RESOURCE AND PATIENT MANAGEMENT SYSTEM

Administrative Resource Management System

(ACR)

User Manual
Volume 1

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Preface

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

Security

The ARMS application is secured by access and verification codes assigned to identified users for entry to the system. These codes are assigned by the site manager or another manager responsible for the ARMS package.

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1.0   Introduction

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

Due to the size of this User Manual, it is broken down into 4 volumes and one overview document. This is Volume I and contains the following ARMS menu items:

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

1.1   Overview

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

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

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

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

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

1.2   Security And User Identification

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

2.0   My User Profile (MP)

The My Profile option allows the ARMS Manger to initially enter personal data profiles for ARMS users. This data is used in certain ARMS documents. The My Profile option is selected by typing MP at the Select User Menu prompt. An example of a user profile is shown in Figure 2-1. User accounts can only be established by the ARMS manager or System Administrator.

```
                          USER MENU


   MP     My User Profile
   AD     Add **NEW** Request
   ER     Edit Pending Request

    PAY PLAN...............: GENERAL SCHEDULE
    GRADE..................: 11
    PERSONNEL SERIES.......: 4218
    TYPE OF APPOINTMENT....: PERM FULL TIME
    POSITION NUMBER........: 231
    OFFICIAL DUTY STATION..: ALBUQUERQUE AREA A/SA PROGRAM
    MILES HOME TO AIRPORT..: 21
    ROUNDTRIP TAXI TO AIRPT: 15
    USE SCREENMAN..........: YES
    ENTRY ON DUTY DATE.....: MAY 17,2001


   DI     Due in Report
   HO     Hotel Name and Phone
```

Figure 2-1: My User Profile

The following is a brief description of each of the fields for the user profile:

Pay Plan: Enter the appropriate pay plan of the user; (i.e., Wage Grade, General Service, General Merit.)

Grade: Enter the level of the user's pay plan.

Personnel Series: Enter the user's personnel series number.

Type of Appointment: Enter the user's type of appointment, (i.e., permanent full time, permanent part-time.)

Position Number: Enter the employee's position number.

Official Duty Station: Enter the user's official duty station.

Miles Home To Airport: Enter the number of miles from the user's home to the airport.

Roundtrip Taxi to the Airport: Enter the usual roundtrip cost from the user's home to the airport.

Use Screenman: This field indicates whether the user prefers to use the full screen editor or the line editor for ARMS editing. Choices are Yes and No.

Entry On Duty Date: Enter the date the user entered on duty with IHS.

If you have questions about the information required for any of the data fields, enter ?? at the field prompt in question to see a description of that particular field requirements.

3.0   Add **New** Request (AD)

The *Add **New** Request* option allows you to create a new request and track it through the approval sequence. You can create requests for:

- Supplies and equipment

- Services

- Calls Against a Blanket Purchase Order

- Travel

- Training

The *Add **NEW** Request* option is selected by typing AD at the Select User Menu prompt.

3.1   Select a Department Account

When you select *Add **New** Request* for any task, you must first select a department account for the request to reside. ARMS will display a listing of departments with their ID numbers, names, CAN numbers, fiscal year for funds, and sub / sub-accounts (Figure 3-1).

```
            Select  DEPARTMENT ACCOUNT

       ID NO.  DEPARTMENT                         CAN NO.  FY  SSA
       ------  -----------------------------      -------  --  ---
(22)   26      COMMUNITY HEALTH/DSD (005)         J658888  01  CON SUPPRT
(22)   25      ARMS TRAINING (069)                J658888  01  CON SUPPRT
(21)   24      FMO/AAO (999)                      J658888  01  CON SUPPRT
(21)   23      FINANCE (114)                      J658888  01  CON SUPPRT
(20)   22      DIV OF TELECOMMUNICATIONS (222)    J658888  01  CON SUPPRT
(20)   21      DIV OF RESOURCE MANAGEMENT (021)   J658888  01  CON SUPPRT
(19)   20      DHHS/IHS/OIRM (125)                J658888  01  CON SUPPRT
(19)   19      DIV SYSTEMS DEVELOPMENT (125)      J658888  01  CON SUPPRT
(18)   18      COMMUNITY HEALTH/DSD (005)         J658888  00  CON SUPPRT
(18)   17      ARMS TRAINING (069)                J658888  00  CON SUPPRT

       List more DEPARTMENT ACCOUNTS? YES//
```

Figure 3-1: Select Department Account Screen

If you would like to see more department accounts, type Y at the List more DEPARTMENT ACCOUNTS? YES// prompt. If you see the account you need in this list or have the information for the account, type N. If you enter any character or number other than Y or N, you will see the prompt displayed in Figure 3-2.

```
          List more DEPARTMENT ACCOUNTS? YES// 89

Enter either 'Y' or 'N'.

          List more DEPARTMENT ACCOUNTS? YES//
```

Figure 3-2: List More Department Accounts? Prompt

When you respond with N or NO or reach the end of the list, ARMS will ask you
what identifier you would like to use to select a department account. In the example
shown in Figure 3-3, the user chose Option 1, by ID NO. Since that option is the
default, you may select it by pressing the Return key. At the ID NO: prompt, the
user entered 25, the ID Number for ARMS Training.

```
          List more DEPARTMENT ACCOUNTS? YES// 89

Enter either 'Y' or 'N'.

          List more DEPARTMENT ACCOUNTS? YES// n  NO


     Select one of the following:

          1          By ID NO.
          2          By DEPARTMENT Name
          3          By CAN NO.

Select Account by: By ID NO.//

ID NO.: 25  125000       ARMS TRAINING              ORIGINAL  2001     01     J65
8888     001
```

Figure 3-3: Select Account Screen

You will see an account summary similar to the one displayed in Figure 3-4. The
system will again ask you to verify your selection. It will then ask if you are making
a modification. If you answer YES, it will ask which document you wish to modify.
Answer NO or press the Return key and the system will present you with a menu for
selecting a transaction type.

```
     ACCOUNT SUMMARY YEAR-TO-DATE:
---------------------------------
ALLOWANCE:    125000
COMMITTED:     12650  OBLGATD:      7500
UNCOMMTTD:    112351  UNOBLTD:    117500

After reviewing the ACCOUNT SUMMARY above, are you
certain this is the ACCOUNT you want to use.? YES//

Is this a modification? NO//  █
```

Figure 3-4: Account Summary Screen

3.2   Select a Transaction Type

Figure 3-5 shows transaction types and their identification numbers. To select a transaction type, enter its identification number at the prompt and press Return. In this example, the user chose transaction type 1, `REQ FOR SUPPLIES`. ARMS then asks to display related object codes. To select the default response (NO), press the Return key. If you do want to display object codes type Y or YES. The system will ask you to verify your choice, then will display status messages while it processes your request.

```
 NO.   TRANSACTION TYPE                    NO.   TRANSACTION TYPE
 ---   -----------------------------       ---   -----------------------------
 1     REQ FOR SUPPLIES                    14    REQ FOR ADP SERVICES
 2     PURCHASE ORDER                      15    REQ FOR ADP SERVICE/REPAIR
 3     REQ FOR EQUIPMENT                   16    REQ FOR TELECOM EQUIPMENT
 4     REQ FOR SERVICES                    17    REQ FOR COPIERS
 5     REQ FOR RENT/LEASE EQUIPMENT        18    REQ FOR FURNITURE (RESTRICTED)
 6     REQ FOR RENT/LEASE SPACE            19    REQ FOR UTILITIES
 7     REQ FOR EQUIP REPAIR/SERVICE        20    REQ FOR CALL AGAINST BPA
 8     REQ FOR PRINTING                    21    REQ FOR TIE UP DOCUMENT
 9     REQ FOR ADP SOFTWARE < $2,500       22    REQ FOR MOA
 10    REQ FOR ADP SOFTWARE > $2,500       23    REQ FOR TRAVEL
 11    REQ FOR ADP EQUIPMENT < $5,000      24    REQ FOR TRAINING
 12    REQ FOR ADP EQUIPMENT > $5,000      25    REQ FOR CREDIT CARD PURCHASE
 13    REQ FOR ADP COMPUTERS

Which Transaction Type ==> :  (1-25): 1

Display Related Object Class Codes? NO//

Sure you want to create a **NEW** REQ FOR SUPPLIES entry? NO// YES

         One moment, please.  Request being generated......
         Default data being processed.
         Mandatory signatures being set.
```

Figure 3-5: Select Transaction Type Screen

> **Note:**   In this step you select the type of request. The three basic
> types of requests are Purchase, Training, and Travel.

3.3   Create a Request for Supplies

Request for Supplies is first on the list of transactions types shown in Figure 3-5. ARMS will ask if you want related object class codes. This applies to some of the transaction types, but not Request for Supplies, so accept the default. ARMS will verify that you want to create a request. The system will then ask you to enter an identifier and the name of an initiator. An identifier is a specific term/word to help you remember that particular request. When creating a Request for Supplies, enter your name as initiator (Figure 3-6).

```
Which Transaction Type ==> :  (1-25): 1

Display Related Object Class Codes? NO//

Sure you want to create a **NEW** REQ FOR SUPPLIES entry? NO// y  YES

         One moment, please.  Request being generated......
         Default data being processed.
         Mandatory signatures being set.



IDENTIFIER..........: Specimen Cups
REQUEST INITIATOR...: DAW  WHITE,DAVID        DAW           TECHNICAL WRITER
```

Figure 3-6: Supply Request Identifier & Initiator Screen

After you have entered the name of the initiator, ARMS will present you with a
Request for Supplies form. As you can see in the example in Figure 3-7, the system
will fill most of the fields with defaults or data from files and databases established at
your site.

```
REQUEST INITIATOR...: DAW  WHITE,DAVID        DAW           TECHNICAL WRITER
DOCUMENT NO.: 001-069-1-0013    REQ FOR SUPPLIES

TO.............: PROCUREMENT AND CONTR DELIVER TO....: ARMS TRAINING
REQUEST FOR....: PURCHASE              IDENTIFIER....: Specimen Cups
REQUESING ORG..: ARMS TRAINING        DEPT PRIORITY.:
CUSTODIAL AREA.: 001                  INITIATOR.....: WHITE,DAVID
DATE OF REQUEST: MAY 17,2001          REQUEST TYPE..: REQ FOR SUPPLIES
DATE REQUIRED..: JUN 16,2001          REQUESTED BY..: FUGATT,ANNE E
PRIORITY.......: ROUTINE              RECOMMENDED BY: FUGATT,ANNE E
REFERENCE......: MATHIS,DOUGLAS J      APPROVED BY...: MATHIS,DOUGLAS J
TELEPHONE NO...: 804-728-2400         RECEIVING OFF.: CORWIN,TRAVIS A




                                        _____


COMMAND:                                Press <PF1>H for help      Insert
```

Figure 3-7: Request for Supplies Form

The following are brief descriptions of the fields. Remember that an underline
designates a required field. If you have additional questions about the information
required for any of the data fields, enter ?? at the field prompt in question to see a
description of that particular field requirements.

DOCUMENT NO.: The system sets the request's document number.

TO: The department that will process the request. ARMS can provide a list.

REQUEST FOR: Purchase, Service, Stock Issue, or Rental / Lease.

REQUESTING ORG: The department whose account you selected.

CUSTODIAL AREA: The location code for the custodial area for this request. ARMS can provide a list.

DATE OF REQUEST: The system enters the date of request.

DATE REQUIRED: The date by which you wish to receive the goods or services. The system defaults to thirty days.

PRIORITY: The priority under which procurement should process this request.

REFERENCE: The contact person for any questions regarding this request. ARMS gets this name from the CAN file but can also provide a list.

TELEPHONE NO: The contact person's telephone number.

DELIVER TO: The department that will receive delivery for the goods or services. The system uses the requesting department as a default.

IDENTIFIER: ARMS inserts the identifier you provided earlier.

DEPT PRIORITY: A single number 0-9 for internal use by the requesting department.

INITIATOR: ARMS inserts the initiator provided earlier.

REQUEST TYPE: This field is a pointer to the Transaction Type file and indicates the type of request for this document.

REQUESTED BY: The person making the request. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

RECOMMENDED BY: The person who will recommend approval of the request. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

APPROVED BY: The person who will approve the request. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

RECEIVING OFF.: The person who will sign as the Approving Official. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

After you complete, save, and exit the form, the justification box appears. This is a text entry form shown in Figure 3-8. Enter the justification and a narrative explanation for this purchase request. If you press function key PF1 or F1 and the capital letter H, onscreen help will display editing and cursor movement commands you can use in this form. When you are finished with your justification, type [P]F1 E to save and exit. (The key combination [P]F1 Q allows you to exit without saving.)

```
TO..
REQU       JUSTIFICATION: ████████████████████████████
REQU
CUST
DATE
DATE
PRIO
REFE
TELE




        BRIEF NARRATIVE:



        ADDITIONAL REMARKS:
Exit


COMMAND:                          Press <PF1>H for help    Insert
```

Figure 3-8: Supply Request Justification Screen

After you save and exit the justification, ARMS will ask if this is a FEDSTRIP or GSA Supply Center order, which means from government supply rather than a commercial vendor. The default answer is No. If you answer Yes, ARMS will present the form displayed in Figure 3-9.

```
┌──────────────────────────────────────────────────────────────┐
│  ┌────┐                                              ┌──────┐  │
│  │                                                              │
│     ┌────────────────────────────────────────────────────┐     │
│     │  GSA SUPPLY CENTER ORDER: ██                        │     │
│     │  GSA SC TICKET NUMBER...:                           │     │
│     │  AGENCY ACCESS CODE.....:                           │     │
│     │  FEDSTRIP DOC IDENTIFIER: A0A                        │     │
│   B │  ROUTING IDENTIFIER.....: GSA                        │     │
│     │  FEDSTRIP REQUISITIONER.:                            │     │
│     │  FEDSTRIP SUPPLEMNTL ADD:                            │     │
│     │  FEDSTRIP SIGNAL CODE...: SHIP TO REQ, BILL TO SUPP  │     │
│ ADDI│  FEDSTRIP ADVICE CODE...:                            │     │
│     │  PRIORITY OF REQUEST....: ROUTINE                    │     │
│     │  DELIVER ON OR BEFORE...:                            │     │
│ Exit│                                                      │     │
│     └────────────────────────────────────────────────────┘     │
│  ─────────────────────────────────────────────────────────     │
│                                                                │
│                                                                │
│  COMMAND:                       Press <PF1>H for help  Insert  │
└──────────────────────────────────────────────────────────────┘
```

Figure 3-9: FEDSTRIP/GSA Supply Center Form

The following are brief descriptions of the fields. Remember that an underline designates a required field.

GSA SUPPLY CENTER ORDER: Yes or No.

GSA SC TICKET NUMBER: The GSA Customer Supply Center will assign this number.

AGENCY ACCESS CODE: This code identifies you to the GSA Customer Supply Center.

FEDSTRIP DOC IDENTIFIER: FEDSTRIP Document Identifier. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

ROUTING IDENTIFIER: FEDSTRIP Routing Identifier. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

FEDSTRIP REQUISITIONER: The facility acting as the FEDSTRIP Requisitioner for this request. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

FEDSTRIP SUPPLEMNTL ADD: The facility acting as the FEDSTRIP Supplementary Address for this request. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

FEDSTRIP SIGNAL CODE: Indicates whether the FEDSTRIP Supplementary Address is a billing or ship to address. This is set internally by the system based on setup defaults but can be edited if the name changes. ARMS can provide a list.

FEDSTRIP ADVICE CODE: This can be found in the FEDSTRIP Manual. ARMS can also provide a list.

PRIORITY OF REQUEST: The priority under which procurement should process this request.

DELIVER ON OR BEFORE: The date by which you want the goods or services delivered.

> **Note**: The next questions apply to both vendor orders and
> FEDSTRIP / GSA Supply Center orders.

ARMS will ask if you are using a draft payment. A draft is a check you can request when the vendor will not accept credit cards or purchase orders. ARMS then verifies the Receiving Official.

The example in Figure 3-10 shows the next menu ARMS will display. The ARMS database contains a list of Standard Items most frequently ordered. This menu gives you six different identifiers you can use to select the item you want. All six of the options point to the same list; choose the identifier with which you are most comfortable.

The user in this example chose the first option, Index Number. When ARMS asked for the Index Number, the user typed 000086, the index number for Canned Pumpkin. Both a Primary and Secondary Vendor carry this item, so ARMS asked the user to choose. The user chose the Secondary Vendor by typing 2. ARMS then displayed the choice with full information.

```
Select STANDARD ITEM by:

      Select one of the following:

            1            Index Number
            2            National Stock Number
            3            Vendor
            4            Vendor/Manufacturer Product Number
            5            National Drug Code
            6            Description/Keyword

Enter response: 1  Index Number

Index NO.............: 000086
      1    000086       PUMPKIN CANNED NO. 10        8915-00-184-5605B
                  CALGON VESTAL LABORATORIES          17889-7              PRIMARY

      2    000086       PUMPKIN CANNED NO. 10        8915-00-184-5605B
                  SOUTHWEST DISTRIBUTING COMPANY      9253                 SECONDARY

CHOOSE 1-2: 2
```

Figure 3-10: Standard Item Selection Menu

```
ITEM #...:     1            ORDER #..:  9253          DOCUMNT #:  001-069-1-0013
NSN......:  8915-00-184-5605B
                        NDC......:                 VON......:  9253
VENDOR...:  SOUTHWEST DISTRIBUTING COMPANY          OBJ CLASS:  2671
# ORDERED:                UNIT COST:      0.72     EST TOTAL:      0.00
UNIT ISSU:        CN   # ACCEPTD:                 TOTL PAID:      0.00

            DESCRIPTION
            -------------------------------------------
            PUMPKIN CANNED NO. 10


            000086 () ARE on file.

            Add it to this request? YES//
```

Figure 3-11: Standard Item Verification Screen

Figure 3-11 shows the verification ARMS next presented to the user. This includes
the unit cost and the fact that the product resides in the file, but it does not yet include
the quantity the user wants. After the user accepted the default by choosing YES
when prompted with the question Add it to this request? YES//, ARMS
displays the order (Figure 3-12), followed by a menu.

```
     ┌──────────────────────────────────────────────────────────────────┐
     │       ITEMS FOR DOCUMENT: 001-069-1-0013                          │
     │ ------------------------------------------------------------------│
     │ ITM|                         |QUAN |  | UNIT    | ITEM    |OBJ |   │
     │ NO.|    SUPPLIES OR SERVICES |ORD'D|UI| PRICE   | TOTAL   |CODE|CAN NO.│
     │ (A)|            (B)          | (C) |D)|   (E)   |   (F)   |----|-------│
     │ ---|-------------------------|-----|--|---------|---------|----|-------│
     │ 1  |VON: 9253                |     |  |         |         |    |   │
     │    |NSN: 8915-00-184-5605B   |     |  |         |         |    |   │
     │    |PUMPKIN CANNED NO. 10    |     |CN|    0.72 |    0.00 |2671|J658888│
     │    |                         |     |  |         |         |    |   │
     │    |The purchasing department is hereby authorized to exceed the  │  │
     │    |estimate shown hereon by 10 percent but not more than $ 20.00 │  │
     │    |without additional funding.  |  |  |         |    |   │
     │ ------------------------------------------------------------------│
     │                                       TOTAL   |    0.00 |        │
     │                                                                   │
     │    Select one of the following:                                   │
     │                                                                   │
     │        1          Edit an item                                    │
     │        2          Add a new item                                  │
     │        3          Delete an item                                  │
     │        4          View item ADDITIONAL DESCRIPTION                │
     │        5          Item Entry Completed                            │
     │        OUT        Discontinue Processing Request                  │
     │                                                                   │
     │    Option: 5//  █                                                 │
     └──────────────────────────────────────────────────────────────────┘
```

Figure 3-12: Supply Request Order Screen

By selecting Menu Option 1 (Edit an Item), you will see a screen similar to the example in Figure 3-13. Here you will set the quantity for the order.

```
     ┌──────────────────────────────────────────────────────────────────┐
     │                 SUPPLY/SERVICE ITEM INFORMATION                   │
     │                                                                   │
     │ CAN...........: J658888          OBJECT CODE...: 2671             │
     │ QUANTITY REQ'D: 25               NATL STOCK NO.: 8915-00-184-5605B│
     │ UNIT OF ISSUE.: CN               NATL DRUG CODE:                  │
     │ UNIT COST.....: .72              VENDOR ORDER #: 9253             │
     │           DESCRIPTION: PUMPKIN CANNED NO. 10                      │
     │                                                                   │
     │                                                                   │
     │       SPECIAL REMARKS:                                            │
     │                                                                   │
     │                                                                   │
     │                                                                   │
     │ ADDITIONAL DESCRIPTION:                                           │
     │ ─────────────────────────────────────────────────────────────────│
     │ Exit    Save    Refresh                                           │
     │                                                                   │
     │ Enter a command or '^' followed by a caption to jump to a specific field.│
     └──────────────────────────────────────────────────────────────────┘
```

Figure 3-13: Quantity Required Screen

Upon exiting this screen, an updated supply request form, complete with quantity and prices, will be displayed (Figure 3-14).

```
    ITEMS FOR DOCUMENT: 001-069-1-0013
-----------------------------------------------------------------------
ITM|                          |QUAN |  | UNIT    | ITEM     |OBJ |
NO.|    SUPPLIES OR SERVICES  |ORD'D |UI| PRICE   | TOTAL    |CODE|CAN NO.
(A)|            (B)           | (C) |D)|   (E)    |   (F)    |----|-------
---|--------------------------|------|--|---------|----------|----|-------
1  |VON: 9253                 |     |  |         |          |    |
   |NSN: 8915-00-184-5605B    |     |  |         |          |    |
   |PUMPKIN CANNED NO. 10     |25   |CN|   0.72  |    18.00 |2671|J658888
   |                          |     |  |         |          |    |
   |The purchasing department is hereby authorized to exceed the  |    |
   |estimate shown hereon by 10 percent but not more than $ 20.00 |    |
   |without additional funding.   |     |  |         |          |    |
-----------------------------------------------------------------------
                                        TOTAL   |   18.00 |

     Select one of the following:

          1         Edit an item
          2         Add a new item
          3         Delete an item
          4         View item ADDITIONAL DESCRIPTION
          5         Item Entry Completed
          OUT       Discontinue Processing Request

     Option: 5//
```

Figure 3-14: Updated Supply Request Form

You may then add another item, delete the order, or move on. After you designate the order as complete (Menu Option 5), ARMS will ask how many attachments go with the order. If hardcopy documents are required with the order, enter the number here; otherwise, type a zero (Figure 3-15).

```
HOW MANY ATTACHMENTS: 0

    ACCOUNT SUMMARY YEAR-TO-DATE:
--------------------------------
ALLOWANCE:    125000
COMMITTED:     12668  OBLGATD:      7500
UNCOMMTTD:    112333  UNOBLTD:    117500


    Edit data for Document NO. 001-069-1-0013   (Specimen Cups)

        1    Basic Data
        2    Requested Vendor
        3    Edit Narrative/Justification
        4    Add/Edit Items
        5    Send for Approval
        6    Print Document
        7    Edit Quantity Discount
        8    Edit Boiler Plate Statement
        9    Specify Number of Attachments
        10   Review Document Status
        11   Shipping Instructions
        12   Delete This Request

    Which one(s):  (1-12): ▮
```

Figure 3-15: Supply Request Edit Menu

Finally, ARMS will present you with an edit menu, as seen in Figure 3-15. You can use this to return to any of the earlier screens and change the information you entered. You will use this same menu when you select Edit Pending Request (ER) at the User Menu (Figure 3-2). The following are brief descriptions of the options.

1. **Basic Data:** This option allows you to edit information on the Request For Supplies Form (Figure 3-7).

2. **Requested Vendor:** This option allows you to change the vendor you wish to purchase the items from.

3. **Edit Narrative / Justification:** This option allows you to change the justification for the purchase (Figure 3-8).

4. **Add / Edit Items:** This option allows you to change the items in the purchase (Figure 3-12).

5. **Send for Approval:** With this option, you affix your electronic signature to the request, and send it to the Receiving Officer for approval.

6. **Print Document:** This option allows you to send the document to a printer or display it on your screen.

7. **Edit Quantity Discount:** With this option, you may enter or edit the percentage discount applied to a quantity order of this item and the minimum quantity required for the discount.

8. **Edit Boiler Plate Statement:** Create or edit a "boiler plate" statement. This is a standard statement that the individual department, unit, or Area may attach to all or most orders. Use this option to create a statement, and you may simply attach it rather than retyping it with each order.

9. **Specify Number of Attachments:** This option allows you to indicate the presence of any external hardcopy documents required for the processing of the request, alerting any reviewers that they should be "attached" and included in any review of the document.

10. **Review Document Status:** This option shows you where the request is in the approval process, including who has signed and who has not.

11. **Shipping Instructions**: This option displays the primary ship-to address. You may accept the default address or designate another.

12. **Delete This Request:** This option will delete the purchase request.

Press the Return key when you have finished editing the request, and ARMS will exit the edit menu.

3.4   Create a Purchase Order

Purchase Order is Option 2 in the list of transactions types shown in Figure 3-5. ARMS will first ask if you want related object class codes. This option applies to some of the transaction types, but not Purchase Orders, so accept the default (NO). Figure 3-16 shows a sample of the form.

```
Which Transaction Type ==> :  (1-25): 2

Display Related Object Class Codes? NO//

Sure you want to create a **NEW** PURCHASE ORDER entry? NO// YES


          One moment, please.  Request being generated......
          Default data being processed.
          Mandatory signatures being set.
DATE OF ORDER.: ███████████         DELIVER ON/BEF.:
CONTRACT NO...:                      DISCOUNT TERMS.:
ISSUING OFFICE:                      SHIPPING POINT.:
SHIP TO.......:                      GROSS SHIP WGT.:
CONTRACTOR....:                      SHIP VIA.......:
BUSINESS CLASS:                      MAIL INVOICE TO: FMO/AAO
REQUESTING OFF:                      DRAFT PAYMENT..: NOT AUTHORIZED
TYPE OF ORDER.:                      CONTRACT OFFICR: FUGATT,ANNE E
F.O.B. POINT..:                      BPA AMOUNT.....:
INSPECT/ACCEPT:                      AUTHORITY......:
GBL NUMBER....:                      CUSTOMER ACCT #:
```

Figure 3-16: Create a Purchase Order Form

The underlined fields are required for every purchase order. Many of these fields
have a specific list of items from which you must chose; if your entry is not on that
list, ARMS will present the list to you and ask for your choice. As you can see in
Figure 3-16, three fields already contain information. A brief explanation of each
field follows.

DATE OF ORDER: The date on which the order was initiated.

CONTRACT NO: The contract number if applicable.

ISSUING OFFICE: The name of the department that will act as the issuing
office for this request. ARMS can provide a list.

SHIP TO: The department that will receive the ordered items. ARMS can
provide a list.

CONTRACTOR: The name of the contractor/vendor. ARMS can provide a list.

BUSINESS CLASS: The business classification (such as Small or Woman
Owned) that describes the contractor / vendor. ARMS can provide a list.

REQUESTING OFF: The office that is initiating the order. ARMS can provide
a list.

TYPE OF ORDER: Purchase or Delivery.

F.O.B. POINT: The FOB shipping point for this order. ARMS can provide a
list.

INSPECT/ACCEPT: The department that will act as the place of inspection/ acceptance of the order.

GBL NUMBER: The Government Bill of Lading number.

DELIVER ON/BEF: The date by which the order must be delivered.

DISCOUNT TERMS: Discounts applicable to this order.

SHIPPING POINT: The shipping point applicable to this order.

GROSS SHIP WGHT: The gross shipping weight of the order, if known.

SHIP VIA: Mode by which the order will be shipped.

MAIL INVOICE TO: The department that will receive the invoice. ARMS can provide a list.

DRAFT PAYMENT: Whether a draft payment has been authorized.

CONTRACT OFFICR: The procurement official responsible for authorizing this purchase order. ARMS gets this name from the CAN file but can also provide a list.

BPA AMOUNT: The Blanket Purchase Agreement amount.

AUTHORITY: The federal statute or authority that covers this purchase. ARMS can provide a list.

CUSTOMER ACCT #: The customer's account number.

