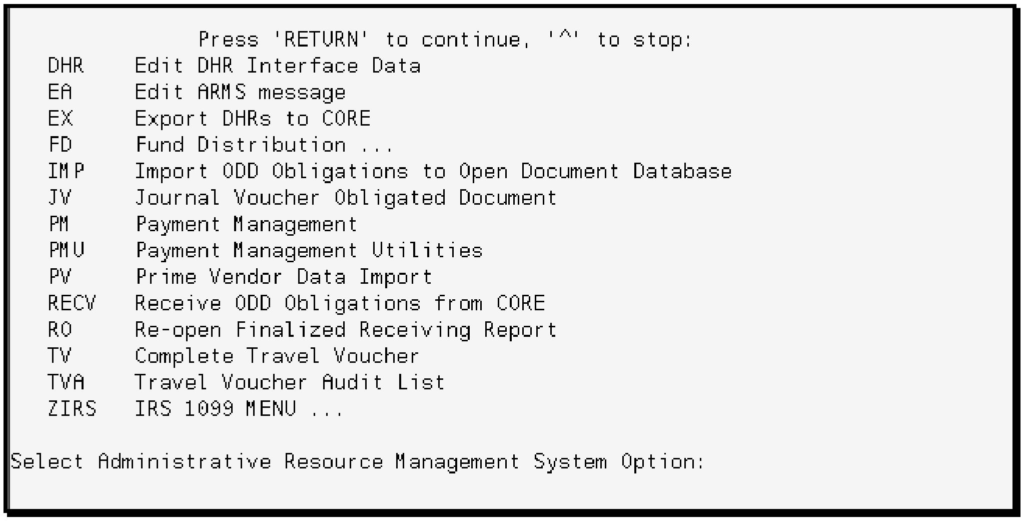
SF Review Status of Funds allows entry to Status of Funds Reports.

TE Enter Training Evaluation option allows the user to enter evaluation information pertaining to a completed training course. The training evaluation must be filled out after completing training.

AM ARMS Manager’s Menu… allows authorized users and their designates to access restricted functions inherent to the ARMS system. The ellipse (…) signifies the existence of submenus.

DD Duplicate Document allows the user to create a new document without having to re-key information by duplicating a recognized document within the ARMS environment.

Figure 3-3 shows the remaining options available in the User Menu after pressing the RETURN key.



```
               Press 'RETURN' to continue, '^' to stop:
   DHR    Edit DHR Interface Data
   EA     Edit ARMS message
   EX     Export DHRs to CORE
   FD     Fund Distribution ...
   IMP    Import ODD Obligations to Open Document Database
   JV     Journal Voucher Obligated Document
   PM     Payment Management
   PMU    Payment Management Utilities
   PV     Prime Vendor Data Import
   RECV   Receive ODD Obligations from CORE
   RO     Re-open Finalized Receiving Report
   TV     Complete Travel Voucher
   TVA    Travel Voucher Audit List
   ZIRS   IRS 1099 MENU ...

Select Administrative Resource Management System Option:
```

Figure 3-3: User Menu, Part 2

DHR The Edit DHR Interface Data allows the user to modify interface data for transmitting individual obligation or payment transaction data to the CORE accounting system.

EA The Edit ARMS Message option allows the user to modify messages being sent to all ARMS users.

EX This option is used to export data history record (DHR) files to the CORE data system using FTP protocol.

FD Fund Distributions… provides access to the funds distribution utilities. The ellipse (…) signifies the existence of submenus.

IMP Once the ODD open document file is transferred from CORE to an Area system, this option is used to load the data contained in the CORE file to the Area's open document database.

JV Journal Voucher Obligation Document allows you to track and edit journal vouchers and other forms for funds obligated on purchases.

PM The Payment Management option allows the user to process payments and export payment information to CORE and the U.S. Treasury.

PMU The Payment Management Utilities option allows the user to edit and update ARMS accounting functions and information.

PV The Prime Vendor Data Import option allows the user to import and access prime vendor purchase order data from the prime vendor contract file.

RECV The Receive ODD Obligations From CORE option allows the user to transfer obligation and payment transaction data from CORE to the Area open document database.

RO Re-open Finalized Receiving Report allows users to retrieve existing receiving reports for editing purposes.

TV Complete Travel Voucher allows users to figure travel reimbursement claims based on travel receipts submitted by travelers.

TVA The Travel Voucher Audit List option allows the user to obtain travel voucher data over a specified period of time.

ZIRS The IRS 1099 Menu option provides the user with a variety of menus for preparing and tracking vendor payment data for the IRS.

3.2 ARMS ACCESS LEVEL MENU STRUCTURE

The ARMS V2.1 menu structure is unusual.

The menu structure is a straight down structure containing few submenus. This differs from most other RPMS menu structures where the main menu contains many submenus based on the functions being performed. Instead, ARMS menus and functions are defined by the access level.

Every ARMS option is locked with a security key. Security keys are assigned by the site manager through the ARMS software and based on the user's designated access level. The required access level determines which security key the user is assigned and therefore which options are available. This also differs from the typical RPMS use of security keys where usually only the top level of each function submenu is locked leaving subordinate options unlocked.

The charts shown in Figures 3-4 and 3-5 list the eleven different ARMS access levels and the options available at each level.

Menu Options ↓	**Access Levels**					
	1 Requestor	**1.5 Secretary**	**2 Branch Chief**	**3 Property and Supply Officer**	**4 Purchasing Agent**	**5 Receiving Agent**
MP	X	X	X	X	X	X
AD	X	X	X	X	X	X
ER	X	X	X	X	X	X
RE						
RS	X	X	X	X	X	X
DT						

Menu Options ↓	Access Levels					
	1 Requestor	1.5 Secretary	2 Branch Chief	3 Property and Supply Officer	4 Purchasing Agent	5 Receiving Agent
CL					X	
PD	X	X	X	X	X	X
AR	X	X	X	X	X	X
RA	X	X	X	X	X	X
EV					X	
SI				X	X	
PA						
PO					X	
AP						
RR						X
DI						X
HO	X	X	X	X	X	X
SF	X	X	X	X	X	X
TE	X	X	X	X	X	X
AM						
DD						
DHR						
DHRM						
EA						
EX						
FD						
IMP						
JV						
PM						
PMU						
PV						
RECV						
RO						
TV	X	X	X	X	X	X
TVA						
ZIRS						

Figure 3-4: ARMS Access Levels 1-5

Menu Options	Access Levels				
	6 Finance Officer	7 Contract Officer	8 Executive Officer	9 ARMS Manager	10 Systems Manager
MP	X	X	X	X	X
AD	X	X	X	X	X
ER	X	X	X	X	X
RE				X	X
RS	X	X	X	X	X
DT				X	X
CL				X	X
PD	X	X	X		X
AR	X	X	X		X
RA	X	X	X	X	X
EV		X			X
SI		X			X
PA		X			X
PO		X			X
AP		X			X
RR				X	X
DI					X
HO	X	X	X	X	X
SF	X	X	X	X	X
TE	X	X	X	X	X
AM				X	X
DD				X	X
DHR					
DHRM					
EA					X
EX					
FD	X				X
IMP					
JV	X				X
PM					X
PMU					
PV					
RECV					
RO				X	X
TV	X	X	X	X	X
TVA					
ZIRS					

Figure 3-5: ARMS Access Levels 6-10