



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Administrative Resource Management System

(ACR)

User Manual Volume V

Version 2.1
November 2001

Office of Information Technology (OIT)
Division of Information Resources
Albuquerque, New Mexico

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 five volumes and one overview document. This is Volume V and contains the following ARMS menu items:

AM ARMS Manager Menu	ATV Travel Vouchers Greater than 2500
AUD Print Audit Report	SS System Setup
TM Table Maintenance	UT Utilities

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 ARMS Manager Menu (AM)

The ARMS system includes modules for funds control and distribution, creation and management of department budget accounts, creation and management of requisitions, purchase orders, travel and training requests, receiving reports, status of funds reports and numerous other financial management functions. The ARMS Manager Menu option is selected by typing AM at the Select User Menu prompt and pressing the Return key.

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

                MANAGER MENU

ATV   Travel Vouchers Greater Than 2500
AUD   Print Audit Report
SS    System Setup ...
TM    Table Maintenance ...
UT    Utilities ...

Select ARMS Manager's Menu Option:
```

Figure 2-1: ARMS Manager Menu

As you can see on the User Menu, ARMS Manager's Menu has an ellipse (...) following it. This tells the user there is a sub-menu below this option. Figure 2-1 shows the ARMS Manager Menu. The following sections describe the options of the ARMS Manager Menu.

3.0 Travel Vouchers Greater than 2500 (ATV)

This option allows the ARMS Manager to loop through the travel vouchers and find all those that total more than \$2500.00 for a specified range of dates. The Travel Voucher Greater Than 2500 option is selected by typing ATV at the “Select ARMS Manager’s Menu Option: prompt.”

```
Select ARMS Manager's Menu Option: ATV  Travel Vouchers Greater Than 2500

This routine will loop through the travel vouchers and find all
those that total more than $2500.00 for the date range specified.
The resulting report shows the document number, traveler name,
departure date, return date, CAN number, department account, and
amount claimed.

Begin with DATE OF DEPARTURE:  010101  (JAN 01, 2001)
End with DATE OF DEPARTURE:  093001  (SEP 30, 2001)
DEVICE: HOME//
```

Figure 3-1: Travel Vouchers Greater Than \$2500 Options

Enter the date range for your travel voucher search. Enter the start date at the “Begin with DATE of DEPARTURE:” prompt. Enter the end date at the “End with DATE OF DEPARTURE:” prompt. The user in the Figure 3-1 example entered a date range of January 1, 2001 to September 30, 2001.

You are now ready to print your report. Follow the standard steps for printing/viewing an ARMS report. Figure 3-2 is a sample report showing travel vouchers totaling more than \$2500.

TRAVEL VOUCHERS EXCEEDING \$2500, 01/01/01-09/30/01 OCT 22, 2001 11:22 PAGE 1							
TRAVEL VOUCHER NO.	TRAVELER	DEPART DATE	RETURN DATE	CAN NO.	DEPT FY ACCT FUNDS	AMOUNT	
1020T00146	FUGATT, ANNE E	06/06/01	06/16/01	J658888	98 2001	1829.50	
1020T00146001	FUGATT, ANNE E	06/06/01	06/16/01	J658888	98 2001	1175.50	
						TOTAL	3005.00
1020T00309	FUGATT, ANNE E	03/16/01	03/19/01	J658888	86 2000	637.00	
1020T00309001	FUGATT, ANNE E	03/16/01	03/19/01	J658888	86 2000	3492.38	
						TOTAL	4129.38
1020T00317	FUGATT, ANNE E	07/30/01	08/12/01	J658888	86 2000	5791.00	
						TOTAL	5791.00
1020T00318	FUGATT, ANNE E	08/14/01	08/24/01	J658888	86 2000	2878.50	
						TOTAL	2878.50

Figure 3-2: Sample Report

4.0 Print Audit Report (AUD)

This option prints an audit list for a specified file during a specified date range. This report is primarily used for reviewing file entry changes. The Print Audit Report option is selected by typing AUD at the “Select ARMS Manager’s Menu Option:” prompt.

