



Resource and Patient Management System

Administrative Resource Management System

(ACR)

Technical Manual

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Preface

The Administrative Resource Management System (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 technical manual provides additional useful information to information technology personnel regarding the function and operation of the ARMS software. This technical manual is intended for use by information technology personnel and not the typical end user.

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1.0 Introduction

The Acquisition and Resource Management System (ARMS) package is a comprehensive software package designed to assist with the functions related to processing purchase orders, travel orders and training requests. It includes functionality for obligating funds, making payments and tracking expenditures. It is used to send financial summary data to the CORE finance system at NIH and payment data to Treasury for vendor payments and travel payment reimbursements. Numerous financial reports can be generated. The package automates many tedious tasks providing faster, more efficient and accurate data entry and financial reporting.

2.0 Orientation

Namespace conventions:

Namespace: ACR

Numberspace: 9002185-9002199 and 9003000-9003099

3.0 Implementation and Maintenance

At least one site must be entered into the FMS System Defaults parameter file to activate the system. This site can be configured to meet specific needs of the site using the package.

Users must be entered into the ARMS User file and assigned an access level. Security keys are automatically distributed by ARMS in accordance with the access level. The access level determines which options are available to the individual user.

Persons who will be signing documents must enter their electronic signature code.

Purchasing Offices must be set up and configured.

Department Accounts must be set up and configured.

Funds distribution must be entered.

4.0 Routine Descriptions

Routine	Description
ACRF1099	Payment Management - 1099 Management
ACRF1441	Solicitation for commercial items
ACRF1442	Award/contract - con't
ACRF1449	Solicitation for commercial items
ACRF26	Award/contract
ACRF262	Award/contract - con't
ACRF33	Solicitation, offer and award
ACRF332	Solicitation, offer and award - con't
ACRF347	Solicitation for commercial items
ACRF3472	Award/contract - con't
ACRF3542	Print GSA Form 3542
ACRFACC	Allows systems manager to define access level for arms user. Security keys are assigned according to access level
ACRFALT	Routine to display, select and process documents pending for alternate's signature
ACRFAPVS	Routine controls creation of all approval sequences for documents which are sent for approval
ACRFAS	Routine used to enter and edit area office specific default data
ACRFAU	Routine used to edit arms user information
ACRFAUT1	Routine controls automatic creation of request/purchase order
ACRFAUTO	Routine controls automatic creation of request/purchase order
ACRFBOIL	Routine used for document boiler plate management
ACRFBPA	Manage various aspects of blanket purchase agreements
ACRFCA	Utility to print compact award
ACRFCA1	Utility to print compact award
ACRFCAA	Routine used to calculate quarterly allowance totals
ACRFCAL1	Routine used to recalculate all financial transactions
ACRFCALC	Routine used to recalculate all financial transactions
ACRFCAN	Summarizes default can signatures for arms user
ACRFCCP	Routine to select date range and cardholders and print the credit card report
ACRFCCP1	Routine to print the credit card report
ACRFCDIS	Routine to calculate the status of funds
ACRFCERT	Routine used to create, edit and manage document certification statements
ACRFCHK	Routine checks each request for inclusion of required data
ACRFCIS	ARMS to CIS interface. Routine used to manage interface between ARMS and the Contract Information System (CIS)
ACRFCLM	Routine to calculate amount claimed for travel order
ACRFCLOS	Utility to close fiscal year accounts
ACRFCSI	Utility to display next person to sign document
ACRFCTL1	Routine contains data used to control editing and display sequences in ARMS
ACRFDA	Disapproval history report
ACRFDAP	Routine to check if each type of approval has been completed, displays '#' during document editing if approval completed
ACRFDATE	Utility to set beginning and ending dates
ACRFDC	Utility to display counts of documents for a fiscal year
ACRFDCC	Routine used to change default can data for all CAN's during CAN default edit
ACRFDEL	Routine used to manage transfer of request from one account to another and to cancel or delete a request
ACRFDF	Routine used to manage distribution of funds

Routine	Description
ACRFDF1	Routine used to manage distribution of funds - cont'd
ACRFDFL1	Continuation routine for ACRFDFLT
ACRFDFLT	Entry points to edit default data
ACRFDHR	Process document history records
ACRFDHR1	Process document history records - con't
ACRFDHR2	Utility to set x-refs in DHR file. Called by Fileman x-refs
ACRFDHR3	Utility to set x-refs in DHR file. Called by Fileman x-refs
ACRFDHR4	Print DHR reports
ACRFDHR5	This routine will loop through the FMS Document History Record file and find those DHRs that have not been transmitted, i.e., don't have an entry in the UNIX EXPORT FILE field and put them into ARMS-BLUE or ARMS-RED batches for transmission to CORE.
ACRFDHRD	This routine is used to enter/edit DHR data in the DHR Data Records file
ACRFDHRE	This routine contains subroutines used to enter/edit DHR data in the DHR Data Records file. The subroutines are called by the ACRFDHRD routine.
ACRFDHRV	This routine is used to visually verify DHR data in the DHR Data Records file
ACRFDI	Routine used to print due in reports
ACRFDIAC	Utility to clean the audit file of ARMS
ACRFDIC	Utility routine used to manage all interface to FileMan. With few exceptions, this is the only place in arms from which FileMan entry points are called
ACRFDIS	Routine used to enter distribution of department accounts
ACRFDISA	Routine used to display disapprovals and approval comments
ACRFDOCN	Used to create document number
ACRFDOLL	Routine used to convert numeric dollars to alpha statements
ACRFDRC1	Routine to edit user approval authority
ACRFDRCL	Routine used to establish and change request type approval sequence control
ACRFDT	Utility to edit vendor discount terms
ACRFDTP	Routine called for display and selection of all accounts
ACRFDTP2	Continuation of ACRFDTP. Set variables and display financial data
ACRFDTP3	Continuation of ACRFDTP to display financial data
ACRFDTP4	Continuation of ACRFDTP to display financial data and accounts
ACRFDTP5	Continuation of ACRFDTP to lookup and display financial data
ACRFDTPE	This routine is the entry point for access to all financial accounts and all financial documents. The entry points set control variables which determine the environment within the ACRFDTP* and ACRFEA* routines which in turn determines what information is displayed and retrievable and which transactions are being processed.
ACRFDUP	Duplicate a document
ACRFEA	Routine to edit financial data
ACRFEA1	Continuation of ACRFEA
ACRFEA2	Continuation of ACRFEA. Edit financial data
ACRFEA21	Continuation of ACRFEA2. Edit financial data
ACRFEA3	Continuation of ACRFEA. Routine used to customize document editing
ACRFEA31	Continuation of ACRFEA3. Used as controller for editing requests
ACRFEA4	Continuation of ACRFEA. Edit financial data
ACRFEA41	ACRFEA4 con't. Edit financial data
ACRFEA42	Routine with multiple entry points for various document editing and processing functions
ACRFEA43	ACRFEA4 con't. Edit financial data - cont
ACRFEA4D	ACRFEA4 con't. Edit financial data
ACRFEAL	Routine to allow edit of travel days
ACRFECS	Write to vendor-ACH format file
ACRFEDG	Routine to establish fund distribution group

Routine	Description
ACRFEDG1	Continuation of ACRFEDG
ACRFEOY	Routine to calculate % of yr remaining
ACRFESIG	Routine called to enter and check electronic signatures
ACRFESS	Routine to allow edit of supply/service items
ACRFETD	Routine to allow edit of travel days
ACRFEVA1	Evaluate quotes
ACRFEVAL	Evaluate quotes
ACRFEVAX	Evaluate quotes
ACRFEVX1	Evaluate quotes
ACRFEXIT	Called to kill variables
ACRFEXP	Export payments to ECS file format
ACRFEXP1	Export payments to ECS file format

FMS Allowance and FMS Appropriation files and produces a report showing the hierarchical structure of the accounts

Routine	Description
ACRFFDH1	Continuation of ACRFFDH
ACRFFDH2	This routine loops through the FMS Department, FMS Sub-Allowance, FMS Allowance and FMS Appropriation file for individual appropriations and produces a report showing the hierarchical structure of the accounts
ACRFFDS	Funds distribution summaries
ACRFFF1	ECS schedule flat file
ACRFFS	Routine to print FEDSTRIP orders
ACRFHM	Query ARMS/DHR for amounts spent
ACRFIRS1	This routine gathers vendor payment data and puts it into a UNIX file to be transmitted to the IRS. Routine ACRFIRS2 contains the record layout formats.
ACRFIRS2	This routine is called by ACRFIRS1 to format 1099 record data into a ^TMP global using the record layouts specified in Department of the Treasury Internal Revenue Service Publication 1220 Catalog Number 61275P. Variables are set by ACRFIRS1.
ACRFIRS3	This routine prints a report of the vendor 1099s being reported to IRS. Variables are set in ACRFIRS1
ACRFIRS4	This routine loops through the payments in the 1166 Approvals for Payment file for the export date range specified and totals up all the payment amounts and places the total amount in the YTD PAID field of the Vendor file.
ACRFIRS5	Transfers vendor information for vendors with YTD PAID from Vendor file to 1099 Vendor file.
ACRFIRS6	Print 1099s
ACRFIRS7	Print vendor labels
ACRFIRS8	List vendors by selected parameters
ACRFIRS9	Write IRS 1099 instructions to screen
ACRFIV	Routine called during processing of invoices
ACRFIV1	Routine to file new payments to ARMS and 1166 files
ACRFIV11	Create new 1166 batches & seq no. entries
ACRFIV12	ACRFIV11 con't
ACRFIV31	Routine called during processing of invoices
ACRFIV4	ARMS to 1166 payment interface. Utility to edit payment data after invoice audit completed
ACRFIV41	ARMS to 1166 payment interface. Utility to edit payment data after invoice audit completed
ACRFIV5	Routine called during processing of invoices

Routine	Description
ACRFIVD	Routine to control display, selection, entry of invoice numbers
ACRFIVDX	Routine to control display, selection, entry of invoice numbers
ACRFJS	Routine to print justification and special remarks
ACRFL	List Template Exporter
ACRFLBTX	Routine used to add transaction types for department accounts
ACRFLM	This utility uses the Veterans Administration List Manager (VALM) APIs
ACRFM11	Routine used for modulus 11 check
ACRFMENU	Routine to control headings and menus
ACRFNDF	Routine to convert National Drug File to ARMS standard item file
ACRFNEW1	Routine to create new documents
ACRFNEWD	Routine to create new documents
ACRFNEWF	Utility to notify user of new ARMS function
ACRFNXT	Routine to up date document approval sequences
ACRFNY	Routine to create financial accounts for the new fiscal year
ACRFNY1	Routine to create financial accounts for the new fiscal year
ACRFNY2	Routine to create financial accounts for the new fiscal year
ACRFNY3	Routine to create financial accounts for the new fiscal year
ACRFODD	Open Document Download Processing
ACRFODOC	Open document file interface
ACRFONE	Routine to check if user has access to multiple department accounts
ACRFPA	Routine for creation and management of purchasing offices and editing purchasing agent data
ACRFPAA	Routine to print advice of allowance
ACRFPAID	Reconcile paid amounts
ACRFPALL	Routine to print selected documents
ACRFPA1	ACRFPA1V con't. Print approvals on requests
ACRFPA1V	Routine to print approvals and to display status of a request
ACRFPA2	Certify and export payment batch
ACRFPA21	Certify and export payment batch
ACRFPA22	Certify and export payment batch
ACRFPA23	Certify and export payment batch
ACRFPA24	Certify and export payment batch
ACRFPA25	MISC Payment Management reports
ACRFPA26	Certify and export payment batch
ACRFPA27	Certify and export payment batch
ACRFPA28	Certify and export payment batch
ACRFPA29	Payment reports, utilities
ACRFPA2L	Pay letter
ACRFPA2P	Routine to edit payroll pay period
ACRFPA2R	Interest penalty report
ACRFPA2S	Assign Treasury schedule number
ACRFPA2U	Payment management utilities
ACRFPA2C	Routine to display vendors for a stock item
ACRFPA2RT	Routine to print certifying statements
ACRFPA2RD	This routine manages the import of lodging and per diem rates from the annual GSA update
ACRFPA2ITM	Routine to display vendors for a stock item
ACRFPA2O	Routine used to manage various aspects of purchase order processing
ACRFPA2O1	Continuation of ACRFPA2O. Purchase order processing
ACRFPA2O2	Continuation of ACRFPA2O. Purchase order processing
ACRFPA2O3	Continuation of ACRFPA2O. Purchase order processing - cont
ACRFPA2OL	Purchase order log