Figure 3-17 shows an example of a purchase order form with the mandatory fields filled in. At this point, you may exit the form, save the present information, edit / continue entering, or empty (Refresh) the form and start again.

```
DATE OF ORDER.: MAY 22,2001          DELIVER ON/BEF.: JUN 21,2001
CONTRACT NO...:                      DISCOUNT TERMS.:
ISSUING OFFICE: PROPERTY & SUPPLY     SHIPPING POINT.:
SHIP TO.......: ARMS TRAINING         GROSS SHIP WGT.:
CONTRACTOR....: ACME MATERIALS        SHIP VIA.......:
BUSINESS CLASS:                      MAIL INVOICE TO: FMO/AAO
REQUESTING OFF: ADMIN SERVICES BRANCH,  DRAFT PAYMENT..: NOT AUTHORIZED
TYPE OF ORDER.: PURCHASE              CONTRACT OFFICR: FUGATT,ANNE E
F.O.B. POINT..:                      BPA AMOUNT.....:
INSPECT/ACCEPT:                      AUTHORITY......: FAR 13
GBL NUMBER....:                      CUSTOMER ACCT #:
```

Figure 3-17: Completed Purchase Order Form

After you complete, save, and exit the form, the justification box appears (Figure 3-18). Enter the justification (mandatory) and a narrative explanation for this purchase

request. If you press function key PF1 or F1 followed by the capital letter H, onscreen help will display the editing and cursor movement commands you can use in this form. When you are finished with your justification, type [P]F1 E to save and exit. (The key combination [P]F1 Q allows you to exit without saving.)

```
ISSU
SHIP       JUSTIFICATION: ████████████████████████████████
CONT
BUSI
REQU
TYPE
F.O.
INSP
GBL


           BRIEF NARRATIVE:



       ADDITIONAL REMARKS:
Exit



COMMAND:                              Press <PF1>H for help    Insert
```

Figure 3-18: Justification Screen

Next, enter the item you wish to purchase. The next menu, shown in Figure 3-19, presents you with six different identifiers to use in selecting the item. The first five options require that you know the specific criteria; the sixth option relies on a text description.

```
Select STANDARD ITEM by:

     Select one of the following:

          1          Index Number
          2          National Stock Number
          3          Vendor
          4          Vendor/Manufacturer Product Number
          5          National Drug Code
          6          Description/Keyword

Enter response: 6  Description/Keyword

Description.........: Telephone Index
     1   TELEPHONE INDEX AUTOMATIC  049204    TELEPHONE INDEX AUTOMATIC  7520-00
-171-1120
                                                        PRIMARY

     2   TELEPHONE INDEX REFILL FOR USE  049190    TELEPHONE INDEX REFILL FOR US
E                                              7510-00-285-2800

CHOOSE 1-2:
```

Figure 3-19: Item Selection Menu

In the example in Figure 3-19, the user chose option 6, `Description / Keyword`, and entered the description "TELEPHONE INDEX". ARMS found two items containing that description and prompted the user to choose one. After the user chose the first item, ARMS displayed the order (Figure 3-20). The user could then edit or delete the item, see an expanded description, add another item to the order, exit and discard the purchase order, or designate the item entry complete and move on to complete the purchase order.

```
ITEM #...:      1           ORDER #..:                    DOCUMNT #:  1H001001400
NSN......:  7520-00-171-1120
                            NDC......:                    VON......:
VENDOR...:                                                OBJ CLASS:  267L
# ORDERED:                  UNIT COST:        2.99        EST TOTAL:        0.00
UNIT ISSU:          EA    # ACCEPTD:                      TOTL PAID:        0.00


            DESCRIPTION
            -------------------------------------------
            TELEPHONE INDEX AUTOMATIC
            FLIP-UP BROWN 3-3/8 X 7IN


            049204 () ARE on file.

            Add it to this request? YES// ▊
```

Figure 3-20: Order Description Screen

As you can see in Figure 3-21, the user has yet to enter a quantity (field C). The user does this by selecting option 1, `Edit an item`.

```
            ITEMS FOR DOCUMENT: 1H001001400
--------------------------------------------------------------------------------
ITM|                          |QUAN |  |  UNIT   |  ITEM    |QUANTITY
NO.|    SUPPLIES OR SERVICES   |ORD'D|UI| PRICE   |  TOTAL   |ACCEPTED
(A)|           (B)            |  (C) |D)|   (E)   |   (F)    |  (G)
---|--------------------------|-----|--|---------|----------|--------
1  |NSN: 7520-00-171-1120     |     |  |         |          |
   |TELEPHONE INDEX AUTOMATIC |     |EA|    2.99 |     0.00 |
   |FLIP-UP BROWN 3-3/8 X 7IN |     |  |         |          |
--------------------------------------------------------------------------------
                                        TOTAL |     0.00 |

    Select one of the following:

        1           Edit an item
        2           Add a new item
        3           Delete an item
        4           View item ADDITIONAL DESCRIPTION
        5           Item Entry Completed
        OUT         Discontinue Processing Request

    Option: 5// ▊
```

Figure 3-21: Order Description Without Quantity

This results in the form shown in Figure 3-22. The user enters a quantity of 50 and types [P]F1 followed by E to save and exit.

```
              SUPPLY/SERVICE ITEM INFORMATION

CAN..........: J658888          OBJECT CODE...: 267L
QUANTITY REQ'D: 50              NATL STOCK NO.: 7520-00-171-1120
UNIT OF ISSUE.: EA              NATL DRUG CODE:
UNIT COST.....: 2.99            VENDOR ORDER #:
          DESCRIPTION: TELEPHONE INDEX AUTOMATIC
                       FLIP-UP BROWN 3-3/8 X 7IN



      SPECIAL REMARKS:




ADDITIONAL DESCRIPTION: ███████████████████


_____


COMMAND:                            Press <PF1>H for help   Insert
```

Figure 3-22: Edit an Item Screen

ARMS displays the order description again (Figure 3-23). This time, the number 50 is in the `QUAN ORD'D` field and the total price reflects this amount.

```
        ITEMS FOR DOCUMENT: 1H001001400
------------------------------------------------------------------------
ITM|                          |QUAN |   | UNIT   | ITEM     |QUANTITY
NO.|   SUPPLIES OR SERVICES    |ORD'D|UI| PRICE   | TOTAL    |ACCEPTED
(A)|          (B)             | (C) |D)|  (E)    |  (F)     | (G)
---|--------------------------|-----|--|---------|----------|--------
1  |NSN: 7520-00-171-1120     |     |  |         |          |
   |TELEPHONE INDEX AUTOMATIC |50   |EA|   2.99  |  149.50  |
   |FLIP-UP BROWN 3-3/8 X 7IN |     |  |         |          |
------------------------------------------------------------------------
                                        TOTAL  |  149.50 |

   Select one of the following:

        1          Edit an item
        2          Add a new item
        3          Delete an item
        4          View item ADDITIONAL DESCRIPTION
        5          Item Entry Completed
        OUT        Discontinue Processing Request

     Option: 5//
```

Figure 3-23: Order Description with Quantity Screen

To finalize the order, press the Return key to select default option 5 (Item Entry Completed). Next, enter the number of attachments accompanying the order. The user entered 0 attachments in Figure 3-24. Upon pressing the Return key again, ARMS will present you with a year-to-date account summary as shown in Figure 3-24.

```
            5          Item Entry Completed
           OUT         Discontinue Processing Request

      Option: 5//   Item Entry Completed

...SORRY, JUST A MOMENT PLEASE...

HOW MANY ATTACHMENTS: 0

Enter/Edit Requested Vendor? NO//

      ACCOUNT SUMMARY YEAR-TO-DATE:
-----------------------------------
ALLOWANCE:     125000
COMMITTED:      12817  OBLGATD:       7500
UNCOMMTTD:     112183  UNOBLTD:     117500
```

Figure 3-24: Account Summary Screen

Following the account summary will be an edit menu (Figure 3-25). You can use this menu to return to any of the earlier screens and change the information entered. You will use this same menu when you select Edit Pending Request (ER) at the User Menu (Figure 3-2). The following are brief descriptions of the options.

```
    Edit data for Document NO.   ()

         1    Basic Data
         2    Enter Contract/Small Purchase Data
         3    Add/Edit Items
         4    Send for Approval
         5    Print Document
         6    Edit Quantity Discount
         7    Edit Boiler Plate Statement
         8    Review Document Status
         9    Return Requisition for Resubmission
        10    Edit Narrative/Justification
        11    Add/Edit Vendor Data
        12    Edit Procurement Status Report
        13    Review Attachments
        14    Shipping Instructions
        15    Print Bidders List
        16    Electronic Commerce
        17    Small Purchase Checklist


    Which one(s):  (1-17):
```

Figure 3-25: Edit Menu

Basic Data: This option allows you to edit information on the Request For Supplies Form (Figure 3-7).

Enter Contract/Small Purchase Data: This option allows you to define/redefine the type of purchase (New Contract, Contract Mod, or Small Purchase Action).

Add / Edit Items: This option allows you to change the items in the purchase order.

Send for Approval: With this option, you affix your electronic signature to the request and send it to the Receiving Officer for approval.

Print Document: Allows you to send the document to a printer or display it on your screen.

Edit Quantity Discount: With this option, you may enter or edit the percentage discount applied to a quantity order of this item and the minimum quantity required for the discount.

Edit Boiler Plate Statement: Create or edit a "boiler plate" statement. That is a standard statement that the individual department, unit, or Area may attach to all or most orders. Use this option to create a statement and simply attach it rather than retyping it with each order.

Review Document Status: This option allows you to see where the request is in the approval process, that is who has signed and who has not.

Return Requisition for Resubmission: This option allows you to accept the requisition as is, send a message to the requestor, or return the requisition to the initiator for resubmission.

Edit Narrative / Justification: This option allows you to change the Justification for the purchase (Figure 3-8).

Add/Edit Vendor Data: This option allows you to modify vendor information with regard to a particular purchase.

Edit Procurement Status Report: This option allows you to modify the status of the document in the procurement process.

Review Attachments: This option allows you to review attachments associated with a particular document in procurement.

Shipping Instructions: This option displays the primary ship-to address. You may accept the default address or designate another.

Print Bidders List: This option allows you to review a list of vendors bidding on a particular procurement.

Electronic Commerce: This menu option is not active at this time.

Small Purchase Checklist: This option provides a checklist for ensuring that the necessary steps have been accomplished during a small purchase procurement.

Press the Return key when you have finished editing the request and ARMS will exit the edit menu.

3.5   Create a Call Against BPA Request

To request a Call Against a Blanket Purchase Agreement (BPA), select transaction type 20, REQ FOR CALL AGAINST BPA, from the select transaction menu (Figure 3-5). ARMS will ask you which BPA; enter all or part of the BPA name. If more than one name matches, ARMS will present you with a choice; if the portion you enter is unique and the name is in the ARMS database, ARMS will complete the name. In the example in Figure 3-26, the user typed the word "lab" in lowercase letter, and ARMS completed the entry in uppercase letters.

```
Which BLANKET PURCHASE AGREEMENT: lab SVCS BPA  001-069-1-0008    10760009BP  LA
B SVCS BPA                                            FAKE VENDOR

Please hold for a moment while I determine the
total amount charged against this BPA to date.


        TOTAL DOLLARS COMMITTED AND OBLIGATED AGAINST BPA: 10760009BP
        ----------------------------------------------------------------
        TOTAL SET ASIDE: TOTAL COMMITTED: TOTAL OBLIGATED:  TOTAL SPENT
        --------------- --------------- ---------------  --------------
             2,500.00            0.00            0.00            0.00

Press RETURN to continue or '^' to exit. ▊
```

Figure 3-26: Select a Blanket Purchase Agreement Screen

After pressing the Return key , ARMS will prompt you for an order date and the date you require the purchase (Figure 3-27). You may accept the defaults as shown in the example or enter new dates according to the date/time conventions described in Section 2 of the Overview ARMS manual.5 of the overview document.

```
ORDER DATE..........: TODAY//
DATE REQUIRED.......: JUL 8,2001//

Sure you want to create a **NEW** REQ FOR CALL AGAINST BPA entry? NO// YES

        One moment, please.  Request being generated......
        Default data being processed.
        Mandatory signatures being set.
        Small Purchase Data being transferred from original BPA........


IDENTIFIER..........: Lab
REQUEST INITIATOR...: DAW  WHITE,DAVID        DAW          TECHNICAL WRITER
```

Figure 3-27: BPA Date, Identifier, and Initiator Screen

ARMS will display status messages while it works, then ask for a text entry it can use to identify the request. The user in the example typed Lab as the identifier. ARMS also asks for the name or initials of the person initiating the request. Enter all or part of the initiator's name or the initials; ARMS will check it against the database. If more than one name matches, ARMS will present you with a choice; if the portion you enter is unique, ARMS will complete the name (Figure 3-27).

After you have entered the name of the initiator, ARMS will present you with a Call Against BPA form. As is shown in Figure 3-28, the system will fill most of the fields with defaults or data from files and databases set up by your site manager.

```
DOCUMENT NO.: 001-069-1-0014     REQ FOR SERVICES

TO.............: PROCUREMENT AND CONTR DELIVER TO....: ARMS TRAINING
REQUEST FOR....: PURCHASE              IDENTIFIER....: Lab
REQUESING ORG..: ARMS TRAINING         DEPT PRIORITY.:
CUSTODIAL AREA.: 001                   INITIATOR.....: WHITE,DAVID
DATE OF REQUEST: MAY 24,2001           REQUEST TYPE..: REQ FOR SERVICES
DATE REQUIRED..: JUN 23,2001           REQUESTED BY..: FUGATT,ANNE E
PRIORITY.......: ROUTINE               RECOMMENDED BY: FUGATT,ANNE E
REFERENCE......: MATHIS,DOUGLAS J       APPROVED BY...: MATHIS,DOUGLAS J
TELEPHONE NO...: 804-728-2400          RECEIVING OFF.: CORWIN,TRAVIS A





                                                                      _____



COMMAND:                               Press <PF1>H for help    Insert
```

Figure 3-28: Call Against BPA Form

The following items are brief descriptions of the fields. Remember that an underline designates a required field.

DOCUMENT NO.: The system sets the document number for you.

TO: The department that will process the request. ARMS can provide a list.

REQUEST FOR: Purchase, Service, Stock Issue, or Rental / Lease.

REQUESTING ORG: The department whose account you selected in section 5.1.

CUSTODIAL AREA: The location code for the custodial area for this request. ARMS can provide a list.

DATE OF REQUEST: The system generates this date.

DATE REQUIRED: The date by which you wish to receive the goods or services. The system defaults to thirty days.

PRIORITY: The priority under which Procurement should process this request.

REFERENCE: The contact person for any questions regarding this request. ARMS gets this name from the CAN file but can also provide a list.

TELEPHONE NO.: The contact person's phone number.

DELIVER TO: The department that will receive delivery for the goods or services. The system uses the requesting department as a default.

IDENTIFIER: ARMS inserts the identifier you gave it earlier.

DEPT PRIORITY: A single number 0-9, this is for internal use by the requesting department.

INITIATOR: ARMS inserts the initiator you provided earlier.

REQUEST TYPE: This field is a pointer to the Transaction Type file (section 5.2) and indicates the type of request for this document.

REQUESTED BY: The person making the request. This field is set internally by the system (based on setup defaults) but can be edited if the name changes. ARMS can provide a list.

RECOMMENDED BY: The person who will recommend approval of the request. This field is set internally by the system (based on setup defaults) but can be edited if the name changes. ARMS can provide a list.

APPROVED BY: The person who will approve the request. This field is set internally by the system (based on setup defaults) but can be edited if the name changes. ARMS can provide a list.

RECEIVING OFF: The person who will sign as the Approving Official. This field is set internally by the system (based on setup defaults) but can be edited if the name changes. ARMS can provide a list.

After you complete and exit the form, the justification box appears (Figure 3-29). Enter the justification and a narrative explanation for the purchase request. If you press function key PF1 or F1 followed by the capital letter H, onscreen help will display editing and cursor movement commands you can use in this form. When you are finished with your justification, type [P]F1 followed by E to save and exit. (The key combination [P]F1 followed by Q allows you to exit without saving.)

Figure 3-29: Request Against BPA Justification Screen

ARMS will prompt you to enter the Receiving Official and the BPA Caller (Figure 3-30). You may accept the default entry for Receiving Official, or you may enter another name. Enter your own name (or initials) for BPA Caller.

Figure 3-30: BPA Receiving Official & Caller Screen

ARMS will ask you to add items to this request and present you with the menu in Figure 3-31.

```
Select STANDARD ITEM by:

     Select one of the following:

          1          Index Number
          2          National Stock Number
          3          Vendor
          4          Vendor/Manufacturer Product Number
          5          National Drug Code
          6          Description/Keyword

Enter response: 1  Index Number

Index NO............: 049190      TELEPHONE INDEX REFILL FOR USE  7510-00-285-28
00
```

Figure 3-31: BPA Request Add Items Menu

The Add Items menu presents six different identifiers for selection. The first five options require that you know specific criteria; the sixth option relies upon you typing a text description. The user in this example selected option 1, `Index Number`, then entered the index number. (You may see an example of option 6, `Description/Keyword`, in Section 3.4, Creating a Purchase Order, which also uses this menu.)

The example in Figure 3-32 shows ARMS verification information presented to the user. This includes the national stock number and item description. It does not yet include the quantity the user wants.

```
ITEM #...:     1          ORDER #..:               DOCUMNT #:  001-069-1-0014
NSN......:  7510-00-285-2800
                          NDC......:               VON......:
VENDOR...:                                         OBJ CLASS:  267L
# ORDERED:                UNIT COST:      0.00     EST TOTAL:      0.00
UNIT ISSU:       SE    # ACCEPTD:                  TOTL PAID:      0.00

          DESCRIPTION
          -------------------------------------------
          TELEPHONE INDEX REFILL FOR USE
          W/3-3/8X7IN AUTO TELE INDEX


          049190 () ARE on file.

          Add it to this request? YES//
```

Figure 3-32: BPA Item Description Screen

After accepting the default by choosing YES when prompted with the question "`Add it to this request? YES//`" prompt, ARMS displays the order as shown in Figure 3-33, followed by a menu. With this menu, you may edit or delete the item, see an in depth description, add another item to the order, exit and discard the purchase order, or designate the item entry complete and move on to complete the request.

```
    ITEMS FOR DOCUMENT: 1076000904
-----------------------------------------------------------------------------
ITM|                           |QUAN |  | UNIT    | ITEM     |OBJ |
NO.|    SUPPLIES OR SERVICES   |ORD'D|UI| PRICE   | TOTAL    |CODE|CAN NO.
(A)|          (B)              | (C) |D)|  (E)    |  (F)     |----|------
---|---------------------------|-----|--|---------|----------|----|-------
1  |NSN: 7510-00-285-2800      |     |  |         |          |    |
   |TELEPHONE INDEX REFILL FOR USE|  |SE|    0.00 |     0.00 |267L|J658888
   |W/3-3/8X7IN AUTO TELE INDEX |     |  |         |          |    |
-----------------------------------------------------------------------------
                                           TOTAL  |     0.00 |

     Select one of the following:

          1           Edit an item
          2           Add a new item
          3           Delete an item
          4           View item ADDITIONAL DESCRIPTION
          5           Item Entry Completed
          OUT         Discontinue Processing Request

     Option: 5// █
```

Figure 3-33: BPA Request Item Description and Edit Menu

At this point, you still need to enter a Unit Price and Quantity for the order. This is done through menu option 1, Edit an item. By selecting this option, you will see a screen for editing information (Figure 3-34).

```
              SUPPLY/SERVICE ITEM INFORMATION

CAN...........: J658888          OBJECT CODE...: 267L
QUANTITY REQ'D: 12               NATL STOCK NO.: 7510-00-285-2800
UNIT OF ISSUE.: SE               NATL DRUG CODE:
UNIT COST.....: 1.79             VENDOR ORDER #:
          DESCRIPTION: TELEPHONE INDEX REFILL FOR USE
                       W/3-3/8X7IN AUTO TELE INDEX



      SPECIAL REMARKS:
                       ███████████████████████████████


ADDITIONAL DESCRIPTION:
_____



COMMAND:                          Press <PF1>H for help      Insert
```

Figure 3-34: BPA Request Edit an Item

In Figure 3-34, the user entered 12 for QUANTITY REQ'D and 1.79 for UNIT COST. The user then saved and exited the screen by typing [P]F1 followed by E. Figure 3-35 shows the edited item with the total price extended.

```
    ITEMS FOR DOCUMENT: 1076000906
------------------------------------------------------------------------
ITM|                         |QUAN |  | UNIT  | ITEM      |OBJ |
NO.|    SUPPLIES OR SERVICES |ORD'D|UI| PRICE | TOTAL     |CODE|CAN NO.
(A)|           (B)           | (C) |D)|  (E)  |   (F)     |----|-------
---|-------------------------|-----|--|-------|-----------|----|-------
1  |NSN: 7510-00-285-2800    |     |  |       |           |    |
   |TELEPHONE INDEX REFILL FOR USE|12|SE|  1.79|     21.48 |267L|J658888
   |W/3-3/8X7IN AUTO TELE INDEX |   |  |       |           |    |
------------------------------------------------------------------------
                                       TOTAL  |    21.48 |

    Select one of the following:

         1          Edit an item
         2          Add a new item
         3          Delete an item
         4          View item ADDITIONAL DESCRIPTION
         5          Item Entry Completed
         OUT        Discontinue Processing Request

     Option: 5// █
```

Figure 3-35: BPA Request Edited Item Description Screen

When choosing option 5, the system will present an account summary (Figure 3-36) followed by an Edit Menu (Figure 3-37).

```
    Option: 5//    Item Entry Completed

...SORRY, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

HOW MANY ATTACHMENTS:

    ACCOUNT SUMMARY YEAR-TO-DATE:
--------------------------------
ALLOWANCE:    125000
COMMITTED:     12988  OBLGATD:      7500
UNCOMMTTD:    112012  UNOBLTD:    117500

    Edit data for Document NO. 001-069-1-0016   (lab)

    ***** NOTE ***** THIS IS A CALL AGAINST BPA 10760009BP
```

Figure 3-36: BPA Request Account Summary

The menu in Figure 3-37 allows you to return to any of the earlier screens and change the information entered earlier.

```
        1    Basic Data
        2    Requested Vendor
        3    Edit Narrative/Justification
        4    Add/Edit Items
        5    Send for Approval
        6    Print Document
        7    Edit Quantity Discount
        8    Edit Boiler Plate Statement
        9    Specify Number of Attachments
        10   Review Document Status
        11   Shipping Instructions
        12   Delete This Request

    Which one(s):  (1-12): █
```
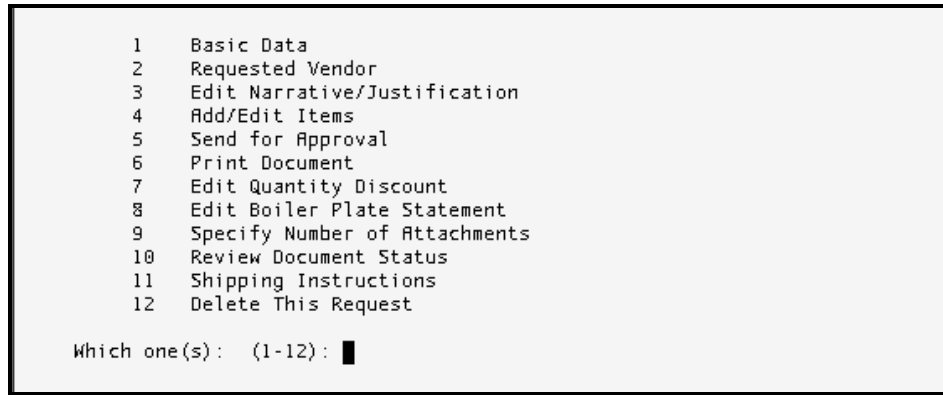
Figure 3-37: BPA Request Final Edit Menu

The following are brief descriptions of the menu options.

Basic Data: This option allows you to edit information on the Request For Supplies Form (Figure 3-7).

Requested Vendor: This option does not work with a Call Against a BPA.

Edit Narrative/Justification: This option allows you to change the Justification for the purchase (Figure 3-29).

Add / Edit Items: This option allows you to change the items in the purchase.

Send for Approval: With this option, you affix your electronic signature to the request, then send it to the Receiving Officer for approval.

Print Document: This option allows you to send the document to a printer or display it on your screen.

Edit Quantity Discount: With this option, you may enter or edit the percentage discount applied to a quantity order of this item and the minimum quantity required for the discount.

Edit Boiler Plate Statement: Create or edit a "boiler plate" statement. That is a standard statement that the individual department, unit, or Area may attach to all or most orders. You use this option to create a statement, simply attaching it rather than retyping it with each order.

Specify Number of Attachments: This option allows you to indicate that external hard copy documents are required for the processing of this request and should be "attached" and included for any review of the document.

Review Document Status: This shows you where the request is in the approval process (who has approved and who has not).

Shipping Instructions: This option displays the primary ship-to address. You may accept that address or designate another.

Delete This Request: This option will delete the purchase request.

Press the Return key when you have finished editing the request; ARMS will exit the edit menu and return you to Select Department Account (Figure 3-1).

3.6   Create a Travel Request

To create a Travel Request, select transaction type 23, REQ FOR TRAVEL, from the select transaction type menu (Figure 3-5). Next, select the default response "NO//" when asked if you want to display the related object class codes (these codes do not apply to travel requests). Enter "Yes" when asked if you want to create a new request for travel entry. ARMS will ask for the name of the traveler. Enter all or part of the name, and ARMS will check it against its database. If more than one name matches, ARMS will present you with a choice; if the portion you enter is unique, ARMS will complete the name (Figure 3-38). If the name does reside in the database, ARMS will ask you to enter the New Person's Name. Next, you must enter the traveler's official duty station. Enter the Date of Departure and Date of Return.

```
Which Transaction Type ==> :  (1-25): 23

Display Related Object Class Codes? NO//

Sure you want to create a **NEW** REQ FOR TRAVEL entry? NO// y  YES

           One moment, please.  Request being generated......
           Default data being processed.
           Mandatory signatures being set.


TRAVELER............: dave  WHITE,DAVID        DAW         TECHNICAL WRITER
OFFICIAL DUTY STATN.: ALBUQUERQUE AREA A/SA PROGRAM
           //
DATE OF DEPARTURE...: t+5  (JUN 03, 2001)
DATE OF RETURN......: t+10  (JUN 08, 2001)
```

Figure 3-38: Beginning a Travel Request Screen

After you have entered the DATE OF Return, ARMS will present the original Travel Request Form, shown in Figure 3-39. Most of the fields will already contain information. Move through the fields with the arrow keys or by pressing the TAB or Return keys; you may edit or alter any field at this time.

```
ORIG/AMEND: ORIGINAL              OTHER.....: NO
ORDR AMEND:                       SPECIFY...:
TRAVELER..: WHITE,DAVID           PCS TRANS.:
POSITION..:                       TEMP QTRS.: NO
RANK......:                       RESID TRNS: NO
BUREAU/DIV: ARMS                  TEMP STOR.: NO
STATION...: ALBUQUERQUE AREA A/SA PROGR HOUSE HUNT: NO
DEPARTURE.: JUN 3,2001            MISCELANOS: NO
RETURN....: JUN 8,2001            355 SIGNED: NOT REQUIRED
POV.......: NOT AUTHORIZED        TRAVELER..: WHITE,DAVID
MILE RATE.: .31                   RECMD'D BY: CORWIN,TRAVIS A
GSA VEHICL: NO                    AUTHRZD BY: GRAY,JAMES L.
AUTO RENT.: NO                    FUNDS AVAL: CORWIN,TRAVIS A
EXC BAGAGE: NO      REGIS FEE.: NO   IDENTIFIER: DAW/0603
AUTHORITY.: FTR'S                 COST COMP.:
PD AUTHOR.: IN U.S.               ATM ATHZD.: NO
PD BASIS..: LODGING PLUS          TRAVEL ADV: NO




COMMAND:                          Press <PF1>H for help    Insert
```

Figure 3-39: Travel Request Form

Following are brief explanations of the fields within the form. Remember, if you type ? or ?? and press the Return key in any of these fields, ARMS will provide you with an explanation of what information you must enter.

ORIG/AMEND: Type ORIG for an original request or AMEND for an amendment to an existing travel order.

ORDER AMEND: Type the number of the travel order you are amending. ARMS can provide you with a list of travel orders.

TRAVELER: Type a name, nickname, Social Security number, verify code, DEA number, VA number, IHS local code, IHS ADC index, or alias of the traveler.