```
Select ARMS Manager's Menu Option: AUD Print Audit Report

  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.

Select FILE: Vendor
      1  VENDOR
      2  VENDOR TYPE
CHOOSE 1-2: 1  VENDOR

Begin with AUDIT DATE: 010100 (JAN 01, 2000)
End with AUDIT DATE: 093001 (SEP 30, 2001)
DEVICE: HOME//
```

Figure 4-1: Print Audit Report Options

Enter the type of file you want to audit at the Select FILE: prompt (Figure 4-1). Type ?? at the prompt and press the Return key to see a list of files to choose from. The user selected Vendor files in Figure 4-1. There were two types of vendor files. The user chose option 1 (Vendor).

Enter the date range for your vendor file search. Enter the start date at the “Begin with AUDIT DATE:” prompt. Enter the end date at the “End with AUDIT DATE:” prompt. The user entered a date range of January 1, 2000 to September 30, 2001 in the example shown in Figure 4-1.

You are now ready to print your report. Follow the standard steps for printing/viewing an ARMS report. Figure 4-2 is a sample report showing vendor file activity identified during an audit.

```
AUDIT LISTING OF VENDOR FILE                                OCT 22,2001 14:04
FROM JAN 1,2000 TO SEP 30,2001                             PAGE: 1
-----
AUDIT #: 191                                               DATE/TIME RECORDED: JAN 24,2000@10:50:05
USER: FUGATT,ANNE E                                       FILE ENTRY NAME: CATS INCORPORATED
FILE ENTRY #: 449                                         FIELD NAME: NAME
FIELD #: .01                                              OLD VALUE: <no previous value>
NEW VALUE: CATS INCORPORATED

AUDIT #: 192                                               DATE/TIME RECORDED: JAN 24,2000@10:50:15
USER: FUGATT,ANNE E                                       FILE ENTRY NAME: CATS INCORPORATED
FILE ENTRY #: 449                                         FIELD NAME: EIN NO.
FIELD #: 1101                                             OLD VALUE: <no previous value>
NEW VALUE: 1898989876

Enter RETURN to continue or '^' to exit:
```

Figure 4-2: Sample Report

5.0 System Setup (SS)

The System Setup option provides access to the utilities for adding or editing system setup data. System Setup must be completed before ARMS is ready for use. Each step builds upon the others to create a matrix of information about the administrative structure of an Area Office, including all Service Units, departments, and individuals who will be using ARMS as well as information about the financial accounts.

Proper accomplishment of Systems Setup is crucial to the success of ARMS. This section should help you learn about each step of System Setup and about some of the relationships among the different steps in the setup process. To select the System Setup Option, type SS at the "Select ARMS Manager's Menu Option:" prompt (Figure 5-1).

```
Select Administrative Resource Management System Option: AM ARMS Manager's Menu

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

              MANAGER MENU

ATV  Travel Vouchers Greater Than 2500
AUD  Print Audit Report
SS   System Setup ...
TM   Table Maintenance ...
UT   Utilities ...

Select ARMS Manager's Menu Option: SS System Setup
```

Figure 5-1: Manager Menu - System Setup

After the System Setup Option is selected from the main ARMS Menu, the System Setup menu screen (Figure 5-2) will appear.

```

                                VERSION 2.1
                                ALBUQ AREA A/SA PROGRAM
                                CURRENT USER: DAVID WHITE

                                SYSTEM SETUP

AS   Area Systems Data
AU   Edit ARMS user
PO   Edit Purchasing Office
PA   Edit Purchasing Agent
DP   Edit Department
CD   Edit CAN NO. Defaults
ED   Edit Department Account
PS   Unsigned Document Report
UP   Print User Profile
AM   Edit ARMS message
PC   Print CAN Defaults
PI   Personnel Information
RS   Reset Document CAN Defaults
UL   ARMS User List

Select System Setup Option: █

```

Figure 5-2: System Setup Menu

Select the System Setup option by typing in the abbreviation for the option you wish to select and pressing the Return key. The following is a brief explanation of each option.

5.1 Area Systems Data (AS)

The Area Systems Data option allows the ARMS Manager to set up Area default data used for procurement and financial actions. Select the Area Systems Data option by typing AS at the “Select System Setup Option:” prompt and pressing the Return key.