Routine	Description
ACRFPPR	Prompt payment report
ACRFPPR1	Prompt payment report
ACRFPPQT	Prepare request for quotes
ACRFPPR	Utility to enter/edit payroll data
ACRFPRC1	Continuation of ACRFPRCS. Process pending documents
ACRFPRC2	Continuation of ACRFPRCS. Process pending documents
ACRFPRC3	Continuation of ACRFPRCS. Process pending documents
ACRFPRC4	Continuation of ACRFPRCS. Process pending documents
ACRFPRC5	Utility for actions needed during document signature processing
ACRFPRC9	Routine to allow user to sign pending documents
ACRFPRCS	Routine to control listing and signature process for ARMS docs
ACRFPRNT	Queues signed documents to be printed automatically
ACRFPRS	Routine to print pay roll summary
ACRFPSC	Solicitation for commercial items
ACRFPSC1	Solicitation for commercial items - cont
ACRFPSR	Routine to print pending signature report
ACRFPSR1	To print pending signature report
ACRFPS	Summarized financial data for services and supplies
ACRFPUTL	Routine to print vendor data
ACRFPVEN	Manage the prime vendor contract file/data transfer into ARMS
ACRFPVN	Routine for property voucher number management
ACRFQ	Routine to print selected documents
ACRFRCA	Utility to print request signature audit report
ACRFRESP	Utility routine to add/edit approval response
ACRFRR	Routine used to display and select documents for receiving report or invoice audit
ACRFRR1	Continuation of ACRFRR. Display and edit receiving report or invoice audit
ACRFRR11	Continuation of ACRFRR. Display and edit receiving report/invoice audit - con't
ACRFRR12	Continuation of ACRFRR11. Display and edit receiving report/invoice audit - con't
ACRFRR2	Continuation of ACRFRR. Cancel items from receiving report
ACRFRR3	Continuation of ACRFRR. Receiving report/invoice audit cont'd
ACRFRR31	Continuation of ACRFRR
ACRFRR32	Continuation of ACRFRR. Receiving report/invoice audit continued
ACRFRR33	Continuation of ACRFRR. Receiving report/invoice audit cont'd
ACRFRRP1	Utility to calculate accounting data for receiving report
ACRFRRPT	Utility to print the receiving report
ACRFSCHK	Routine to check for previous approvals to a document and resubmit for approval if data is changed
ACRFSHFT	Utility to shift financial accounts
ACRFSHI1	To review and edit shipping instructions
ACRFSHIP	To review and edit shipping instructions
ACRFSOF	Routine to print the status of funds report
ACRFSOF1	Continuation of ACRFSOF. Status of funds report
ACRFSPL	DHR-splitout
ACRFSPL1	DHR-splitout. This routine produces a display of batches available for export and prompts the user for which batch to export. The variable ACRD0 is returned set to the internal number of the batch to be exported.
ACRFSPL2	DHR-splitout
ACRFSPL3	DHR splitout
ACRFSPL6	650 Char DHR Record Layout
ACRFSS	Routine to display and edit services/supplies and travel order and training request information
ACRFSS1	Continuation of ACRFSS

Routine	Description
ACRFSS11	Continuation of ACRFSS1
ACRFSS12	Continuation of ACRFSS1. Display and edit services/supplies procured
ACRFSS2	Continuation of ACRFSS. Transfer and delete request items
ACRFSS3	Continuation of ACRFSS. Edit travel or training expenses
ACRFSS4	Continuation of ACRFSS. Edit travel voucher
ACRFSS41	Continuation of ACRFSS4
ACRFSS42	Continuation of ACRFSS4. Edit travel voucher - cont
ACRFSS43	Continuation of ACRFSS4
ACRFSS44	Continuation of ACRFSS42. Edit travel voucher - cont
ACRFSS5	Continuation of ACRFSS4. Edit flight schedule
ACRFSS51	Continuation of ACRFSS5
ACRFSS6	Routine to edit pay roll period information
ACRFSS61	Continuation of ACRFSS6. Edit pay roll period
ACRFSSA	Auxiliary sub-routines for ACRFSS* routines
ACRFSSA1	Continuation of ACRFSSA. Auxiliary sub-routines for ACRFSS* routines
ACRFSSD	Routine to display services/supplies
ACRFSSD1	Continuation of ACRFSSD. Display services/supplies info - con't
ACRFSSPO	Routine to review items for PO print
ACRFSSRC	Routine to print rental car justification
ACRFSTK1	Continuation of ACRFSTOK
ACRFSTOK	Routine to add or edit standard items
ACRFTA	Process travel orders
ACRFTO	Routine used to process travel orders
ACRFTOT	Calculate travel order/travel voucher totals
ACRFTPA1	Utility to manage group training participants
ACRFTPAR	Enter multiple participants for group training
ACRFTR	Utility to select and print various training summary reports
ACRFTR1	Utility to select and print various training summary reports
ACRFTRX	Routine used for document transaction history display and edit
ACRFTV	Routine to print travel report
ACRFTV1	Continuation of ACRFTV. Travel report -con't
ACRFTV2	Routine to print travel report
ACRFTV3	Routine to print travel report
ACRFTVA	Utility to print travel voucher audit list
ACRFTXT1	Routine to edit transaction type user access
ACRFTXTP	Routine to list transaction types
ACRFUP	Routine used to display arms user profiles
ACRFUP1	Continuation of ACRFUP. ARMS user profiles
ACRFUTL	Various utility subroutines
ACRFVCTR	Routine to lookup contract number for item vendor
ACRFVEN	Extrinsic function to return vendor last export date
ACRFVEND	Routine used to add/edit vendors
ACRFWARN	Routine used to display and process various warnings and messages
ACRFXYMY	Routine used to process mailman messages generated by various arms functions
ACRFXP	Create export file
ACRFZIS	Routine used as central point for all device handling and queuing

5.0 FILE LIST

Number	Name	Global
9002185	FMS APPROPRIATION	^ACRAPP
Contains the db for management of appropriation data created under the funds distribution module of ARMS.		
9002185.1	FMS TERMS AND CONDITIONS	^ACRTC
Contains the terms and condition statements for purchase orders.		
9002185.2	ARMS ACCOUNT CODES	^ACRAC
A data base for information regarding ACCOUNT CODES.		
9002185.3	ARMS USER	^ACRAU
This file contains information pertinent to an ARMS USER which allows the systems to set various default values for the user.		
9002185.4	ARMS OUTSTANDING TRAVEL ADVANCE	^ACROTA
Holds travel advance information.		
9002185.5	FMS ACCESS LEVEL	^ACRACC
Data base to define access levels within the ARMS package. Fields for security key, transaction type define the access to ARMS. An USER can be assigned an access level which will then automatically assign the security keys and ARMS transaction types to the user.		
9002185.6	FMS USER ACCESS LEVEL	^ACRUAL
This is a data base which contains fields to enter information on the ACCESS LEVEL of each ARMS USER.		
9002186	FMS ALLOWANCE	^ACRALW
Contains database of all official allowances created via the fund distribution module of ARMS.		
9002186.5	ARMS CAN	^ACRCAN
A db for all default data for each CAN NO. This data is used to complete default information for each request created via ARMS.		
9002187	FMS SUB-ALLOWANCE	^ACRALC
DB for the sub-allowances created by the fund distribution module of ARMS.		
9002187.1	ARMS SMALL PURCHASE CHECKLIST	^ACRSPCL
Contains orders designated as small purchase orders.		
9002188	FMS DEPARTMENT ACCOUNT	^ACRLOCB
Contains information for each local budget or local account which will be created in the ARMS system.		
9002188.1	ARMS DEPARTMENT	^ACRDEPT
This is a pointer to the FMS DEPARTMENT file used to track document number assignment.		
9002189	FMS REQUEST	^ACROBL
Contains summary information on every request generated by ARMS.		
9002189.1	FMS DOCUMENT HISTORY RECORD	^ACRDHR
File which contains information on each DHR created by ARMS for transmission to the DHR system.		
9002190	FMS REQUEST CONTROLLER	^ACRAPVS
DB to control processing of the approvals of all requests generated in ARMS. An entry is generated for each signature which is required for each request. The indices "AORDR" and "ANXT" are set and killed to control the order in which a document is processed and the next signatory to receive the request.		

Number	Name	Global
9002190.1	FMS INVOICE TRACKING	^ACRINV
Contains invoice data such as when invoice received and date of invoice and associated document number.		
9002190.5	FMS APPROVAL CONTROL USER	^ACRAPVT
Data base of all standard approval categories required by various kinds of transactions in ARMS.		
9002190.55	FMS APPROVAL LEVEL	^ACRAPL
This is a data base with fields to enter data on the approval level authorities which have been granted to ARMS USERS. There will be an entry in this data base for each APPROVAL AUTHORITY granted to each ARMS USER.		
9002190.6	FMS UNIT OF ISSUE	^ACRUI
This db was taken from the VA's IFCAP system and contains the db and data for standard units of issue of supplies, etc.		
9002190.8	ARMS CERTIFICATION STATEMENT	^ACRAPVC
Contains the content of certification statements which can be used in ARMS.		
9002191	FMS DISTRIBUTION	^ACRFDIS
Summary information on all distributions, requested, obligated and expended funds for each CAN and OBJECT CODE in ARMS.		
9002191.1	FMS TRAINING PURPOSE	^ACRTP
This is a data base for information pertaining to the TRAINING TYPE.		
9002191.2	FMS TRAINING TYPE	^ACRTT
This file contains the data base for the list of TRAINING PURPOSE codes.		
9002191.3	FMS TRAINING SOURCE CODE	^ACRTS
This is a data base for information pertaining to the TRAINING SOURCE code.		
9002191.4	FMS TRAINING SPECIAL INTEREST CODE	^ACRTSI
This is the data base for information pertaining to the TRAINING SPECIAL INTEREST code.		
9002191.5	FMS TRAINING SKILL CODE	^ACRTSC
This is a data base for information on the TRAINING SKILL codes.		
9002191.52	FMS TRAINING SKILL CATEGORY	^ACRTSCAT
This data base contains information for the categories of training skill codes.		
9002191.6	FMS TRAINING EVALUATION	^ACRTVAL
Contains training evaluation results for training requests.		
9002191.7	FMS TRAINING PROFESSIONAL ED CAT	^ACRCME
Contains professional training codes and their descriptions.		
9002192	FMS REQUEST TRANSACTION	^ACRTRX
Contains audit information on all ARMS transactions.		
9002192.05	ARMS SOURCE CODE	^ACRSRC
Contains the data base for information on supply source codes		
9002192.06	ARMS TYPE CODE	^ACRTPC
Contains the data base for information on the supply type codes.		
9002192.08	ARMS EOQ TABLES	^ACREOQ
Contains the data base for information on supply EOQ codes.		
9002192.1	ARMS STORAGE LOCATION CODES	^ACRSLC
Contains the data base for information on supply storage location codes.		
9002192.2	FMS TRANSACTION CODE	^ACRTRC

Number	Name	Global
The full transaction code consists of a 3 character transaction code + 1 character reverse code + 1 character modifier code. Transactions received into the HAS/CORE batch processing are processed in transaction code order. Most payments are against existing obligations. However, forcing of payment is available (creation of obligation, paying and closing the obligation with one transaction code).		
9002193	FMS SUPPLIES AND SERVICES	^ACRSS
This db contains an entry for every item order on every request generated by ARMS. Every item ordered, contract action, travel day, service ordered, etc., will have an entry in this file with certain essential information included for each entry. This file and the entries therein is the 'general ledger' of all transactions.		
9002193.1	ARMS HOTEL	ACRHOTEL
Contains db for hotels used in the travel order function of ARMS.		
9002193.2	FMS RECEIVING REPORT	^ACRRR
This is a data base file which contains field in which to store information on every receiving action done for every item of every purchase order.		
9002193.4	ARMS FEDSTRIP ACTIVITY CODE	^ACRFSCD
This file points to the IHS SERVICE UNIT file and contains codes required to process FEDSTRIP orders.		
9002193.41	ARMS FEDSTRIP DOCUMENT IDENTIFIER	^ACRFSDI
File used to list the FEDSTRIP DOCUMENT IDENTIFIER used in ARMS.		
9002193.42	ARMS FEDSTRIP MEDIA/STATUS CODE	^ACRFSMS
File for the MEDIA AND STATUS CODEs used in ARMS.		
9002193.43	ARMS FEDSTRIP ROUTING IDENTIFIER	^ACRFSRI
File to list the FEDSTRIP ROUTING IDENTIFIERS used by ARMS.		
9002193.44	ARMS FEDSTRIP ADVICE CODE	^ACRFSAC
File to list the FEDSTRIP ADVICE CODEs used in ARMS.		
9002193.5	FMS TRAVEL DAY\	^ACRTV
A db for information on each travel day created under the travel order functionality of ARMS.		
9002193.6	ARMS AIRLINE COMPANY	^ACRACOMP
A data base of airline companies and their phone numbers for use in the ARMS package.		
9002193.7	FMS AIRLINE INFO	^ACRAL
This file contains all information on airline data for each travel day managed by the travel order module of ARMS.		
9002193.8	ARMS AUTO RENTAL COMPANY	^ACRRCOMP
A database of auto rental companies used in ARMS.		
9002193.9	ARMS PER DIEM CITY	^ACRPD
DB for all non-standard per diem cities listed in the federal register and for other standard per diem cities added locally.		
9002194	FMS TRANSACTION TYPE	^ACRTXTYP
A db of the standard types of requests managed by ARMS.		
9002194.1	FMS PRIME VENDOR CONTRACT	^ACRSUP
This database contains information from the download of item data from the prime vendor contract for items on ARMS requisitions/calls.		

Number	Name	Global
9002194.2	FMS APPROVALS FOR PAYMENT	^ACRPAY
This is the central file for the FMS AFP package and contains payment records. The root field is 2-digit Fiscal Year, with sub-file field of Batch number, with sub-file field of Payment Sequence (record)		
9002194.3	FMS PAYMENT DISCOUNT/PENALTIES	^ACRDP
Contains discount or penalty amounts for ARMS purchase orders.		
9002195	ARMS STANDARD ITEM	^ACRITEM
Db for the standard items which a unit will maintain on file for supply requisitions.		
9002195.1	FMS STOCK CATEGORY CODE	^ACRSCC
Contains the stock category codes.		
9002195.2	FMS STOCK CATEGORY CODE NAME	^ACRSCCN
Contains the stock category code names.		
9002195.3	ARMS FEDERAL SUPPLY CLASSES	^ACRFSC
Contains the list of all Federal Supply Class codes.		
9002195.5	ARMS MANUFACTURER	^ACRMAN
Db for the names, addresses, etc., of supply manufacturers in ARMS.		
9002196	FMS DOCUMENT	^ACRDOC
The db which contains the primary document data on every request generated by ARMS.		
9002196.1	FMS EXPORT CONTROL	^ACRPHS
This file contains an entry for each document which is ready for export or has already been exported to the Public Health Service Financial Management System. Also included are fields for status of the export. The actual export record is created on-the-fly and is not stored in the export global.		
9002196.2	ARMS TRAINING PARTICIPANTS	^ACRTPAR
Contains information on individuals attending training.		
9002196.52	ARMS PERSONNEL ACTION	^ACRPAC
This file contains the official list of personnel actions.		
9002197	FMS DOCUMENT APPROVAL	^ACRDOCA
Db to define the approval sequence for each type of transaction in the ARMS.		
9002197.1	ARMS CERTIFICATION	^ACRDOCAC
Contains the list of certification statements which are to be appended to each document.		
9002197.2	ARMS BOILER PLATE STATEMENT	ACRBP
Contains the list of boiler plate statements which can be used in the ARMS system.		
9002197.3	ARMS BOILER PLATE	^ACRDOCBP
Contains the list of which statements are to be appended to each document.		
9002198	FMS DISTRIBUTION GROUP	^ACRDG
A db for managing standard distribution groups to which funds are distributed via ARMS funds distribution module.		
9002198.1	ARMS VENDOR DISCOUNT TERMS	^ACRDT
Contains a list of vendors providing discounts and the amount and terms of discount.		
9002198.2	ARMS 1099 VENDOR	^ACR1099V
Contains a list of vendors containing information reported to IRS via the 1099 form.		
9002198.3	ARMS 1099 PAYER	^ACR1099P
This file contains the facility payor information used in the generation of 1099 vendor payment records for printing and electronic filing with the IRS.		