POSITION: Type the traveler's work position.

RANK: Type the traveler's rank if a member of the Commissioned Corps.

BUREAU/DIV: Type the FMS Department / Program name or code.

STATION: Type the location code or abbreviation, ASUFAC code or index, financial location code, or pseudo prefix. ARMS can provide a list.

DEPARTURE: Type the approximate date of departure.

Return: Type the approximate date of return.

POV: Type Y or N to authorize use of a privately owned vehicle (POV).

MILE RATE: Type the mileage reimbursement rate for a POV.

GSA VEHICLE: Type Y or N to authorize use of a GSA vehicle.

AUTO RENT: Type Y or N to authorize use of a rental vehicle.

EXC BAGAGE: Type Y or N to authorize payment for excess baggage.

REGIS FEE: Type Y or N to authorize payment of registration fee (for conferences and seminars).

AUTHORITY: Type FTR'S, JFTR'S, or other; consult the regulations covering these authorizations.

PD AUTHOR: Type In US, Outside US, Varying Rates, or None for the per diem authorization.

PD BASIS: Type Lodging Plus, Actual Expense, or Fixed for the basis for the per diem calculated.

OTHER: Type Y or N to indicate other special authorizations.

SPECIFY: Type a description of other special authorizations.

PCS TRANS: Type Y or N to authorize permanent change of station (PCS) and/or transportation of dependents and / or household goods.

TEMP QTRS: Type Y or N to authorize payment for temporary quarters during PCS.

RESID TRNS: Type Y or N to authorize payment for residence transactions during PCS.

TEMP STOR: Type Y or N to authorize payment for temporary storage during PCS.

HOUS HUNT: Type Y or N to authorize payment for house hunting trip during PCS.

MISCELANOS: Type Y or N to authorize payment for miscellaneous PCS allowances.

355 SIGNED: Type whether the PCS HHS-355 has been Signed or is Not Required.

TRAVELER: Type the name of the person authorized to sign as requesting travel. ARMS can provide a list of possible names.

RECMD'D BY: Type the name of the person recommending the travel. ARMS can provide a list of possible names.

AUTHRZD BY: Type the name of the person authorizing the travel order. ARMS can provide a list of possible names.

FUNDS AVAL: Type the name of the person who will certify funds are available for the travel. ARMS can provide a list of names.

IDENTIFIER: This is a free text field where you may enter anything you wish to serve as a reminder of the document's purpose.

COST COMP: Type the maximum payment allowed for POV if the traveler uses this mode of transportation instead of a common carrier.

ATM ATHZD: Type Y or N to authorize payment of 4% cash advance charge.

TRAVEL ADV: Type Y or N to authorize travel advance.

After you save the original request form, you will need to enter the departure and destination cities. You will enter them in the form shown in Figure 3-40. ARMS can provide a list of all authorized per diem cities. The system can also provide a list of all modes of travel.

```
TRAVELER..: WHITE,DAVID              PCS TRANS.:
POSITION..:                          TEMP QTRS.: NO
RA
BU
ST    TRAVEL AUTHORIZED FROM: ALBUQUERQUE
DE
RE                    TRAVEL AUTHORIZED TO          MODE OF TRAVEL
PO                    ---------------------------   --------------
MI                    DENVER                        COMMON CARR
GS
AU
EX
AU
PD
PD


Exit     Save     Refresh

Exit     Save     Refresh

Enter a command or '^' followed by a caption to jump to a specific field.


Save changes before leaving form (Y/N)?  ■    Press <PF1>H for help    Insert
```

Figure 3-40: Authorized Travel Cities

Next, state a purpose for the travel as shown in Figure 3-41. Use the comments line to expand on the stated purpose.

```
R
B   PURPOSE OF TRAVEL: Training Clients
S
D
R                                                                    L
P                                                                    -
M
G
A
E
A
P   COMMENTS.........: User training for Immunization Package
P

E

E

Exit    Save     Refresh

Enter a command or '^' followed by a caption to jump to a specific field.
```

Figure 3-41: Purpose of Travel Screen

After entering the purpose for the travel, ARMS will present the Travel Detail screen (Figure 3-42). This screen displays the travel information for the first day of the range specified. You can begin entering your information into the form.

```
DATE.........: JUN 3,2001        HOTEL........:
TRAVEL STATUS: TDY TRAVEL        CONFIRMATN NO:
DEPART TIME..:                   RENTAL CAR...:
DEPART FROM..:                   CONFIRMATN NO:
ARRIVAL TIME.:                   CAR EXPENSE..:
ARRIVE AT....:                   MEALS & INC..: 31.5
DUTY STATION.: DENVER            LODGING......: 83
MILES TO AIRP:                   POV/OTH MILES:
MILEAGE RATE.: .31               POV MILS RATE: .31
HOME PHONE...:                   TAXI/SHUTTLE.:
OTHER EXPENSS:                   AIRPORT PARK.:
DETAILED DESCRIPTION:




COMMAND:                         Press <PF1>H for help    Insert
```

Figure 3-42: Travel Details Screen

The following are brief explanations of the fields in the form. You can obtain more complete explanations by typing ?? and pressing the Return key in any field.

DATE: The travel day covered by this detail. Press the Return key to accept default or enter a new date.

TRAVEL STATUS: Temporary duty (TDY, the default), authorized leave, or local/other.

DEPART TIME: The time the traveler left their home or office if they started the trip this day.

DEPART FROM: Home, office, or other.

ARRIVAL TIME: The time the traveler arrived at their home or office if they completed their trip this day.

ARRIVE AT: Home, office, or other.

DUTY STATION: The traveler's temporary duty station during this trip.

MILES TO AIRP: The miles traveler claims from home or office to the airport.

MILEAGE RATE: The monetary reimbursement rate for the miles traveled.

HOME PHONE: The monetary amount the traveler claims for a daily personal call home.

OTHER EXPENSES: The total amount the traveler claims for extra expenses on the trip.

DETAILED DESCRIPTION: A brief, detailed description of that particular travel day covering the travel and work activities the traveler performed.

HOTEL: The hotel where the traveler stays. ARMS has a list of hotels from which you can choose.

CONFIRMATION NO: The hotel reservation confirmation number.

RENTAL CAR: The company from which the traveler rents a car. ARMS has a list of car rental companies.

CONFIRMATION NO: The car reservation confirmation number.

CAR EXPENSE: The amount the traveler paid for the rental car.

MEAL & INC: Per diem. A default amount already resides in this field, but you may edit the field if the per diem has changed.

LODGING: The hotel cost for the day. An estimated amount resides in the field for planning purposes; you may replace it with the actual cost.

POV/OTH MILES: The miles of travel in a POV.

POV MILS RATE: The monetary reimbursement rate for the miles traveled in a POV.

TAXI/SHUTTLE: The cost of transportation other than car.

AIRPORT PARK: The airport parking expense. You may record this as a daily amount for each day of the trip, or you may record the total expense as a single day entry.

You may return later to enter any information that you do not currently have by using the edit option. After you save your entries, ARMS will ask if you want to duplicate this information to the other days of the range you designated. Remember that the first and last days are travel days and will have different expenses than the days between.

Next, ARMS asks if you want to add another day. If you answer Yes, the system will take you through the previous screens and menus again. If you answer No, it will display a summary of the information you have entered, as in Figure 3-43.

```
Duplicate information from Day 1 to Day(s) 2 - 11? YES// NO

Add another day? NO//

          DHHS/INDIAN HEALTH SERVICE - TRAVEL EXPENSE ESTIMATE
          TRAVEL ORDER: 1001TO0016      TRAVELER: WHITE,DAVID
------------------------------------------------------------------------
DAYDATE DEPT ARRV CITY     M & IE   LODGING   MILES   TAXI    CALL HOM OTHER
-- ---- ---- ---- ------   ------   -------   ------- -------- -------- -------
1  0603           DENVER    31.50    83.00             0.00     0.00    0.00
   Traveled in the morning; taught in the afternoon.
                          ---------  ---------  -------  --------  -------- -------
                           31.50    83.00     0.00    0.00     0.00    0.00
------------------------------------------------------------------------
AIRLINE.:   0.00       RENTAL CAR:   0.00        TOTAL EXPENSES:   114.50
PER DIEM:  114.50      OTHER.....:   0.00        EXCLD AIRLINE.:   114.50
TM FEE..:   0.00                                 TRAVEL ADVANCE:     0.00

Press RETURN to continue or '^' to exit. █
```

Figure 3-43: Travel Request Summary Screen

If you press the Return key after the summary, ARMS provides you the option of editing the information in the existing days, adding new travel days, or deleting existing travel days (Figure 3-44). If you enter ^ to exit, ARMS will return you to the User Menu (Figure 3-22).

```
Press RETURN to continue or '^' to exit.

    Select one of the following:

        1         Edit Travel Day
        2         Add Travel Days
        3         Delete Travel Days
```

Figure 3-44: Travel Request Change Menu

If the travel is a part of continuing education training, enter the government's maximum contribution as shown in Figure 3-45. Otherwise, press Return. Next, the system will present you with the option of adding airline information (also shown in Figure 3-45).

```
Which Option ===> :

(For Continuing Education Travel/Training ONLY
 enter MAXIMUM government contribution.)

Cost to government Not to Exceed:


Add/Edit FLIGHT INFO? NO// █
```

Figure 3-45: Continuing Education & Flight Info

If you choose to add flight information, ARMS displays a summary of existing flights. Figure 3-46 shows a summary when there are no flights recorded. The only option available is Add Airline Flight. Once you select that option, the Add Airline form appears (Figure 3-47).

```
          AIRLINE FLIGHTS FOR DOCUMENT: 1001TO0016
FLT FLT NO AIRLINE             DATE LV/AR CITY       SEAT COST      GTR NO.
--- ------ ------------------- ---- ----- ---------- ---- --------- -----------
          NO AIRLINE FLIGHTS RECORDED FOR THIS TRAVEL ORDER.

     Select one of the following:

         2        Add Airline Flight

Which Option ===> : █
```

Figure 3-46: Add/Edit Airline Flights

As you can see in the form in Figure 3-47, there are two required fields. ARMS has a list of fourteen airlines available for the AIRLINE COMPANY field and four possible entries for the CONTRACT FARE field. You can obtain these lists by typing two question marks (??) in the respective positions.

```
    ┌───────────────────────────────────────────────┐
    │                                               │
    │  DATE ISSUED....: MAY 30,2001                 │
    │  AIRLINE COMPANY: UNITED                      │
    │  CONTRACT FARE..: CONTRACT FARE               │
 Wh │  FLIGHT COST....: 253                         │
    │  FLIGHT NUMBER..: 1858                        │
    │  DEPART DATE@TIME: JUN 3,2001@12:00           │
    │  DEPART FROM....: ALBUQUERQUE                 │
    │  ARRIVE DATE@TIME: JUN 3,2001@13:00           │
    │  ARRIVE IN......: DENVER                      │
    │  SEAT ASSIGNMENT: 2a                          │
    │                                               │
    └───────────────────────────────────────────────┘
3      ALBERT LEA              MN.  LDG: 55   MIE: 30    TO:

Exit    Save     Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: ███████████████████     Press <PF1>H for help    Insert
```

Figure 3-47: Enter Flight Information

When you exit and save your addition, ARMS returns the information summary shown in Figure 3-48. Now, there is an entry and two more options available. When you gather more information about the flight, you may edit the entry to include it.

```
            AIRLINE FLIGHTS FOR DOCUMENT: 1001TO0016
FLT FLT NO AIRLINE            DATE LV/AR CITY        SEAT COST      GTR NO.
--- ------ ------------------ ---- ----- ---------- ---- --------- -----------
1   1858   UNITED             0603 12:00 ALBUQUERQU 2a      253.00
                                   13:00 DENVER
--- ------ ------------------ ---- ----- ---------- ---- --------- -----------
                              TOTAL AIRLINE EXPENSE:    253.00

     Select one of the following:

          1         Edit Airline Flight
          2         Add Airline Flight
          3         Delete Airline Flight

Which Option ===> :

Charge Airline Ticket to Traveler's
Government Credit Card? YES// █
```

Figure 3-48: Summary of Flight Information

Once you are finished with the flight, press the Return key at the `Which Option ===>` prompt. ARMS will ask if you are charging the ticket, with YES as the default answer. Whether you accept the default or type NO, ARMS will provide you with a travel expense summary as shown in Figure 3-49.

```
        DHHS/INDIAN HEALTH SERVICE - TRAVEL EXPENSE ESTIMATE
        TRAVEL ORDER: 1001TO0016      TRAVELER: WHITE,DAVID
------------------------------------------------------------------------
DAYDATE DEPT ARRV CITY      M & IE   LODGING   MILES   TAXI    CALL HOM OTHER
-- ---- ---- ---- ------- --------- --------- ------- -------- -------- -------
1  0603          DENVER    31.50     83.00              0.00    0.00     0.00
   Traveled in the morning; taught in the afternoon.

Transportation cost to and from airport including airport parking not to exceed
round trip taxi fare of  15.00   (Amount claimed: 0.00  authorized: 0.00 )
                         --------- --------- ------- -------- -------- -------
                          31.50     83.00     0.00    0.00     0.00     0.00
------------------------------------------------------------------------
AIRLINE.:  253.00      RENTAL CAR:   0.00         TOTAL EXPENSES:   381.00
PER DIEM:  114.50      OTHER.....:   0.00         EXCLD AIRLINE.:   381.00
TM FEE..:   13.50                                 TRAVEL ADVANCE:     0.00

Press RETURN to continue or '^' to exit. █
```

Figure 3-49: Travel Expense Estimate

You have finished the basic document. The menu depicted in Figure 3-50 is for editing, reviewing, deleting, or submitting your request. Select the first option to review or edit the basic information on the form. Options 2 through 5 are for editing different sections of the request. When you are through editing your request, submit it by selecting the sixth option, Send for Approval.

```
        Edit data for Document NO. 1001TO0016   (DAW/0603/DENVER)

             1      Basic Data
             2      Edit Comments/Purpose of Travel
             3      Travel Destination and Mode of Travel
             4      Add/Edit Travel Days
             5      Edit Airline Information
             6      Send for Approval
             7      Print Document
             8      Review Document Status
             9      Edit Object Class Code
             10     Delete This Travel Request

        Which one(s):  (1-10):
```

Figure 3-50: Edit the Travel Request

3.7   Create a Training Request

To create a Training Request, select transaction type 24, REQ FOR TRAINING, from
the Transaction Type Menu (Figure 3-5). Once again, select the default response
(NO) at the `Display Related Object Class Codes?` prompt. Next, select
YES to create a new request for training entry. ARMS will then ask you the name of
the attendee (Figure 3-51). Enter all or part of the attendee's last name. If more than
one name matches, ARMS will present you with a list of names. Choose the correct
name and answer the next six questions.

```
Which Transaction Type ==> :   (1-25): 24

Display Related Object Class Codes? NO//

Sure you want to create a **NEW** REQ FOR TRAINING entry? NO// y   YES

        One moment, please.  Request being generated......
        Default data being processed.
        Mandatory signatures being set.


NAME OF ATTENDEE....: wHITE,DAVID           DAW            TECHNICAL WRITER
ORGANIZATION........: 069   ARMS TRAINING        069
CONTINUOUS SRV-YEARS: 7
CONTINUOUS SRV-MNTHS: 4
TRAINING PERIOD-FROM: Jul 5 2001   (JUL 05, 2001)
TRAINING PERIOD-TO..: Jul 12 2001   (JUL 12, 2001)
TRAINING COURSE TITL: ARMS Administration
```

Figure 3-51: Training Request Questions

After you type the course title and press Return, ARMS will display the form (Figure
3-52) with several fields completed. Brief explanations of all the fields follow the
figure.

```
ATTENDEE..: WHITE,DAVID           PURPOSE...:
ORGANIZATN: ARMS TRAINING         TYPE......:
                                  SOURCE....:
          TECHNICAL WRITER        SPEC INTR.:
SERV YEARS: 7                     SELF-SPONS:
SERV MNTHS: 4                     SKILL CODE:
HOURS-DUTY:                       SIBAC.....:
NON-DUTY..:                       SUPERVISOR: FUGATT,ANNE E
TRNG FROM.: JUL 5,2001            CONCUR - 1: MATHIS,DOUGLAS J
TRNG TO...: JUL 12,2001           CONCUR - 2: GRAY,JAMES L.
TRNG TITLE: ARMS Administration   APPROVING.: HORTON,GEORGE ANN
PAYMENT TO:                       RVW SPCLST: GRAY,JAMES L
LOC OF TNG:                       AUTHORIZNG: CORWIN,TRAVIS A
LOC ADDRSS:                       FUNDS AVAL: MATHIS,DO
LOC CITY..:                       TRAV ORDER:
LOC STATE.:               PRIOR NON-GOV:
LOC ZIP...:                       IDENTIFIER: DAW/0705/ARMS A


COMMAND:                          Press <PF1>H for help    Insert
```

Figure 3-52: Training Request Form

ATTENDEE: The person attending the training. This name was entered when you answered the training request questions (Figure 3-51).

ORGANIZATION: The department in which the attendee works. The attendee's job title will follow. It is taken from the employee database.

SERV YEARS: The attendee's years of continuous service. This information was entered when you answered the training request questions (Figure 3-51).

SERV MNTHS: The attendee's months of continuous service. This information was entered when you answered the training request questions (Figure 3-51).

HOURS-DTY: The number of duty hours this training involves.

NON-DUTY: The number of non-duty hours this training involves.

TRNG FROM: The start date of the training. This information was entered when you answered the training request questions (Figure 3-51).

TRNG TO: The end date of the training. This information was entered when you answered the training request questions (Figure 3-51).

TRNG TITLE: The title of the training class. This information was entered when you answered the training request questions (Figure 3-51).

PAYMENT TO: The vendor providing the training. ARMS can provide you a list.

LOC OF TNG: The location of the training.

LOC ADDRESS: The street address of the training location.

LOC CITY: The city of the training location.

LOC STATE: The state of the training location.

LOC ZIP: The zip code of the training location.

PURPOSE: The purpose of the training. ARMS can provide a list of approved purposes.

TYPE: The type of training. ARMS can provide a list of approved types.

SOURCE: The source of the training such as government, non-government, and so forth. ARMS can provide a list of sources.

SPEC INTR: The special interest designation of the training. ARMS can provide a list of such designations.

SELF-SPONS: Is this training self-sponsored or government sponsored?

SKILL CODE: The skill code classification for this training such as Physics, Writing, and so forth. ARMS can provide a list of codes.

SIBAC: Enter the SIBAC code.

SUPERVISOR: The person who must sign as initiating supervisor. ARMS has filled this field with information from the CAN file but can also provide a list from which you can choose.

CONCUR – 1: The person who must sign as the first concurring official. ARMS has filled this field with information from the CAN file but can also provide a list from which you can choose.

CONCUR – 2: The person who must sign as the second concurring official. ARMS has filled this field with information from the CAN file but can also provide a list from which you can choose.

APPROVING: The person who must sign as approving the training. ARMS has filled this field with information from the CAN file but can also provide a list from which you can choose.

RVW SPCLST: The person who must sign as the reviewing Employee Development Specialist. ARMS has filled this field with information from the CAN file but can also provide a list from which you can choose.

AUTHORIZNG: The person who must sign as authorizing the training. ARMS has filled this field with information from the CAN file but can also provide a list from which you can choose.

FUNDS AVAL: The person who must certify funds are available for this training. ARMS has filled this field with information from the CAN file but can also provide a list from which you can choose.

TRAV ORDER: The travel order that should accompany this request.

PRIOR NON-GOV: The number of hours of non-government training the attendee has received before this class.

IDENTIFIER: A free text field where you can type something to serve as a reminder of the subject of this request. ARMS defaulted the example in Figure 3-52 with the attendee's initials, the month and day the training class will begin, and the first five characters of the class title.

Figure 3-53 shows an example of a completed form. The user has filled out the required fields (those underlined).

```
ATTENDEE..: WHITE,DAVID             PURPOSE...: 3
ORGANIZATN: ARMS TRAINING           TYPE......: 5
                                    SOURCE....: 3
          TECHNICAL WRITER          SPEC INTR.: 7
SERV YEARS: 7                       SELF-SPONS: GOVERNMENT SPONSORED
SERV MNTHS: 4                       SKILL CODE: 1102
HOURS-DUTY: 40                      SIBAC.....:
NON-DUTY..: 0                       SUPERVISOR: FUGATT,ANNE E
TRNG FROM.: JUL 5,2001              CONCUR - 1: MATHIS,DOUGLAS J
TRNG TO...: JUL 12,2001             CONCUR - 2: GRAY,JAMES L.
TRNG TITLE: ARMS Administration     APPROVING.: HORTON,GEORGE ANN
PAYMENT TO: AMERICAN WATERWORKS ASSOC.  RVW SPCLST: GRAY,JAMES L
LOC OF TNG: Headquarters            AUTHORIZNG: CORWIN,TRAVIS A
LOC ADDRSS: 6907 E 2nd St           FUNDS AVAL: MATHIS,DO
LOC CITY..: Denver                  TRAV ORDER: 0001TO0001
LOC STATE.: COLORADO            PRIOR NON-GOV: 24
LOC ZIP...: 88610                   IDENTIFIER: DAW/0705/ARMS A
_____
Exit    Save     Refresh

Enter a command or '^' followed by a caption to jump to a specific field.


COMMAND: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮         Press <PF1>H for help      Insert
```

Figure 3-53: Completed Training Request Form

After you save and exit the form, ARMS will present you with a text box and ask you to enter justification of the training (Figure 3-54).

Figure 3-54: Justification Screen

After entering the justification information, save and exit the training request form. A screen will appear asking the trainee to describe how the requested training relates to their workplace duties and how the course will satisfy the training need (Figure 3-55).

Figure 3-55: Training Request Justification Screen

After completing this information, ARMS will provide the name of your Procurement Official. Here, you will enter the Type of Training code (Figure 3-56).

Figure 3-56: Type of Training Code Entry Screen

Next, ARMS will ask for the object class code for this request. Type ??, press Return, and ARMS will present you with a list (Figure 3-57).

Figure 3-57: Training Object Code Screen

After you choose the object code, enter the cost of this training. The system presents you with the types of expense and asks which item you wish to edit. In the example in Figure 3-58, the user chose Item No. 1, Tuition & Fees. ARMS presented the user with each of the columns with the current entries set as defaults. The user accepted the defaults for the Common Account Number (CAN). In this example, the tuition is $500, so the user typed 500 after the double-slash for Tuition & Fees and pressed the Return key.

```
THIS TRAINING REQUEST: 253M// 259E    259E       TRAINING (PROCURED VIA CONTRACT
/PO)

ITEM   TYPE OF        OBJ                ESTIMATED
 NO.   EXPENSE        CODE  CAN NO.      EXPENSE
----   --------------  ----  -------      ----------
  1    Tuition & Fees  259E  J658888          0.00
  2    Books & Other   259E  J658888          0.00
                                         ----------
                                  TOTAL        0.00

Item NO(s). ==> 1

                    Item No. 1
CAN.................: J658888//
OBJECT CLASS CODE...: 259E//
TUITION & FEES......: 0// 500
```

Figure 3-58: Training Expense Screen

The basic document is finished. The screen depicted in Figure 3-59 is for editing,
submitting, reviewing, or deleting your request. Select the first option to review or
edit the basic information on the form shown in Figure 3-53. Option 3 is for editing
the justification. Option 4 takes you to the edit screen seen in shown in Figure 3-58
(where you can enter the cost of books). Choose the default object code at the prompt
and press the Return key. You will then return to the Training Expense screen shown
in Figure 3-58. Select Item No 2 and enter the cost of your books and other training
materials.

```
Edit data for Document NO. 1TG0690003   (DAW/0705/ARMS A)

        1     Basic Data
        2     Enter Training Vendor
        3     Edit Justification/Training Need
        4     Add/Edit Training Costs
        5     Send for Approval
        6     Print Document
        7     Review Document Status
        8     Delete This Training Request
        9     Group Training

    Which one(s):  (1-9):
```

Figure 3-59: Edit the Training Request Screen

Use the edit menu shown in Figure 3-59 to choose your training vendor. Select
Option 2. Notice ARMS presents the vendor name entered in the Pay To section on
the training request form as a default option. If this is not the vendor you wish to use,
enter the first letter of the required vendor and press Return; the system will present
you with a list of vendors whose names start with that particular letter. Figure 3-60
shows a partial list of vendors whose names start with "E". If you enter more letters
of the vendor's name before you press the Return key, ARMS will return a smaller
list.

```
EICHERT DO,STEPHEN J          EIN.....: 1183426758
                              MAIL TO.: , CLAREMORE
EIN                           EIN.....: 1999999999    SUFFIX: A9
                              MAIL TO.: 24 KEEWAYDIN DR, SALEM
                              REMIT TO: MAIN STREET, MAIN CITY
                              REMIT TO-CITY..: MAIN CITY
EL RIO NEIGHBORHOOD HEALTH CEN EIN.....: 1860285857   SUFFIX: A1
                              MAIL TO.: 839 WEST CONGRESS, TUCSON
                              REMIT TO: 839 WEST CONGRESS, TUCSON
                              REMIT TO-CITY..: TUCSON
ELECTRONIC PARTS COMPANY      EIN.....: 1999999999
                              MAIL TO.: 2620 RHODE ISLAND, N, ALBUQUERQUE
                              REMIT TO: 2620 RHODE ISLAND, N, ALBUQUERQUE
                              REMIT TO-CITY..: ALBUQUERQUE
EMC ENGINEERING INC           EIN.....: 1850270220   SUFFIX: A1
                              MAIL TO.: 730 SAN MATEO, S.E., ALBUQUERQUE
                              REMIT TO: 730 SAN MATEO, S.E., ALBUQUERQUE
                              REMIT TO-CITY..: ALBUQUERQUE
ENGINEERED AIR COMPANY        EIN.....: 1830292283   SUFFIX: A1
                              MAIL TO.: 440 W YELLOWSTONE, CODY
                              REMIT TO: 440 W YELLOWSTONE, CODY
                              REMIT TO-CITY..: CODY
ETHICON INC                   EIN.....: 1098347471    SUFFIX: ER
                              MAIL TO.: ROUTE 22, SOMERVILLE
```

Figure 3-60: Vendor List screen

After selecting a vendor, ARMS will return you to the menu displayed in Figure 3-61.
When you are finished editing the request, you may submit the request for approval
by selecting option 5. After submission, you can check the status of your request by
selecting option 7. The status for this sample request is shown at the bottom of
Figure 3-61. Since it was recently submitted, approval is still pending.

```
    Edit data for Document NO. 1TG0690004   (DAW/0705/ARMS A)

        1      Basic Data
        2      Enter Training Vendor
        3      Edit Justification/Training Need
        4      Add/Edit Training Costs
        5      Send for Approval
        6      Print Document
        7      Review Document Status
        8      Delete This Training Request
        9      Group Training

    Which one(s):  (1-9): 7

|--------------------- SECTION D - CLEARANCE ACTION ----------------------|
| APPROVAL FOR DOCUMENT: 1TG0690004                                       |
| INITIATING SUPERVISO: ANNE E FUGATT            PENDING                  |
| TRAINING PROCUREMENT: ANNE E FUGATT            PENDING                  |
| TRAINING FUNDS AVAIL: DOUGLAS J MATHIS         PENDING                  |
| APPROVING TRAINING..: GEORGE ANNA HORTON       PENDING                  |
| TRAINING AUTHORIZED : TRAVIS A CORWIN          PENDING                  |
Press RETURN to continue or '^' to exit.
```

Figure 3-61: Review Request Status Screen

Menu option 9 allows you to convert this request from individual training to group
training. ARMS will present you with a list of participants and the menu for adding,
editing, deleting, and printing participants. Figure 3-62 shows the menu as well as an
empty participant list.

```
         Training Participants for Document: 1TG0690004
         Date List Printed: JUN 6,2001                  PAGE: 1

CHARGED                                       Tuition      Books & Other
TO CAN   NO.  ATTENDEE                        & Fees       Expenses
-------  ---  ------------------------------  -----------  ------------


    Select one of the following:

        1         Add Training Participants
        2         Edit a Training Participant
        3         DELETE a Training Participant
        4         PRINT the Training Participant List

Which one: █
```

Figure 3-62: Group Training Menu

In Figure 3-63, the user chose Option 1, Add Training Participants. The user then typed the first few letters of the new addition's last name (Figure 3-62). Since those few letters were unique, ARMS pulled up the full name. Next, the system asks for the CAN to which the user will charge the class expenses. By entering ?? as shown in figure 3-63, ARMS presents the user with a list of CANs to choose from.

```
Add additional participants to TRAININ REQUEST 1TG0690006

Name of TRAINEE: fugATT,ANNE E          AEF      OIRM      COMPUTER SPECIALIST

Charge expenses for ANNE FUGATT
to COMMON ACCOUNTING NUMBER: ??

Choose from:
   J658888                 DIV SYSTEMS DEVELOPMENT   ORIGINAL  2001      01    J65
8888     001
   J658888                 DHHS/IHS/OIRM             ORIGINAL  2001      01    J65
8888     001
   J658888                 DIV OF RESOURCE MANAGEMEN ORIGINAL  2001      01    J6
58888     001
   J658888                 DIV OF TELECOMMUNICATIONS ORIGINAL  2001      01    J6
58888     001
   J658888                 FINANCE                   ORIGINAL  2001      01    J65
8888     001
   J658888                 FMO/AAO                   ORIGINAL  2001      01    J65
8888     001
   J658888                 ARMS TRAINING             ORIGINAL  2001      01    J65
8888     001
   J658888                 COMMUNITY HEALTH/DSD      ORIGINAL  2001      01    J65
```

Figure 3-63: Group Training Participant Addition - Part 1

After verifying the addition with the user (Figure 3-64), ARMS displays the list and menu again.

```
to COMMON ACCOUNTING NUMBER: J658888
      1    125000       DIV SYSTEMS DEVELOPMENT   ORIGINAL  2001    01    J65
8888     001
      2    125000       DHHS/IHS/OIRM            ORIGINAL  2001    01    J65
8888     001
      3    125000       DIV OF RESOURCE MANAGEMEN ORIGINAL  2001    01     J6
58888     001
      4    125000       DIV OF TELECOMMUNICATIONS ORIGINAL  2001    01     J6
58888     001
      5    125000       FINANCE                  ORIGINAL  2001    01    J65
8888     001
TYPE '^' TO STOP, OR
CHOOSE 1-5:
      6    125000       FMO/AAO                  ORIGINAL  2001    01    J65
8888     001
      7    125000       ARMS TRAINING            ORIGINAL  2001    01    J65
8888     001
      8    125000       COMMUNITY HEALTH/DSD      ORIGINAL  2001    01    J65
8888     001
CHOOSE 1-8: 7  125000

Are you CERTAIN you want to add
ANNE FUGATT to this TRAINING REQUEST? NO// y  YES
```

Figure 3-64: Group Training Participant Addition - Part 2

The user selects Option 2 (Figure 3-65) to set the additional trainee's expenses for the class.