```

Select System Setup Option: AS Area Systems Data

                                AREA SYSTEM SETUP

Setup for which AREA OFFICE:  ALBUQUERQUE//          20
...OK? Yes// █

```

Figure 5-3: Select Area Office

Select the Area system to be set up. Accept the default response by pressing the Return key at the prompt. If the default response is not the Area you desire, enter the correct Area and press the Return key (Figure 5-3).

After entering the desired Area for system setup, ARMS asks you to verify your selection. To accept the default response (Yes), just press the Return key. If this is not the correct Area, type No and press the Return key. ARMS will display a list of Area responsibilities with a corresponding person having approval authority (Figure 5-4).

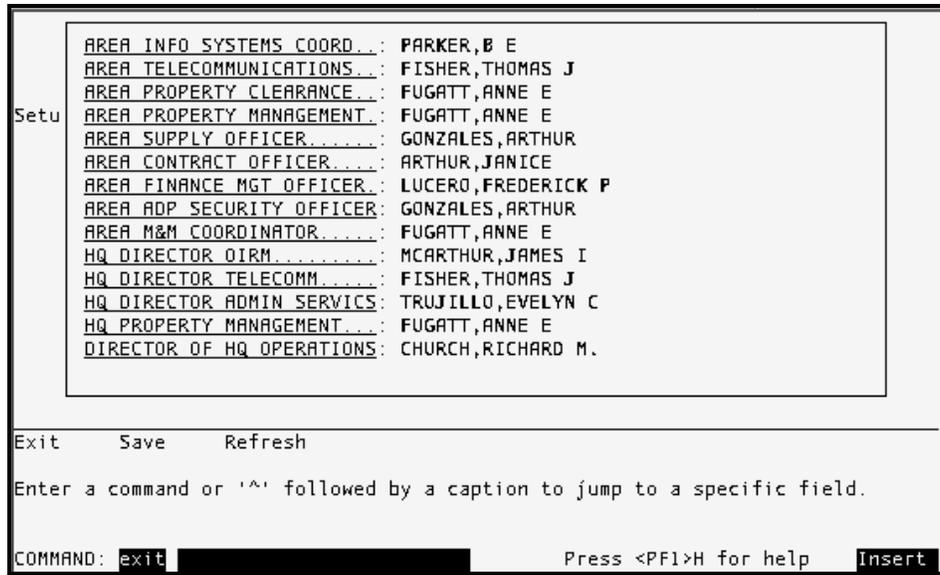


Figure 5-4: Assigning Approval Authority

Enter the name of the person having the specified authority at each prompt and press the Return key. This step actually assigns the signature authority indicated to the individual whose name you enter. You **MUST** enter data for all underlined fields. When finished, save and exit the record.

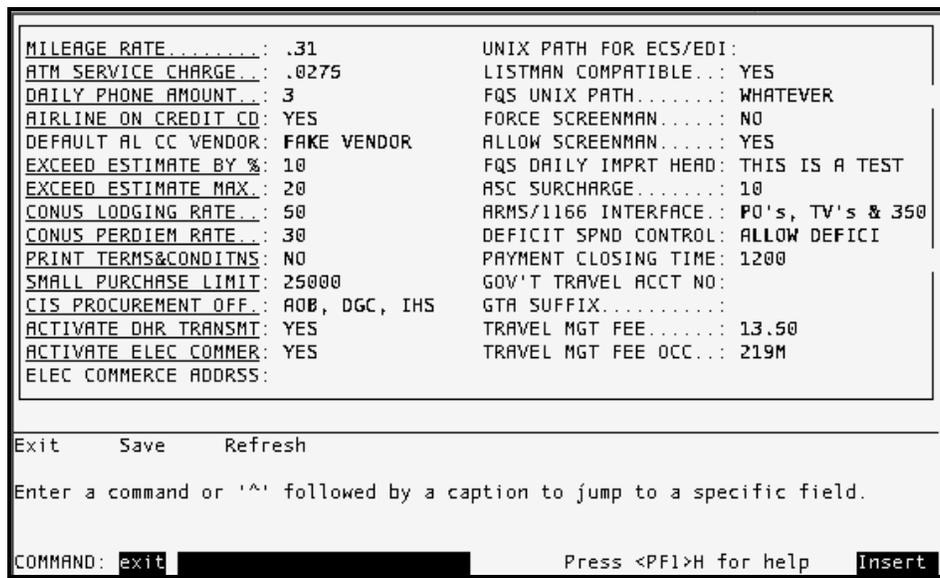


Figure 5-5: Setting Up Area System Default Data

Enter the data for the specified field at each prompt and press the Return key. You **MUST** enter data for all underlined fields. Save and exit the record.

5.2 Edit ARMS User (AU)

The Edit ARMS User option allows access to a utility for entering/editing all data required for an ARMS user account. Select the Edit ARMS User option by typing AU at the “Select System Setup Option:” prompt and pressing the Return key.

Enter the employee whom you wish to edit. Type ?? at the “Employee:” prompt and press the Return key to see a list of employees in the ARMS database (Figure 5-6).