Number	Name	Global
9002198.4	ARMS 1099 AMOUNT CODES	^ACR1099C
Contains codes used on the 1099 when reporting vendor payment amounts to IRS.		
9002198.9	ARMS/SAMS INTERFACE	^ACRWFT
Not used. Contains interface parameters for interfacing SAMS and ARMS.		
9002199	ARMS PURCHASING AGENT	^ACRPA
Db for all ARMS users designated as purchasing agent.		

6.0 Exported Options

Menu Structure:

```

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
        RQ      Requests
        PO      Purchase Order
        CALL   BPA Call
        TO      Travel Order
        TV      Travel Vouchers
        RR      Receiving Report
        CC      Credit Card Report
        PL      Purchase Order Log
        SP      281 Small Purchase Report
        T350   Training Request
        TR      Travel Reports
AR      FINAL SIGNATURE Audit Report
BPA     Review BPA Summary.
DA      Deleted Signature Report
DS      Fiscal Year Document Summary
FS      FEDSTRIP/GSA Supply Center Order
PAY     ARMS Payment status
PV      Property Voucher Register
TI      Travel Itinerary
TS      Training Summary
YTV     Your Travel Voucher
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
        ATV    Travel Vouchers Greater Than 2500
        SS     System Setup ...
            AS     Area Systems Data
            AU     Edit ARMS user
            PO     Edit Purchasing Office
            PA     Edit Purchasing Agent
            DP     Edit Department
            CD     Edit CAN NO. Defaults
            ED     Edit Department Account
            PS     Unsigned Document Report
            UP     Print User Profile
            AM     Edit ARMS message
            PC     Print CAN Defaults

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	PI	Personnel Information
	RS	Reset Document CAN Defaults
	UL	ARMS User List
TM	Table Maintenance ...	
	CN	Common Accounting Numbers
	OC	Object Class Codes
	BA	Budget Activity
	SA	Sub Activity
	SSA	Sub-Sub Activity
	AL	Allowance Numbers
	AP	Accounting Points
	FSC	Federal Supply Class Codes
	EM	Manufacturer
	BP	Boiler Plate Statement
	CS	Certification Statements
	PD	Per Diem City
	AI	Airline Company
	FS	FEDSTRIP Location Data
	HO	Hotel Name and Phone
	LC	Location Code
	RC	Rental Car Name and Phone
	TC	Review/Edit PO TERMS & CONDITIONS
	TL	Print Table Listings ...
	PBA	Budget Activity
	PSA	Sub-Activity
	PSSA	Sub-Sub-Activity
	PLC	Location Code
	PAL	Allowance Number
	PAP	Accounting Point
	POC	Object Class Code
	FSC	Federal Supply Class
	PPC	Per Diem City
	PAI	Airline Company
	PFS	FEDSTRIP Location
	PHO	Hotel Information
	PRC	Rental Car Company
	VL	Print Vendor List
	UT	Utilities ...
	AS	Modify Approval Sequence
	REL	Release User
DD	Duplicate Document	
DHR	Edit DHR Interface Data	
DHRM	DHR Management ...	
	REC	Recover Untransmitted DHRs
	UNT	Print Untransmitted DHR List
EA	Edit ARMS message	
EX	Export DHRs to CORE	
FD	Fund Distribution ...	
	APP	Enter Appropriations
	ALT	Distribute Allotments
	ALW	Distribute Allowances
	SUB	Edit Department Account
	DLA	Distribute Local Accounts By Object Class
	NEW	Create NEXT Fiscal Year Accounts
	MFA	Move Financial Accounts
	CLS	Close Department Accounts
DFH	Distribution of Funds Hierarchical Structure	
IMP	Import ODD Obligations to Open Document Database	
JV	Journal Voucher Obligated Document	
PM	Payment Management	
PMU	Payment Management Utilities	
PV	Prime Data Vendor 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 ...
        COPY   Print a Copy of 1099 Processing Instructions
        EFIN   Edit Finance Location
        CALC   Calculate Vendor YTD Paid
        RPTS   1099 Reports Menu ...
            IRSY   List Vendor Info by Export Date (1099 Y/N)
            V109  List ARMS 1099 Vendors File Info
            VLBL  Print Vendor Labels
            VLST  List Vendors by Selected Parameters
        ZERO   Vendor File Zero Balance Year-To-Date Field
        INPT   Input YTD Paid Values
        TRNS   Prepare Staging File for EXPORT Process
        LIST   Print Staging File Vendor List
        EDIT   Edit Staging File Entries
        PRNT   1099 Print Menu ...
            TST   Print Test 1099s
            ALL   Print 1099s
            ONE   Print One 1099
            RNG   Print Range of Vendor 1099s
        EXP    Create Export Files
```

7.0 Option Descriptions

Name	Menu Text	Description
ACR MANAGERS MENU	ARMS Manager's Menu	This is the main menu for the ADMINISTRATIVE AND RESOURCE MANAGEMENT SYSTEM. The ARMS system includes modules for funds control and distribution, creation and management of department budget accounts, creation and management of requisitions, purchase orders, travel and training requests, receiving reports, status of funds reports and numerous other financial management functions.
<ul style="list-style-type: none"> ACRF 1099 CALC VEND YTD 	Calculate Vendor YTD Paid	This option will set the YTD field for all entries in the Vendor file to null, then it will loop through all the payments in the 1166 Approvals for Payment file for the specified date range and total up the payments for each vendor and place each total in the YTD field.
<ul style="list-style-type: none"> ACRF 1099 CREATE EXPORT FILE 	Create Export Files	This option takes the 1099 data from the ARMS Vendor file and places it into a UNIX file for export to IRS.
ACRF 1099 EDIT FIN LOC	Edit Finance Location	Allows editing 1099 Payor data.
<ul style="list-style-type: none"> ACRF 1099 EDIT STAGING 	Edit Staging File Entries	Edits the entries in the ARMS 1099 Vendor file. These entries are used to build the electronic file for transmittal to IRS.
<ul style="list-style-type: none"> ACRF 1099 INPUT YTD VALUES 	Input YTD Paid Values	This option allows inputting YTD Paid values and setting the 1099 Yes/No field in the master Vendor file.
ACRF 1099 MENU	IRS 1099 MENU	Contains various options to process the Vendor payment 1099s.
<ul style="list-style-type: none"> ACRF 1099 PREPARE STAGING FILE 	Prepare Staging File for EXPORT Process	This option will transfer YTD information from the master Vendor file into the ARMS 1099 Vendors file for the export process.
ACRF 1099 PRINT ALL	Print 1099s	This option prints the Vendor 1099 forms.
<ul style="list-style-type: none"> ACRF 1099 PRINT INSTRUCTIONS 	Print a Copy of 1099 Processing Instructions	Prints a copy of the instructions to process the 1099s.
ACRF 1099 PRINT MENU	1099 Print Menu	Contains various options to print 1099s.
ACRF 1099 PRINT ONE	Print One 1099	This option prints one Vendor 1099. The user is prompted for which Vendor to print. Useful for corrected 1099s.
ACRF 1099 PRINT RANGE OF 1099S	Print Range of Vendor 1099s	This option allows printing 1099s for a range of Vendors. For example to print 1099s for all Vendor names beginning with 'A', enter the range: start with 'A', end with 'B'.

Name	Menu Text	Description
ACRF 1099 PRINT VENDOR LABELS	Print Vendor Labels	This option prints vendor address labels.
ACRF 1099 REPORTS MENU	1099 Reports Menu	Menu containing various reports pertaining to vendor 1099 data.
ACRF 1099 RV	List ARMS 1099 Vendors File Info	Lists information from the ARMS 1099 Vendor file such as the amount code and YTD amount for each vendor.
ACRF 1099 TEST PRINT	Print Test 1099s	This options prints the first 9 Vendor 1099s for testing purposes.
ACRF 1099 VENDOR BY SELECTED	List Vendors by Selected Parameters	Prints ad hoc vendor 1099 report data sorted by specified parameters.
ACRF 1099 VENDOR LIST	Print Staging File Vendor List	Lists vendors who will be sent a 1099.
ACRF 1099 YN	List Vendor Info by Export Date (1099 Y/N)	Produces a report containing vendor payments and totals for the export date range specified.
ACRF 1099 ZERO VEND YTD	Vendor File Zero Balance Year-To-Date Field	This option will loop through the Vendor file and set the YTD field in each entry to null.
ACRF E ACCOUNTING POINT	Accounting Point	Allows editing of accounting point data.
ACRF E ADD REQUESTS	Add **NEW** Request	Entry point to create all requests for expenditure of funds.
ACRF E AIRLINE INFORMATION	Airline Company	Edit airline company information.
ACRF E ALLOCATIONS	Distribute Allowances	Provides access to the Funds Distribution module for distribution of allowances, usually from headquarters to area offices.
ACRF E ALLOTMENTS	Distribute Allotments	Provides access to the Funds Distribution module for distribution of Appropriations in the form of allowances, usually from Headquarters to the Areas.
ACRF E ALLOWANCE NUMBERS	Allowance Numbers	Edit allowance numbers.
ACRF E AMEND PO	Edit Signed Purchase Order	Entry point to select a PO and amend the selected document after the PO has been approved.
ACRF E APPROPRIATIONS	Enter Appropriations	Provides access to the Funds Distribution module to enter congressional appropriations into the data base.
ACRF E APPROVAL SEQUENCE	Modify Approval Sequence	Access to modify the approval sequence for electronic processing of approvals of each request, purchase order, etc.
ACRF E APPROVE REQUESTS	Approve Request	Provides access to the electronic routing and approval processing of all requests.
ACRF E AREA SYSTEM SETUP	Area Systems Data	Option for required area data setup.
ACRF E ARMS MESSAGE	Edit ARMS message	Allows entry of a message you want to broadcast to all ARMS users. Users will see this message when signing into the main ARMS menu.

Name	Menu Text	Description
ACRF E ASSIGN PURCHASING AGENT	Assign PO to Purchasing Agent	Allows the head of procurement to assign a 393 to a purchasing agent.
ACRF E BOILER PLATE STATEMENT	Boiler Plate Statement	Provides access to the utility to enter boiler plate statements which can be added to various financial documents.
ACRF E BUDGET ACTIVITY	Budget Activity	Edit budget activity.
ACRF E CAN DEFAULTS	Edit CAN NO. Defaults	Provides access to the utility to edit CAN NO. defaults which will be used as default information for the creation of all types of requests for a given CAN NO.
ACRF E CAN NUMBERS	Common Accounting Numbers	Allow as systems manager to add officially assigned CAN NO's.
ACRF E CANCEL A REQUEST	Cancel Approved Request	Entry point to allow for cancellation of an approved request.
ACRF E CERTIFICATION STATEMENT	Certification Statements	Entry point to add or edit certification statements.
ACRF E CLOSE DEPARTMENT ACCTS	Close Department Accounts	Entry point to allow ARMS systems manager to close department accounts for a fiscal year.
ACRF E CREATE NEW FY ACCOUNTS	Create NEXT Fiscal Year Accounts	Access utility to create financial accounts for a new fiscal year.
ACRF E DELETE REQUEST	Delete/Transfer Request	Access to delete a request which needs to be canceled from the system.
ACRF E DEPARTMENT	Edit Department	Allows entry of departments for which accounts will be established.
ACRF E DISTRIBUTE BY OC	Distribute Local Accounts by Object Class	Allows access to distribute funds from a local account by object class code.
ACRF E DUPLICATE DOCUMENT	Duplicate Document	Enter point for utility to duplicate documents.
ACRF E EDIT MY PROFILE	My User Profile	Allows the user to edit personal data used by ARMS.
ACRF E EDIT PURCHASE ORDER	Add/Edit Purchase Order	Allows the purchasing agent access to edit the purchase orders assigned to that purchasing agent.
ACRF E FEDERAL SUPPLY CLASS	Federal Supply Class Codes	Add or edit Federal supply class codes.
ACRF E FEDSTRIP LOCATION	FEDSTRIP Location Data	Option to edit FEDSTRIP Location Data.
ACRF E HOTEL INFORMATION	Hotel Name and Phone	Provides an entry point to add and edit hotels used with the travel order module.
ACRF E ITEM	Edit Standard Items	Provides access to enter or edit items which will be included in the standard item/supply file.
ACRF E JOURNAL VOUCHER	Journal Voucher Obligated Document	Allows transferring an obligated document to a different department account.
ACRF E LOCAL BUDGETS	Edit Department Account	Provides access for distribution of Sub-Allowances to Local Budgets.
ACRF E LOCATION CODE	Location Code	Add/edit location codes.
ACRF E MANUFACTURER	Manufacturer	Access to add or edit manufacturer information.
ACRF E OBJECT CODE	Object Class Codes	Utility to edit object class codes.