In the example in Figure 3-65, the user added another participant. The user then edited participant 2 to add $500 for tuition for and $150 for books.

```
         Training Participants for Document: 1TG0690006
         Date List Printed: JUN 11,2001              PAGE: 1

CHARGED                                    Tuition      Books & Other
TO CAN   NO.  ATTENDEE                     & Fees       Expenses
-------  ---  ---------------------------- ------------ ------------
J658888  1    FUGATT,ANNE E                    500.00       150.00
         2    STARR,MARSHA                     500.00       150.00


     Select one of the following:

         1           Add Training Participants
         2           Edit a Training Participant
         3           DELETE a Training Participant
         4           PRINT the Training Participant List

Which one: 2  Edit a Training Participant

Which TRAINEE(S):  (1-2): 2

Training Expenses for: MARSHA STARR
Tuition & Fees......: 500//
Books & Other.......: 150//
```

Figure 3-65: Edit a Group Training Participant Screen

Figure 3-66 shows the edited list. If you choose to delete a participant (Option 3), the system will ask which participant you wish to delete, then verify before deleting that person. Option 4 will present you with a list of all the connected printers and ask which one you would like to use.

```
       Training Participants for Document: 1TG0690006
       Date List Printed: JUN 11,2001                  PAGE: 1

CHARGED                                    Tuition       Books & Other
TO CAN   NO.  ATTENDEE                     & Fees        Expenses
-------  ---  ----------------------------  ------------  ------------
J658888  1    FUGATT,ANNE E                    500.00        150.00
         2    STARR,MARSHA                     500.00        150.00


     Select one of the following:

         1          Add Training Participants
         2          Edit a Training Participant
         3          DELETE a Training Participant
         4          PRINT the Training Participant List

Which one: █
```

Figure 3-66: Group Training Participant List

4.0 Edit Pending Request (ER)

The Edit Pending Request option allows the user to perform eleven different editing activities on a request that is pending approval. You can:

- Edit basic data

- Edit requested vendor data

- Edit narrative/justification

- Add/edit items

- Send for approval

- Print document

- Edit quantity discount

- Edit boiler plate statement

- Specify number of attachments

- Document amended

- Review document status

The Edit Pending Request option is selected by entering ER at the User Menu.

This option allows the user to edit a request prior to approval. To select the *Edit Pending Request* option, type ER at the prompt in the User Menu and press the Return key. When you enter this option for any task, you must first select a department account. ARMS will display a listing of departments with their ID numbers, names, CAN numbers, fiscal year for funds, and sub/sub-accounts.

```
            Select DEPARTMENT ACCOUNT

      ID NO.  DEPARTMENT                          CAN NO.  FY  SSA
      ------  ------------------------------      -------  --  ---
(22)    26    COMMUNITY HEALTH/DSD (005)          J658888  01  CON SUPPRT
(22)    25    ARMS TRAINING (069)                 J658888  01  CON SUPPRT
(21)    24    FMO/AAO (999)                       J658888  01  CON SUPPRT
(21)    23    FINANCE (114)                       J658888  01  CON SUPPRT
(20)    22    DIV OF TELECOMMUNICATIONS (222)     J658888  01  CON SUPPRT
(20)    21    DIV OF RESOURCE MANAGEMENT (021)    J658888  01  CON SUPPRT
(19)    20    DHHS/IHS/OIRM (125)                 J658888  01  CON SUPPRT
(19)    19    DIV SYSTEMS DEVELOPMENT (125)       J658888  01  CON SUPPRT
(18)    18    COMMUNITY HEALTH/DSD (005)          J658888  00  CON SUPPRT
(18)    17    ARMS TRAINING (069)                 J658888  00  CON SUPPRT

      List more DEPARTMENT ACCOUNTS? YES//
```

Figure 4-1: Select Department Account Screen

If you would like to see more accounts, press the Return key (the default response is Yes). If you see the account you need in the current list or have the information for the account, type N (Figure 4-1). When you respond with N, or NO, the system will

ask you what identifier you would like to use to select a department. In the example in Figure 4-2, the user chose Option 1, By ID NO. Since that option is the default, you may select it by pressing the Return key. At the `ID NO:` prompt, the user entered 25, the ID Number for ARMS Training. The system responded with the proper accounting information.

```
          List more DEPARTMENT ACCOUNTS? YES// NO


     Select one of the following:

          1         By ID NO.
          2         By DEPARTMENT Name
          3         By CAN NO.

Select Account by: By ID NO.//

ID NO.: 25  125000      ARMS TRAINING           ORIGINAL  2001     01     J65
8888     001
```

Figure 4-2: Select Department Account By ID No.

ARMS will also present a list of requests made under the selected account number (25) that may still be edited (Figure 4-3). The list may require more than one screen for display. The user in the example chose the request ID No. 111. ARMS verified the choice.

```
                    Select REQUEST

ID NO.  REQUEST #         IDENTIFIER      |ID NO. REQUEST #          IDENTIFIER
------  --------------- ---------------   |------ --------------- ---------------
141     1TG0690006       DAW/0705/Arms A  |119    1H001001700
140     1TG0690005       DAW/0705/Arms A  |118    1H001001600
136     1TG0690004       DAW/0705/ARMS A  |117    1H001001500
132     1TG0690003       DAW/0705/ARMS A  |116    1H001001400
126     1001T00013       DAW/0603/DENVER  |115    1H001001300
125     1001T00012       DAW/              |112    1H001001000
124     001-069-1-0016   lab              |111    001-069-1-0013   Specimen Cups
123     001-069-1-0015   lab              |110    001-069-1-0012   Syringes
121     001-069-1-0014   Lab              |109    001-069-1-0011
120     1H001001800                       |108    001-069-1-0010   X-RAY

          List more REQUESTS? YES// NO

ID NO.: 111  001-069-1-0013      Specimen Cups   SOUTHWEST DISTRIBUTING CO
```

Figure 4-3: List of Requests for Editing

ARMS then displayed the Edit Menu (Figure 4-4). You may recognize this menu from other sections; ARMS uses it for many different requests.

```
    Edit data for Document NO. 001-069-1-0013   (Specimen Cups)

        1    Basic Data
        2    Requested Vendor
        3    Edit Narrative/Justification
        4    Add/Edit Items
        5    Send for Approval
        6    Print Document
        7    Edit Quantity Discount
        8    Edit Boiler Plate Statement
        9    Specify Number of Attachments
        10   Review Document Status
        11   Shipping Instructions
        12   Delete This Request
```
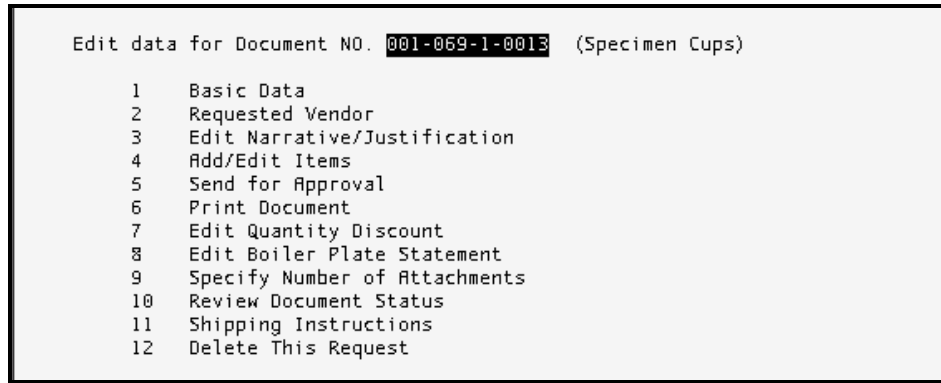
Figure 4-4: Edit Request Edit Menu

Some of these menu options are discussed in depth in other sections of this document. The following items are brief descriptions of all options.

1. **Basic Data:** This option allows you to edit the information on the Request For Supplies Form (Figure 3-7).

2. **Requested Vendor:** This option allows you to change the vendor you wish to purchase from. This option does not work with a Call Against a BPA.

3. **Edit Narrative/Justification:** This option allows you to change the justification for the purchase (Figure 3-8).

4. **Add/Edit Items:** This option allows you to change the items in the purchase.

5. **Send for Approval:** This option allows you to affix your electronic signature to the request, and then send it to the Receiving Officer for approval.

6. **Print Document:** This option allows you to send the document to a printer or display it on your screen.

7. **Edit Quantity Discount**: This option allows you to enter or edit the percentage discount applied to a quantity order of this item and the minimum quantity required for the discount.

8. **Edit Boiler Plate Statement:** This option allows you to create or edit a "boilerplate" statement. A boilerplate statement is a standard statement that an individual department, unit, or Area may attach to all or most orders. Use this option to create a statement and then attach it, rather than retyping it, with each order.

9. **Specify Number of Attachments:** This option allows you to indicate the number of external hard copy documents required for the processing of this request and should be "attached" and included in any review of the document.

10. **Review Document Status:** This option allows you to see where the request is in the approval process, including who has signed and who has not.

11. **Shipping Instructions:** This option displays the primary ship-to address. You may accept that address or designate another.

12. **Delete This Request:** This option allows you to delete the purchase request.

Press the Return key when you have finished editing the request; ARMS will exit the edit menu and return you to the Select Department Account menu (Figure 4-1).

5.0 Return Request To Initiator (RE)

The Return Request to Initiator option allows the user to return a request to its initiator. This menu option is selected by entering RE at the User Menu.

When you enter this option for any task, you must first select a department account. ARMS will display a listing of departments with their ID numbers, names, CAN numbers, fiscal year for funds, and sub / sub-accounts (Figure 5-1).

```
                 Select DEPARTMENT ACCOUNT

        ID NO.  DEPARTMENT                           CAN NO.  FY  SSA
        ------  ------------------------------       -------  --  ---
  (22)   26     COMMUNITY HEALTH/DSD (005)           J658888  01  CON SUPPRT
  (22)   25     ARMS TRAINING (069)                  J658888  01  CON SUPPRT
  (21)   24     FMO/AAO (999)                        J658888  01  CON SUPPRT
  (21)   23     FINANCE (114)                        J658888  01  CON SUPPRT
  (20)   22     DIV OF TELECOMMUNICATIONS (222)      J658888  01  CON SUPPRT
  (20)   21     DIV OF RESOURCE MANAGEMENT (021)     J658888  01  CON SUPPRT
  (19)   20     DHHS/IHS/OIRM (125)                  J658888  01  CON SUPPRT
  (19)   19     DIV SYSTEMS DEVELOPMENT (125)        J658888  01  CON SUPPRT
  (18)   18     COMMUNITY HEALTH/DSD (005)           J658888  00  CON SUPPRT
  (18)   17     ARMS TRAINING (069)                  J658888  00  CON SUPPRT

        List more DEPARTMENT ACCOUNTS? YES// █
```

Figure 5-1: Select Department Account Screen

If you would like to see more accounts, press the Return key (the default response is Yes). If you see the account you need in the current list, or have the information for the account, type N. When you respond with N, or No, the system will ask you to enter the identifier you would like to use to select a department. In the example in Figure 5-2, the user chose Option 1, By ID NO. Since option 1 is the default, you may select it by pressing the Return key. At the ID NO: prompt, the user entered 25, the ID Number for ARMS Training.

```
Select Account by: By ID NO.//

ID NO.: 25  125000       ARMS TRAINING          ORIGINAL  2001     01     J65
8888     001




                Select REQUEST

ID NO.  REQUEST #        IDENTIFIER      |ID NO.  REQUEST #        IDENTIFIER
------  ---------------  --------------- |------  ---------------  ---------------
131     1TG0690002       CANCELLED DAW// |130     1TG0690001       CANCELLED DAW/0

ID NO.: █
```

Figure 5-2: ARMS Training Account Requests Screen

The system responded with account information and two initiated requests under the ARMS Training Department Account (Figure 5-3). The user is prompted to enter the

ID number of the request to be returned to the initiator. In the example shown in Figure 5-3, the user selected ID number 130 for return to the initiator.

```
                    Select REQUEST

ID NO.  REQUEST #        IDENTIFIER      |ID NO. REQUEST #          IDENTIFIER
------  ---------------  --------------- |------ ---------------    ---------------
131     1TG0690002       CANCELLED DAW// |130    1TG0690001         CANCELLED DAW/0

ID NO.: 130  1TG0690001              CANCELLED DAW/0705/ARMS A

Return Document 1TG0690001 to initiator ? NO// y   YES
```

Figure 5-3: Return Request ID NO. 130 to Initiator Screen

The user verified that Document 1TG0690001 was to be returned to the initiator. The user selected Yes resulting in an updated screen (Figure 5-4).

```
                    Select REQUEST

ID NO.  REQUEST #        IDENTIFIER      |ID NO. REQUEST #          IDENTIFIER
------  ---------------  --------------- |------ ---------------    ---------------
131     1TG0690002       CANCELLED DAW//

ID NO.: █
```

Figure 5-4: Return Request to Initiator - Updated Screen

When you finish returning requests to initiators, press the Return key at the ID NO. prompt. This will return you to the Select Department Account Menu.

6.0   Review Status of Pending Request (RS)

The Review Status of Pending Request option allows the user to review the approval status of requests. This option allows the user to determine where the request is in the signature/ approval process. The Review Status of Pending Request option is selected by entering RS at the User Menu.

When you enter this option for any task, you must first select a department account. ARMS will display a listing of departments with their ID numbers, names, CAN numbers, fiscal year for funds, and sub/sub-accounts (Figure 6-1).

```
              Select DEPARTMENT ACCOUNT

      ID NO.  DEPARTMENT                       CAN NO.   FY  SSA
      ------  ------------------------------   -------   --  ---
(22)  26      COMMUNITY HEALTH/DSD (005)       J658888   01  CON SUPPRT
(22)  25      ARMS TRAINING (069)              J658888   01  CON SUPPRT
(21)  24      FMO/AAO (999)                    J658888   01  CON SUPPRT
(21)  23      FINANCE (114)                    J658888   01  CON SUPPRT
(20)  22      DIV OF TELECOMMUNICATIONS (222)  J658888   01  CON SUPPRT
(20)  21      DIV OF RESOURCE MANAGEMENT (021) J658888   01  CON SUPPRT
(19)  20      DHHS/IHS/OIRM (125)              J658888   01  CON SUPPRT
(19)  19      DIV SYSTEMS DEVELOPMENT (125)    J658888   01  CON SUPPRT
(18)  18      COMMUNITY HEALTH/DSD (005)       J658888   00  CON SUPPRT
(18)  17      ARMS TRAINING (069)              J658888   00  CON SUPPRT

      List more DEPARTMENT ACCOUNTS? YES// ▌
```

Figure 6-1: Select Department Account Screen

If you would like to see more accounts, press the Return key at the prompt (the default response is Yes). If you see the account you need in the current list, or have the information for the account, type N. When you respond with N, or NO, the system will ask you to enter the identifier you would like to use to select a department. In the example in Figure 6-2, the user chose Option 1, By ID NO. Since that option is the default, you may select it by pressing the Return key. At the ID NO: prompt, the user entered 25, the ID Number for ARMS Training. The system responded with account information as well as an option to review an individual request or provide a summary of all requests under the ARMS Training account.

```
          List more DEPARTMENT ACCOUNTS? YES// n   NO


     Select one of the following:

          1          By ID NO.
          2          By DEPARTMENT Name
          3          By CAN NO.

Select Account by: By ID NO.//

ID NO.: 25  125000       ARMS TRAINING           ORIGINAL  2001     01     J65
8888     001



     Select one of the following:

          1          Individual Request
          2          Summary of All Requests

Which one: █
```

Figure 6-2: Select Account

If you have information about the request you are looking for, such as the request number or identifier, select Option 1. ARMS will present a list of requests like the one in Figure 6-3.

```
               Select REQUEST

ID NO.  REQUEST #       IDENTIFIER      |ID NO. REQUEST #       IDENTIFIER
------  --------------- --------------- |------ --------------- ---------------
141     1TG0690006      DAW/0705/Arms A |121    001-069-1-0014  Lab
140     1TG0690005      DAW/0705/Arms A |120    1H001001800
136     1TG0690004      DAW/0705/ARMS A |119    1H001001700
132     1TG0690003      DAW/0705/ARMS A |118    1H001001600
131     1TG0690002      CANCELLED DAW// |117    1H001001500
130     1TG0690001      DAW/0705/ARMS A |116    1H001001400
126     1001T00013      DAW/0603/DENVER |115    1H001001300
125     1001T00012      DAW/         |112    1H001001000
124     001-069-1-0016  lab             |111    001-069-1-0013  Specimen Cups
123     001-069-1-0015  lab             |110    001-069-1-0012  Syringes

          List more REQUESTS? YES// █
```

Figure 6-3: List of Pending Requests

If you would like to see more requests, press the Return key at the prompt (the default response is Yes). If you see the request you need in the current list, or have the information for the request, type N. When you respond with N, or NO, the system will ask you to enter the identification number of the request you would like to see. In the example in Figure 6-4, the user selected request ID NO. 111. After processing, ARMS returned the status.

```
124     001-069-1-0016  lab              |111    001-069-1-0013   Specimen Cups
123     001-069-1-0015  lab              |110    001-069-1-0012   Syringes

          List more REQUESTS? YES// NO

ID NO.: 111  001-069-1-0013        Specimen Cups   SOUTHWEST DISTRIBUTING CO
|-------------------------------------------------------------------------|
THIS DOCUMENT HAS NOT BEEN SUBMITTED FOR APPROVAL.

Press RETURN to continue or '^' to exit. █
```

Figure 6-4: Specific Request Status Screen

If you select Option 2 in Figure 6-2, ARMS will ask you if you want the summary sent to the printer or displayed on your screen (Figure 6-5).

```
     Select one of the following:

         1          Individual Request
         2          Summary of All Requests
Which one: 2  Summary of All Requests


     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 6-5: Review Status of Request Summary Option

If you want to send the request summary to a printer, press the Return key for the default or type P. It is important if you choose to send the summary to a printer to enter an uppercase P. If you type a lowercase p, ARMS will return you to the Select Department Account menu. ARMS will prompt you to enter which device you want to use. If you choose the default, HOME, ARMS will print the output to your screen in a format different than that used in the BROWSE option. You have several other choices:

- All Printers [A] – ARMS will list all the printers available to you. You can choose from the list.

- Printers on a Volume Set [P] – ARMS will list the printers on the volume set available to you. Check with your ARMS administrator.

- Complete Device Listing [C] – ARMS will list all the devices available to you.

- Devices on a Volume Set [D] – ARMS will list the devices on the volume set available to you. Check with your ARMS administrator.

- Extended Help [E] – ARMS will provide you with further explanation of the above choices.

If you wish to display the summary on your screen, select **B** from the menu in Figure 6-5. ARMS will present a display similar to the example shown in Figure 6-6. You may then page through all the existing requests to find the one you need.

```
OUTPUT BROWSER              Jun 11, 2001 16:25:27        Page:    1 of    3


                    Select   [7mREQUEST [m

ID NO.  REQUEST #        IDENTIFIER    |ID NO. REQUEST #         IDENTIFIER
------  --------------- --------------- |------ --------------- ---------------
141     1TG0690006      DAW/0705/Arms A |121    001-069-1-0014   Lab
        A FUGATT 06/11@0820                     NOT SUBMITTED FOR APPROVAL
140     1TG0690005      DAW/0705/Arms A |120    1H001001800
        NOT SUBMITTED FOR APPROVAL              NOT SUBMITTED FOR APPROVAL
136     1TG0690004      DAW/0705/ARMS A |119    1H001001700
        A FUGATT 06/06@1439                     NOT SUBMITTED FOR APPROVAL
132     1TG0690003      DAW/0705/ARMS A |118    1H001001600
        NOT SUBMITTED FOR APPROVAL              NOT SUBMITTED FOR APPROVAL
131     1TG0690002      CANCELLED DAW// |117    1H001001500
        HAS BEEN DISAPPROVED                    NOT SUBMITTED FOR APPROVAL
130     1TG0690001      DAW/0705/ARMS A |116    1H001001400
        NOT SUBMITTED FOR APPROVAL              NOT SUBMITTED FOR APPROVAL
126     1001T00013      DAW/0603/DENVER |115    1H001001300
        NOT SUBMITTED FOR APPROVAL              NOT SUBMITTED FOR APPROVAL
+          Enter ?? for more actions                                    >>>
+    NEXT SCREEN         -    PREVIOUS SCREEN      Q    QUIT
Select Action: Next Screen//
```

Figure 6-6: Output Browser Display

When you quit this section (Enter Q at the `Select Action: Next Screen//` prompt), ARMS will return you to the Select Department Account menu. To return to the main User Menu, type n, N, or NO at the prompt and press the Return keytwo times.

7.0   Delete/Transfer Request (DT)

The Delete/Transfer Request option allows the user to perform two activities pertaining to a request:

- Delete a request

- Transfer a request to another department account

The Delete/Transfer Request option is selected by typing DT at the User Menu.

When you enter this option for any task, you must first select a department account. ARMS will display a listing of departments with their ID numbers, names, CAN numbers, fiscal year for funds, and sub / sub-accounts (Figure 7-1).

```
             Select DEPARTMENT ACCOUNT

        ID NO.  DEPARTMENT                          CAN NO.   FY  SSA
        ------  ------------------------------      -------   --  ---
  (22)  26      COMMUNITY HEALTH/DSD (005)          J658888   01  CON SUPPRT
  (22)  25      ARMS TRAINING (069)                 J658888   01  CON SUPPRT
  (21)  24      FMO/AAO (999)                       J658888   01  CON SUPPRT
  (21)  23      FINANCE (114)                       J658888   01  CON SUPPRT
  (20)  22      DIV OF TELECOMMUNICATIONS (222)     J658888   01  CON SUPPRT
  (20)  21      DIV OF RESOURCE MANAGEMENT (021)    J658888   01  CON SUPPRT
  (19)  20      DHHS/IHS/OIRM (125)                 J658888   01  CON SUPPRT
  (19)  19      DIV SYSTEMS DEVELOPMENT (125)       J658888   01  CON SUPPRT
  (18)  18      COMMUNITY HEALTH/DSD (005)          J658888   00  CON SUPPRT
  (18)  17      ARMS TRAINING (069)                 J658888   00  CON SUPPRT

        List more DEPARTMENT ACCOUNTS? YES// █
```

Figure 7-1: Select Department Account

If you would like to see more accounts, press the Return key at the prompt (the default response is Yes). If you see the account you need in the current list or have the information for the account, type N. When you respond with N, or NO, the system will ask you to enter the identifier you would like to use to select a department. In the example in Figure 7-1, the user chose Option 1, By ID NO. Since that option is the default, you may select it by pressing the Return key. At the ID NO: prompt, the user entered 25, the ID Number for ARMS Training. The system responded with information pertaining to the ARMS Training Department Account (Figure 7-2).

```
         List more DEPARTMENT ACCOUNTS? YES// n  NO


     Select one of the following:

          1         By ID NO.
          2         By DEPARTMENT Name
          3         By CAN NO.

Select Account by: By ID NO.//

ID NO.: 25  125000      ARMS TRAINING          ORIGINAL  2001    01    J65
8888    001
```

Figure 7-2: Select Account Screen

ARMS also presents a list of requests made under the selected department number
(25) that may still be edited (Figure 7-3). The list may require more than one screen
for display. The user in the example chose the request ID No. 109. ARMS verified
the choice by displaying the request number.

```
                 Select REQUEST

ID NO.  REQUEST #       IDENTIFIER      |ID NO. REQUEST #       IDENTIFIER
------  --------------- --------------- |------ --------------- ---------------
141     1TG0690006      DAW/0705/Arms A |120    1H001001800
140     1TG0690005      DAW/0705/Arms A |119    1H001001700
136     1TG0690004      DAW/0705/ARMS A |118    1H001001600
132     1TG0690003      DAW/0705/ARMS A |117    1H001001500
130     1TG0690001      DAW/0705/ARMS A |116    1H001001400
126     1001T00013      DAW/0603/DENVER |115    1H001001300
125     1001T00012      DAW/            |112    1H001001000
124     001-069-1-0016  lab             |111    001-069-1-0013  Specimen Cups
123     001-069-1-0015  lab             |110    001-069-1-0012  Syringes
121     001-069-1-0014  Lab             |109    001-069-1-0011

        List more REQUESTS? YES// n   NO

ID NO.: 109  001-069-1-0011
```

Figure 7-3: List of Pending Requests

7.1 Deleting a Request

After the ID No. has been verified, the user is presented with option of (1) Deleting
the request, or (2) Transferring the request to another department account. In the
example in Figure 7-4, the user chose to delete request number 001-069-1-0011.
ARMS then asks the user to verify the identified request is to be deleted. Once the
user verifies deletion of the request, ARMS prompts the user to press the Return key
and return to the Select Department Account or enter the "^" to return to the User
Menu. If you are finished deleting requests, return to the User menu. If you have
more requests to delete, press the Return key.

```
     Select one of the following:

            1           Delete 001-069-1-0011 ()
            2           Transfer 001-069-1-0011 ()

Enter response: 1  Delete 001-069-1-0011 ()

Are you certain you want to delete 001-069-1-0011  ()? NO// y  YES
...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

001-069-1-0011  ()  has been deleted.

Press RETURN to continue or '^' to exit.
```

Figure 7-4: Delete a Pending Request

7.2   Transferring a Request

To transfer a request to another department account, first identify the pending request
to transfer (Figure 7-5).