```

|=====|
EMPLOYEE.....: Fugatt, Anne FUGATT,ANNE E      REF

```

Figure 5-6: Enter Employee Name

Note: Before an employee will be available for selection as illustrated in Figure 5-6, the individual's name must be in the ARMS database as a user. Each Area should have a clearly defined procedure for adding names to the New Person file. This is usually the responsibility of the Area Office Information System Coordinator's staff. Check with your ISC to determine your Area procedures.

Figure 5-7 shows seven options for processing ARMS user data. The following is a brief description of the seven options.

```

Edit ARMS USER DATA for ANNE E FUGATT

Select USER EDIT FUNCTION

1   Print User Profile
2   Edit Basic Data
3   Edit Signature Authorities
4   Edit Access Level
5   Delete User's ARMS Access
6   Assign/Delete Access to Multiple Department Accounts
7   Assign Access to Multiple Blanket Purchase Agreements

Which one: (1-7):

```

Figure 5-7: ARMS User Edit Menu

Option 1 allows the ARMS manager to print individual profile data for a selected employee.

Option 2 allows the ARMS manager to edit the basic employee data.

Option 3 allows the ARMS manager to assign signature authorities to ARMS' users.

Option 4 allows the ARMS manager to assign an appropriate access level to the employee.

Option 5 allows the ARMS manager to delete the employee from the ARMS system. This action should always be done whenever an individual leaves or when an individual changes jobs and requires different access and/or signature authorities. This ensures each individual has only those authorities and access levels appropriate to their current employment status.

Option 6 allows the ARMS manager to add or delete user access to financial funding data ranging from congressional appropriations to department accounts.

Option 7 allows the ARMS manager to assign access to specific active blanket purchase agreements.

5.3 Edit Purchasing Office (PO)

The Edit Purchasing Office option allows the ARMS manager to setup required data that must be on file for each Purchasing Office within an Area. This data must be on file before any procurement activity can be initiated by the Purchasing Office. Select the Edit Purchasing Office option by typing PO at the "Select System Setup Option:" prompt and pressing the Return key.

Figures 5-8 through 5-10 show the fields that make up the purchase office data records.