Name	Menu Text	Description
ACRF E PAYMENTS	Payment Management	Option to access utility to management 1166 payments.
ACRF E PAYMENTS UTILITY	Payment Management Utilities	Option to access payment management system utilities.
ACRF E PER DIEM	Per Diem City	Provides access to add or edit a per diem city which will be used in calculation of travel per diem and lodging.
ACRF E PERSON	Edit ARMS user	Access to utility to edit all data required to set up an ARMS user.
ACRF E PERSONNEL INFO	Personnel Information	Allows editing of an employee's Personnel data.
ACRF E PRIME VENDOR IMPORT	Prime Vendor Data Import	Option to access the prime vendor import functions.
ACRF E PURCHASING AGENT	Edit Purchasing Agent	Add the name of an individual (from the USER file) who will be assigned to process purchase requests.
ACRF E PURCHASING OFFICE	Edit Purchasing Office	Access to add or edit a purchasing office.
ACRF E REACTIVATE REQUEST	Return Request to Initiator	Option to reactivate previously approved request.
ACRF E RECEIVING REPORT	Enter Receiving Reports	Access to process receiving reports.
ACRF E RENTAL CAR INFORMATION	Rental Car Name and Phone	Provides access to add or edit information on rental car companies used on travel orders.
ACRF E REOPEN RECEIVING REPORT	Re-open Finalized Receiving Report	Utility to re-open finalized receiving report.
ACRF E RESET DOC CAN DEFAULTS	Reset Document CAN Defaults	Option to access utility to reset a document's CAN defaults.
ACRF E REVIEW APPROVED REQUEST	Review Approved/Disapproved Request	Review requests which have already been authorized or disapproved.
ACRF E REVIEW PENDING REQUEST	Edit Pending Request	Access to modify and/or resubmit a request.
ACRF E REVIEW STATUS PR	Review Status of Request	Access to list all pending requests of a particular type.
ACRF E SHIFT ACCOUNTS	Move Financial Accounts	Utility to move financial accounts.
ACRF E STATUS OF FUNDS	Review Status of Funds	Option to access Status of Funds reports.
ACRF E SUB-ACTIVITY	Sub-Activity	Edit sub-activity.
ACRF E SUB-SUB-ACTIVITY	Sub-Sub-Activity	Edit sub-sub-activity.
ACRF E SYSTEMS DHR SETUP	Edit DHR Interface Data	Option to access utility to edit DHR interface data.
ACRF E TERMS/CONDITIONS	Review/Edit PO TERMS & CONDITIONS	Option to access utility to edit PO terms and conditions
ACRF E TRAINING EVALUATION	Enter TRAINING EVALUATION	Allows entry of training evaluation results once training has been completed.
ACRF E TRAVEL VOUCHER	Complete Travel Voucher	Access to complete a travel voucher.
ACRF E VENDOR	Edit Vendor/Contractor	Entry point to add or edit a vendor.
ACRF EXPORT DHRS	Export DHRs to CORE	This option allows transmission of DHRs via FTP to CORE.

Name	Menu Text	Description
ACRF FUND DIST HR	Distribution of Funds Hierarchical Structure	Prints the Distribution of Funds Hierarchical Structure report.
ACRF IMP CORE ODD	Import ODD Obligations to Open Document Database	Once the ODD open document file is downloaded from CORE onto an Area system, this option is used to upload the data contained in the CORE file into the Area's open document database.
ACRF M FUND DISTRIBUTION	Fund Distribution	Provides access to the funds distribution utilities.
ACRF M PRINT TABLE	Print Table Listings	Menu option to list all Tables which can be printed.
ACRF M REPORTS	Print Documents	Provides access to print official documents, e.g., 393's, 350's, etc.
ACRF M SYSTEMS SETUP	System Setup	Access to the utilities to add or edit system setup data.
ACRF M SYSTEMS UTILITIES	Utilities	Access to various systems utilities for system setup, systems reports, etc.
ACRF M SYSTEMS UTILITIES REL.	Release User	This option is used to clear the record that a user is signed on to another terminal. It may seem that a user is signed on when there is an abnormal exit such as an error or entry into programmer mode.
ACRF M TABLE MAINTENANCE	Table Maintenance	Provides access to enter/edit supporting data required to run the overall system.
ACRF P 281	281 Small Purchase Report	Provides access to utility to print the small purchase 281 report.
ACRF P ACCOUNTING POINT	Accounting Point	Print a list of all Accounting Points.
ACRF P AIRLINE COMPANY	Airline Company	Allows editing of airline company data.
ACRF P ALLOWANCE NUMBER	Allowance Number	Print list of all Allowance Numbers.
ACRF P ARMS USER LIST	ARMS User List	Print the ARMS User list.
ACRF P BPA CALL	BPA Call	Print BPA call.
ACRF P BPA SUMMARY	Review BPA Summary.	Displays summary of total amount set aside for the BPA and the amounts committed and obligated against the BPA.
ACRF P BUDGET ACTIVITY	Budget Activity	Print list of all budget activities.
ACRF P CAN DEFAULTS	Print CAN Defaults	Displays CAN default data.
ACRF P CREDIT CARD REPORT	Credit Card Report	Option to print the credit card report.
ACRF P DELETED SIGNATURES	Deleted Signature Report	Option to print the deleted signature report.
ACRF P DOCUMENT SUMMARY	Fiscal Year Document Summary	Utility to print summary of numbers of documents and dollar value for a fiscal year.
ACRF P DUE IN REPORT	Due in Report	Access to various reports of items ordered and their due in dates.
ACRF P FEDERAL SUPPLY CLASS	Federal Supply Class	Print list of Federal Supply Class codes.
ACRF P FEDSTRIP	FEDSTRIP/GSA Supply Center Order	Option to print FEDSTRIP orders.
ACRF P FEDSTRIP LOCATION	FEDSTRIP Location	Prints Fedstrip activity code list.
ACRF P HOTEL	Hotel Information	Prints hotel list.

Name	Menu Text	Description
ACRF P LOCATION CODE	Location Code	Print list of all Location Codes.
ACRF P OBJECT CLASS CODE	Object Class Code	Print Object Class Codes.
ACRF P PAYMENTS	ARMS Payment status	Prints various payment management reports.
ACRF P PENDING SIG REPORT	Unsigned Document Report	Prints a report of documents which require an electronic signature which have been unsigned for a specified number of days.
ACRF P PER DIEM CITY	Per Diem City	Prints per diem rate data for each city.
ACRF P PROPERTY VOUCHER REG	Property Voucher Register	Option to print the Property Voucher Register.
ACRF P PURCHASE ORDER	Purchase Order	Prints a purchase order.
ACRF P PURCHASE ORDER LOG	Purchase Order Log	Print purchase order log.
ACRF P RECEIVING REPORT	Receiving Report	Option to print receiving report.
ACRF P RENTAL CAR COMPANY	Rental Car Company	Prints rental car company list.
ACRF P REQUEST CONT AUDIT	FINAL SIGNATURE Audit Report	Print final signature audit report.
ACRF P REQUISITION	Requests	Print a requisition.
ACRF P SEPARATE TI	Travel Itinerary	Provides access to utility to print a travel itinerary.
ACRF P SUB-ACTIVITY	Sub-Activity	Print list of all Sub-Activities.
ACRF P SUB-SUB-ACTIVITY	Sub-Sub-Activity	Print list of all Sub-Sub-Activities.
ACRF P TRAINING REQUEST	Training Request	Print training request.
ACRF P TRAINING SUMMARY	Training Summary	Access utility to print individual and department training summaries.
ACRF P TRAVEL ORDER	Travel Order	Provides access to utility to print travel orders.
ACRF P TRAVEL REPORTS	Travel Reports	Prints various travel reports.
ACRF P TRAVEL VOUCHERS	Travel Vouchers	Print Travel Vouchers
ACRF P TV AUDIT LIST	Travel Voucher Audit List	Travel voucher audit list.
ACRF P UNTRANSMITTED DHRs	Print Untransmitted DHR List	Prints a list of untransmitted DHRs sorted by Date Generated. This report should not be run for date ranges beginning before July 2000, as it may not be accurate for those earlier dates.
ACRF P USER PROFILES	Print User Profile	Report of data on ARMS users.
ACRF P VENDOR LIST	Print Vendor List	Entry point to print list of ARMS vendors.
ACRF P YOUR TRAVEL VOUCHER	Your Travel Voucher	Prints a copy of your travel voucher.
ACRF RECOVER UNXMITTED DHRs	Recover Untransmitted DHRs	This option will loop through the DHR history record file and find all DHRs that have not been transmitted to CORE for the specified date or IEN range. The transactions will be placed in an ARMS-BLUE or ARMS-RED batch for transmission.
ACRF RECV CORE ODD	Receive ODD Obligations from CORE	This option uses FTP protocol to log into the CORE system and get the ODD open document data files.

Name	Menu Text	Description
ACRMENU	Administrative Resource Management System	The main entry point menu for all systems users.

8.0 ARMS Access Level Menu Structures and Security Key Assignments

The ARMS V2.1 menu structure is unique in its atypical menu structure and use of security keys.

The menu structure is basically a straight down structure containing very few submenus. This differs from most other RPMS menu structures where the main menu consists of submenus based on the function being performed. Instead, the function is defined by the access level.

Virtually every ARMS option is locked with a security key. Security keys are assigned by the ARMS software based on the user's designated access level. The 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.

8.1 ARMS Access Level Menu Structure

8.1.1 LEVEL 1: Requestor

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
PD	Print Documents ...
RQ	Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
HO	Hotel Name and Phone
SF	Review Status of Funds

TE	Enter TRAINING EVALUATION
TV	Complete Travel Voucher

8.1.2 LEVEL 1.5: Secretary

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
PD	Print Documents ...
	RQ Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
TV	Travel Vouchers
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
TV	Complete Travel Voucher

8.1.3 LEVEL 2: Branch Chief

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
PD	Print Documents ...
	RQ Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report

DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
TV	Complete Travel Voucher

8.1.4 LEVEL 3: Property & Supply Officer

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
PD	Print Documents ...
RQ	Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
SI	Edit Standard Items
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
TV	Complete Travel Voucher

8.1.5 LEVEL 4: Purchasing Agent

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
CL	Cancel Approved Request
PD	Print Documents ...

RQ	Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
EV	Edit Vendor/Contractor
SI	Edit Standard Items
PO	Add/Edit Purchase Order
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
TV	Complete Travel Voucher

8.1.6 LEVEL 5: Receiving Agent

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
PD	Print Documents ...
RQ	Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
RR	Enter Receiving Reports
DI	Due in Report

HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
TV	Complete Travel Voucher

8.1.7 LEVEL 6: Finance Officer

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
PD	Print Documents ...
RQ	Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
TV	Travel Vouchers
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
FD	Fund Distribution ...
APP	Enter Appropriations
ALT	Distribute Allotments
ALW	Distribute Allowances
SUB	Edit Department Account
NEW	Create NEXT Fiscal Year Accounts
CLS	Close Department Accounts
JV	Journal Voucher Obligated Document
TV	Complete Travel Voucher
MP	My User Profile

8.1.8 LEVEL 7: Contract Officer

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
PD	Print Documents ...
RQ	Requests

PO	Purchase Order
CALL	BPA Call
TO	Travel Order
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
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
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
TV	Complete Travel Voucher

8.1.9 LEVEL 8: EXECUTIVE OFFICER

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RS	Review Status of Request
PD	Print Documents ...
RQ	Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
RR	Receiving Report
CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
HO	Hotel Name and Phone

SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
TV	Complete Travel Voucher

8.1.10 LEVEL 9: ARMS Manager

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
RA	Review Approved/Disapproved Request
RR	Enter Receiving Reports
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
AM	ARMS Manager's Menu ...
SS	System Setup ...
AU	Edit ARMS user
PO	Edit Purchasing Office
PA	Edit Purchasing Agent
DP	Edit Department
CD	Edit CAN NO. Defaults
PS	Unsigned Document Report
UP	Print User Profile
PC	Print CAN Defaults
PI	Personnel Information
RS	Reset Document CAN Defaults
UL	ARMS User List
TM	Table Maintenance ...
CN	Common Accounting Numbers
OC	Object Class Codes
AL	Allowance Numbers
FSC	Federal Supply Class Codes
EM	Manufacturer
BP	Boiler Plate Statement
CS	Certification Statements
PD	Per Diem City
AI	Airline Company
FS	FEDSTRIP Location Data
HO	Hotel Name and Phone
LC	Location Code
RC	Rental Car Name and Phone
TC	Review/Edit PO TERMS & CONDITIONS
TL	Print Table Listings ...
PBA	Budget Activity
PSA	Sub-Activity
PSSA	Sub-Sub-Activity
PLC	Location Code
PAL	Allowance Number
PAP	Accounting Point
POC	Object Class Code
FSC	Federal Supply Class
PPC	Per Diem City
PAI	Airline Company
PFS	FEDSTRIP Location
PHO	Hotel Information

	PRC	Rental Car Company
	VL	Print Vendor List
DD		Duplicate Document
RO		Re-open Finalized Receiving Report
TV		Complete Travel Voucher