```
                    Select REQUEST

ID NO.   REQUEST #         IDENTIFIER     |ID NO. REQUEST #         IDENTIFIER
------   --------------    --------------  |------ --------------    --------------
141      1TG0690006        DAW/0705/Arms A |119    1H001001700
140      1TG0690005        DAW/0705/Arms A |118    1H001001600
136      1TG0690004        DAW/0705/ARMS A |117    1H001001500
132      1TG0690003        DAW/0705/ARMS A |116    1H001001400
130      1TG0690001        DAW/0705/ARMS A |115    1H001001300
126      1001T00013        DAW/0603/DENVER |112    1H001001000
125      1001T00012        DAW/            |111    001-069-1-0013   Specimen Cups
124      001-069-1-0016    lab            |110    001-069-1-0012   Syringes
123      001-069-1-0015    lab            |108    001-069-1-0010   X-RAY
120      1H001001800                       |107    001-069-1-0009   X-RAY

          List more REQUESTS? YES// n  NO

ID NO.: 124  001-069-1-0016    1076000906  lab      FAKE VENDOR
```

Figure 7-5: List of Pending Requests

Choose the transfer option (Figure 7-6).

```
     Select one of the following:

          1          Delete 1076000906 (lab)
          2          Transfer 1076000906 (lab)

Enter response: 2  Transfer 1076000906 (lab)


               Select DEPARTMENT ACCOUNT

       ID NO.  DEPARTMENT                          CAN NO.  FY  SSA
       ------  --------------------------------    -------  --  ---
  (22)   26    COMMUNITY HEALTH/DSD (005)           J658888  01  CON SUPPRT
  (22)   25    ARMS TRAINING (069)                  J658888  01  CON SUPPRT
  (21)   24    FMO/AAO (999)                        J658888  01  CON SUPPRT
  (21)   23    FINANCE (114)                        J658888  01  CON SUPPRT
  (20)   22    DIV OF TELECOMMUNICATIONS (222)      J658888  01  CON SUPPRT
  (20)   21    DIV OF RESOURCE MANAGEMENT (021)     J658888  01  CON SUPPRT
  (19)   20    DHHS/IHS/OIRM (125)                  J658888  01  CON SUPPRT
  (19)   19    DIV SYSTEMS DEVELOPMENT (125)        J658888  01  CON SUPPRT
  (18)   18    COMMUNITY HEALTH/DSD (005)           J658888  00  CON SUPPRT
  (18)   17    ARMS TRAINING (069)                  J658888  00  CON SUPPRT

       List more DEPARTMENT ACCOUNTS? YES//
```

Figure 7-6: Transfer a Pending Request Screen

After choosing the transfer option, the user will be asked to enter the account where the pending request will be transferred. Again, the user will be asked to identify the department account by I.D. NO., Department , or CAN NO. In the example shown in Figure 7-7, the user chose to identify the department account by I.D. NO. In the example, the user chose to transfer the pending request to I..D. NO. 22, Division of Telecommunications. ARMS then asks the user to verify the transfer.

```
     Select one of the following:

          1          By ID NO.
          2          By DEPARTMENT Name
          3          By CAN NO.

Select Account by: By ID NO.//

ID NO.: 22  125000       DIV OF TELECOMMUNICATIONS  ORIGINAL  2001     01      J6
58888     001




1076000906 (lab) will be transferred to the
DIV OF TELECOMMUNICATIONS account.

Sure this is what you want? NO//
```

Figure 7-7: Choosing a Transfer Account Screen

After verifying the pending request to be transferred, ARMS moves the request to the new department account and assigns a new document number to it (Figure 7-8).

```
1076000906 (lab) will be transferred to the
DIV OF TELECOMMUNICATIONS account.

Sure this is what you want? NO// y  YES

...EXCUSE ME, JUST A MOMENT PLEASE...

001-069-1-0016 (lab) has been transferred to the
DIV OF TELECOMMUNICATIONS account (ID NO.: 22).
The new document number is 001-222-1-0001 (ID NO.: 124).

Press RETURN to continue or '^' to exit.
```

Figure 7-8: Document Transfer

ARMS then prompts the user to press the Return key and return to the Select
Department Account menu or enter the "^" to return to the User Menu. If you are
finished transferring requests, return to the User Menu. If you have more requests to
transfer, return to the Select Department Account Menu.

8.0   Cancel Approved Requests (CL)

The Cancel Approved Request option allows the user to cancel an approved request. The Cancel Approved Request option is selected by entering CL at the User Menu (Figure 8-1).

```
Select Administrative Resource Management System Option: cl  Cancel Approved Req
uest

                    DOCUMENT LOOKUP UTILITY


Document NO.: █
```
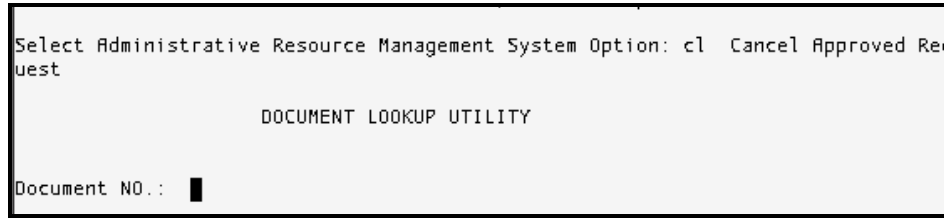
Figure 8-1: Selecting a Document Number to Cancel

If you know the document number of the request you wish to cancel, enter the number at the `Document NO.:` prompt. If you don't know the document number, enter ?? at the `Document NO.:` prompt to see a listing of approved requests with document numbers (Figure 8-2).

```
                    DOCUMENT LOOKUP UTILITY


Document NO.:  ??

Choose from:
   1076000200     1076000200     REQ2990107-005  COMPUTER SUPPLIES WAREHOU
   1076000300     1076000300     PURPLE MARBLES   FAKE VENDOR
   1076000400     1076000400     supplies         NCR CORPORATION
   1076000500     1076000500     RED MARBLES      FAKE VENDOR
   1076000600     1076000600     YELLOW MARBLES   FAKE VENDOR
   1076001100     1076001100     PURPLE MARBLES   FAKE VENDOR
   1076001200     1076001200     ORANGE MARBLES   FAKE VENDOR
   1076001900     1076001900     GREEN MARBLES    FAKE VENDOR
   1076002000     1076002000     MRS/FOOD         FAKE VENDOR
   1076002100     1076002100     LOTSA MARBLES    FAKE VENDOR
   9076000100     9076000100     REQ2981207-001  COMPUTER SUPPLIES WAREHOU
   9076000200     9076000200     REQ2981207-002  COMPUTER SUPPLIES WAREHOU
   9076000400     9076000400                      COMPUTER SUPPLIES WAREHOU
   9076000600     9076000600     REQ2990107-005  COMPUTER SUPPLIES WAREHOU
   9076000700     9076000700     REQ2990107-001  COMPUTER SUPPLIES WAREHOU
   9076000800     9076000800     REQ2990107-002  COMPUTER SUPPLIES WAREHOU
   9076000900     9076000900     REQ2990128-001  COMPUTER SUPPLIES WAREHOU
   9076001000     9076001000     REQ2990128-002  COMPUTER SUPPLIES WAREHOU
```

Figure 8-2: List of Approved Requests

After you locate the approved request you want to cancel, enter the document number at the `Document NO.:` prompt. ARMS will then display the requisition number and contracting information before asking you to verify that you want to delete that particular approved request. Notice the default response at the prompt is No. If you do want to delete the request, type Yes. ARMS will then display the accounting and other requisitioning information before advising the user that the request has been cancelled (Figure 8-3).

```
Document NO.:  9076000100  001-125-9-0001    9076000100  REQ2981207-001  COMPUTE
R SUPPLIES WAREHOU

Are you certain you want to cancel 9076000100  (REQ2981207-001)? NO// Yes  YES
...EXCUSE ME, THIS MAY TAKE A FEW MOMENTS...
---------------------------------------------------------------------------
9. ACCOUNTING AND APPROPRIATION DATA   |10. REQUISITIONING OFFICE (804-728-2400)
---------------------------------------|    ARMS TRAINING
   9990001 9-39300.08.01.01.110.01.35  |11 BUSINESS CLASSIFICATION
     J658888  2611         12.00        |    OTHER SMALL BUSINESS

9076000100  (REQ2981207-001)  has been cancelled.

Press RETURN to continue or '^' to exit.
```

Figure 8-3: Cancelled Previously Approved Request

Press the Return key or enter "^", to return to the User Menu Screen.

9.0   Print Documents (PD)

The Print Documents menu option accesses a sub-menu that contains options for printing various documents. The Print Documents option is selected by typing PD at the User Menu.

As you can see on the User Menu, Print Documents has an ellipse (…) following it. This notation indicates to the user that there is a sub-menu below this option. Figure 9-1 shows the Print Documents sub-menu.

```
   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

Select Print Documents Option: █
```

Figure 9-1: Print Documents Sub-Menu

When selecting a report to print or view from this sub-menu, the basic print function is the same for each report. Each of the available reports and the basic instructions on selecting your desired report are noted below. Once you have chosen your report and selected your request, you are ready to print your document (Figure 9-2).

```
Requisition/PO NO.: 001-069-9-0002


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-2: Selecting Print Device

If you wish to send the request to a printer, press the Return key for the default or type P. If you type a lowercase p, ARMS will return you to Select Department Account. ARMS will ask next which device you wish to use. If you choose the default, HOME, ARMS will print the output to your screen in a format different than that used in the BROWSE option. You have several other choices:

- All Printers [A] – ARMS will list all the printers available to you. You can choose from the list.

- Printers on a Volume Set [P] – ARMS will list the printers on the volume set available to you. Check with your ARMS administrator.

- Complete Device Listing [C] – ARMS will list all the devices available to you.

- Devices on a Volume Set [D] – ARMS will list the devices on the volume set available to you. Check with your ARMS administrator.

- Extended Help [E] – ARMS will provide you with further explanation of the above choices.

If you wish to display the request on your screen, select B from the menu in Figure 9-3. You may then scroll through the request as you like.

9.1   Requests (RQ)

The Request option allows the user to print a specific request. The Request option is selected by typing RQ at the Select Print Documents Option prompt.

When you select RQ, ARMS will take you to the Requisition Lookup Utility (Figure 9-1) and ask you for the Requisition or Purchase Order Number. You may also enter a Financial Management System (FMS) Document Number, Contract Number, Identifier, Julian date, the contractor's name, or the prime vendor's PO number.

You can see a complete list of requests by typing ?? at the prompt, as the user did in the example shown in Figure 9-3.

```
Requisition/PO NO.: ??

Choose from:
   001-021-1-0001  1076000500      RED MARBLES     FAKE VENDOR
   001-069-1-0001
   001-069-1-0002                  Red Rocks
   001-069-1-0003                  red rocks
   001-069-1-0004                  Red Rocks       SOUTHWEST DISTRIBUTING CO
   001-069-1-0005                  red rocks       SOUTHWEST DISTRIBUTING CO
   001-069-1-0006                  NURSING COVERAGE  FAKE VENDOR
   001-069-1-0007  1076000BP       NURSING COVERAGE  FAKE VENDOR
   001-069-1-0008  10760009BP      LAB SVCS BPA    FAKE VENDOR
   001-069-1-0009  1076000902      X-RAY           FAKE VENDOR
   001-069-1-0010  1076000903      X-RAY           FAKE VENDOR
   001-069-1-0011                  CANCELLED
   001-069-1-0012                  Syringes
   001-069-1-0013                  Specimen Cups   SOUTHWEST DISTRIBUTING CO
   001-069-1-0014  1076000904      CANCELLED Lab   FAKE VENDOR
   001-069-1-0015  1076000905      lab             FAKE VENDOR
   001-069-1-0017  1076002000      MRS/FOOD        FAKE VENDOR
   001-069-9-0001  1076000400      supplies        NCR CORPORATION
   001-069-9-0002
```

Figure 9-3: Requisition Lookup Utility

In the example in Figure 9-3, the User chose to print Requisition NO. 001-069-9-0002.

9.2   Purchase Order (PO)

The Purchase Order option allows the user to print a specific purchase order. The Purchase Order option is selected by typing PO at the `Select Print Documents Option:` prompt. When you select PO, ARMS will take you to the Purchase Order Lookup Utility similar to the Requisition Lookup Utility previously discussed and ask you for the Purchase Order Number. You may also enter a Financial Management System (FMS) Document Number, Contract Number, Identifier, Julian date, the contractor's name, or the prime vendor's PO number. You can see a complete list of Purchase Orders by typing ?? at the prompt (Figure 9-4).

```
                    PURCHASE ORDER LOOKUP UTILITY


Requisition/PO NO.: ??

Choose from:
   1076000200    1076000200       REQ2990107-005  COMPUTER SUPPLIES WAREHOU
   1076000300    1076000300       PURPLE MARBLES   FAKE VENDOR
   1076000400    1076000400       supplies         NCR CORPORATION
   1076000500    1076000500       RED MARBLES      FAKE VENDOR
   1076000600    1076000600       YELLOW MARBLES   FAKE VENDOR
   1076001100    1076001100       PURPLE MARBLES   FAKE VENDOR
   1076001200    1076001200       ORANGE MARBLES   FAKE VENDOR
   1076001900    1076001900       GREEN MARBLES    FAKE VENDOR
   1076002000    1076002000       MRS/FOOD         FAKE VENDOR
   1076002100    1076002100       LOTSA MARBLES    FAKE VENDOR
   9076000400    9076000400                        COMPUTER SUPPLIES WAREHOU
   9076000700    9076000700       REQ2990107-001  COMPUTER SUPPLIES WAREHOU
   9076000800    9076000800       REQ2990107-002  COMPUTER SUPPLIES WAREHOU
   9076000900    9076000900       REQ2990128-001  COMPUTER SUPPLIES WAREHOU
   9076001000    9076001000       REQ2990128-002  COMPUTER SUPPLIES WAREHOU
   9076001100    9076001100       REQ2990128-003  COMPUTER SUPPLIES WAREHOU
```

Figure 9-4: Purchase Order Lookup Utility

Once you have selected the Purchase Order you wish to print (in this example the user chose Purchase Order NO. 9076001100) ARMS will provide purchase order information and ask how you want to print it.

```
Requisition/PO NO.: 9076001100  001-125-9-0010    9076001100  REQ2990128-003  CO
MPUTER SUPPLIES WAREHOU


     Select one of the following:

         1          Print on blank paper
         2          Print on Pre-printed form

Which print format: 1//
```

Figure 9-5: Purchase Order Print Format Options

You have the option of printing the purchase order on blank paper or a pre-printed form. If you wish to print the request on blank paper, press the Return key for the default response, or type 1 and press the Return key. Follow the standard steps for printing/viewing an ARMS report.

If you want to print the purchase order on a pre-printed form, select option 2. When using the Standard Form 347, ARMS will ask you to enter the form positioning by 0-2 lines. You may then select a printer for any continuation sheets the same way you selected a printer for printing on a blank page.

If there are no continuation sheets, press the Return key and you will be prompted to select a main printer and load the Standard Form 347 in the printer (Figure 9-6).

```
Requisition/PO NO.: 9076001100  001-125-9-0010    9076001100  REQ2990128-003  CO
MPUTER SUPPLIES WAREHOU


     Select one of the following:

         1            Print on blank paper
         2            Print on Pre-printed form

Which print format: 1// 2  Print on Pre-printed form

Adjust TOP OF PAGE by (number of lines):  (0-2): 0// 2

NOTE:  You may select a printer to use for any CONTINUATION SHEETS
required to print this order.

Printer for CONTINUATION SHEETS:

Now select the main printer to print the FIRST PAGE of this form.

Please insert Standard Form 347 into the printer now.

DEVICE: HOME//
```

Figure 9-6: Print Purchase Order on Pre-Printed Form

9.3   BPA CAll (CALL)

The BPA Call option allows the user to print activities against a specific blanket purchase agreement. The BPA CALL is selected by typing CALL at the Select Print Documents Option prompt.

Use this option from the Print Documents Sub-menu (Figure 9-1) to print a specific BPA Call. When you select CALL, ARMS takes you to the Call Against a BPA Lookup Utility similar to the Purchase Order Lookup Utility previously discussed and ask you for the Purchase Order Number. You may also enter a Financial Management System (FMS) Document Number, Contract Number, an Identifier, Julian date, contractor's name, or the prime vendor's PO number.

If you do not have the Call number, you can view a complete list of Calls Against BPAs by typing ?? at the prompt (Figure 9-7).

```
                    CALL AGAINST A BPA LOOKUP UTILITY


Requisition/PO NO.: ??

Choose from:
   001-069-1-0009  1076000902      X-RAY        FAKE VENDOR
   001-069-1-0010  1076000903      X-RAY        FAKE VENDOR
   001-069-1-0014  1076000904      CANCELLED Lab  FAKE VENDOR
   001-069-1-0015  1076000905      lab          FAKE VENDOR
   001-114-1-0001  1076000901      X-RAY        FAKE VENDOR
   001-222-1-0001  1076000906      lab          FAKE VENDOR

Requisition/PO NO.: █
```

Figure 9-7: Call Against a BPA Lookup Utility

Once you choose the Call you wish to print (in this example the user chose Call NO. 1076000982), follow the standard steps for printing/viewing an ARMS report.

9.4   Travel Order (TO)

The Travel Order option allows the user to print a travel order. The Travel Order option is selected by typing TO at the Select Print Documents Option prompt.

When you select TO, ARMS will display a Travel Order Lookup Utility similar to the Purchase Order Lookup Utility previously discussed and prompt the user to enter a Travel Order Number. You may also enter a Financial Management System (FMS) Document Number, Contract Number, an Identifier, Julian date, contractor's name, or the prime vendor's PO number.

If you do not have the Travel Order number, you can view a complete list of travel orders by typing ?? at the prompt (Figure 9-8).

```
                    Select TRAVEL ORDER


Travel Order NO.: ??

Choose from:
   0001TO0001                    AEF/1001/DENVER
   0001TO0002                    AEF/0109/DENVER
   0001TO0003                    AEF/1001/DENVER
   0001TO0004                    AEF/1001/DENVER
   1001TO0001                    CANCELLED AEF/0312/DALLAS
   1001TO0002                    CANCELLED AEF/0312/DALLAS
   1001TO0003                    AEF/0312/DALLAS
   1001TO0004                    AEF/0312/DALLAS
   1001TO0005                    AEF/0312/ATLANT
   1001TO0006                    AEF/0312/PHOENI
   1001TO0007                    AEF/0312/DENVER
   1001TO0008                    AEF/0312/PORTLA
   1001TO0009                    AEF/0420/ORLAND
   1001TO0010                    AEF/0420
   1001TO0011                    AEF/0420/ORLAND
   1001TO0012                    DAW/
```

Figure 9-8: Select Travel Order

Once you choose the Travel Order you wish to print (in this example the user chose Travel Order NO. 0001TO0001), follow the standard steps for printing/viewing an ARMS report.

When you finish printing or browsing a receiving report, ARMS returns to the option of printing another receiving report. If you are finished printing receiving reports, press the Return key to return to the Print Document sub-menu. Here you have the option of printing out other documents. If you press the Return key again, you will return to the Main User Menu.

9.5 Travel Vouchers (TV)

The Travel Vouchers option allows the user to print a specific travel voucher. The Travel Vouchers option is selected by typing TV at the Select Print Documents Option prompt.

When you select TV, ARMS will display a Travel Order Lookup Screen similar to the Travel Order Lookup Screen discussed in the previous section and prompt the user to enter the Travel Order Number. You may also enter a Financial Management System (FMS) Document Number, Contract Number, an Identifier, Julian date, contractor's name, or the prime vendor's PO number. If you do not have the Travel Order number, you can view a complete list of travel orders by typing ?? at the prompt (Figure 9-9).

```
                    Select TRAVEL VOUCHER


Travel Order NO.: ??

Choose from:
    1001TO00001                     CANCELLED AEF/0312/DALLAS
    1001TO00002                     CANCELLED AEF/0312/DALLAS
    1001TO00003                     AEF/0312/DALLAS
    1001TO00004                     AEF/0312/DALLAS
    1001TO00005                     AEF/0312/ATLANT
    1001TO00006                     AEF/0312/PHOENI
    1001TO00007                     AEF/0312/DENVER
    1001TO00008                     AEF/0312/PORTLA
    1001TO00011                     AEF/0420/ORLAND
    1001TO00017                     AEF/0608/NEW OR
    1001TO00018                     AEF/0608/DALLAS
    1001TO00019                     AEF/0608/ORLAND
    1020TO00042                     AEF/0415/DALLAS
    1020TO00043                     AEF/0414/DALLAS
    9001TO00009                     AEF/1001/ATLANT
    9001TO00010                     AEF/1001/ATLANT
    9001TO00011                     AEF/1001/ATLANT
    9001TO00012                     AEF/1001/ATLANT
```

Figure 9-9: Select a Travel Voucher

Once you choose the Travel Order you wish to print a travel voucher for (in this example the user chose Travel Order NO. 1001TO0007) follow the standard steps for printing/viewing an ARMS report. When you are finished with this report, you will be returned to the Print Document sub-menu.

9.6   Receiving Reports (RR)

The Receiving Report option allows the user to print a receiving report. The Receiving Report option is selected by typing RR at the Select Print Documents Option prompt.

When you select RR, ARMS will display a Purchase Order Lookup Utility and prompt the user to enter a Requisition or Purchase Order Number. You may also enter a Financial Management System (FMS) Document Number, Contract Number, an Identifier, Julian date, contractor's name, or the prime vendor's PO number.

If you do not have the Requisition or Purchaser Order number, you can view a complete list of purchase orders by typing ?? at the prompt (Figure 9-10).

```
                    PURCHASE ORDER LOOKUP UTILITY


Requisition/PO NO.: ??

Choose from:
   1076000200    1076000200      REQ2990107-005  COMPUTER SUPPLIES WAREHOU
   1076000300    1076000300      PURPLE MARBLES   FAKE VENDOR
   1076000500    1076000500      RED MARBLES      FAKE VENDOR
   1076000600    1076000600      YELLOW MARBLES   FAKE VENDOR
   1076001100    1076001100      PURPLE MARBLES   FAKE VENDOR
   1076001200    1076001200      ORANGE MARBLES   FAKE VENDOR
   1076001900    1076001900      GREEN MARBLES    FAKE VENDOR
   1076002000    1076002000      MRS/FOOD         FAKE VENDOR
   1076002100    1076002100      LOTSA MARBLES    FAKE VENDOR
   9076000400    9076000400                       COMPUTER SUPPLIES WAREHOU
   9076000700    9076000700      REQ2990107-001  COMPUTER SUPPLIES WAREHOU
   9076000800    9076000800      REQ2990107-002  COMPUTER SUPPLIES WAREHOU
   9076000900    9076000900      REQ2990128-001  COMPUTER SUPPLIES WAREHOU
   9076001000    9076001000      REQ2990128-002  COMPUTER SUPPLIES WAREHOU
   9076001100    9076001100      REQ2990128-003  COMPUTER SUPPLIES WAREHOU
   9076001200    9076001200      REQ2990128-004  COMPUTER SUPPLIES WAREHOU
```

Figure 9-10: Purchase Order Lookup Utility

Once you choose the Purchase Order you want to print a report for (in this example the user chose Purchase Order NO. 9076000400), follow the standard steps for printing/viewing an ARMS report. When you are finished with this report, you will be returned to the Print Document sub-menu.

9.7   Credit Card Report (CC)

The Credit Card Report option allows the user to print a credit card report. The Credit Card Report option is selected by typing CC at the Select Print Documents Option prompt.

When you select CC, ARMS prompts you to enter the purchasing office from which you want the report.

If you do not have the purchasing office information, you can view a complete list of purchasing offices by typing ?? at the prompt (Figure 9-11).

```
                    PURCHASING OFFICE
                    =====================

Select PURCHASING OFFICE: ??

Choose from:
   ALBUQUERQUE AREA A/SA PROGRAM
   ALBUQUERQUE ADMINISTRATION
   NASHVILLE ADMINISTRATION

   Enter the name of the PURCHASING OFFICE from the list of FACILITIES.

Choose from:
   SELLS HOSP                                          TUCSON      SEL
LS       01
   SANTA ROSA                                          TUCSON      SEL
LS       10
   SAN XAVIER                                          TUCSON      SEL
LS       11
   RPMS/CMB                      NM                     ALBUQUERQUE
 ALBUQUERQUE        00
   ABERDEEN AO                                          ABERDEEN    N
ON SERVICE UNIT        90
   UNDESIG LOCS                                         NAVAJO      WIN
```

Figure 9-11: Purchase Office Options

In the example in Figure 9-12, the choice is to print a Credit Card Report for Option 1, Albuquerque Administration. ARMS responds by asking the you to verify the choice. If you select the default response (YES), ARMS asks you to enter a range of dates for the report as well as the name of the cardholder (Figure 9-13). If you respond NO to the options, ARMS will ask you if you want to add a new office to print a report for.

```
Select PURCHASING OFFICE: Albuquerque
     1    ALBUQUERQUE ADMINISTRATION                    ALBUQUERQUE
  NON SERVICE UNIT        00
     2    ALBUQUERQUE AREA A/SA PROGRAM                 ALBUQUERQUE
  NON SERVICE UNIT        60
CHOOSE 1-2: 1
        ...OK? Yes//    (Yes)
```

Figure 9-12: Select Purchasing Office

Figure 9-13 shows an example of selecting the date range and card holder. If you are unsure of the cardholder's name, type ?? and ARMS will provide you with a list of cardholders for the purchasing office selected. If the name is unique, you only need to enter a few letters of the last name. If there is more than one instance of the same last name, you will have to enter the full last name and the first name.

```
                       CREDIT CARD REPORT


Select the DATE RANGE and CARDHOLDER(S) for this report:

Beginning Date:  01/01/2001  (JAN 01, 2001)
Ending Date...:  07/01/2001  (JUL 01, 2001)
Cardholder....: ??

Choose from:
   FUGATT,ANNE E
   STARR,MARSHA

Cardholder....: Starr,MARSHA         MRS          COMPUTER SPECIALIST


     Select one of the following:

         1          Standard Report by Cardholder
         2          Finance Report by CAN

Which Report: Standard Report//
```

Figure 9-13: Credit Card Report Options

After entering a cardholder, ARMS asks if you want to print out a standard report by cardholder or a finance report by CAN. The default response is to print a standard report (Figure 9-14).

```
Which Report: Standard Report// 1  Standard Report by Cardholder


     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT//  Output

The report you are about to print requires either a wide carriage printer or
a printer set for condensed mode with a width of 132 characters.
Check with your system manager if you are uncertain which device to select.

DEVICE: HOME//
```

Figure 9-14: Credit Card Report Print Options

Once you configure the report you wish to print, follow the standard steps for printing/viewing an ARMS report. When you are finished with this report, you will be returned to the Print Document sub-menu.

9.8   Purchase Order Log (PL)

The Purchase Order Log option allows the user to print a purchase order log. The Purchase Order Log option is selected by typing PL at the Select Print Documents Option prompt.

When you select PL, ARMS prompts you to enter the desired purchasing office your report. If you do not have the purchasing office information, you can view a complete list of purchasing offices by typing ?? at the prompt (Figure 9-15).

Figure 9-15: Purchasing Office Options

Once you enter the Purchasing Office you wish to print a purchase log for (in this example the user chose Albuquerque) ARMS asks you to choose between the Area purchasing offices (if applicable). In the example in Figure 9-16, the user chose Albuquerque Administration.

ARMS then asks the user to verify the selection (Figure 9-16). The default response is YES.

Figure 9-16: Select Purchasing Office

If you select the default response, ARMS will proceed and ask you to enter the range of dates for the report (Figure 9-17). If you respond NO when asked to verify your choice, you will be given additional purchasing office options. If you choose one of the new listed options you will be asked if your are entering a new FMS Purchasing Office. Check with your ARMS manager for more information on this option.

After verifying your selection, ARMS asks you to enter the range of dates for the report. Remember to enter the dates using one of the formats discussed in Section 2 of the Overview ARMS manual. After entering the dates, you will be presented with three print format options for the purchase log:

13. DO NOT Print By Purchasing Agent

14. Print For All Purchasing Agents

15. Print For One Purchasing Agent

Figure 9-17 shows date range entries and the three print format options

```
Beginning Date:  01/01/00  (JAN 01, 2000)
Ending Date...:  07/01/00  (JUL 01, 2000)


    Select one of the following:

        1        DO NOT Print by Purchasing Agent
        2        Print for ALL Purchasing Agents
        3        Print for ONE Purchasing Agent

Enter response:
```

Figure 9-17: Purchase Log Print Options

After making your print option selection you will have the option to further refine your print log as shown in Figure 9-18:

16. List by PO Number

17. List by Requisition Number

18. List by Vendor

```
    Select one of the following:

        1        List by PO Number
        2        List by Requisition Number
        3        List by Vendor

Which sequence: 1//
```

Figure 9-18: Purchase Log Format Options

Finally, ARMS provides the option of only printing cancelled purchase orders. The default response for this option is NO (Figure 9-19).