```

      SETUP FOR: ALBUQUERQUE
      AREA OFFICE: HEADQUARTERS WEST
      PURCHASING OFFICE: ALBUQUERQUE ADMINISTRATION
      FINANCE OFFICE: FMO/AAO
      REGIONAL FIN OFF:
      ACCOUNTING POINT: 65          LOCATION CODE: 036
      PHONE: 505-262-6350   FAX NUMBER:
      PO NUMBER OF COPIES: 1
      CONTRACT OFFICER: FARMER, GLEN R
      PURCHASING SUPERVSR: FUGATT, ANNE E

      Select ALTERNATE PURCHASING SUPERVISOR: STARR, MARSHA R

      M

      Close      Refresh

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

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

Figure 5-8: Purchasing Office Data - Record 1

Enter the name of the department you want to edit at the “DEPARTMENT NAME:” prompt. Type ?? at the prompt and press the Return key to see a list of department names (Figure 5-12).

```
Select System Setup Option: DP  Edit Department

                        EDIT DEPARTMENT

DEPARTMENT NAME.....: ARMS TRAINING
```

Figure 5-12: Enter Department Name

Figure 5-13 shows the fields that make up the department information data record. Type ?? at the field prompts to view the data requirements for a specified field. You **MUST** enter data for all underlined fields. Save and exit the records.

```
NAME: ARMS TRAINING          CODE: 069
ORGANIZATIONAL LEVEL: DIVISION
COST CENTER PREFIX: HEADQUARTERS
PROCUREMENT OFFICE: ALBUQUERQUE ADMINISTRATION
STREET 1: 5300 HOMESTEAD RD NE
STREET 2:
CITY: ALBUQUERQUE
STATE: NEW MEXICO
ZIP-CODE: 87110
PHONE NUMBER: 505-262-5000
FAX NUMBER: 505-262-5001
PRINTER ID: DSD4
RESTRICTED PRINTER:
SAMS: USER NUMBER:          STATION:          SUB-STATION:
```

```
Exit    Save    Refresh

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

COMMAND: [REDACTED]          Press <PF1>H for help  [Insert]
```

Figure 5-13: Department Information Record

Enter the FEDSTRIP Coding Location for this department (Figure 5-14). If the default response is the correct location, press the Return key. If it is not the correct location, type the correct location and press the Return key.

```
FEDSTRIP CODE LOCATN: ALBUQUERQUE ADMINISTRATION//

                        Enter the name of a PURCHASING AGENT for this DEPARTMENT
                        ONLY if you want ALL requisitions originated by this
                        departemnt assigned to this PURCHASING AGENT
PURCHASING AGENT.....: STARR, MARSHA R//
```

Figure 5-14: Enter Department Purchasing Agent

Enter the purchasing agent assigned to the specified department account. If the default response is the correct purchasing agent, press the Return key. If that person is not the correct agent, type the correct one and press the Return key.

5.6 Edit CAN NO. Defaults (CD)

The Edit CAN NO. Defaults option allows the ARMS Manager to set up CAN default data used for the creation of ARMS requests. Select the Edit CAN NO. Defaults option by typing CD at the “Select System Setup Option:” prompt and pressing the Return key.

Enter the common accounting number for the CAN at the “COMMON ACCOUNTING NO:” prompt and press the Return key (Figure 5-15). Type ?? and press the Return key to see the list of available CANs.

```

Select System Setup Option: CD Edit CAN NO. Defaults

                                EDIT CAN NO. DEFAULTS

                                |=====|
COMMON ACCOUNTING NO: J655528
...OK? Yes// (Yes)

```

Figure 5-15: Enter Common Accounting Number

After entering the CAN to be edited, ARMS asks you to verify the selection. If this is the correct CAN to edit, accept the default response by pressing the Return key. If it is not the correct CAN, enter No and press the Return key.