8.1.11 LEVEL 10: Systems Manager

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 ...
	RQ Requests
	PO Purchase Order
	CALL BPA Call
	TO Travel Order
	TV Travel Vouchers
	RR Receiving Report
	CC Credit Card Report
	PL Purchase Order Log
	SP 281 Small Purchase Report
	T350 Training Request
	AR FINAL SIGNATURE Audit Report
	BPA Review BPA Summary.
	DA Deleted Signature Report
	DS Fiscal Year Document Summary
	FS FEDSTRIP/GSA Supply Center Order
	PAY ARMS Payment status
	PV Property Voucher Register
	TI Travel Itinerary
	TS Training Summary
	YTV Your Travel Voucher
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 ...
SS	System Setup ...
AS	Area Systems Data
AU	Edit ARMS user
PO	Edit Purchasing Office
PA	Edit Purchasing Agent
DP	Edit Department
CD	Edit CAN NO. Defaults
ED	Edit Department Account
PS	Unsigned Document Report
UP	Print User Profile

```

AM      Edit ARMS message
PC      Print CAN Defaults
PI      Personnel Information
RS      Reset Document CAN Defaults
UL      ARMS User List
        TM      Table Maintenance ...
            CN      Common Accounting Numbers
        OC      Object Class Codes
        BA      Budget Activity
        AL      Allowance Numbers
        FSC     Federal Supply Class Codes
        EM      Manufacturer
        BP      Boiler Plate Statement
        PD      Per Diem City
        AI      Airline Company
        FS      FEDSTRIP Location Data
        HO      Hotel Name and Phone
        LC      Location Code
        RC      Rental Car Name and Phone
        TC      Review/Edit PO TERMS & CONDITIONS
TL      Print Table Listings ...
        PBA     Budget Activity
        PSA     Sub-Activity
        PSSA    Sub-Sub-Activity
        PLC     Location Code
        PAL     Allowance Number
        PAP     Accounting Point
        POC     Object Class Code
        FSC     Federal Supply Class
        PPC     Per Diem City
        PAI     Airline Company
        PFS     FEDSTRIP Location
        PHO     Hotel Information
        PRC     Rental Car Company
VL      Print Vendor List
UT      Utilities ...
        AS      Modify Approval Sequence
        REL     Release User
DD      Duplicate Document
EA      Edit ARMS message
FD      Fund Distribution ...
        APP     Enter Appropriations
        ALT     Distribute Allotments
        ALW     Distribute Allowances
        SUB     Edit Department Account
        NEW     Create NEXT Fiscal Year Accounts
        MFA     Move Financial Accounts
        CLS     Close Department Accounts
JV      Journal Voucher Obligated Document
PM      Payment Management
        1      INVOICE Audit
        2      AIRLINE Payment
        3      EDIT Payment/REVIEW Batch
        4      CERTIFY a Batch
        5      EXPORT a Batch
        6      ADD a Batch
        7      COMBINE Batches
        8      REOPEN/RE-EXPORT a Batch
        9      REOPEN a Document
        10     PRINT Payment Management Reports
            1     Document Payment History
            2     Print Payment DHR's
            3     Invoices without Receiving Reports

```

	4	Interest Penalty Report
	5	Prompt Payment Report
	6	List Batches exported on specified date
	7	Invoice Workload Report
	8	Electronic funds Transfer Profile
	9	Vendor Payment Notification Letters
	10	Treasury Schedule Comparison
11		Appropriation List
12		Batch Payment Listing
13		Review Payments for One Tech only
14		List Vendor/Traveler Payments
11		DELETE A Batch
12		Payroll Data
13		Batch STATUS Report
14		Travel Advance Management
15		Payment Management Utilities
	1	Enter Bank Information
	2	Enter/Edit Object Class Codes
	3	Add New Traveler
	4	Print Bank Information
	5	Late Payment Interest Rates
	6	Add/Edit Vendor
	7	Import Obligations from PCC/HAS
RO		Re-open Finalized Receiving Report
TV		Complete Travel Voucher

9.0 Security and Security Keys

Some of the data contained in the ARMS database is highly sensitive. This sensitive data consists of bank information such as bank routing numbers as well as individual bank account numbers. View and edit access to this sensitive data is restricted by security key ACRFZ EDIT EFT.

Access to travel and training documents is restricted. In order to view, edit, or print a travel or training document, the user must either have access to the department account under which the document was created, must be a signer of the document, or must be either the traveler or the requestor. The ACRFZ TRAVEL ORDERS security key overrides this restriction.

Virtually every ARMS option is locked with a security key. Security keys are assigned by the ARMS software based on the user's designated access level. The 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 following options are locked by security keys:

KEY	OPTION LOCKED BY KEY
ACRZ MANAGERS MENU	ACR MANAGERS MENU ARMS Manager's Menu
ACRFZ1099	ACRF 1099 MENU IRS 1099 MENU
ACRZ ACCOUNTING POINT	ACRF E ACCOUNTING POINT Accounting Point
ACRZ ADD REQUESTS	ACRF E ADD REQUESTS Add **NEW** Request
ACRZ ALLOCATIONS	ACRF E ALLOCATIONS Distribute Allowances
ACRZ ALLOTMENTS	ACRF E ALLOTMENTS Distribute Allotments
ACRZ EDIT PO	ACRF E AMEND PO Edit Signed Purchase Order
ACRZ APPROPRIATIONS	ACRF E APPROPRIATIONS Enter Appropriations
ACRZ APPROVAL SEQUENCE	ACRF E APPROVAL SEQUENCE Modify Approval Sequence
ACRZ APPROVE REQUESTS	ACRF E APPROVE REQUESTS Approve Request
ACRZ AREA SYSTEMS DATA	ACRF E AREA SYSTEM SETUP Area Systems Data
ACRZ ARMS MESSAGE	ACRF E ARMS MESSAGE Edit ARMS message
ACRZ ASSIGN PO TO PA	ACRF E ASSIGN PURCHASING AGENT Assign PO to Purchasing Agent

KEY	OPTION LOCKED BY KEY
ACRZ BOILER PLATE STATEMENT	ACRF E BOILER PLATE STATEMENT Boiler Plate Statement
ACRZ BUDGET ACTIVITY	ACRF E BUDGET ACTIVITY Budget Activity
ACRZ CAN NO. DEFAULTS	ACRF E CAN DEFAULTS Edit CAN NO. Defaults
ACRZ ADD CAN	ACRF E CAN NUMBERS Common Accounting Numbers
ACRZ CANCEL APPROVD REQUEST	ACRF E CANCEL A REQUEST Cancel Approved Request
ACRZ CERTIFICATION STMT	ACRF E CERTIFICATION STATEMENT Certification Statements
ACRZ CLOSE DEPARTMENT ACCTS	ACRF E CLOSE DEPARTMENT ACCTS Close Department Accounts
ACRZ CREATE NEW FY ACCOUNTS	ACRF E CREATE NEW FY ACCOUNTS Create NEXT Fiscal Year Accounts
ACRZ DELETE A REQUEST	ACRF E DELETE REQUEST Delete/Transfer Request
ACRZ DEPARTMENT	ACRF E DEPARTMENT Edit Department
ACRZ DISTRIBUTE BY OC	ACRF E DISTRIBUTE BY OC Distribute Local Accounts by Object Class
ACRZ DUPLICATE DOCUMENT	ACRF E DUPLICATE DOCUMENT Duplicate Document
ACRZ EDIT PURCHASE ORDER	ACRF E EDIT PURCHASE ORDER Add/Edit Purchase Order
ACRZ STANDARD ITEMS	ACRF E ITEM Edit Standard Items
ACRZ JOURNAL VOUCHER OD	ACRF E JOURNAL VOUCHER Journal Voucher Obligated Document
ACRZ LOCAL BUDGETS	ACRF E LOCAL BUDGETS Edit Department Account
ACRZ PAYMENTS	ACRF E PAYMENTS Payment Management
ACRZ PM UTILITY	ACRF E PAYMENTS UTILITY Payment Management Utilities
ACRZ PERSON FILE ENTRY	ACRF E PERSON Edit ARMS user
ACRZ PRIME VENDOR IMPORT	ACRF E PRIME VENDOR IMPORT Prime Vendor Data Import
ACRZ PURCHASING AGENT	ACRF E PURCHASING AGENT Edit Purchasing Agent
ACRZ PURCHASING OFFICE	ACRF E PURCHASING OFFICE Edit Purchasing Office
ACRZ REACTIVATE APPROVD REQ	ACRF E REACTIVATE REQUEST Return Request to Initiator
ACRZ RECEIVING REPORT	ACRF E RECEIVING REPORT Enter Receiving Reports
ACRZ RENTAL CAR INFORMATION	ACRF E RENTAL CAR INFORMATION Rental Car Name and Phone
ACRZ REOPEN	ACRF E REOPEN RECEIVING REPORT Re-open Finalized Receiving Report

KEY	OPTION LOCKED BY KEY
ACRZ REVIEW APPROVD REQUEST	ACRF E REVIEW APPROVED REQUEST Review Approved/Disapproved Request
ACRZ REVIEW PENDING REQUEST	ACRF E REVIEW PENDING REQUEST Edit Pending Request
ACRZ DOCUMENT STATUS	ACRF E REVIEW STATUS PR Review Status of Request
ACRZ SHIFT ACCOUNTS	ACRF E SHIFT ACCOUNTS Move Financial Accounts
ACRZ REVIEW STATUS OF FUNDS	ACRF E STATUS OF FUNDS Review Status of Funds
ACRZ SUB-ACTIVITY	ACRF E SUB-ACTIVITY Sub-Activity
ACRZ SUB-SUB-ACTIVITY	ACRF E SUB-SUB-ACTIVITY Sub-Sub-Activity
ACRZ SYSTEMS DHR SETUP	ACRF E SYSTEMS DHR SETUP Edit DHR Interface Data
ACRZ TRAINING EVALUATION	ACRF E TRAINING EVALUATION Enter TRAINING EVALUATION
ACRZ COMPLETE TRAVEL VOUCH	ACRF E TRAVEL VOUCHER Complete Travel Voucher
ACRZ EDIT VENDOR	ACRF E VENDOR Edit Vendor/Contractor
ACRFZ EXPORT DHRS	ACRF EXPORT DHRS Export DHRs to CORE
ACRFZ ODD	ACRF IMP CORE ODD Import ODD Obligations to Open Document Database
ACRZ FUND DISTRIBUTION	ACRF M FUND DISTRIBUTION Fund Distribution
ACRZ REPORTS	ACRF M REPORTS Print Documents
ACRZ SYSTEMS SETUP	ACRF M SYSTEMS SETUP System Setup
ACRZ SYSTEMS UTILITIES	ACRF M SYSTEMS UTILITIES Utilities
ACRZ TABLE MAINTENANCE	ACRF M TABLE MAINTENANCE Table Maintenance
ACRZ P CAN DEFAULTS	ACRF P CAN DEFAULTS Print CAN Defaults
ACRZ DUE IN REPORTS	ACRF P DUE IN REPORT Due in Report
ACRZ UNSIGNED DOCUMENT	ACRF P PENDING SIG REPORT Unsigned Document Report
ACRFZ TRAVEL REPORTS	ACRF P TRAVEL REPORTS Travel Reports
ACRZ PRINT TRAVEL VOUCHER	ACRF P TRAVEL VOUCHERS Travel Vouchers
ACRZ TV AUDIT LIST	ACRF P TV AUDIT LIST Travel Voucher Audit List
ACRZ PRINT USER PROFILE	ACRF P USER PROFILES Print User Profile
ACRFZ ODD	ACRF RECV CORE ODD

KEY	OPTION LOCKED BY KEY
	Receive ODD Obligations from CORE
ACRZMENU	ACRMENU
	Administrative Resource Management System

10.0 ARMS Access Level Security Key Assignments

10.1 LEVEL 1: Requestor

```
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZ MENU
ACRZ REVIEW STATUS OF FUNDS
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACRZ TRAINING EVALUATION
```

10.2 LEVEL 1.5: Secretary

```
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ REVIEW STATUS OF FUNDS
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ PRINT TRAVEL VOUCHER
ACRZ TRAINING EVALUATION
```

10.3 LEVEL 2: Branch Chief

```
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ FUND PROJECTIONS
ACRZ REVIEW STATUS OF FUNDS
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ TRAINING EVALUATION
```

10.4 LEVEL 3: Property & Supply Officer

```
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ STANDARD ITEMS
ACRZ REVIEW STATUS OF FUNDS
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACRZ TRAINING EVALUATION
```

10.5 LEVEL 4: Purchasing Agent

```
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ EDIT PURCHASE ORDER
ACRZ EDIT VENDOR
ACRZ STANDARD ITEMS
ACRZ REVIEW STATUS OF FUNDS
ACRZ CANCEL APPROVD REQUEST
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ TRAINING EVALUATION
```

10.6 LEVEL 5: Receiving Agent

```
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ RECEIVING REPORT
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ DUE IN REPORTS
ACRZ REVIEW STATUS OF FUNDS
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ TRAINING EVALUATION
```

10.7 LEVEL 6: Finance Officer

```
ACRZ ENTER PROGRAM DATA
ACRZ FUND DISTRIBUTION
ACRZ APPROPRIATIONS
ACRZ ALLOTMENTS
ACRZ ALLOCATIONS
ACRZ LOCAL BUDGETS
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ FUND PROJECTIONS
ACRZ FUND DIST GROUPS
ACRZ REVIEW STATUS OF FUNDS
ACRZ INVOICE AUDIT
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ PRINT TRAVEL VOUCHER
ACRZ CREATE NEW FY ACCOUNTS
ACRZ CLOSE DEPARTMENT ACCTS
ACRZ JOURNAL VOUCHER OD
ACRZ TRAINING EVALUATION
```

10.8 LEVEL 7: Contract Officer

```
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ FUND PROJECTIONS
ACRZ ASSIGN PO TO PA
ACRZ EDIT PURCHASE ORDER
ACRZ EDIT VENDOR
ACRZ STANDARD ITEMS
ACRZ REVIEW STATUS OF FUNDS
ACRZ EDIT PO
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ TRAINING EVALUATION
```

10.9 LEVEL 8: Executive Officer

```
ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
```

ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ REVIEW STATUS OF FUNDS
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ TRAINING EVALUATION

10.10 LEVEL 9: ARMS Manager

ACRZ ENTER PROGRAM DATA
ACRZ REQUEST FUNDS
ACRZ SYSTEMS SETUP
ACRZ SYSTEMS REPORTS
ACRZ APPROVAL SEQUENCE
ACRZ APPROVING OFFICIAL
ACRZ REVIEW PENDING REQUEST
ACRZ PENDING PO'S/TV'S
ACRZ PROCESS TRANSACTIONS
ACRZ RECEIVING REPORT
ACRZ DOCUMENT HISTORY
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZ STATUS OF FUNDS
ACRZ USER ACCESS LEVEL
ACRZMENU
ACRZ PERSON FILE ENTRY
ACRZ EMPLOYEE EDIT
ACRZ EDIT SUPPORTING DATA
ACRZ REVIEW STATUS OF FUNDS
ACRZ DELETE A REQUEST
ACRZ BOILER PLATE STATEMENT
ACRZ FEDERAL SUPPLY CLASS
ACRZ OBJECT CLASS CODE
ACRZ ADD CAN
ACRZ RENTAL CAR INFORMATION
ACRZ TABLE MAINTENANCE
ACRZ REACTIVATE APPROVD REQ
ACRZ CANCEL APPROVD REQUEST
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ PRINT TRAVEL VOUCHER
ACRZ REOPEN RR
ACRZ CERTIFICATION STMT
ACRZ P CAN DEFAULTS
ACRZ MANAGERS MENU
ACRZ CREDIT CARD REPORT
ACRZ DUPLICATE DOCUMENT
ACRZ PURCHASING OFFICE
ACRZ PURCHASING AGENT
ACRZ DEPARTMENT
ACRZ CAN NO. DEFAULTS
ACRZ UNSIGNED DOCUMENT
ACRZ PRINT USER PROFILE
ACRZ TRAINING EVALUATION