If you request to compile a purchase log for a particular purchasing agent, you will be asked to enter the purchasing agent's name. If you don't have the purchasing agents name, enter ?? at the prompt to receive a list of purchasing agents for the purchasing office you identified (Figure 9-16). After you identify the purchase agent you will see the additional purchase log format options like those shown in Figure 9-19.

```
Enter response: 3  Print for ONE Purchasing Agent

Which PURCHASING AGENT: ??

Choose from:
   FUGATT,ANNE E      ALBUQUERQUE ADMINISTRATION     ACTIVE    AEF    OIRM
COMPUTER SPECIALIST
   CORWIN,TRAVIS A    ALBUQUERQUE ADMINISTRATION     ACTIVE    TAC
  PIKE,MICHAEL L      ALBUQUERQUE ADMINISTRATION     ACTIVE    MLP

Which PURCHASING AGENT: pike,MICHAEL L          MLP                ALBUQUERQUE
 ADMINISTRATION     ACTIVE


     Select one of the following:

          1         List by PO Number
          2         List by Requisition Number
          3         List by Vendor

Which sequence: 1//   List by PO Number

Print CANCELLED PO's only? NO//
```

Figure 9-19: Printing a Purchase Log for a Single Purchase Agent

After choosing the print format for your report, ARMS will ask you to enter the
device to display your purchase log. Follow the standard steps for printing/viewing
an ARMS report. When you are finished with this report, you will be returned to the
Print Document sub-menu.

9.9   281 Small Purchase Report (SP)

The 281 Small Purchase Report option allows the user to print a 281 small purchase
report. The 281 Small Purchase Report option is selected by typing SP at the Select
Print Documents Options prompt.

When you select SP, ARMS will prompt you to enter the quarter and fiscal year of
the report in question (Figure 9-20).

```
     Select one of the following:

          1         FIRST
          2         SECOND
          3         THIRD
          4         FOURTH
          5         YEAR-TO-DATE

Quarter....: 2  SECOND

Fiscal year: 2001// 2000
```

Figure 9-20: Identifying a Quarterly Report
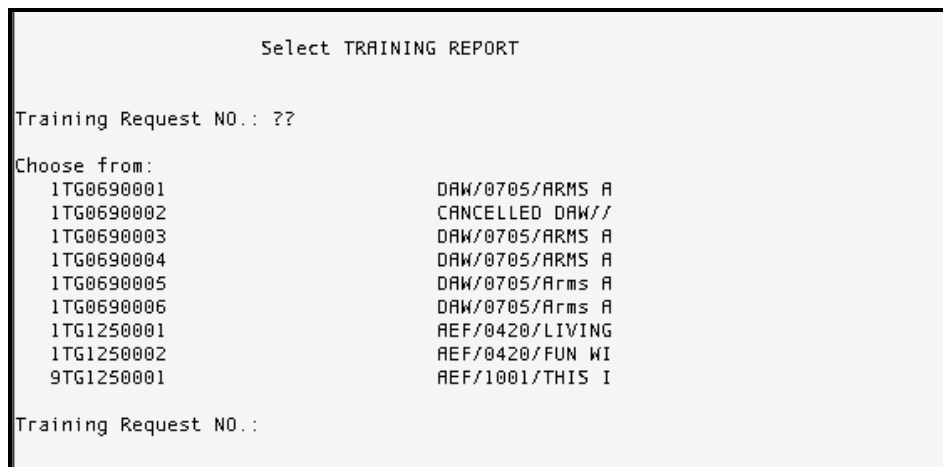
ARMS will then prompt you to verify the person submitting the report. The person
submitting the request will be the default response. You will then have the option to
print any source documents included with the 281 report you are requesting. You'll
also have an option of printing the original or revised documents. An example is

shown in Figure 9-21. Follow the standard steps for printing/viewing an ARMS report. When you are finished with this report, you will be returned to the Print Document sub-menu.

9.10   Training Request (T350)

The Training Request option allows the user to print a specific training request. The Training Request option is selected by typing T350 from the Select Print Documents Options prompt.

When you select T350, ARMS will prompt you to enter the request number of the training request you want to print (Figure 9-21). If you do not know the training request number, enter ?? at the Training Request NO.: prompt and you will be shown a list of training requests to choose from.

```
                    Select TRAINING REPORT


Training Request NO.: ??

Choose from:
   1TG0690001                    DAW/0705/ARMS A
   1TG0690002                    CANCELLED DAW//
   1TG0690003                    DAW/0705/ARMS A
   1TG0690004                    DAW/0705/ARMS A
   1TG0690005                    DAW/0705/Arms A
   1TG0690006                    DAW/0705/Arms A
   1TG1250001                    AEF/0420/LIVING
   1TG1250002                    AEF/0420/FUN WI
   9TG1250001                    AEF/1001/THIS I

Training Request NO.:
```

Figure 9-21: Select Training Request

Enter the request number for the training request you want to print. ARMS will ask if you would like to include a training evaluation form with your print out. The default response for this option is NO. Follow the standard steps for printing/viewing an ARMS report. When ARMS is finished printing this report, you will be returned to the Print Document sub-menu.

9.11   Travel Reports (TR)

The Travel Reports option allows the user to print a travel report. The Travel Report option is selected by typing TR at the Select Print Documents Option prompt.

When you select TR, ARMS prompts you to select the type of travel report you want to print (Figure 9-22).

```
        Travel Report

    Select one of the following:

        1          Purchasing Office
        2          Department
        3          Department Account
        4          Common Accounting Number
        5          Sub-Allowance
        6          Allowance
        7          Individual Traveler
        8          TDY Duty Station
        9          Rental Car Used
        10         Actual Expenses Claimed
        11         Non-Contract Carrier Used

Which type of report: █
```

Figure 9-22: Types of Travel Reports

Each Travel report can be printed in summary, detail, or both formats.

Summary Report

To print a summarized travel report, enter the travel report that you are interested in viewing/ printing. ARMS begins by asking if you would like to sort the report by object code (Figure 127). If you do not want to sort the report by object code, select the default response by pressing the Return key. If you do want to sort the report by object code, type Y or YES at the prompt.

```
    Select one of the following:

        1          Summary
        2          Detailed Report
        3          Both

Which one: 1  Summary

List by Object Code? NO// █
```

Figure 9-23: List by Object Code prompt

The next option is to determine if you want to only print a report for travel orders for which the travel voucher is not complete. If you do not want to report by incomplete travel vouchers, select the default response by pressing the Return key. If you want to sort the report by incomplete travel vouchers, type Y or YES at the prompt (Figure 9-24).

ARMS then asks if you only want to report for outside travelers. If you only want to report on outside travelers, type Yes at the `Report for OUTSIDE travelers ONLY? NO//` prompt. If you want to report on all travelers press the Return key at the prompt.

```
List by Object Code? NO//

Include ONLY Travel Orders
for which the Travel Voucher is not complete? NO//

Report for OUTSIDE travelers ONLY? NO//
```

Figure 9-24: Reporting on Incomplete travel vouchers and outside travelers

You are now ready to narrow your report down by a date range. ARMS asks you to
enter beginning and ending dates to narrow your reporting period. Remember to
enter the date formats discussed in Section 2 of the Overview ARMS manual of the
Overview ARMS manual. You must enter a beginning date for your report. If you
want your report to be inclusive to the current date, just press the Return key instead
of entering an end date. If you do have an ending date, enter an ending date for your
report. Figure 9-25 shows an example of entering beginning and ending dates for
your travel report.

```
Report for OUTSIDE travelers ONLY? NO//

Beginning Date:  01/01/00  (JAN 01, 2000)
Ending Date...:  07/01/01  (JUL 01, 2001)


     Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-25: Entering Report Date Ranges

After choosing the print option for your report, ARMS displays your selection. If you
wish to send the receiving report to a printer, press the Return keyfor the default or
type P. If you type a lowercase p, ARMS will return you to the `Select
Training Request NO.:` prompt.

ARMS next asks which print device to use. Follow the standard steps for
printing/viewing an ARMS report. When you are finished browsing or printing the
training request, select the default option. This will return you to the `Training
Request NO.:` prompt. If you are finished printing training requests, press the
Return key. This will return you to Print Document sub-menu. If you are finished
printing documents, press the Return key to return to the User Menu.

Detailed Report

To print a Detailed travel report, enter the travel report that you are interested in
viewing/ printing. ARMS starts by asking if you would like to sort the report by
object code. If you do not want to sort the report by object code, select the default
response by pressing the Return key. If you want to sort the report by object code,
type Y or YES at the prompt. Figure 9-26 shows an example of opting to list a
detailed report by object code.

```
      Select one of the following:

            1         Summary
            2         Detailed Report
            3         Both

Which one: 2  Detailed Report

List by Object Code? NO// ▮
```

Figure 9-26: List by Object Code prompt

The next option is to determine if you want to print a report only for travel orders for which the travel voucher is not complete. If you do not want to report by incomplete travel vouchers, select the default response by pressing the Return key. If you want to sort the report by incomplete travel vouchers, type Y or YES at the prompt (Figure 9-27).

```
List by Object Code? NO//

Include ONLY Travel Orders
for which the Travel Voucher is not complete? NO//

Include SIGNATURE DETAILS? NO//
```

Figure 9-27: Reporting on Incomplete travel vouchers and signature details

You will also have the option to include signature details in your report. Signature details will provide dates of travel voucher signatures as well as days between signatures. If you do not want signature details, select the default response (No) by pressing the Return key. If you do want to include signature details, type Y or YES at the prompt (Figure 9-27).

You also have the option to print your report by outside travelers. If you do not want to report by outside travelers, select the default response by pressing the Return key. If you want to sort the report by outside travelers, type Y or YES at the prompt (Figure 9-28).

You are ready to narrow your report down by a date range. ARMS will ask you to enter beginning and ending dates to narrow your reporting period. Remember to use the date formats discussed in Section 2 of the Overview ARMS manual. You must enter a beginning date for your report. If you want your report to be inclusive to the current date, just press the Return key instead of entering an end date. If you have an ending date in mind, enter that date at the prompt. Figure 9-28 shows an example of entering beginning and ending dates for a travel report.

```
Report for OUTSIDE travelers ONLY? NO//

Beginning Date:  01/01/00  (JAN 01, 2000)
Ending Date...:  07/01/01  (JUL 01, 2001)


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-28: Entering Report Date Ranges

After choosing the print option for your report, ARMS displays your selection. If you want to send the receiving report to a printer, press the Return keyfor the default or type P. If you type a lowercase p, ARMS will return you to the `Select Training Request NO.:` prompt. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the training request, select the default option. This will return you to the `Training Request NO.:` prompt. If you are finished printing training requests, press the Return key. This returns you to Print Document sub-menu. If you are finished printing documents, press the Return key to return to the User Menu.

Both

To print a summarized and detailed travel report, enter the travel report that you are interested in viewing/ printing. ARMS begins by asking if you would like to sort the report by object code. If you do not want to sort the report by object code, select the default response (No) by pressing the Return key. If you want to sort the report by object code, type Y or YES at the prompt. Figure 9-29 shows an example of listing a detailed report by object code.

```
    Select one of the following:

        1          Summary
        2          Detailed Report
        3          Both

Which one: 3  Both

List by Object Code? NO//
```

Figure 9-29: List by Object Code prompt

The next option is to determine if you want to print a report only for those travel orders which the travel voucher is not complete. If you do not want to report by incomplete travel vouchers, select the default response (No) by pressing the Return key. If you want to sort the report by incomplete travel vouchers, type Y or YES at the prompt (Figure 9-30).

```
List by Object Code? NO//

Include ONLY Travel Orders
for which the Travel Voucher is not complete? NO//

Include SIGNATURE DETAILS? NO//
```

Figure 9-30: Reporting on Incomplete travel vouchers and signature details

You will also have the option to include signature details in your report. Signature
details provide dates of travel voucher signatures as well as the number of days
between signatures. If you do not want signature details, select the default response
(No) by pressing the Return key. If you do want to include signature details, type Y
or YES at the prompt (Figure 9-30). You also have the option to print your report by
outside travelers. If you do not want to report by outside travelers, select the default
response (No) by pressing the Return key. If you want to sort the report by outside
travelers, type Y or YES at the prompt (Figure 9-31).

You are now ready to narrow your report down by a date range. ARMS will ask you
to enter beginning and ending dates to narrow your reporting period. Remember to
use the date formats discussed in Section 2 of the Overview ARMS manual of the
Overview ARMS manual. You must enter a beginning date for your report. If you
want your report to be inclusive to the current date, just press the Return key instead
of entering an end date. If you do have an ending date in mind, enter that date at the
prompt. Figure 9-31 shows an example of entering beginning and ending dates for a
travel report.

```
Report for OUTSIDE travelers ONLY? NO//

Beginning Date:  01/01/00  (JAN 01, 2000)
Ending Date...:  07/01/01  (JUL 01, 2001)


     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-31: Entering Report Date Ranges

Follow the standard steps for printing/viewing an ARMS report. When you are
finished browsing or printing the training request, select the default option. This will
return you to the `Training Request NO.:` prompt. If you are finished printing
training requests, press the Return key. This will return you to Print Document sub-
menu. If you are finished printing documents, press the Return key to return to the
User Menu.

9.11.1   Purchasing Office

This option will print travel reports for a specific purchasing office. After selecting
this option, ARMS will prompt you to enter the desired purchasing office for your

report. If you do not have the necessary purchasing office information, you can view a complete list of purchasing offices by typing ?? at the prompt (Figure 9-32). Once you enter the Purchasing Office you wish to print a purchase log for (in this example the user chose Albuquerque) ARMS asks you to choose between the Area purchasing offices (if applicable). In this case, the user chose Albuquerque Administration (Figure 9-32).

```
Which PURCHASING OFFICE: ??

Choose from:
   ALBUQUERQUE AREA A/SA PROGRAM
   CHENEGA
   ALBUQUERQUE ADMINISTRATION
   NASHVILLE ADMINISTRATION

Which PURCHASING OFFICE: Albuquerque
      1   ALBUQUERQUE ADMINISTRATION                         ALBUQUERQUE
   NON SERVICE UNIT        00
      2   ALBUQUERQUE AREA A/SA PROGRAM                      ALBUQUERQUE
   NON SERVICE UNIT        60
CHOOSE 1-2: 1


     Select one of the following:

          1          Summary
          2          Detailed Report
          3          Both

Which one: █
```

Figure 9-32: Travel Report by Purchasing Office

Once you've identified the purchasing office, ARMS will ask you to enter the scope level of your report: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.2   Department

This option will print travel reports for a specific department. After selecting this option, you will be prompted to identify the department from where you want the travel reports. ARMS prompts you to enter the desired department for your report. If you do not have the necessary department information, you can view a complete list of departments by typing ?? at the prompt (Figure 9-33). Make your choice from the list of departments displayed on your screen.

```
Which type of report: 2  Department

Which DEPARTMENT/PROGRAM: ??

Choose from:
   ADMIN SERVICES BRANCH, HQ WEST     113
   ARMS        999
   ARMS TRAINING     069
   COMMUNITY HEALTH/DSD      005
   DHHS/IHS/OIRM     125
   DIV OF RESOURCE MANAGEMENT      021
   DIV OF SUPPLY MANAGEMENT      SUP
   DIV OF TELECOMMUNICATIONS      222
```

Figure 9-33: Travel Report by Department

Once you've identified the department, ARMS asks you to identify the scope of report you want: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.3   Department Account

This option will print travel reports for a specific department account. After selecting this option, you will be prompted to identify the department account from where you want the travel reports.

ARMS will ask you which Department Account to develop a travel report. If you see the Department Account you are looking for, type NO at the "List more Department Accounts?" prompt (Figure 9-34). Otherwise press the Return key to see more Department Accounts.

```
                Select DEPARTMENT ACCOUNT

        ID NO.  DEPARTMENT                         CAN NO.  FY  SSA
        ------  -------------------------------    -------  --  ---
   (22)   26    COMMUNITY HEALTH/DSD (005)         J658888  01  CON SUPPRT
   (22)   25    ARMS TRAINING (069)                J658888  01  CON SUPPRT
   (21)   24    FMO/AAO (999)                      J658888  01  CON SUPPRT
   (21)   23    FINANCE (114)                      J658888  01  CON SUPPRT
   (20)   22    DIV OF TELECOMMUNICATIONS (222)    J658888  01  CON SUPPRT
   (20)   21    DIV OF RESOURCE MANAGEMENT (021)   J658888  01  CON SUPPRT
   (19)   20    DHHS/IHS/OIRM (125)                J658888  01  CON SUPPRT
   (19)   19    DIV SYSTEMS DEVELOPMENT (125)      J658888  01  CON SUPPRT
   (18)   18    COMMUNITY HEALTH/DSD (005)         J658888  00  CON SUPPRT
   (18)   17    ARMS TRAINING (069)                J658888  00  CON SUPPRT

        List more DEPARTMENT ACCOUNTS? YES//
```

Figure 9-34: Select Department Account

After selecting the Department Account, you can identify the department account by one of the three methods:

- By ID NO.
- By Department name

- By CAN NO.

In the example shown in Figure 9-34, the user chose to identify the department account by ID NO. After choosing ID NO. 25 (ARMS Training), ARMS displays the title of the department account along with other accounting information.

```
          List more DEPARTMENT ACCOUNTS? YES// NO


    Select one of the following:

        1        By ID NO.
        2        By DEPARTMENT Name
        3        By CAN NO.
Select Account by: By ID NO.//

ID NO.: 25  125000      ARMS TRAINING            ORIGINAL  2001    01    J65
8888    001
```

Figure 9-35: Select Department Account by ID NO.

The user is then asked if they would like to print the report by a specific CAN. The default response (NO) is normally selected for this option (Figure 9-36).

```
Select Account by: By ID NO.//

ID NO.: 25  125000      ARMS TRAINING            ORIGINAL  2001    01    J65
8888    001



Print report for a specific CAN? NO//
```

Figure 9-36: Print Report For A Specific CAN prompt

Once you've identified the department account and made a choice to print a report for a specific CAN, ARMS will ask the depth of report you want: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.4   Common Accounting Number

This option will print travel reports for a specific common accounting number. After selecting this option, you will be prompted to identify the common accounting number from where you want the travel reports.

```
            Travel Report

      Select one of the following:

             1          Purchasing Office
             2          Department
             3          Department Account
             4          Common Accounting Number
             5          Sub-Allowance
             6          Allowance
             7          Individual Traveler
             8          TDY Duty Station
             9          Rental Car Used
             10         Actual Expenses Claimed
             11         Non-Contract Carrier Used

Which type of report: 4   Common Accounting Number

Which CAN NO.: ??

Choose from:
   3020640
   3060416
```

Figure 9-37: Selecting a Common Accounting Number

ARMS will ask you to select a common accounting number to develop a travel report
for. If you don't know the CAN you are looking for, type ?? at the Which CAN
NO.: prompt to see a list of CANs to choose from (Figure 9-37).

After you enter the CAN NO. you would like to print a report for, ARMS will ask
you to enter the fiscal year you would like the report (Figure 9-38).

```
   3421140
   3421161
   3421169
   3421174
                 ^
Which CAN NO.: 3020640

Fiscal Year..: 2001
```

Figure 9-38: Enter CAN NO. and Fiscal Year

Once you've identified the CAN NO. and Fiscal year, ARMS will ask the depth of
report you want: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for
more on printing summary, detailed, or summary/detailed reports).

9.11.5   Sub-allowance

This option will print travel reports for a specific sub-allowance group. After
selecting this option, you will be prompted to identify the sub-allowance group from
where you want the travel reports.

After selecting the sub-allowance group option, ARMS will provide you with the
option to select a sub-allowance group (Figure 9-39). If you see the sub-allowance
group you are looking for, type NO at the "List more Sub-Allowances?" prompt.
Otherwise press the Return key to see more Sub-Allowance groups (Figure 9-39).

Figure 9-39: Select Sub-Allowance Group

After selecting the Sub-Allowance group, you can identify the group by one of the three methods:

- By ID NO.

- By Department name

- By CAN NO.

In the example shown in Figure 9-40, the user chose to identify the sub-allowance by ID NO. After choosing ID NO. 22 (Training), ARMS displays the title of the department account along with other accounting information.

Figure 9-40: Select Department Account by ID NO.

Once you've identified the sub-allowance group, ARMS will ask the depth of report you want: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.6   Allowance

This option will allow you to print travel reports for an allowance group. After selecting this option, you will be prompted to identify the allowance group from where you want the travel reports.

After selecting the allowance group option, ARMS will provide you with the option to select an allowance group by ID NO. (Figure 9-41). If you see the allowance group you are looking for, type the ID NO. at the prompt. Otherwise press ?? to see more allowance groups (Figure 9-41).

```
                    Select ALLOWANCE

ID NO. LOCATION          ALLOW SS O FY |ID NO. LOCATION          ALLOW SS O FY
------ ----------------- ----- -- - -- |------ ----------------- ----- -- - --
7      ADMINISTRATIVE SER 39165 01 0 01 |3     ANNE               39165 01 0 99
6      COMPUTER SERVICES  39300 01 0 01 |2     ADMINISTRATIVE SER 39165 01 0 99
5      ADMINISTRATIVE SER 39165 01 0 00 |1     COMPUTER SERVICES  39300 01 0 99
4      COMPUTER SERVICES  39300 01 0 00

ID NO.:
```

Figure 9-41: Select Allowance Group

Once you've entered the ID NO. for the allowance group, ARMS will ask you to select the depth of report: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.7   Individual Traveler

This option allows you to print travel reports for individual travelers.

```
    Select one of the following:

        1          Purchasing Office
        2          Department
        3          Department Account
        4          Common Accounting Number
        5          Sub-Allowance
        6          Allowance
        7          Individual Traveler
        8          TDY Duty Station
        9          Rental Car Used
        10         Actual Expenses Claimed
        11         Non-Contract Carrier Used

Which type of report: 7  Individual Traveler
```

Figure 9-42: Select Individual Traveler Option

After selecting the individual traveler option (Figure 9-42), you will be prompted to identify the traveler(s) from whom you want travel reports (Figure 9-43).

```
           Travel Report

     Select one of the following:

           1             Purchasing Office
           2             Department
           3             Department Account
           4             Common Accounting Number
           5             Sub-Allowance
           6             Allowance
           7             Individual Traveler
           8             TDY Duty Station
           9             Rental Car Used
           10            Actual Expenses Claimed
           11            Non-Contract Carrier Used

Which type of report: 8  TDY Duty Station

Select TDY Location: albuquerque      NM.  LDG: 60  MIE: 38  FROM: 0101  TO: 123
1
                          BERNALILLO
```

Figure 9-43: Select TDY Duty Station

If you enter a name with multiple results (same last name), ARMS will present you with a list of people who met your search criteria to choose from. If you are unsure of the name your are looking for, type ?? at the Traveler's Name prompt and press the Return key to see a list of travelers to choose from. After entering the traveler's name, ARMS will ask you to select another traveler. Enter the next name for your report. If you have entered all the names in your report, press the Return key at the Select Another Traveler prompt. ARMS will ask you to select the depth of report: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.8   TDY Duty Station

This option will allow you to print travel reports for a particular TDY duty station. After selecting this option, you will be prompted to enter the TDY duty station for which you want the travel reports.

After selecting the TDY duty station option, ARMS will ask you to select an TDY duty station. (Figure 9-43). If you know the duty station you are looking for, type the name at the prompt. Otherwise press ?? to see more duty stations.

Once you've entered the TDY Duty Station, ARMS will ask you to select the depth of report: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.9   Rental Car Used

This option will allow you to print travel reports regarding rental car usage. After selecting this option, ARMS will ask you to select the depth of report: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.10 Actual Expenses Claimed

This option will allow you to print travel reports regarding actual claimed expenses. After selecting this option, ARMS will ask you to select the depth of report: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.11.11 Non-contract Carrier Used

This option will allow you to print travel reports regarding the use of non-contract air carriers. After selecting this option, ARMS will ask you to select the depth of report: (1) Summary, (2) Detailed Report or, (3) Both (See section 9.11 for more on printing summary, detailed, or summary/detailed reports).

9.12   Final Signature Audit Report (AR)

The Final Signature Audit Report option allows the user to print a final signature audit report. The Final Signature Audit Report option is selected by typing AR at the Select Print Documents Option prompt.

```
Select Print Documents Option: ar  FINAL SIGNATURE Audit Report

                    ****************************
                    FINAL SIGNATURE AUDIT REPORT
                    ****************************

Select range of dates for documents to include
on the FINAL SIGNATURE AUDIT REPORT:

Beginning Date:  010100  (JAN 01, 2000)
Ending Date...:  070101  (JUL 01, 2001)


     Select one of the following:

          1          Print List of Signed Documents
          2          Print a copy of each Signed Document

Which print option: 1//
```

Figure 9-44: Select Final Signature Audit Report

After selecting the Final Signature Audit Report option (Figure 9-44), ARMS will ask you to enter a range of dates by entering beginning and ending dates for your report. You must enter a beginning date for this audit report. If you do not enter a beginning date you will be returned to the Print Document menu. You can enter an ending date for your report for a specific date range. If you just press the Return key at the Ending Date prompt, your report will cover the date range from the Beginning Date to the current date.

Once you enter the date range for your report, you will have two options:

- Print a list of signed documents

- Print a copy of each signed document

9.12.1   Print a List of Signed Documents

This option allows you to print a summarized listing of documents that have been signed. To select this option, press the Return key (default option) or type 1 and press the Return key (Figure 9-45).

```
Which print option: 1//   Print List of Signed Documents

    Select one of the following:

        1          Print LIST for ALL Reference Codes
        2          Print LIST for one Reference code only

Enter response: 1//   Print LIST for ALL Reference Codes

    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-45: Print a List of Signed Documents

After selecting this option, you will be presented with two options for printing reference codes:

- Print a list for all reference codes

- Print a list for one reference code only

To print a list for all reference codes, press the Return key (default response) or type 1 and press the Return key. If you only want to print a list for one reference code, type 2 and press the Return key (Figure 9-45). After selecting to print a list for one reference code only, ARMS will present a list of reference codes for you to choose from. Enter the reference code at the "Which Reference Code" prompt.

In the example in Figure 9-46, the user selected 148, Training Request.

```
       Select one of the following:

              1             Print LIST for ALL Reference Codes
              2             Print LIST for one Reference code only

Enter response: 1// 2  Print LIST for one Reference code only


       Select one of the following:

              116           REQUISITION
              103           PURCHASE ORDER
              349           CONTRACT
              326           TRIBAL CONTRACT
              210           FEDSTRIP/SUPPLY CENTER ORDER
              130           TRAVEL ORDER
              600           TRAVEL VOUCHER
              148           TRAINING REQUEST

Which REFERENCE CODE: 148   TRAINING REQUEST
```

Figure 9-46: Print a List for One Reference Code Only

After you have entered the reference code, ARMS will provide you with a print option. Follow the standard steps for printing/viewing an ARMS report.

```
Which REFERENCE CODE: 148   TRAINING REQUEST


       Select one of the following:

              P             PRINT Output
              B             BROWSE Output on Screen

Do you want to : PRINT//  █
```

Figure 9-47: Reference Code Selection

When you are finished browsing or printing the training request, select the default option. This will return you to the Training Request NO.: prompt. If you are finished printing training requests, press the Return key. This will return you to Print Document sub-menu. If you are finished printing documents, press the Return key and return to the Main User Menu.

