RESOURCE AND PATIENT MANAGEMENT SYSTEM

Administrative Resource Management System

(ACR)

Installation Guide

Version 2.1
November 2001

Office of Information Technology
Division of Information Resources
Albuquerque, New Mexico

Preface

This manual contains instructions for installing the RPMS Administrative Resource Management System, V 2.1. A user and technical manual is provided with this distribution..

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1.0   Release Notes

This version of ARMS brings the package into compliance with SAC standards for certification as a Class I software application.

This release contains the following fixes/enhancements:

1. Modification to update the ARMS Open Document database whenever an obligation is approved. This prevents the message `"Document not found in the OPEN DOCUMENT file"` from being received and eliminates the need for adding the document when payment is made against that document.

2. Modification to prevent editing the object class code and dollar amount on approved training requests.

3. The odocget UNIX FTP script is modified to prevent `"Operation not permitted"` error during successful receipt of the Open Document Download from CORE.

4. The ECS flat file is modified so that the correct accounting point is inserted, accommodation is made for the 10 digit treasury schedule number, and the appropriation number is formatted correctly.

5. Modification to allow editing of Description lines 3-5 in credit card purchase orders.

6. A restriction is added to training requests to prevent the Attendee and Initiating Supervisor from being the same approval signature.

7. The document lookup utility is modified to allow the lookup of non-ARMS documents by invoice number when using the Document Payment History option.

8. Modification is made to prevent line feed between Payor EIN and Vendor EIN on printed 1099's if the second address line is blank.

9. Modification to prevent error `<UNDEF>NEWBAT+20^ACRFIV12` when creating a DHR Only G payment batch under Payment Management.

10. Modification to prevent the software from "hanging" when making a call against a BPA whose numbers have been exhausted.

11. Modification to prevent error `<PGMOV>BS+10^ACRFBPA` when printing a BPA summary for a BPA with numerous calls.

12. Modification to prevent error `<UNDEF>DELETE+1^ACRFSS41` when deleting travel days from a travel order.

13. Modification to prevent duplicate travel voucher amounts from being included in Treasury ECS files when the travel order includes a travel advance.

14. Payment batch type "Checks-Not Grouped" is added and batch type "ACH-Grouped", which is incompatible with the Treasury RMR ACH addendum segment identifier, is removed.

15. A new security key ACRFZ VIEW EFT is added to restrict viewing of the EFT bank account information under Payment Management. If a person is only allowed to view the information, the ACRFZ VIEW EFT key should be given. If the person is allowed to edit the information, then the ACRFZ EDIT EFT key should be given. Since the ACRFZ EDIT EFT key allows viewing the information, it is not necessary to give both keys.

16. The default airline credit card vendor for airline payments is now a parameter contained in the System Defaults file instead of hard coded as American Express in the routines.

17. An invoice number prompt is added to airline payments. This allows the invoice number to be included in the ACH addendum for payments sent to Treasury.

18. Modification to prevent Receiving Reports Remarks from previous receiving reports from being overwritten when processing new receiving reports for the same document.

A new option "AUD Print Audit Report" is added to the ARMS Managers menu. This option prints a listing of audits for the specified file during the specified date range. The list includes the audit number, date/time recorded, user, file entry number, file entry name, field number, field name, old value, and new value. FileMan auditing must be active to generate audit entries for this list. This option is locked with security key ACRFZ AUDIT REPORT.

2.0   Installation Notes

PREFIX: ACR

**************** **NOTE** *********************************** **NOTE** ******************

READ ENTIRE NOTES FILE PRIOR TO ATEMPTING ANY INSTALLATION !!!

**************** **NOTE** *********************************** **NOTE** ******************

2.1 GENERAL INFORMATION

a. Make a copy of this distribution for off-line storage.

b. Print all notes/readme files.

2.2 CONTENTS OF DISTRIBUTION

a. acr_0210.k (KIDS formatted distribution file)

b. acr_0210.s1 (UNIX script file odocget automatically installed by post-init)

c. acr_021i.pdf – Installation Guide

d. acr_021t.pdf – Technical Manual

e. acr_021o.pdf – User Overview Guide

f. acr_021u1.pdf – User Manual Volume 1

g. acr_021u2.pdf – User Manual Volume 2

h. acr_021u3.pdf – User Manual Volume 3

i. acr_021u4.pdf – User Manual Volume 4

j. acr_021u5.pdf – User Manual Volume 5

2.3 REQUIREMENTS

a. Kernel V 8.0 or higher

b. FileMan V 21 or higher

c. ACR – ARMS V 2.0T1

d. AFSL – 1166 Approvals for Payment V 3.0T1

e. AFSH – AO Financial Data Mgmt System V 3.0T1

f. ACG – Contract Information System V 2.0T1

3.0   Installation Instructions

1. Ensure all users are logged off the system

2. Perform a complete system backup.

3. Make a backup copy of the ACR* routines.

4. Delete all routines in the ACR* namespace EXCEPT for routines in the ACRN*
   and ACRZ* namespaces. Below is a sample delete session. The number of
   routines in your UCI may vary.

```
[TST,DSD]>D ^%RDEL

MSM – Routine Delete Utility
   16-MAY-01  3:56 PM

Routine selector: ACR*

587 routines Selected

Routine selector: -ACRN*

35 routines Deselected

Routine selector: -ACRZ*

94 routines Deselected

Routine selector:

Screen ROUTINES by date last edited? NO//

Delete Selected Routines? <N> Y

Deleting ...
[TST,DSD]>
```

5. Under the Kernel Installation & Distribution System menu [XPD MAIN], use
   option Load A Distribution to load the ADMIN RESOURCE MGT SYSTEM 2.1
   distribution package into KIDS.

```
Enter a Host File: acr_0210.k.
```

   Use option Build File Print of the KIDS Utilities submenu to print and review
   components of this distribution.

6. Under the Kernel Installation & Distribution System menu [XPD MAIN], use
   option Install Package(s) to install the package.

```
Select INSTALL NAME: ADMIN RESOURCE MGT SYSTEM 2.1

Want to DISABLE Scheduled Options, Menu Options & Protocols?  Yes//NO

Device: Home//
```

After the installation is complete, use option Install File Print of the KIDS Utilities submenu to print and review the installation process.

7. Assign security keys:

    Assign the ACRFZ VIEW EFT security key to finance personnel who should have view only access to banking information (see item 1.15 above).

    Assign the ACRFZ AUDIT REPORT security key to ARMS Managers who should have access to the Audit Report (see item 1.19 above).

8. Use option AS Area Systems Data under SS System Setups of the AM ARMS Managers menu to enter the Default Airline Credit Card Vendor for airline payments.

9. The post installation routine should have copied the acr_0210.s1 UNIX script to usr/spool/afsdata/odocget. After installation the acr_0210.s1 script may either be deleted or stored elsewhere for future reference.

4.0   Point of Contact

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (505) 248-4371 or (888) 830-7280 (toll free)

Fax: (505) 248-4363

Web: http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm

Email: support@ihs.gov