10.11 LEVEL 10: Systems Manager

ACRZ BUDGET OFFICER
ACRZ ENTER PROGRAM DATA
ACRZ FUND DISTRIBUTION
ACRZ REQUEST FUNDS
ACRZ SYSTEMS SETUP
ACRZ SYSTEMS REPORTS
ACRZ APPROPRIATIONS
ACRZ ALLOTMENTS
ACRZ ALLOCATIONS
ACRZ LOCAL BUDGETS
ACRZ REPORTS
ACRZ USER MENU
ACRZ SYSTEMS UTILITIES
ACRZ APPROVE REQUESTS
ACRZ APPROVAL SEQUENCE
ACRZ APPROVING OFFICIAL
ACRZ REVIEW PENDING REQUEST
ACRZ PENDING PO'S/TV'S
ACRZ PROCESS TRANSACTIONS
ACRZ RECEIVING REPORT
ACRZ DOCUMENT HISTORY
ACRZ DOCUMENT STATUS
ACRZ RECALCULATE
ACRZ ADD REQUESTS
ACRZ STATUS OF FUNDS
ACRZ USER ACCESS LEVEL
ACRZMENU
ACRZ FUND PROJECTIONS
ACRZ ASSIGN PO TO PA
ACRZ EDIT PURCHASE ORDER
ACRZ FUND DIST GROUPS
ACRZ PERSON FILE ENTRY
ACRZ EMPLOYEE EDIT
ACRZ EDIT SUPPORTING DATA
ACRZ EDIT VENDOR
ACRZ STANDARD ITEMS
ACRZ DUE IN REPORTS
ACRZ REVIEW STATUS OF FUNDS
ACRZ DELETE A REQUEST
ACRZ BOILER PLATE STATEMENT
ACRZ FEDERAL SUPPLY CLASS
ACRZ OBJECT CLASS CODE
ACRZ ADD CAN
ACRZ RENTAL CAR INFORMATION
ACRZ TABLE MAINTENANCE
ACRZ INVOICE AUDIT
ACRZ EDIT PO
ACRZ REACTIVATE APPROVD REQ
ACRZ CANCEL APPROVD REQUEST
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ PRINT TRAVEL VOUCHER
ACRZ CREATE NEW FY ACCOUNTS
ACRZ CLOSE DEPARTMENT ACCTS
ACRZ ACTUAL EXPENSE
ACRZ REOPEN RR
ACRZ BUDGET ACTIVITY
ACRZ JOURNAL VOUCHER OD
ACRZ P CAN DEFAULTS

ACRZ MANAGERS MENU
ACRZ CREDIT CARD REPORT
ACRZ SHIFT ACCOUNTS
ACRZ DUPLICATE DOCUMENT
ACRZ AREA SYSTEMS DATA
ACRZ PURCHASING OFFICE
ACRZ PURCHASING AGENT
ACRZ DEPARTMENT
ACRZ CAN NO. DEFAULTS
ACRZ UNSIGNED DOCUMENT
ACRZ PRINT USER PROFILE
ACRZ TRAINING EVALUATION
ACRZ ARMS MESSAGE
ACRZ PAYMENTS

11.0 Cross-References

11.1 Special Cross-References

ARMS uses two special cross-references in the FMS Request Controller file, AORDR and ANXT.

Cross-reference AORDR controls the order in which documents are signed.

Cross reference ANXT is set and killed as documents are signed. The next signature to be placed on a document is contained in this cross reference. When a signature is processed the cross reference for that signature is killed and then ANXT is reset for the next signature.

11.2 Standard Cross-References

9002185 FMS APPROPRIATION

XREF	DD	FLD NUM	FIELD NAME
C	9002185	.02	APPROPRIATION NO.
F	9002185	30	RECURRING
FY	9002185	10	FISCAL YEAR
LASTFY	9002185	.15	LAST YEAR'S ACCOUNT
NEXTFY	9002185	.07	NEXT YEAR'S ACCOUNT
ORG	9002185	.8	ORIGINAL/AMENDMENT
ORIG	9002185	.9	APPROPRIATION AMENDED
B	9002185.01	.01	ALLOTMENT DATA ACCESS
	9002185.01	.01	ALLOTMENT DATA ACCESS

9002185.1 FMS TERMS AND CONDITIONS

XREF	DD	FLD NUM	FIELD NAME
B	9002185.1	.01	NAME

9002185.2 ARMS ACCOUNT CODES

XREF	DD	FLD NUM	FIELD NAME
B	9002185.2	.01	CODE
C	9002185.2	2	NAME
D	9002185.2	1	ACCOUNT

9002185.3 ARMS USER

XREF	DD	FLD NUM	FIELD NAME
B	9002185.3	.01	ARMS USER
C	9002185.3	.02	USER NAME
CAN	9002185.3	16	PAYROLL CAN
B	9002185.31	.01	ADDITIONAL MAILMAN DOMAINS

9002185.5 FMS ACCESS LEVEL

XREF	DD	FLD NUM	FIELD NAME
B	9002185.5	.01	LEVEL
C	9002185.5	.02	CODE
D	9002185.5	.03	NAME
C	9002185.51	.03	LEVEL 10 ONLY
SEC	9002185.51	.01	SECURITY KEY

9002185.6 FMS USER ACCESS LEVEL

XREF	DD	FLD NUM	FIELD NAME
B	9002185.6	.01	USER
LVL	9002185.6	.01	USER
LVLTOO	9002185.6	.02	ACCESS LEVEL

9002186 FMS ALLOWANCE

XREF	DD	FLD NUM	FIELD NAME
AC	9002186	50	ALLOWANCE
AD	9002186	20	QUARTER
C	9002186	50	ALLOWANCE
D	9002186	.2	RECIPIENT
FY	9002186	10	FISCAL YEAR
LASTFY	9002186	.15	LAST YEAR'S ACCOUNT
M	9002186	.02	APPROPRIATION
NEXTFY	9002186	.07	NEXT YEAR'S ACCOUNT
ORG	9002186	.8	ORIGINAL/AMENDMENT
ORIG	9002186	.9	ALLOWANCE AMENDED
B	9002186.01	.01	ALLOWANCE DATA ACCESS
SEC	9002186.01	.01	ALLOWANCE DATA ACCESS

9002186.5 ARMS CAN

XREF	DD	FLD NUM	FIELD NAME
B	9002186.5	.01	CAN NO.
C	9002186.5	.02	CAN NO. CODE
D	9002186.5	.13	PROGRAM/DEPARTMENT
E	9002186.5	.03	APPROPRIATION NO.
F	9002186.5	.09	FY
G	9002186.5	.16	SUB ALLOWANCE

9002187 FMS SUB-ALLOWANCE

XREF	DD	FLD NUM	FIELD NAME
AC	9002187	50	ALLOWANCE
AD	9002187	20	QUARTER
C	9002187	.2	RECIPIENT
D	9002187	.21	DOCUMENT NUMBER
E	9002187	50	ALLOWANCE
FY	9002187	10	FISCAL YEAR
LASTFY	9002187	.15	LAST YEAR'S ACCOUNT
LCODE	9002187	110	LOCATION CODE
M	9002187	.03	ALLOWANCE
NEXTFY	9002187	.07	NEXT YEAR'S ACCOUNT

XREF	DD	FLD NUM	FIELD NAME
ORG	9002187	.8	ORIGINAL/AMENDMENT
ORIG	9002187	.9	ALLOCATION AMENDED
SS	9002187	80	SSA
B	9002187.03	.01	JOURNAL VOUCHER
B	9002187.04	.01	SUB-ALLOWANCE DATA ACCESS
SEC	9002187.04	.01	SUB-ALLOWANCE DATA ACCESS

9002187.1 ARMS SMALL PURCHASE CHECKLIST

XREF	DD	FLD NUM	FIELD NAME
B	9002187.1	.01	DOCUMENT

9002188 FMS DEPARTMENT ACCOUNT

XREF	DD	FLD NUM	FIELD NAME
AC	9002188	50	ALLOWANCE
AD	9002188	20	QUARTER
CAN	9002188	10	FISCAL YEAR
CAN2	9002188	90	DEFAULT CAN NO.
DCAN	9002188	90	DEFAULT CAN NO.
DEPT	9002188	.05	DEPARTMENT
FY	9002188	10	FISCAL YEAR
LASTFY	9002188	.15	LAST YEAR'S ACCOUNT
LCODE	9002188	110	LOCATION CODE
M	9002188	.04	SUB ALLOWANCE
NEXTFY	9002188	.07	NEXT YEAR'S ACCOUNT
ORG	9002188	.8	ORIGINAL/AMENDMENT
ORIG	9002188	.9	DEPARTMENT ACCOUNT AMENDED
QT	9002188	20	QUARTER
SSA	9002188	80	SUB-SUB-ACTIVITY
B	9002188.01	.01	ADDIT'L CAN NO
B	9002188.02	.01	TRANSACTION TYPE
B	9002188.03	.01	JOURNAL VOUCHER
B	9002188.04	.01	EMPLOYEE FOR ACCOUNT ACCESS
B	9002188.06	.01	FISCAL YEAR
OCAN	9002188.01	.01	ADDIT'L CAN NO
SEC	9002188.04	.01	EMPLOYEE FOR ACCOUNT ACCESS

9002188.1 ARMS DEPARTMENT

XREF	DD	FLD NUM	FIELD NAME
B	9002188.1	.01	DEPARTMENT
B	9002188.11	.01	FISCAL YEAR
B	9002188.112	.01	REFERENCE CODE

9002189 FMS REQUEST

XREF	DD	FLD NUM	FIELD NAME
ACONV	9002189	906	CONVERT
APRNT	9002189	905	REQUEST AUTHORIZED
C	9002189	.02	SUB-ALLOWANCE
CAN	9002189	.04	CAN NO.
D	9002189	.03	DEPARTMENT ACCOUNT
DOC	9002189	1	DOCUMENT NO.

XREF	DD	FLD NUM	FIELD NAME
LOT	9002189	.12	FMS ALLOWANCE
OC	9002189	10	OBJECT CLASS
PO	9002189	911	PURCHASE ORDER AUTHORIZED
PO2	9002189	911	PURCHASE ORDER AUTHORIZED
PROP	9002189	.13	FMS APPROPRIATION
RL	9002189	909	FINAL RECEIVING REPORT
RL2	9002189	903	REQUEST APPROVED
TV	9002189	910	TRAVEL VOUCHER
VND	9002189	100	REQUEST VENDOR
B	9002189.01	.01	FINANCE OFFICER ACCESS

9002189.1 FMS DOCUMENT HISTORY RECORD

XREF	DD	FLD NUM	FIELD NAME
AC	9002189.1	12	COMMON ACCOUNTING NUMBER
B	9002189.1	.01	DOCUMENT
C	9002189.1	99	DHR
CAN	9002189.1	12	COMMON ACCOUNTING NUMBER
CC	9002189.1	104	COST CENTER
CORETRANS	9002189.1	201	CORE TRANSMISSION DATE
D	9002189.1	.02	DATE GENERATED
E	9002189.1	.04	ARMS DOCUMENT
F	9002189.1	2	EFFECTIVE DATE
FY	9002189.1	11	FISCAL YEAR
FYCAN	9002189.1	11	FISCAL YEAR
FYCAN2	9002189.1	12	COMMON ACCOUNTING NUMBER
FYLOC	9002189.1	11	FISCAL YEAR
FYLOC2	9002189.1	101	LOCATION CODE
FYLOCSSA	9002189.1	11	FISCAL YEAR
FYLOCSSA2	9002189.1	101	LOCATION CODE
FYLOCSSA3	9002189.1	102	SUB-SUB-ACTIVITY
FYOCC	9002189.1	11	FISCAL YEAR
FYSSA	9002189.1	11	FISCAL YEAR
FYSSA2	9002189.1	102	SUB-SUB-ACTIVITY
FYSSALOC	9002189.1	11	FISCAL YEAR
FYSSALOC2	9002189.1	102	SUB-SUB-ACTIVITY
FYSSALOC3	9002189.1	101	LOCATION CODE
FYVND	9002189.1	11	FISCAL YEAR
FYVND2	9002189.1	16	VENDOR CODE (PRIMARY)
LC	9002189.1	101	LOCATION CODE
OCC	9002189.1	13	OBJECT CLASS CODE
PROP	9002189.1	103	APPROPRIATION
SSA	9002189.1	102	SUB-SUB-ACTIVITY

9002190 FMS REQUEST CONTROLLER

XREF	DD	FLD NUM	FIELD NAME
AB	9002190	.01	DOCUMENT
AC	9002190	2	NAME OF INDIVIDUAL
AORDR	9002190	.04	ORDER
B	9002190	.01	DOCUMENT
C	9002190	.03	APPROVAL TYPE
D	9002190	.07	DELETED SIGNATURES

XREF	DD	FLD NUM	FIELD NAME
E	9002190	.01	DOCUMENT
F	9002190	4	DATE OUT
B	9002190.01	.01	DATE OF CHANGE REQUEST

9002190.1 FMS INVOICE TRACKING

XREF	DD	FLD NUM	FIELD NAME
B	9002190.1	.01	INVOICE NUMBER
C	9002190.1	.02	FMS DOCUMENT
D	9002190.1	.03	DATE OF INVOICE
E	9002190.1	.06	VENDOR
F	9002190.1	.02	FMS DOCUMENT
FTOO	9002190.1	.05	RECEIVING REPORT NUMBER
G	9002190.1	.07	DOCUMENT NUMBER