9.12.2   Print a Copy of Each Signed Document

This option allows you to print a copy of each document that has been signed. To select this option, press the Return key (default option) or type 1 and press the Return key (Figure 9-48).

```
Which print option: 1// 2  Print a copy of each Signed Document


     Select one of the following:

          1          Print DOCUMENTS for ALL Reference Codes
          2          Print DOCUMENTS for one Reference code only

Enter response: 1//   Print DOCUMENTS for ALL Reference Codes


     Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT//  ▮
```

Figure 9-48: Print Documents for All Reference Codes

After electing to Print a Copy of Each Signed Document, you will be presented with two options for printing reference codes:

- Print documents for all reference codes

- Print documents for one reference code only

To print documents for all reference codes, press the Return key (default response) or type 1 and press the Return key. If you want to print a list for one reference code only, type 2 and press the Return key (Figure 9-49). After electing to print documents for one reference code only, ARMS will present a list of reference codes for you to choose from. Enter the reference code at the "Which Reference Code" prompt. In the example in Figure 9-49, the user selected 148, Training Request.

```
Enter response: 1// 2  Print DOCUMENTS for one Reference code only


     Select one of the following:

          116        REQUISITION
          103        PURCHASE ORDER
          349        CONTRACT
          326        TRIBAL CONTRACT
          210        FEDSTRIP/SUPPLY CENTER ORDER
          130        TRAVEL ORDER
          600        TRAVEL VOUCHER
          148        TRAINING REQUEST

Which REFERENCE CODE: 148   TRAINING REQUEST
```

Figure 9-49: Print a List for One Reference Code Only

After you have entered the reference code, ARMS will provide you with a print option. After choosing the print option for your report, ARMS will display your selection. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the training request, select the default option. This will return you to the Training Request NO.: prompt. If you are finished

printing training requests, press the Return key. This will return you to Print Document sub-menu. If you are finished printing documents, press the Return key and return to the Main User Menu.

9.13   Review Bpa Summary (BPA)

The Review BPA Summary displays a summary of total amount set aside for a BPA as well as the amounts committed and obligated against the specified BPA. The Review BPA Summary option is selected by typing BPA at the Select Print Documents Option prompt. Figure 9-50 shows an example of the screen.

```
Select Print Documents Option: bpa  Review BPA Summary.

Which BLANKET PURCHASE AGREEMENT: 105  001-069-1-0008    10760009BP  LAB SVCS BP
A                                                     FAKE VENDOR

Print list of all Calls? NO//


     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT// ▌
```

Figure 9-50: Review BPA Summary Options

After selecting the Review BPA Summary option, ARMS will ask you to enter the blanket purchase agreement number. In the example shown in Figure 9-50, the user entered 105 and ARMS displayed the summary information. If you do not know the number of the blanket purchase agreement, type ?? at the "Which Blanket Purchase Agreement" prompt to see a list of available blanket purchase agreements to choose from. Enter the number at the "Which Blanket Purchase Agreement prompt.

After you have entered the blanket purchase agreement number, ARMS will ask you if you want to print a list of all BPA Calls. If you do not want to print a list of all BPA Calls, press the Return key for the default response or type NO and press the Return key. If you would like to print a list of all BPA Calls, type YES and press the Return key.

Your BPA Summary is now ready to print and ARMS will provide you with a print option. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the training request, select the default option. This will return you to the Training Request NO.: prompt. If you are finished printing training requests, press the Return key. This will return you to the Print Document sub-menu. If you are finished printing documents, press the Return key to return to the Main User Menu.

9.14 Deleted Signature Report (DA)

The Deleted Signature Report option allows the user to print a deleted approval report for a selected document. The report will indicate who deleted which aproval and when. The Deleted Signature Report option is selected by typing DA at the Select Print Documents Options prompt.

```
Select Print Documents Option: da  Deleted Signature Report

                    DELETED Signature History Report

The report which follows lists all DELETED approvals for the selected document.
The approvals listed may have been deleted because the document was DISAPPROVED
or becuase accounting or item information was changed or because the document
was re-sent for approval.  ARMS does not know WHY these signatures were
deleted but the listing below will indicate who deleted them and when.


Which Document: ??

Choose from:
   001-069-1-0018                    CANCELLED Specimen Cups  ATTENTION MEDICAL
   001-069-1-0019                    Fruit            SOUTHWEST DISTRIBUTING CO
   001-125-0-0005  9076000600        CANCELLED REQ2990107-005  COMPUTER SUPPLIES
WAREHOU
```

Figure 9-51: Deleted Signature Report Option

After selecting the option to print a Deleted Signature Report, ARMS will ask you to enter the document number for which you want to report. If you do not know the document number, type ?? to review a list of previously deleted documents to choose from.

```
Which Document: 001-069-1-0018        CANCELLED Specimen Cups  ATTENTION MEDICAL


     Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-52: Select Document Option

After you have identified the document for your report, you are ready to print the report.

Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the training request, select the default option. This will return you to the Training Request NO.: prompt. If you are finished printing training requests, press the Return key. This will return you to Print Document sub-menu. If you are finished printing documents, press the Return key and return to the Main User Menu.

9.15   Fiscal Year Document Summary (DS)

The Fiscal Year Document Summary option provides a utility for printing a summary of documents and dollar value for a fiscal year. The Fiscal Year Document Summary is selected by typing DS at the Select Print Documents Option prompt.

After choosing the fiscal year document summary option, you will have the option to print you fiscal year summary by a specific fiscal year or to print all documents for all years (Figure 9-53).

```
Select Print Documents Option: ds  Fiscal Year Document Summary


     Select one of the following:

          1          Specify Fiscal Year
          2          All Documents/All Years

Which one: Specify Fiscal Year//

Fiscal year: 2001// █
```

Figure 9-53: Fiscal Year Document Summary Option

Specify Fiscal Year

To print a fiscal year document summary for a specific fiscal year, select the default option by pressing the Return key or typing 1 at the "Which one:" prompt and pressing the Return key.

After choosing to print a report by a specific fiscal year, ARMS will ask you to enter the fiscal year for your report. If you want a report for the current fiscal year, choose the default response by pressing the Return key. If you want to print a report for an earlier fiscal year, enter the fiscal year and press the Return key. Figure 9-54 shows an example of selecting a fiscal year report for 1999.

Your document summary is now ready to print. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the training request, select the default option. This will return you to the Training Request NO.: prompt. If you are finished printing training requests, press the Return key. This will return you to Print Document sub-menu. If you are finished printing documents, press the Return key to return to the Main User Menu.

```
Select Print Documents Option: ds  Fiscal Year Document Summary


      Select one of the following:

         1            Specify Fiscal Year
         2            All Documents/All Years

Which one: Specify Fiscal Year//

Fiscal year: 2001// 1999

            NOTE      NOTE      NOTE      NOTE      NOTE

This report takes several minutes to compile and print.
You should QUEUE the report to print offline.


      Select one of the following:

         P            PRINT Output
         B            BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-54: Document Summary For A Specific Fiscal Year

All Document/All Years

To print a fiscal year document summary for all documents from all years, type 2 at the "Which one:" prompt (Figure 9-53) and press the Return key.

Your document summary is ready to print. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the training request, select the default option. This will return you to the Training Request NO.: prompt. If you are finished printing training requests, press the Return key. This will return you to Print Document sub-menu. If you are finished printing documents, press the Return key and return to the Main User Menu.

9.16 Fedstrip/GSA Supply Center Order (FS)

The FEDSTRIP/GSA Supply Center Order option allows the user to print an order placed through the FEDSTRIP/GSA Supply Center. The FEDSTRIP/GSA Supply Center Order option is selected by typing **FS** at the Print Documents Option prompt.

```
Select Print Documents Option: fs  FEDSTRIP/GSA Supply Center Order

                      PURCHASE ORDER LOOKUP UTILITY


Requisition/PO NO.: 1076003200  001-069-1-0025    1076003200  Thermometers  FAKE
 VENDOR


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-55: FEDSTRIP/GSA Supply Center Order Print Options

Upon selecting this option, ARMS will ask you to enter the requisition or purchase order for the document you wish to print. If you do not know the requisition number, type ?? at the "Requisition/PO NO.:" prompt and press the Return key to see a list of FEDSTRIP/GSA Supply Center Orders to choose from.

After entering the requisition number, the FEDSTRIP/GSA Supply Center Order is ready to print. Follow the standard steps for printing/viewing an ARMS report. When you are finished with this report, you will be returned to the Print Document sub-menu. When you are finished browsing or printing the order, press the Return key to continue and print another order, or type "^" and press the Return key to return to the Print Documents menu. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.17   ARMS Payment Status (PAY)

The ARMS Payment Status option allows the user to print a variety of payment management reports. The ARMS Payment Status option is selected by typing PAY at the Select Print Documents Option prompt.

Figure 9-56 shows the payment reports available to the ARMS user.

```
Select Print Documents Option: pay  ARMS Payment status

         Select PAYMENT MANAGEMENT Report


     Select one of the following:

         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         Create ECS Schedule Flat File

Which report: █
```

Figure 9-56: ARMS Payment Management Reports

To select a payment management report, enter the corresponding number at the "Which Report:" prompt.

9.17.1   Document Payment History

The first payment report available is the Document Payment History. This report prepares a history of payments made against a document. To select this option type 1 at the "Which report" prompt and press Return.

A document can be located through four different methods:

- Vendor Name/EIN
- Traveler
- Document Number
- ARMS Invoice Number

```
Which report: 1  Document Payment History


                  Document LOCATOR



     Select one of the following:

          1            Vendor Name/EIN
          2            Traveler
          3            Document Number
          4            ARMS Invoice Number

Which one: 1  Vendor Name/EIN

Which Vendor: ??
```

Figure 9-57: Document Locator Options

Vendor Name/EIN

To locate a document by vendor name or employee identification number, type 1 at the "Which one" prompt. ARMS will ask you to enter the vendor name. If you are unsure of the vendor's name or identification number, type ?? at the prompt. ARMS will provide you with a list of vendors to choose from.

After choosing the vendor for your document payment history report, ARMS will ask you to enter a range of dates for your report to cover. You will be asked to enter a beginning date and an ending date. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual of the Overview ARMS manual. Figure 9-58 shows an example of a Beginning Date and Ending Date entry.

```
Which Vendor: adcon INC             EIN.....: 1870409626    SUFFIX: A1
                                    MAIL TO.: 327 EAST 1200 SOUTH , OREM
                                    REMIT TO: 327 EAST 1200 SOUTH , OREM
                                    REMIT TO-CITY..: OREM
Beginning Date:  010100  (JAN 01, 2000)
Ending Date...:  073101  (JUL 31, 2001)


     Select one of the following:

          P            PRINT Output
          B            BROWSE Output on Screen

Do you want to : PRINT// ▮
```

Figure 9-58: Choosing Date Ranges and Print Option

Your document is ready to print. ARMS will ask if you want to print the document to a printer or browse the document on your screen, Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the document, select the default option. This will return you to the Document Locator.: prompt. If you are finished printing documents, press the Return key. This will return you to Payment Management Report sub-menu. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

Traveler

To locate a document by traveler, type 2 at the "Which one" prompt shown in Figure 9-57. ARMS will ask you to enter the traveler's name (Figure 9-59). If you are unsure of the traveler's name, type ?? at the prompt and ARMS will provide you with a list of names to choose from.

After entering the name for your document payment history report, ARMS will ask you to enter a range of dates for your report to cover. You will be asked to enter a beginning date and an ending date. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual. Figure 9-59 shows an example of a Beginning Date and Ending Date entry.

```
Which one: 2  Traveler

Which Traveler: ??

Choose from:
   FUGATT,ANNE E
   PIKE,MICHAEL L

Which Traveler: pike,MICHAEL L          MLP
Beginning Date:  010100  (JAN 01, 2000)
Ending Date...:  073101  (JUL 31, 2001)


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-59: Choosing Date Ranges and Print Option

Your document is now ready to print. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the document, select the default option. This will return you to the Document Locator.: prompt. If you are finished printing documents, press the Return key. This will return you to Payment Management Report sub-menu. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

Document Number

To locate a document by document number, type 3 at the "Which one" prompt shown in Figure 9-57. ARMS will ask you to enter the 10-digit document number (Figure 9-60).

```
Which one: 3  Document Number

Document NUMBER: ??

Enter the 10 character document number
for the document you want to locate.

Document NUMBER: 1tg0690004
```

Figure 9-60: Document History Report by Document Number

After entering the document number for your document payment history report,
ARMS will ask you to enter a range of dates for your report to cover. You will be
asked to enter a beginning date and an ending date. Enter the dates according to the
date formats discussed in section 2 of the Overview ARMS manual. Figure 9-61
shows an example of a Beginning Date and Ending Date entry.

```
Beginning Date:  010100  (JAN 01, 2000)
Ending Date...:  073101  (JUL 31, 2001)


    Select one of the following:


        P           PRINT Output
        B           BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-61: Choosing Date Ranges and Print Option

Your document is ready to print. Follow the standard steps for printing/viewing an
ARMS report. When you are finished browsing or printing the document, select the
default option. This will return you to the Document Locator.: prompt. If you are
finished printing documents, press the Return key. This will return you to Payment
Management Report sub-menu. If you are finished printing documents, press the
Return key two times to return to the Main User Menu.

ARMS Invoice Number

To locate a document by ARMS invoice number, type 4 at the "Which one" prompt
shown in Figure 9-57. ARMS will ask you to enter the invoice number (Figure 9-62).
If you are unsure of the invoice number, type ?? at the prompt. ARMS will provide
you with a list of invoice numbers to choose from.

```
Which one: 4  ARMS Invoice Number

Invoice Number: 8888         001-114-9-0001     04-02-99    COMPUTER SUPPLIES W
AREHOUSE


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT// ▮
```

Figure 9-62: Document History Report by ARMS Invoice Number

After entering the invoice number for your document payment history report, ARMS will display contract information pertaining to the number (Figure 9-62).

Your document is ready to print. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the document, select the default option. This will return you to the Document Locator: prompt. If you are finished printing documents, press the Return key. This will return you to Payment Management Report sub-menu. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.17.2   Print Payment DHRs

This report option allows you to print payment data history records. To select this option type 2 at the "Which report" prompt and press Return.

After selecting the Print Payment DHR's option, ARMS will ask you to enter the fiscal year you want the report. The current year will be the default option. If you want to print the default year, press the Return key. In the example shown in Figure 9-63, the user requested a report for fiscal year 2000.

```
Which report: 2  Print Payment DHR's


                  Select the Fiscal Year and Batch
                  for Payment DHR's to be printed.



Which FISCAL YEAR: 2001// 2000

Batch or Sched #: 650001


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen
```

Figure 9-63: Print Payment DHR Options

ARMS will then ask you to enter the Batch or Schedule number of the data history record you're requesting. If you don't know the number, type ?? at the prompt and

press the Return key. You will see a list of batch or schedule numbers for the fiscal year you desire. The user selected Batch number 650001 in Figure 9-63.

Your batch (or schedule) record is ready to print. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the report, type "^" to exit . This will return you to the Select Management Report menu. If you are finished printing documents, press the Return key two times. This will return you to the Main User Menu.

9.17.3   Invoices Without Receiving Reports

This option allows you to print a listing of documents with an invoice recorded but no receiving report on file. To select this option, type 3 at the "Which report" prompt and press Return.

```
Which report: 3   Invoices without Receiving Reports


      Select one of the following:

           P            PRINT Output
           B            BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-64: Print Invoices Without Receiving Reports Option

Immediately after selecting this option, ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the report, type "^" to exit . This will return you to the Select Management Report menu. If you are finished printing documents, press the Return key two times. This will return you to the Main User Menu.

9.17.4   interest Penalty Report

This option prepares a payment status report regarding the amount of money paid towards principal payments and the amount of money paid in interest penalty payments. Interest penalty payments are normally the result of late payments. To select this option type 4 at the "Which report" prompt and press Return.

```
Which report: 4  Interest Penalty Report


          Interest Payment Report


Report for
FISCAL YEAR...:  (1000-9999): 2001//
Beginning Date:  100100  (OCT 01, 2000)
Ending Date...:  070101  (JUL 01, 2001)
Interest
Amount From...:  1.00//
Amount To.....:  99999


     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-65: Interest Penalty Report Options

To generate an interest payment report, first designate the reporting fiscal year. After entering the fiscal year, input the date range by entering a beginning and ending date for your report.

Enter the amount of interest payments you would like to report on. Notice that, in Figure 9-65, the minimum amount is $1.00. The maximum amount is $999999.00.

You are now ready to print your report. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the report, type "^" to exit . This will return you to the Select Pay Management Report menu. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.17.5   Prompt Payment Report

The prompt payment report provides information regarding invoices paid that are subject to the Prompt Payment Act and OMB Circular A-125. To select this option type 5 at the "Which report" prompt and press Return.

```
Which report: 5  Prompt Payment Report

Fiscal Year: 2001// 2000

     Select one of the following:

          1            First Quarter
          2            Second Quarter
          3            Third Quarter
          4            Fourth Quarter
          5            Fiscal Year

Which Quarter: 5  Fiscal Year


     Select one of the following:

          P            PRINT Output
          B            BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-66: Prompt Payment Report Options

After selecting the Prompt Payment Report option, ARMS will ask you to enter the fiscal year for this report. The user entered fiscal year 2000 in the example shown in Figure 9-66. After entering the fiscal year, choose which quarter of the particular fiscal year you want to report. You can also request a report for the entire fiscal year.

After identifying the fiscal year and quarter, you are ready to print your report. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the report, press the Return key to continue or "^" to exit . This will return you to the Print Document Options menu. If you are finished printing documents, press the Return key to return to the Main User Menu.

9.17.6   List Batches Exported on a Specified Date

The List Batches Exported On A Specified Date option allows you to print a collection of records sent to CORE and/or the Treasury Department on a specified date. To select this option type 6 at the "Which report" prompt and press Return.

```
Which report: 6  List Batches exported on specified date


              Enter the EXPORT DATE(S)

Beginning Date:  050101   (MAY 01, 2001)
Ending Date...:  060101   (JUN 01, 2001)


     Select one of the following:

          P            PRINT Output
          B            BROWSE Output on Screen

Do you want to : PRINT//  █
```

Figure 9-67: Batch Export List Options

After selecting this option, ARMS will ask you to enter the beginning and ending dates for your report. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual. Figure 9-67 shows an example of Beginning Date and Ending Date entry.

After you have identified the date range, you are ready to print your report. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the report, press the Return key to continue or "^" to exit . This will return you to the Print Document Options menu. If you are finished printing documents, press the Return key to return to the Main User Menu.

9.17.7   Invoice Workload Report

The Invoice Workload Report option allows you to print a status report of invoices from a specified time period. To select this option type 7 at the "Which report" prompt and press Return.

After selecting the Invoice Workload Report option, ARMS will ask you to enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual. Figure 9-68 shows an example of Beginning Date and Ending Date entries.

```
         Select beginning and ending dates for INVOICE WORKLOAD REPORT

Beginning Date:  050101  (MAY 01, 2001)
Ending Date...:  073101  (JUL 31, 2001)


     Select one of the following:

         1          Report by LOCATION
         2          Report by DATA ENTRY Personnel

Which report: 1// 1  Report by LOCATION


     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-68: Invoice Workload Report Options

You will have the option to choose from two different reports: (1) Prepare a report according to location or (2) Prepare a report according to Data Entry personnel.

After you choose an option, your Invoice Workload Report will be ready to print. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the report, press the Return key to print another report or type "^" to exit . Exiting will return you to the Payment Management Report Options menu. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.17.8   Electronic Funds Transfer Profile

The Electronic Funds Transfer Profile option allows you to print a report of electronic and non-electronic funds transfers during a specified time period. To select this option type 8 at the "Which report" prompt and press Return.

After selecting the Electronic Funds Transfer Profile option, ARMS will ask you to enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual. Figure 9-69 shows an example of Beginning Date and Ending Date entries.

```
Which report: 8  Electronic funds Transfer Profile


        Select beginning and ending dates for the
        ELECTRONIC FUNDS TRANSFER PROFILE

Beginning Date:  050101  (MAY 01, 2001)
Ending Date...:  073101  (JUL 31, 2001)


    Select one of the following:

        P           PRINT Output
        B           BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-69: Electronic Funds Transfer Profile Options

Your Electronic Funds Transfer Profile is ready to print. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the report, press the Return key to print another report or type "^" to exit . Exiting will return you to the Payment Management Report Options menu. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.17.9   Vendor Payment Notification Letters

The Vendor Payment Notification Letters option allows you to generate letters notifying vendors of pending payments. To select this option type 9 at the "Which report" prompt and press Return.

Enter the fiscal year for which you want to print notification letters. If you want to print a notification letter for pending payments during the current fiscal year, press the Return key at the "Which Fiscal Year:" prompt (Default Option). If you would like to print a vendor notification letter for payments from a previous fiscal year, enter the year at the "Which Fiscal Year:" prompt and press the Return key.

```
Which report: 9  Vendor Payment Notification Letters

Which FISCAL YEAR: 2001// 2000

Batch or Sched #: 650001

Print NOTIFICAITON LETTERS
for ALL Vendors? YES// NO

Which VENDOR: CompUTER SUPPLIES WAREHOUSE      EIN.....: 1992719927    SUFFIX: A
0
                                 MAIL TO.: 9927-1 TRUMBULL AVE., ALBUQUERQUE
                                 REMIT TO: 9927-1 TRUMBULL AVE., ALBUQUERQUE
                                 REMIT TO-CITY..: ALBUQUERQUE

Select the printer for the VENDOR PAYMENT NOTIFICATION LETTERS


     Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-70: Vendor Payment Notification Letter Options

Next, enter the Batch or Schedule Number of the records for the fiscal year you
chose. In the example in Figure 9-70, the user chose Batch # 650001 from fiscal year
2000. If you are unsure of the batch numbers for a specific year, type ?? at the
"Batch or Sched #:" prompt to view the available records to choose from.

ARMS then presents you with the option of printing notification letters for all
vendors or a particular vendor from the batch you chose. If you want to choose a
specific vendor but are unsure of the vendor's name, type ?? at the "Which Vendor:"
prompt to see a list of vendors in that particular batch to choose from.

Your Vendor Payment Notification Letter(s) are ready to print. Follow the standard
steps for printing/viewing an ARMS report. When you are finished browsing or
printing the report, press the Return key to continue or type "^" to exit . Exiting will
return you to the Payment Management Report Options menu. If you are finished
printing documents, press the Return key two times to return to the Main User Menu.

9.17.10 Treasury Schedule Comparison

The Treasury Schedule Comparison option allows you to generate an export listing
for a specific period of time for comparison with the Treasury confirmation report.
To select this option, type 10 at the "Which report" prompt and press Return.

After selecting the Treasury Schedule Comparison option, ARMS will ask you to
enter a beginning and ending date for your reporting period. Enter the dates
according to the date formats discussed in section 2 of the Overview ARMS manual.
Figure 9-69 shows an example of Beginning Date and Ending Date entries.

```
Which report: 10  Treasury Schedule Comparison

Beginning Date:  010101  (JAN 01, 2001)
Ending Date...:  070131  (JUL 01, 1931)


     Select one of the following:


         P           PRINT Output
         B           BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-71: Treasury Schedule Comparison Options

Your export listing is ready to print. Follow the standard steps for printing/viewing an ARMS report. When you are finished browsing or printing the report, press the Return key to continue or type "^" to exit . Exiting will return you to the Payment Management Report Options menu. If you are finished printing documents, press the Return key two more times to return to the Main User Menu.

9.17.11 Appropriation List

The Appropriation List option allows you to generate a report regarding specific funds set aside for allowances, sub-allowances, or department accounts within an appropriation. To select this option, type 10 at the "Which report" prompt and press Return.

Figure 9-72 shows three different appropriation reports available through ARMS.

```
Which report: 11  Appropriation List



        Appropriation Report


     Select one of the following:


         1           Sort by Batch within Appropriation
         2           Sort by Schedule within Appropriation
         3           Sort by Appropriation within Schedule

Which one: █
```

Figure 9-72: Appropriation Report Selections

Sort By Batch Within Appropriation

This option allows you to print financial information from a specific batch record within a specific appropriation. To select this option enter 1 at the "Which one:" prompt. Figure 9-73 shows a sample of the options for sorting by batch with an appropriation.

```
     Select one of the following:

          1          Sort by Batch within Appropriation
          2          Sort by Schedule within Appropriation
          3          Sort by Appropriation within Schedule

Which one: 1  Sort by Batch within Appropriation

Which FISCAL YEAR: 2001// 2000

Batch or Sched #: 650001

Select an APPROPRIATION NO. to report for ONE Appropriation
Press <ENTER> to report for all APPROPRIATIONs.

Report for which APPROPRIATION: 7500001


     Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-73: Sort By Batch Within Appropriation

After selecting this option, ARMS will ask you to enter the fiscal year you are searching. If you are looking for information from the current year, press the Return key. The current year is the default response. If you are searching for information from a previous fiscal year, enter the fiscal year at the "Which Fiscal Year:" prompt.

Enter the Batch or Schedule Number. If you do not have the Batch or Schedule number for the fiscal year you identified, type ?? at the "Batch or Sched #:" prompt to see a list of applicable numbers for that particular fiscal year. If you want to report for ALL appropriation within a particular batch file, type the Return key instead of entering a specific appropriation number.

You are now ready to select the desired appropriation number from the batch during the identified fiscal year. If you do not know the appropriation number, type ?? at the "Report for which appropriation:" prompt to see a list of applicable appropriations

You have identified the criteria for your Appropriation List report and are ready to print the listing. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue or type "^" to exit . Exiting will return you to the Payment Management Report Options menu. If you are finished printing documents, press the Return key two more times to return to the Main User Menu.

Sort By Schedule Within Appropriation

This option allows you to print financial information from a specific schedule within a specific appropriation. To select this option enter 2 at the "Which one:" prompt.

Figure 9-74 shows a sample of the options for sorting by schedule with an appropriation.

```
     Select one of the following:

          1          Sort by Batch within Appropriation
          2          Sort by Schedule within Appropriation
          3          Sort by Appropriation within Schedule

Which one: 2  Sort by Schedule within Appropriation

Which FISCAL YEAR: 2001// 2000

Batch or Sched #: 650001

Select an APPROPRIATION NO. to report for ONE Appropriation
Press <ENTER> to report for all APPROPRIATIONs.

Report for which APPROPRIATION: 7500001


     Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-74: Sort By Batch Within Appropriation

After selecting this option, ARMS will ask you to enter the fiscal year you are searching. If you are looking for information from the current year, press the Return key. The current year is the default response. If you are searching for information from a previous fiscal year, enter the fiscal year at the "Which Fiscal Year:" prompt.

Enter the Batch or Schedule Number. If you do not have the Batch or Schedule number for the fiscal year you identified, type ?? at the "Batch or Sched #:" prompt to see a list of applicable numbers for that particular fiscal year.

You are now ready to select the desired appropriation number from the batch during the identified fiscal year. If you do not know the appropriation number, type ?? at the "Report for which appropriation:" prompt to see a list of applicable appropriations. If you want to report for ALL appropriation within a particular batch file, type the Return key instead of entering a specific appropriation number.

You have identified the criteria for your Appropriation List report and are ready to print the listing. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue or type "^" to exit . Exiting will return you to the Payment Management Report Options menu. If you are finished printing documents, press the Return key two more times to return to the Main User Menu.

Sort By Appropriation Within Schedule

This option allows you to print financial information from a specific appropriation within a specific schedule. To select this option enter 3 at the "Which one:" prompt. Figure 9-75 shows a sample of the options for sorting by appropriation with a schedule.

```
       Select one of the following:

          1          Sort by Batch within Appropriation
          2          Sort by Schedule within Appropriation
          3          Sort by Appropriation within Schedule

Which one: 3  Sort by Appropriation within Schedule

Which FISCAL YEAR: 2001// 2000

Batch or Sched #: 650001

Select an APPROPRIATION NO. to report for ONE Appropriation
Press <ENTER> to report for all APPROPRIATIONs.

Report for which APPROPRIATION: 7500001


       Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-75: Sort By Appropriation Within Schedule

After selecting this option, ARMS will ask you to enter the fiscal year you are searching. If you are looking for information from the current year, press the Return key. The current year is the default response. If you are searching for information from a previous fiscal year, enter the fiscal year at the "Which Fiscal Year:" prompt.

Enter the Batch or Schedule Number. If you do not have the Batch or Schedule number for the fiscal year you identified, type ?? at the "Batch or Sched #:" prompt to see a list of applicable numbers for that particular fiscal year. If you want to report for ALL appropriation within a particular batch file, type the Return key instead of entering a specific appropriation number.

You are now ready to select the desired appropriation number from the batch during the identified fiscal year. If you do not know the appropriation number, type ?? at the "Report for which appropriation:" prompt to see a list of applicable appropriations. If you want to report for ALL appropriation within a particular batch file, type the Return key instead of entering a specific appropriation number.

You have identified the criteria for your Appropriation List report and are ready to print the listing. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue or type "^" to exit . Exiting will return you to the Payment Management

Report Options menu. If you are finished printing documents, press the Return key two more times to return to the Main User Menu.

9.17.12 Batch Payment Listing

The Batch Payment Listing option allows you to generate a report regarding vendor payments within a particular batch file. To select this option, type 12 at the "Which report" prompt and press Return. Figure 9-76 shows an example of the Batch Payment Listing options.