9002190.5 FMS APPROVAL CONTROL USER

XREF	DD	FLD NUM	FIELD NAME
B	9002190.5	.01	APPROVAL CATEGORY
C	9002190.5	.06	CATEGORY

9002190.55 FMS APPROVAL LEVEL

XREF	DD	FLD NUM	FIELD NAME
AC	9002190.55	.01	NAME
AC2	9002190.55	.02	APPROVAL TYPE
AD	9002190.55	.01	NAME
AD2	9002190.55	.02	APPROVAL TYPE
ALT	9002190.55	1	ALTERNATE 1
ALT2	9002190.55	2	ALTERNATE 2
ALT3	9002190.55	3	ALTERNATE 3
ALT4	9002190.55	4	ALTERNATE 4
B	9002190.55	.01	NAME
SEC	9002190.55	1	ALTERNATE 1
SEC2	9002190.55	2	ALTERNATE 2
SEC3	9002190.55	3	ALTERNATE 3
SEC4	9002190.55	4	ALTERNATE 4

9002190.6 FMS UNIT OF ISSUE

XREF	DD	FLD NUM	FIELD NAME
B	9002190.6	.01	NAME
C	9002190.6	1	FULL NAME

9002190.8 ARMS CERTIFICATION STATEMENT

XREF	DD	FLD NUM	FIELD NAME
B	9002190.8	.01	NAME
C	9002190.8	.02	CERTIFYING OFFICIAL
AC	9002190.801	.01	TRANSACTION TYPE
B	9002190.801	.01	TRANSACTION TYPE
D	9002190.801	.01	TRANSACTION TYPE

9002191 FMS DISTRIBUTION

XREF	DD	FLD NUM	FIELD NAME
AC	9002191	.04	DEPARTMENT ACCOUNT
AD	9002191	.04	DEPARTMENT ACCOUNT
CAN	9002191	.06	CAN
LB	9002191	.04	DEPARTMENT ACCOUNT
OC	9002191	.03	OBJECT CLASS CODE
SALW	9002191	.05	SUB ALLOWANCE
SSA	9002191	.07	SSA

9002191.1 FMS TRAINING PURPOSE

XREF	DD	FLD NUM	FIELD NAME
B	9002191.1	.01	CODE
C	9002191.1	.02	BRIEF DESCRIPTION

9002191.2 FMS TRAINING TYPE

XREF	DD	FLD NUM	FIELD NAME
B	9002191.2	.01	NAME
C	9002191.2	.02	BRIEF DESCRIPTION

9002191.3 FMS TRAINING SOURCE CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002191.3	.01	CODE
C	9002191.3	.02	BRIEF DESCRIPTION

9002191.4 FMS TRAINING SPECIAL INTEREST CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002191.4	.01	CODE
C	9002191.4	.02	BRIEF DESCRIPTION

9002191.5 FMS TRAINING SKILL CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002191.5	.01	CODE
C	9002191.5	.02	BRIEF DESCRIPTION
D	9002191.5	.03	SKILL CATEGORY

9002191.52 FMS TRAINING SKILL CATEGORY

XREF	DD	FLD NUM	FIELD NAME
B	9002191.52	.01	SKILL CATEGORY

9002191.6 FMS TRAINING EVALUATION

XREF	DD	FLD NUM	FIELD NAME
B	9002191.6	.01	TRAINING DOCUMENT

9002191.7 FMS TRAINING PROFESSIONAL ED CAT

XREF	DD	FLD NUM	FIELD NAME
B	9002191.7	.01	PROFESSIONAL TRAINING CODE
C	9002191.7	.02	DESCRIPTION

9002192 FMS REQUEST TRANSACTION

XREF	DD	FLD NUM	FIELD NAME
AC	9002192	.03	DOCUMENT
B	9002192	.01	TRANSACTION TYPE
C	9002192	.03	DOCUMENT

9002192.05 ARMS SOURCE CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002192.05	.01	SOURCE CODE
C	9002192.05	2	SOURCE DESCRIPTION

9002192.06 ARMS TYPE CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002192.06	.01	TYPE
C	9002192.06	1	DESCRIPTION

9002192.08 ARMS EQ TABLES

XREF	DD	FLD NUM	FIELD NAME
B	9002192.08	.01	TABLE NUMBER

9002192.1 ARMS STORAGE LOCATION CODES

XREF	DD	FLD NUM	FIELD NAME
B	9002192.1	.01	CODE
C	9002192.1	1	STORAGE LOCATION

9002192.2 FMS TRANSACTION CODE

XREF	DD	FLD NUM	FIELD NAME
B	902192.2	.01	TRANSACTION CODE

9002193 FMS SUPPLIES AND SERVICES

XREF	DD	FLD NUM	FIELD NAME
AREA	9002193	.11	AREA SYSTEM
B	9002193	.01	ITEM NO.
C	9002193	.03	DOCUMENT
CAN	9002193	.05	COMMON ACCOUNTING NUMBER
D	9002193	.02	REQUEST
E	9002193	.07	PURCHASE ORDER/TRAVEL VOUCHER
F	9002193	.06	DEPARTMENT ACCOUNT
G	9002193	.08	SUB ALLOWANCE
H	9002193	.09	ALLOWANCE
I	9002193	.13	FISCAL YEAR
J	9002193	.2	PURCHASE ORDER
LCOD	9002193	.15	LOCATION CODE
PR	9002193	.13	FISCAL YEAR
PR2	9002193	1	ORDER NUMBER
PR3	9002193	.17	EMPLOYEE
VND	9002193	20	VENDOR
B	9002193.1001	.01	SERIAL NUMBER

XREF	DD	FLD NUM	FIELD NAME
B	9002193.01101	.01	SERIAL NUMBER

9002193.1 ARMS HOTEL

XREF	DD	FLD NUM	FIELD NAME
B	9002193.1	.01	NAME
C	9002193.1	2	CITY

9002193.2 FMS RECEIVING REPORT

XREF	DD	FLD NUM	FIELD NAME
AC	9002193.2	.02	PURCHASE ORDER
AC0	9002193.2	.01	SERVICE OR SUPPLY
AC2	9002193.2	.04	RECEIVING REPORT NUMBER
AD	9002193.2	.02	PURCHASE ORDER
AD2	9002193.2	.04	RECEIVING REPORT NUMBER
B	9002193.2	.01	SERVICE OR SUPPLY
C	9002193.2	.03	REQUISITION
CTOO	9002193.2	.02	PURCHASE ORDER
D	9002193.2	2	QUANTITY RECEIVED
INV	9002193.2	7	INVOICE NUMBER
PVN	9002193.2	.13	PROPERTY VOUCHER NO.
B	9002193.2101	.01	REQUESTOR SIGNATURE
B	9002193.2111	.01	DATE ADDED OR EDITED
B	9002193.2121	.01	DATE INVOICE ADDED OR EDITED

9002193.4 ARMS FEDSTRIP ACTIVITY CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002193.4	.01	FACILITY

9002193.41 ARMS FEDSTRIP DOCUMENT IDENTIFIER

XREF	DD	FLD NUM	FIELD NAME
B	9002193.41	.01	CODE

9002193.42 ARMS FEDSTRIP MEDIA/STATUS CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002193.42	.01	CODE

9002193.43 ARMS FEDSTRIP ROUTING IDENTIFIER

XREF	DD	FLD NUM	FIELD NAME
B	9002193.43	.01	CODE

9002193.44 ARMS FEDSTRIP ADVICE CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002193.44	.01	CODE

9002193.5 FMS TRAVEL DAY

XREF	DD	FLD NUM	FIELD NAME
AC	9002193.5	5	PER DIEM

XREF	DD	FLD NUM	FIELD NAME
B	9002193.5	.01	DAY
C	9002193.5	.07	TRAVEL VOUCHER
D	9002193.5	.03	DOCUMENT
E	9002193.5	1	DATE

9002193.6 ARMS AIRLINE COMPANY

XREF	DD	FLD NUM	FIELD NAME
B	9002193.6	.01	NAME

9002193.7 FMS AIRLINE INFO

XREF	DD	FLD NUM	FIELD NAME
B	9002193.7	.01	FLIGHT
C	9002193.7	.07	TRAVEL VOUCHER
E	9002193.7	.03	DOCUMENT

9002193.8 ARMS AUTO RENTAL COMPANY

XREF	DD	FLD NUM	FIELD NAME
B	9002193.8	.01	NAME

9002193.9 ARMS PER DIEM CITY

XREF	DD	FLD NUM	FIELD NAME
B	9002193.9	.01	CITY
C	9002193.9	.02	STATE
D	9002193.9	.08	COUNTY
X	9002193.9	.01	CITY
B	9002193.91	.01	ADDITIONAL CITY
D	9002193.91	.01	ADDITIONAL CITY

9002194 FMS TRANSACTION TYPE

XREF	DD	FLD NUM	FIELD NAME
B	9002194	.01	TRANSACTION TYPE
DO	9002194	1	DISPLAY ORDER
B	9002194.1001	.01	OBJECT CLASS CODE
C	9002194.1001	.01	OBJECT CLASS CODE

9002194.1 FMS PRIME VENDOR CONTRACT

XREF	DD	FLD NUM	FIELD NAME
B	9002194.1	.01	CONTRACT PO NUMBER
D	9002194.1	.09	SOURCE FILE

9002194.2 FMS APPROVALS FOR PAYMENT

XREF	DD	FLD NUM	FIELD NAME
AC	9002194.2	.02	PURCHASE ORDER
AC0	9002194.2	.01	DATE OF PAYMENT
AC2	9002194.2	.04	RECEIVING REPORT NUMBER
AD	9002194.2	.02	PURCHASE ORDER
AD2	9002194.2	.04	RECEIVING REPORT NUMBER
B	9002194.2	.01	DATE OF PAYMENT

XREF	DD	FLD NUM	FIELD NAME
C	9002194.2	.03	REQUISITION

9002194.3 FMS PAYMENT DISCOUNT/PENALTIES

XREF	DD	FLD NUM	FIELD NAME
B	9002194.3	.01	PAYMENT NUMBER
C	9002194.3	.02	ARMS DOCUMENT
D	9002194.3	.03	ASSOCIATED PAYMENT
E	9002194.3	.04	DATE ACTION TAKEN

9002195 ARMS STANDARD ITEM

XREF	DD	FLD NUM	FIELD NAME
B	9002195	.01	INDEX NUMBER
C	9002195	1	DESCRIPTION1
E	9002195	.02	KEY WORD
F	9002195	24	VENDOR
G	9002195	15	PRIMARY ITEM
NDC	9002195	27	NDC
NSN	9002195	4	NATIONAL STOCK NUMBER
VON	9002195	25	VENDOR ORDER NO.
B	9002195.099	.01	SEE ALSO
B	9002195.02	.01	AREA OFFICE
D	9002195.099	.01	SEE ALSO
H	9002195.02	.02	INDEX NUMBER

9002195.1 FMS STOCK CATEGORY CODE

XREF	DD	FLD NUM	FIELD NAME
B	9002195.1	.01	NAME
C	9002195.1	.05	CATEGORY CODE
D	9002195.1	.04	ACCOUNT
E	9002195.1	.03	SUB-OBJECT CODE

9002195.2 FMS STOCK CATEGORY CODE NAME

XREF	DD	FLD NUM	FIELD NAME
B	9002195.2	.01	NAME

9002195.3 ARMS FEDERAL SUPPLY CLASSES

XREF	DD	FLD NUM	FIELD NAME
B	9002195.3	.01	CODE
C	9002195.3	.02	DESCRIPTION

9002195.5 ARMS MANUFACTURER

XREF	DD	FLD NUM	FIELD NAME
B	9002195.5	.01	NAME

9002196 FMS DOCUMENT

XREF	DD	FLD NUM	FIELD NAME
AD	9002196	130040	TRAVELER
AE	9002196	130120	TRAVEL ADVANCE ALLOWED

XREF	DD	FLD NUM	FIELD NAME
AF	9002196	148030	ATTENDEE
B	9002196	.01	DOCUMENT NO.
BPA	9002196	.19	BLANKET PURCHASE ORDER
C	9002196	.02	PO/CONTRACT NO.
D	9002196	.04	REQUEST TYPE
DD	9002196	130080	APPROX. DATE OF DEPARTURE
DI	9002196	103150	DELIVER ON OR BEFORE
DI2	9002196	103061	SHIP TO
E	9002196	.05	REQUEST
F	9002196	148030	ATTENDEE
FS	9002196	.26	JULIAN DATE
FSTOO	9002196	.27	FEDSTRIP DOCUMENT NUMBER
G	9002196	.14	IDENTIFIER
H	9002196	113110	DATE REQUIRED
I	9002196	103070	CONTRACTOR
I2	9002196	103950	PAYEE
I3	9002196	148181	SEND PAYMENT TO
J	9002196	103999	CONTRACTOR'S NAME
K	9002196	130011	TRAVEL ORDER AMENDED
L	9002196	103200	INVOICE NO.
M	9002196	148040	ORGANIZATION
MOD	9002196	.15	DOCUMENT MODIFIED
N	9002196	130040	TRAVELER
O	9002196	.17	ORIGINAL REQUEST NUMBER
P	9002196	26	TICKET NUMBER
PA	9002196	.2	PURCHASING AGENT
PA2	9002196	.2	PURCHASING AGENT
PO	9002196	.08	PURCHASING OFFICE
PO2	9002196	.08	PURCHASING OFFICE
PR	9002196	999010	EMPLOYEE
PS	9002196	.4	PURCHASING SUPERVISOR
PVEN	9002196	113420	PRIME VENDOR PO NUMBER
Q	9002196	130178	TRAVELER NAME
R	9002196	148340	ATTENDEE NAME
REF	9002196	.13	REFERENCE CODE
RL	9002196	103061	SHIP TO
S	9002196	103010	DATE OF ORDER
T	9002196	.18	TOTAL DOLLARS FOR BPA
TDEPT	9002196	130060	BUREAU/DIVISION/REGION
B	9002196.06	.01	BPA CALLERS
B	9002196.07	.01	NAME OF PURCHASING AGENT
B	9002196.031	.01	FINAL PO
B	9002196.05	.01	BPA SUPPORT STAFF
B	9002196.09	.01	BIDDERS LIST
B	9002196.7	.01	DISCOUNT DAYS
B	9002196.801	.01	PROPERTY VOUCHER NO.
B	9002196.901	.01	TRAVEL AUTHORIZED TO
B	9002196.0111	.01	DATE PO ASSIGNED
B	9002196.2001	.01	ADDITIONAL INVOICE NO.
B	9002196.5213	.01	CODE
CALLER	9002196.06	.01	BPA CALLERS
L2	9002196.2001	.01	ADDITIONAL INVOICE NO.

XREF	DD	FLD NUM	FIELD NAME
PVN	9002196.801	.01	PROPERTY VOUCHER NO.
SSTAFF	9002196.05	.01	BPA SUPPORT STAFF

9002196.1 FMS EXPORT CONTROL

XREF	DD	FLD NUM	FIELD NAME
B	9002196.1	.01	DOCUMENT
C	9002196.1	.02	EXPORT STATUS
B	9002196.1101	.01	SUPPLY/SERVICE

9002196.2 ARMS TRAINING PARTICIPANTS

XREF	DD	FLD NUM	FIELD NAME
AC	9002196.2	.01	TRAINING PARTICIPANT
AC2	9002196.2	.02	TRAINING DOCUMENT
B	9002196.2	.01	TRAINING PARTICIPANT
C	9002196.2	.02	TRAINING DOCUMENT

9002196.3 FMS DHR EXPORT

XREF	DD	FLD NUM	FIELD NAME
B	9002196.3	.01	FILE NAME

9002196.251 ARMS PERSONNEL ACTION

XREF	DD	FLD NUM	FIELD NAME
B	9002196.521	.01	CODE

9002197 FMS DOCUMENT APPROVAL

XREF	DD	FLD NUM	FIELD NAME
AC2	9002197	.06	AREA SETUP
AD	9002197	30	APPROVAL CONTROL TYPE NAME
B	9002197	.01	TYPE OF REQUEST
C	9002197	.02	APPROVAL CONTROL TYPE

9002197.1 ARMS CERTIFICATION

XREF	DD	FLD NUM	FIELD NAME
AC	9002197.1	.02	DOCUMENT
AC2	9002197.1	.01	CERTIFICATION STATEMENT
B	9002197.1	.01	CERTIFICATION STATEMENT
C	9002197.1	.02	DOCUMENT

9002197.2 ARMS BOILER PLATE STATEMENT

XREF	DD	FLD NUM	FIELD NAME
B	9002197.2	.01	NAME

9002197.3 ARMS BOILER PLATE

XREF	DD	FLD NUM	FIELD NAME
AC	9002197.3	.02	DOCUMENT
ACTOO	9002197.3	.01	BOILER PLATE STATEMENT
B	9002197.3	.01	BOILER PLATE STATEMENT

XREF	DD	FLD NUM	FIELD NAME
C	9002197.3	.02	DOCUMENT

9002198 FMS DISTRIBUTION GROUP

XREF	DD	FLD NUM	FIELD NAME
B	9002198	.01	NAME
LVL	9002198	.03	ACCOUNT LEVEL
B	9002198.01	.01	GROUP MEMBER

9002198.1 ARMS VENDOR DISCOUNT TERMS

XREF	DD	FLD NUM	FIELD NAME
AC	9002198.1	.01	VENDOR
B	9002198.1	.01	VENDOR

9002198.2 ARMS 1099 VENDOR

XREF	DD	FLD NUM	FIELD NAME
B	9002198.2	.01	VENDOR
B	9002198.21	.01	CALENDAR YEAR
C	9002198.21	.01	CALENDAR YEAR

9002198.3 ARMS 1099 PAYER

XREF	DD	FLD NUM	FIELD NAME
B	9002198.3	.01	NAME

9002198.4 ARMS 1099 AMOUNT CODES

XREF	DD	FLD NUM	FIELD NAME
B	9002198.4	.01	CODE
C	9002198.4	.02	NAME

9002198.9 ARMS/SAMS INTERFACE

XREF	DD	FLD NUM	FIELD NAME
B	9002198.9	.01	TRANSACTION CODE
C	9002198.9	8	EXPORT COMPLETED

9002199 ARMS PURCHASING AGENT

XREF	DD	FLD NUM	FIELD NAME
B	9002199	.01	NAME
B	9002199.01	.01	DEPARTMENTS SERVED
C	9002199.01	.01	DEPARTMENTS SERVED

9002199.2 FMS SYSTEM DEFAULTS

XREF	DD	FLD NUM	FIELD NAME
B	9002199.2	.01	SYSTEM DEFAULTS
B	9002199.231	.01	FISCAL YEAR
B	9002199.2401	.01	INTEREST RATE EFFECTIVE DATE
B	9002199.251	.01	FISCAL YEAR
B	9002199.2311	.01	ACCOUNTING POINT
B	9002199.2511	.01	ACCOUNTING POINT

9002199.4 FMS PURCHASING OFFICE

XREF	DD	FLD NUM	FIELD NAME
B	9002199.4	.01	NAME
D	9002199.4	.03	PURCHASING SUPERVISOR
B	9002199.41	.01	FISCAL YEAR
B	9002199.4101	.01	ALTERNATE SUPERVISOR
B	9002199.4201	.01	FISCAL YEAR
B	9002199.4301	.01	FISCAL YEAR
B	9002199.441	.01	LOCATION CODE
B	9002199.4501	.01	ARMS MANAGER
DTOO	9002199.4101	.01	ALTERNATE SUPERVISOR
B	9002199.4411	.01	FISCAL YEAR
B	9002199.4419	.01	CALENDAR MONTH

9002199.5 FMS DEPARTMENT CODES

XREF	DD	FLD NUM	FIELD NAME
B	9002199.5	.01	DEPARTMENT CODE
C	9002199.5	.02	DEPARTMENT NAME

9002325 1166 APPROVALS FOR PAYMENT

XREF	DD	FLD NUM	FIELD NAME
B	9002325	.01	FISCAL YEAR
B	9002325.01	.01	BATCH
C	9002325.01	2	CERT POINTER
CERT	9002325.01	6	OPEN/CLOSED
CERT2	9002325.01	4	CERTIFIED DATE
CERT3	9002325.01	5	EXPORT DATE
E	9002325.01	5	EXPORT DATE
EXP	9002325.01	5	EXPORT DATE
EXPD	9002325.01	6	OPEN/CLOSED
EXPORT	9002325.01	4	CERTIFIED DATE
EXPORT2	9002325.01	5	EXPORT DATE
F	9002325.01	10	TREASURY SCHEDULE
ASSIGNED			
G	9002325.01	25	ECS FILE
J	9002325.01	3	DUE DATE
K	9002325.01	6	OPEN/CLOSED
L	9002325.01	.01	BATCH
M	9002325.01	10	TREASURY SCHEDULE
ASSIGNED			
ME	9002325.01	7	EXPORTED(Y/N)
R	9002325.01	4	CERTIFIED DATE
B	9002325.02	.01	SEQUENCE NO
C	9002325.02	1	SEQ FY OF FUNDS
D	9002325.02	2	DATA ENTRY USER ID
D	9002325.02	11.5	DOCUMENT NO.
E	9002325.02	16	VENDOR-EIN
F	9002325.02	3	PAYMENT TYPE
G	9002325.02	26	PROVIDER-EIN/SSN
H	9002325.02	27	EMPLOYEE-SSN
I	9002325.02	28	PAY ATTENTION

XREF	DD	FLD NUM	FIELD NAME
N	9002325.02	11.5	DOCUMENT NO.
O	9002325.02	58	PAY-ID
P	9002325.02	33	PAY NAME
PF	9002325.02	20	*PAID-FOR
Q	9002325.02	37	INT-DOC
S	9002325.02	57	APPROPRIATION
S2	9002325.02	57	APPROPRIATION
S3	9002325.02	57	APPROPRIATION

9003010 ARMS SHIPPING INSTRUCTIONS

XREF	DD	FLD NUM	FIELD NAME
AB	9003010	.01	ARMS DOCUMENT
ABTOO	9003010	.02	SHIPPING LOCATION
B	9003010	.01	ARMS DOCUMENT
B	9003010.01	.01	ITEM

12.0 Archiving and Purging

ARMS Version 2.1 does not provide for archiving and purging of its data.

13.0 Callable Routines

There are no ARMS routines or routine entry points designed to be called by external applications.

14.0 External Relations

14.1 Packages

Name	Minimum Version
VA Kernel	8.0
VA FileMan	21.0
AO Financial Data Mgmt System	3.0T1
Contract Information System (CIS)	2.0
IHS Dictionaries (Pointers)	98.1

14.2 Files

Name	Number
Accounting Point	9999999.69
Allowance No.	9999999.52
Appropriation No.	9999999.51
Area	9999999.21
Budget Activity	9999999.54
CIS Contracts And Grants	9002330
CIS Procurement Office	9002334
Common Accounting Number	9999999.57
Community	9999999.05
Cost Center	9999999.58
County	9999999.23
Device	3.5
Domain	4.2
Location	9999999.06
Location Code	9999999.66
New Person	200
Object/Sub-Object	9999999.59
Reference Code	9999999.63
Security Key	19.1
Size Of Small Business	999999999.81
State	5
Sub-Activity	9999999.55
Sub-Sub-Activity	9999999.56
Vendor	9999999.11

15.0 Internal Relations

There are no stand alone menu option within ARMS.

16.0 How to Generate On-Line Documentation

16.1 Build File Print

The Build File Print option, found under the KIDS Utilities menu, lists the complete definition of the package including all files, components, install questions, as well as the environment, pre-install, and post-install routines.

16.2 Question Marks

Entering question marks at the "Select ... Option:" prompt provides users with valuable technical information. For example, a single question mark (?) lists all options which can be accessed from the current option. Entering two question marks (??) lists all options accessible from the current selection, showing the formal name and lock (if applicable) for each. Three question marks (???) displays a brief description for each option in a menu while an option name preceded by a question mark (?OPTION) shows extended help, if available, for the option.

Entering a question mark at data entry or selection prompts will provide a listing of available choices and a description of what is needed.

16.3 Option File

Use the Inquire to File Entries option of the FileManager menu to view entries in the Option file #19. This provides information about a specified option such as option name, menu text, option description, type of option, and lock. The options exported with this package begin with the letters ACR.

16.4 List File Attributes

The List File Attributes option of the FileManager menu allows the user to generate documentation pertaining to files and file structure.

17.0 Glossary

1099

A form used to report vendor payment data to the IRS.

Accounting Point

A code number assigned to an Area used to identify the origin of accounting transactions.

ACH Format

A method used to electronically transmit financial transactions between agencies and banks.

Allotment

A portion of funds given to an agency.

Allowance

An allotment share.

Alternate

A person designated to sign documents for another person in his absence.

Appropriation

Funds set aside for a specific purpose.

Approval Sequence

The order in which approval signatures appear on an ARMS document.

Blanket Purchase Order

An order made against a blanket purchase agreement.

BPA

Blanket purchase agreement. A vendor contract.

Boiler Plate Statement

Generic text which can be placed in ARMS documents.

Call Against BPA

An order made against a blanket purchase agreement.

CAN

Common accounting number. An account number used to organize financial transactions by department accounts.

CAN Defaults

The default signatures associated with a common accounting number which are placed on ARMS documents.

CORE

Accounting system residing at NIH into which obligation and payment data are transmitted by ARMS. Information in the form of financial reports and the open document download can also be retrieved from this system.

DHR

Document history record. A summary record of individual obligation or payment transaction data that is transmitted to the CORE accounting system.

Electronic Signature Code

An code used to electronically sign documents.

Fedstrip

An abbreviated document used to order supplies from the GSA warehouse.

FTP

File transfer protocol. A method used for electronically transferring data between computer systems.

IEN

Internal entry number. A unique number assigned to a member of a database.

Interface

Software which connects other software modules.

Invoice

A bill for supplies purchased or services rendered.

Itinerary

A travel schedule.

IRS

Internal Revenue Service. The government agency to which vendor payment data is reported for taxation purposes.

KIDS

Kernel Installation and Distribution System. A software module used to distribute and install other software packages.

Menu

A collection of options used to control which ARMS functions a user has access to.

Object Class Code

A code used to categorize items or services.

Obligation

Money set aside to fund a request for supplies or services, travel, or training.

ODD

Open document download. A data file retrieved from the CORE accounting system containing obligation and payment transaction data which is loaded into the Area open document database.

Open Document Database

A database residing on the Area system containing obligation and payment transaction data.

Option

A menu item which allows access to a particular ARMS function.

Payment Batch

A group of payment transactions in ARMS which is transmitted to the CORE accounting system and Treasury.

Per Diem

A daily rate consisting of meal and lodging amounts used in travel order processing.

Receiving Report

A list of items received against an order.

Requisition

A document used to request an order for supplies or services.

Prime Vendor

A vendor that the IHS has contracted with to provide goods or services.

Purchase Order

A document used to order supplies or services.

SAC

Standards and Conventions. A set of rules used as a guideline for developing IHS software applications.

Security Key

An electronic key which unlocks a locked function or option.

Training Evaluation

A document used upon completion of training to evaluate the training.

Training Request

A document used to request training.

Travel Order

A document used to request travel.

Travel Voucher

A document used to request payment for travel.

Treasury

The government agency to which payment transaction data is transmitted, who in turn processes the data and makes payment either by check or electronic deposit.

Treasury Schedule Number

A unique number assigned by ARMS to payment batch transactions transmitted to Treasury.

User Access Level

The ARMS access level assigned to an ARMS user. This level determines which ARMS functions and options are available to the user.

VA FileManager

A software utility used for database management and reporting.

18.0 SAC Requirements/Exemptions

There are no SAC requirements or exemptions at this time.