```
Which report: 12  Batch Payment Listing


          Batch Payment Listing

Which FISCAL YEAR: 2001// 2000

Batch or Sched #: 650001


     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-76: Batch Payment Listing Options

ARMS begins by asking you to enter the fiscal year you are searching. If you are looking for information from the current year, press the Return key. The current year is the default response. If you are searching for information from a previous fiscal year, enter the fiscal year at the "Which Fiscal Year:" prompt and press the Return key.

Enter the Batch or Schedule Number and press the Return key. If you do not have the Batch or Schedule number for the fiscal year you identified, type ?? at the "Batch or Sched #:" prompt to see a list of applicable numbers for that particular fiscal year to choose from.

You have identified the criteria for your Batch Payment Listing and are ready to print the report. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue and print another batch payment listing, or type "^" to exit . Exiting will return you to the Payment Management Report Options menu. If you are finished printing documents, press the Return key two more times to return to the Main User Menu.

9.17.13 Review Payments For One Tech Only

The Review Payments For One Tech Only option allows you to generate a report regarding payments processed by a particular accounting technician. To select this option, type 13 at the "Which report" prompt and press Return. Figure 9-77 shows an example of the options.

```
Which report: 13  Review Payments for One Tech only


        Review Payments for a Selected Accounting Tech


Which ACCOUNTING TECH: starr,MARSHA          MRS            COMPUTER SPECIALIST


Which FISCAL YEAR:  (1000-9999): 2001// 2000

Beginning Date:  650001 ??

Enter the earliest date you want to include..

Beginning Date:  010100  (JAN 01, 2000)
Ending Date...:  073101  (JUL 31, 2001)


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-77: Review Payments For One Tech Only Options

After selecting this option, ARMS will ask you to identify the accounting technician you want to review payments for. Type the accounting technician's last name at the "Which Accounting Tech:" prompt. If you do not know the accounting technician's name, type ?? at the "Which Accounting Tech:" prompt and press the Return key. You will see a list of accounting technicians to choose from. Enter the appropriate name and press the Return key.

Enter the fiscal year you are searching. If you are looking for information from the current year, press the Return key. The current year is the default response. If you are searching for information from a previous fiscal year, enter the fiscal year at the "Which Fiscal Year:" prompt and press the Return key.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual. Figure 9-77 shows an example of Beginning Date and Ending Date entries.

You have identified the criteria for your listing and are ready to print the report. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue and print another batch payment listing, or type "^" to exit . Exiting will

return you to the Payment Management Report Options menu. If you are finished printing documents, press the Return key two more times to return to the Main User Menu.

9.17.14 Create ECS Schedule Flat File

The Create Electronic Commerce System (ECS) Schedule Flat File option gathers all Treasury schedules exported during a specified time range and puts them in a UNIX comma delimited flat file which can be exported into an Access or Excel spreadsheet. To select this option, type 14 at the "Which report" prompt and press Return. Figure 9-78 shows an example of the options.

```
Which report: 14  Create ECS Schedule Flat File

This option will gather all Treasury schedules exported during the
specified time range and put them into a UNIX comma delimited flat
file which can then be exported into an Access or Excel spreadsheet.

Fields included in the flat file:

SCHEDULE NO, MONTH, AP, ECS, GL ACCT, APPROPRIATION, AMT3, AMT2


Begin with EXPORT DATE:  070101   (JUL 01, 2001)
End with EXPORT DATE:   073101   (JUL 31, 2001)
Select UNIX FILE NAME: ARMSrecord    please wait...

Records have been put into UNIX file /usr/spool/afsdata/ARMSrecord.csv

Press RETURN to continue or '^' to exit.
```

Figure 9-78: Create ECS Schedule Flat File Options

Enter a beginning and ending export date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual. Figure 9-78 shows an example of a Beginning Date and Ending Export Date entries.

Enter a meaningful UNIX file name for your data. The user chose "ARMSrecord" for the example in Figure 287. After entering the file name press the Return key. ARMS will display where your record has been stored.

When you are finished, press the Return key to return to the Payment Management Report Options menu, or type "^" to exit . Exiting will return you to the Print Documents Options menu. If you are finished printing documents, press the Return key again to return to the Main User Menu.

9.18   Property Voucher Register (PV)

The Property Voucher Register option allows the user to print the property voucher register. The Property Voucher Register option is selected by typing PV at the Select Print Documents Option prompt.

```
            Enter the beginning and ending dates for this
            Property Voucher Register Report


Beginning Date:  010101  (JAN 01, 2001)
Ending Date...:  073101  (JUL 31, 2001)

Print the Report for ALL Locations? YES// NO
Which LOCATION CODE: 020
      1   020          DIRECT OPERATIONS      53
      2   020
      3   020          PHOENIX INDIAN SCHOOL      40
      4   020          BISMARCK      45
      5   020          BALTIMORE AMERICAN INDIAN CENTER      51
TYPE '^' TO STOP, OR
CHOOSE 1-5: 1


      Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-79: Property Voucher Register Options

Enter a beginning and ending date for your reporting period. Enter the dates
according to the date formats discussed in section 2 of the Overview ARMS manual.
Figure 9-79 shows an example of Beginning Date and Ending Date entries.

Enter the reporting location. If you want to your report to include ALL locations,
press the Return key at the "Print the REPORT for ALL Locations?" prompt. This is
the default response. If you are unsure of the location code for the Area of your
report type ?? at the prompt to see a list of available locations to choose from.
Choose your location and press the Return key.

You have identified the criteria for your register and are ready to print the report.
ARMS will ask if you want to print the document to a printer or browse the document
on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to
continue to print another property voucher register, or type "^" to exit. If you are
finished printing documents, press the Return key two times to return to the Main
User Menu.

9.19   Travel Itinerary (TI)

The Travel Itinerary option allows the user to print a travel itinerary for a specific
travel order. The Travel Itinerary option is selected by typing TI at the Print
Documents Options prompt.

```
Select Print Documents Option: ti  Travel Itinerary

                   Select TRAVEL ORDER


Travel Order NO.: 1001TO0017        AEF/0608/NEW OR

Include Travel Expense Summary? NO// YES

Include Travel Itinerary? NO// YES


    Select one of the following:

        P         PRINT Output
        B         BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-80: Print Travel Itinerary Options

Enter the travel order number for the travel itinerary you want to print. If you do not
know the travel order number, type ?? at the "Travel Order NO.:" prompt and press
the Return key to see a list of travel orders to choose from. After entering the travel
order number, ARMS will display the record identifier to the right of the travel order
number. In the example in Figure 9-80, the travel order number identifier is
AEF/0608/NEW OR.

Do you want to include a travel expense summary in your report? If you do not want
a travel expense summary, press the Return key to select the default response, NO. If
you do want a copy of the travel expense summary, type Yes at the "Include Travel
Expense Summary?" prompt and press the Return key.

Do you want to include the travel itinerary in your report? If you do not want a travel
itinerary, press the Return key to select the default response, NO. If you do want a
copy of the travel itinerary, type Yes at the "Include Travel Itinerary?" prompt and
press the Return key.

You have identified the criteria for your report and are ready to print the document.
ARMS will ask if you want to print the document to a printer or browse the document
on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to
continue to print another travel itinerary, or type "^" to exit. If you are finished
printing documents, press the Return key two times to return to the Main User Menu.

9.20   Training Summary (TS)

The Training Summary option allows the user to print individual and departmental
summaries of completed training. The Training Summary option is selected by
typing TS at the Select Print Documents Options prompt.

A training summary can be printed out in eight different formats. Figure 9-81 provides a list of the summary formats available.

```
Select Print Documents Option: ts  Training Summary

          TRAINING SUMMARY REPORTS

    Select one of the following:

          1           Individual Employee
          2           Department
          3           Location Code
          4           Purchasing Office
          5           Area Office
          6           CAN No.
          7           Series/Grade
          8           Training Type

Which one: █
```

Figure 9-81: Training Summary Report Options

9.20.1   Individual Employee

A summary of completed training can be generated for an individual employee over a specified time range. To select this option type 1 at the "Which one:" prompt on the Training Summary Reports menu and press the Return key.

```
Which one: 1  Individual Employee

Employee Name.: White,DAVID          DAW          TECHNICAL WRITER

Beginning Date:  010101  (JAN 01, 2001)
Ending Date...:  070101  (JUL 01, 2001)

Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//
```

Figure 9-82: Individual Employee Options

Enter the last name of the employee you want to report on and press the Return key. To view an employee listing to choose from, type ?? at the "Employee Name:" prompt and press the Return key.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual and press the Return key. Figure 9-82 shows an example of Beginning Date and Ending Date entries.

ARMS will ask if you want to only include training requests that do not have completed training evaluations. Type YES at the "Include Only 350's without completed training evaluation?" prompt for a report of training requests without completed training evaluations. If you want to report on all training requests, press the Return key to choose the default response (NO).

You can select from eight different reporting formats for an individual employee training summary. You can generate a summary by a specific topic or you can print a report that includes all topics (Option 8) shown in Figure 9-83. Type your option number at the "Report for Which of the Above:" prompt and press the Return key to complete your selection.

```
Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//


    Select one of the following:

        1          Purpose of Training
        2          Type of Training
        3          Source of Training
        4          Special Interest Code
        5          Skill Code
        6          Professional Category
        7          All Training
        8          All of the Above

Report for Which of the Above: All Training//
```

Figure 9-83: Training Summary Report Formats

Options 1-7 can be printed out in summarized, detailed, or a format that combines the two report options. Option 8 can only be printed in a detailed format. Figure 9-84 shows the three format options.

To select your option, enter the number of your choice at the "Which report: Both//" prompt and press the Return key. Notice the default response is the Both report. To choose the Both option, press the Return key at the "Which Report:" prompt.

```
Report for Which of the Above: All Training// 1  Purpose of Training


    Select one of the following:

        1          Summary Only
        2          Detailed Report Only
        3          Both

Which report: Both//


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-84: Additional Format Options

You have identified the format for your training summary and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another training summary, or type "^" to exit. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.20.2   Department

A summary of completed training charged to a specific department account can be generated for a specified time range. To select this option type 2 at the "Which one:" prompt on the Training Summary Reports menu and press the Return key.

```
Which one: 2   Department

                    Department Training summary

Department....: 23  ARMS TRAINING         069

Beginning Date:  010101   (JAN 01, 2001)
Ending Date...:  070101   (JUL 01, 2001)

Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//
```

Figure 9-85: Department Options

Enter the name of the department account you want to report on and press the Return key. To view a department listing to choose from, type ?? at the "Department.....:" prompt and press the Return key. In the example in Figure 9-85, the user selected 23, ARMS Training, as the account to report on.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual and press the Return key. Figure 9-85 shows an example of Beginning Date and Ending Date entries.

ARMS will ask if you want to only include training requests that do not have completed training evaluations. Type YES at the "Include Only 350's without completed training evaluation?" prompt for a report of training requests without completed training evaluations. If you want to report on all training requests, press the Return key to choose the default response (NO).

You can select from eight different reporting formats for a department training summary. You can generate a summary by a specific topic or you can print a report that includes all topics (Option 8) shown in Figure 9-86. Type your option number at the "Report for Which of the Above: All Training//" prompt and press the Return key to complete your selection.

```
Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//


     Select one of the following:

          1          Purpose of Training
          2          Type of Training
          3          Source of Training
          4          Special Interest Code
          5          Skill Code
          6          Professional Category
          7          All Training
          8          All of the Above

Report for Which of the Above: All Training//
```

Figure 9-86: Training Summary Report Formats

Options 1–7 can be printed out in summarized, detailed, or a format that combines the two report options. Option 8 can only be printed in a detailed format. Figure 9-87 shows the three format options. To select your option, enter the number of your choice at the "Which report: Both//" prompt and press the Return key. Notice the default response is the Both report. To choose the Both option, press the Return key at the "Which Report:" prompt.

```
Report for Which of the Above: All Training// 1  Purpose of Training


     Select one of the following:

          1          Summary Only
          2          Detailed Report Only
          3          Both

Which report: Both//


     Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-87: Additional Format Options

You have identified the format for your training summary and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another training summary, or type "^" to exit. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.20.3   Location Code

A summary of completed training can be generated for a particular location over a specified time range. To select this option type 3 at the "Which one:" prompt on the Training Summary Reports menu and press the Return key.

```
Which one: 3  Location Code

                  Location Code Training summary

Location Code.: 20              53

Beginning Date:  010101  (JAN 01, 2001)
Ending Date...:  073101  (JUL 31, 2001)

Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//  ▐
```

Figure 9-88: Location Code Options

Enter the code number of the location you want to report on and press the Return key. The user entered location 20 in the example in Figure 9-88. To view a listing of location codes, type ?? at the "Location Code.:" prompt and press the Return key.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual and press the Return key. Figure 9-88 shows an example of Beginning Date and Ending Date entries.

ARMS will ask if you want to only include training requests that do not have completed training evaluations. Type YES at the "Include Only 350's without completed training evaluation?" prompt for a report of training requests without completed training evaluations. If you want to report on all training requests, press the Return key to choose the default response (NO).

You can select from eight different reporting formats for a training summary by location. You can generate a summary by a specific topic or you can print a report that includes all topics (Option 8) shown in Figure 9-89. Type your option number at the "Report for Which of the Above:" prompt and press the Return key to complete your selection.

```
Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//


     Select one of the following:

          1          Purpose of Training
          2          Type of Training
          3          Source of Training
          4          Special Interest Code
          5          Skill Code
          6          Professional Category
          7          All Training
          8          All of the Above

Report for Which of the Above: All Training//
```

Figure 9-89: Training Summary Report Formats

Options 1–7 can be printed out in summarized, detailed, or a format that combines the two report options. Option 8 can only be printed in a detailed format. Figure 9-90 shows the three format options. To select your option, enter the number of your choice at the "Which report: Both//" prompt and press the Return key. Notice the default response is the Both report. To choose this option, press the Return key at the "Which Report:" prompt.

```
Report for Which of the Above: All Training// 1  Purpose of Training


     Select one of the following:

          1          Summary Only
          2          Detailed Report Only
          3          Both

Which report: Both//


     Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT// ▌
```

Figure 9-90: Additional Format Options

You have identified the format for your training summary and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another training summary, or type "^" to exit. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.20.4   Purchasing Office

A summary of completed training within a purchasing office's responsibility over a specified time range can be printed. To select this option type 4 at the "Which one:" prompt on the Training Summary Reports menu and press the Return key.

```
Which one: 4  Purchasing Office

Which Purchasing Office: Albuquerque Administration              ALBUQUERQUE
     NON SERVICE UNIT        00

Beginning Date:  010101  (JAN 01, 2001)
Ending Date...:  073101  (JUL 31, 2001)

Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO// ▮
```

Figure 9-91: Purchasing Office Options

Enter the purchasing office you want to report on and press the Return key. To view a list of purchasing offices, type ?? at the "Which Purchasing Office.:" prompt and press the Return key. The user chose the Albuquerque Administration purchasing office in the example in Figure 9-91.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual and press the Return key. Figure 9-91 shows an example of Beginning Date and Ending Date entries.

ARMS will ask if you want to only include training requests that do not have completed training evaluations. Type YES at the "Include Only 350's without completed training evaluation?" prompt for a report of training requests without completed training evaluations. If you want to report on all training requests, press the Return key to choose the default response (NO).

You can select from eight different reporting formats for a Purchase Office training summary. You can generate a summary by a specific topic or you can print a report that includes all topics (Option 8) as shown in Figure 9-92. Type your option number at the "Report for Which of the Above:" prompt and press the Return key to complete your selection.

```
Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//


     Select one of the following:

         1          Purpose of Training
         2          Type of Training
         3          Source of Training
         4          Special Interest Code
         5          Skill Code
         6          Professional Category
         7          All Training
         8          All of the Above

Report for Which of the Above: All Training//
```

Figure 9-92: Training Summary Report Formats

Options 1–7 can be printed out in summarized, detailed, or a format that combines the two report options. Option 8 can only be printed in a detailed format. Figure 9-93 shows the three format options. To select your option, enter the number of your choice at the "Which report: Both//" prompt and press the Return key. Notice the default response is the Both report. To choose this option, press the Return key at the "Which Report:" prompt.

```
Report for Which of the Above: All Training// 1  Purpose of Training


     Select one of the following:

         1          Summary Only
         2          Detailed Report Only
         3          Both

Which report: Both//


     Select one of the following:

         P          PRINT Output
         B          BROWSE Output on Screen

Do you want to : PRINT//  █
```

Figure 9-93: Additional Format Options

You have identified the format for your training summary and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another training summary, or type "^" to exit. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.20.5   Area Office

A summary of completed training within a Area office's responsibility over a specified time range can be printed. To select this option type 5 at the "Which one:" prompt on the Training Summary Reports menu and press the Return key.

```
Which one: 5  Area Office

Beginning Date:  010101  (JAN 01, 2001)
Ending Date...:  073101  (JUL 31, 2001)

Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//
```

Figure 9-94: Area Office Options

Enter the Area office you want to report on and press the Return key. To view a list of Area offices, type ?? at the "Which Area Office.:" prompt and press the Return key. The user chose the Albuquerque Administration purchasing office in the example in Figure 9-94.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual and press the Return key. Figure 9-94 shows an example of Beginning Date and Ending Date entries.

ARMS will ask if you want to only include training requests that do not have completed training evaluations. Type YES at the "Include Only 350's without completed training evaluation?" prompt for a report of training requests without completed training evaluations. If you want to report on all training requests, press the Return key to choose the default response (NO).

You can select from eight different reporting formats for a Area office training summary. You can generate a summary by a specific topic or you can print a report that includes all topics (Option 8) as shown in Figure 304. Type your option number at the "Report for Which of the Above:" prompt and press the Return key to complete your selection.

```
Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//


    Select one of the following:

        1          Purpose of Training
        2          Type of Training
        3          Source of Training
        4          Special Interest Code
        5          Skill Code
        6          Professional Category
        7          All Training
        8          All of the Above

Report for Which of the Above: All Training//
```

Figure 9-95: Training Summary Report Formats

Options 1–7 can be printed out in summarized, detailed, or a format that combines the two report options. Option 8 can only be printed in a detailed format. Figure 9-96 shows the three format options. To select your option, enter the number of your choice at the "Which report: Both//" prompt and press the Return key. Notice the default response is the Both report. To choose this option, press the Return key at the "Which Report:" prompt.

```
Report for Which of the Above: All Training// 1  Purpose of Training


    Select one of the following:

        1           Summary Only
        2           Detailed Report Only
        3           Both

Which report: Both//


    Select one of the following:

        P           PRINT Output
        B           BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-96: Additional Format Options

You have identified the format for your training summary and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another training summary, or type "^" to exit. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.20.6 CAN No.

A summary of completed training within a particular common accounting number over a specified time range can be printed. To select this option type 6 at the "Which one:" prompt on the Training Summary Reports menu and press the Return key.

```
Which one: 6  CAN No.
Training Report for which CAN No.: J658888

Beginning Date:  010101   (JAN 01, 2001)
Ending Date...:  073101   (JUL 31, 2001)

Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO// █
```

Figure 9-97: CAN No. Options

Enter the common accounting number you want to report on and press the Return key. To view a list of Area offices, type ?? at the "Training Report for which CAN

No. :" prompt and press the Return key. The user chose CAN No. J658888 in the example shown in Figure 9-97.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual and press the Return key. Figure 9-97 shows an example of Beginning Date and Ending Date entries.

ARMS will ask if you want to only include training requests that do not have completed training evaluations. Type YES at the "Include Only 350's without completed training evaluation?" prompt for a report of training requests without completed training evaluations. If you want to report on all training requests, press the Return key to choose the default response (NO).

You can select from eight different reporting formats for training summary by CAN No. You can generate a summary by a specific topic or you can print a report that includes all topics (Option 8) as shown in Figure 9-98. Option 8 is the default response. Type your option number at the "Report for Which of the Above: All Training//" prompt and press the Return key to complete your selection.

```
Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//


     Select one of the following:

          1          Purpose of Training
          2          Type of Training
          3          Source of Training
          4          Special Interest Code
          5          Skill Code
          6          Professional Category
          7          All Training
          8          All of the Above

Report for Which of the Above: All Training//
```

Figure 9-98: Training Summary Report Formats

Options 1–7 can be printed out in summarized, detailed, or a format that combines the two report options. Option 8 can only be printed in a detailed format. Figure 9-99 shows the three format options. To select your option, enter the number of your choice at the "Which report: Both//" prompt and press the Return key. Notice the default response is the Both report. To choose this option, press the Return key at the "Which Report:" prompt.

```
Report for Which of the Above: All Training// 1  Purpose of Training


    Select one of the following:


         1            Summary Only
         2            Detailed Report Only
         3            Both

Which report: Both//


    Select one of the following:


         P            PRINT Output
         B            BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-99: Additional Format Options

You have identified the format for your training summary and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another training summary, or type "^" to exit. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.20.7   Series and Grade

A summary of completed training within a particular personnel series code and government service grade over a specified time range can be printed. To select this option type 7 at the "Which one:" prompt on the Training Summary Reports menu and press the Return key.

```
Which one: 7  Series/Grade
Select PERSONNEL SERIES: 1712
Select PAY GRADE:  (1-18): 11

Beginning Date:  010100  (JAN 01, 2000)
Ending Date...:  073101  (JUL 31, 2001)

Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO// █
```

Figure 9-100: Personnel/Series Options

Enter the personnel series you want to report on and press the Return key. Next enter the government service pay grade and press the Return key. The government service pay grade will range from 1 to 18. The user chose the 1712 personnel series (Training Instruction) and government service pay grade 11 in the example shown in Figure 9-100.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual

and press the Return key. Figure 9-100 shows an example of Beginning Date and Ending Date entries.

ARMS will ask if you want to only include training requests that do not have completed training evaluations. Type YES at the "Include Only 350's without completed training evaluation?" prompt for a report of training requests without completed training evaluations. If you want to report on all training requests, press the Return key to choose the default response (NO).

You can select from eight different reporting formats for a training summary by personnel series and pay grade. You can generate a summary by a specific topic or you can print a report that includes all topics (Option 8) as shown in Figure 9-101. Option 8 is the default response. Type your option number at the "Report for Which of the Above: All Training//" prompt and press the Return key to complete your selection.

```
Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//


     Select one of the following:

          1          Purpose of Training
          2          Type of Training
          3          Source of Training
          4          Special Interest Code
          5          Skill Code
          6          Professional Category
          7          All Training
          8          All of the Above

Report for Which of the Above: All Training//
```

Figure 9-101: Training Summary Report Formats

Options 1-7 can be printed out in summarized, detailed, or a format that combines the two report options. Option 8 can only be printed in a detailed format. Figure 9-102 shows the three format options. To select your option, enter the number of your choice at the "Which report: Both//" prompt and press the Return key. Notice the default response is the Both report. To choose this option, press the Return key at the "Which Report:" prompt.

```
Report for Which of the Above: All Training// 1  Purpose of Training


     Select one of the following:


          1          Summary Only
          2          Detailed Report Only
          3          Both

Which report: Both//


     Select one of the following:


          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 9-102: Additional Format Options

You have identified the format for your training summary and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another training summary, or type "^" to exit. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.20.8   Training Type

A summary of completed training according to the type of training completed over a specified time range can be printed. To select this option type 7 at the "Which one:" prompt on the Training Summary Reports menu and press the Return key.

```
Which one: 8  Training Type
Training Report for which Training Type: 1          EXECUTIVE AND MANAGEMENT

Beginning Date:  010100  (JAN 01, 2000)
Ending Date...:  073101  (JUL 31, 2001)

Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//
```

Figure 9-103: Training Type Options

Enter the type of training you want to report on and press the Return key. To view a list of training types, type ?? at the "Training Report for which Training Type :" prompt and press the Return key. The user chose Training Type 1 (Executive and Management) in the example shown in Figure 9-103.

Enter a beginning and ending date for your reporting period. Enter the dates according to the date formats discussed in section 2 of the Overview ARMS manual and press the Return key. Figure 9-103 shows an example of Beginning Date and Ending Date entries.

ARMS will ask if you want to only include training requests that do not have completed training evaluations. Type YES at the "Include Only 350's without completed training evaluation?" prompt for a report of training requests without completed training evaluations. If you want to report on all training requests, press the Return key to choose the default response (NO).

You can select from eight different reporting formats for a training summary by training type. You can generate a summary by a specific topic or you can print a report that includes all topics (Option 8) as shown in Figure 9-104. Option 7 is the default response. Type your option number at the "Report for Which of the Above: All Training//" prompt and press the Return key to complete your selection.

```
Include ONLY 350's WITHOUT completed TRAINING EVALUATION? NO//


     Select one of the following:

          1          Purpose of Training
          2          Type of Training
          3          Source of Training
          4          Special Interest Code
          5          Skill Code
          6          Professional Category
          7          All Training
          8          All of the Above

Report for Which of the Above: All Training//
```

Figure 9-104: Training Summary Report Formats

Options 1–7 can be printed out in summarized, detailed, or a format that combines the two report options. Option 8 can only be printed in a detailed format. Figure 9-105 shows the three format options. To select your option, enter the number of your choice at the "Which report: Both//" prompt and press the Return key. Notice the default response is the Both report. To choose this option, press the Return key at the "Which Report:" prompt.

```
Report for Which of the Above: All Training// 1  Purpose of Training


     Select one of the following:

          1          Summary Only
          2          Detailed Report Only
          3          Both

Which report: Both//


     Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT// ▊
```
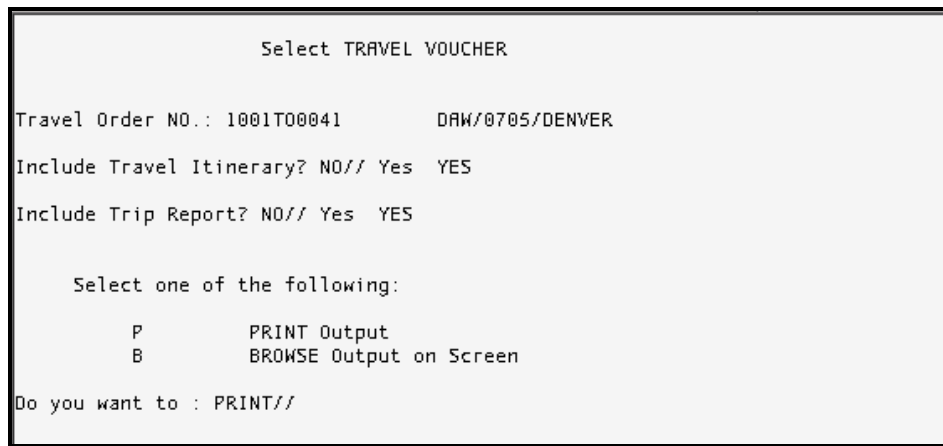
Figure 9-105: Additional Format Options

You have identified the format for your training summary and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another training summary, or type "^" to exit. If you are finished printing documents, press the Return key two times to return to the Main User Menu.

9.21   Your Travel Voucher (YTV)

The Your Travel Voucher option allows you to print a copy of your travel voucher. To select this option type YTV at the "Select Your Travel Forms Menu Option:" prompt on the Print Your Travel Forms menu and press the Return key.

```
                    Select TRAVEL VOUCHER


Travel Order NO.: 1001TO0041        DAW/0705/DENVER

Include Travel Itinerary? NO// Yes  YES

Include Trip Report? NO// Yes  YES


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-106: Your Travel Voucher Options

Enter the number of the Travel Order you want to print. If you are unsure of the travel order number, press ?? to see a list of travel orders to choose from. (Figure 9-106)

You will have the option to include a travel itinerary with your travel voucher. If you do not want to print an itinerary, press the Return key (No is the default response). If you want to print a travel itinerary with your travel voucher, type Y or Yes at the "Include Travel Itinerary? NO//" prompt and press the Return key.

You will have the option to include a trip report with your travel voucher. If you do not want to print an expense summary, press the Return key (No is the default response). If you want to print an expense summary with your travel voucher, type Y or Yes at the "Include Trip Report? NO//" prompt and press the Return key.

You have identified the information for your travel voucher and are ready to print the document. ARMS will ask if you want to print the document to a printer or browse the document on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing or printing the report, press the Return key to continue to print another travel order, or type "^" to exit. If you are finished printing documents, press the Return key three times to return to the Main User Menu.