Figure 5-16 shows four types of defaults for a specified CAN. Enter the type of defaults you want to edit at the “Enter response:” prompt and press the Return key. Following are examples of the different default records available for editing.

```

Which CAN DEFAULTS for CAN J655528

Select one of the following:

1      Requisition Defaults
2      Purchase Order Defaults
3      Travel Order/Voucher Defaults
4      Training Request Defaults

Enter response: █

```

Figure 5-16: CAN Default Options

Figures 5-17 through 5-20 show sample records for the four different CAN default edits. These figures show the fields that make up data record. Type ?? at the field prompts to view the data requirements for a specified field. You **MUST** enter data for all underlined fields. Save and exit the records.

```

TO.....: ADMIN SERVICES BRANCH, HQ WEST
REQUESTING OFFICE..: DIV SYSTEMS MANAGEMENT      LOCATION CODE: 32
FOR REFERENCE CALL..: LUJAN,CHRISTINE L           TELEPHONE....: 262-6350
DELIVER TO.....: DIV SYSTEMS DEVELOPMENT
REQUESTED BY.....: TAYLOR,MYRON
REQUEST RECOMMND BY..: MCARTHUR,JAMES I
REQUEST APPROVED BY..: TRUJILLO,EVELYN C
FUNDS AVAILABLE SIG..: HORTON,GEORGE ANNA
PROPERTY CLEARANCE..: CALLAHAN,BERNADET PROPERTY MGT OFFICR: CALLAHAN,BERNADETT
SUPPLY OFFICER.....: STARR,MARSHA R
LOCAL INFO SYSTEMS..: PARKER,B E
LOCAL TELECOMM OFF..: FISHER,THOMAS J
CONTRACT OFFICER...: ARTHUR,JANICE
LOCAL FIN MGT OFF...: TRUJILLO,EVELYN C
RECEIVING OFFICIAL..: FUGATT,ANNE E
  
```

```

Exit      Save      Refresh

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

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

Figure 5-17: Requisition Defaults

```

Which CAN DEFAULTS for CAN J655528
  
```

```

PURCHASING OFFICE..: RPMS/ITSC/ABQ
ISSUING OFFICE.....: PROCUREMENT AND CONTRACTING
SHIP TO.....: DIV SYSTEMS DEVELOPMENT
MAIL INVOICE TO....: FMO/AAO
INSPECTION LOCATION..: DIV SYSTEMS DEVELOPMENT
PO AUTHORIZED BY...: CALLAHAN,BERNADETTE L
INVOICE AUDITOR....:
  
```

```

Ente

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 5-18: Purchase Order Defaults

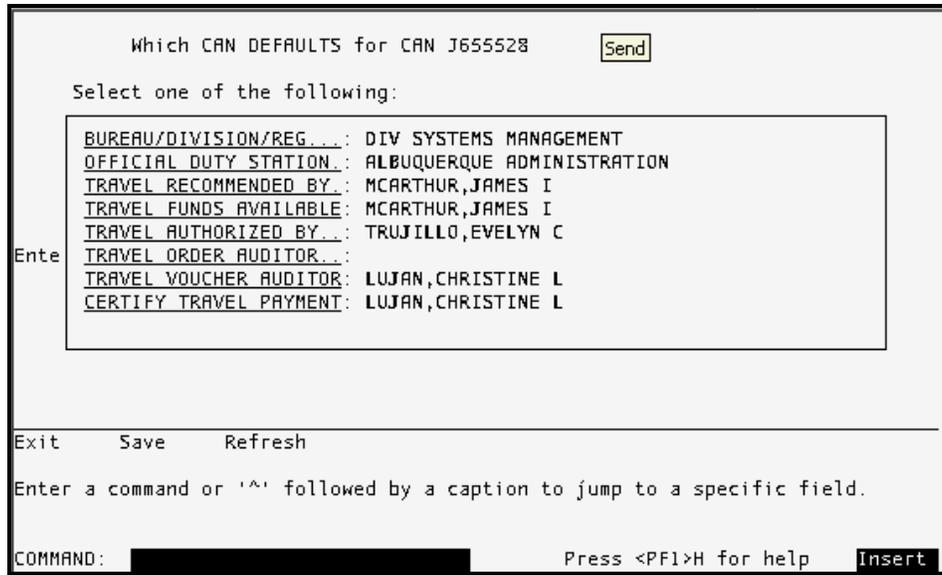


Figure 5-19: Travel Order/Voucher Defaults

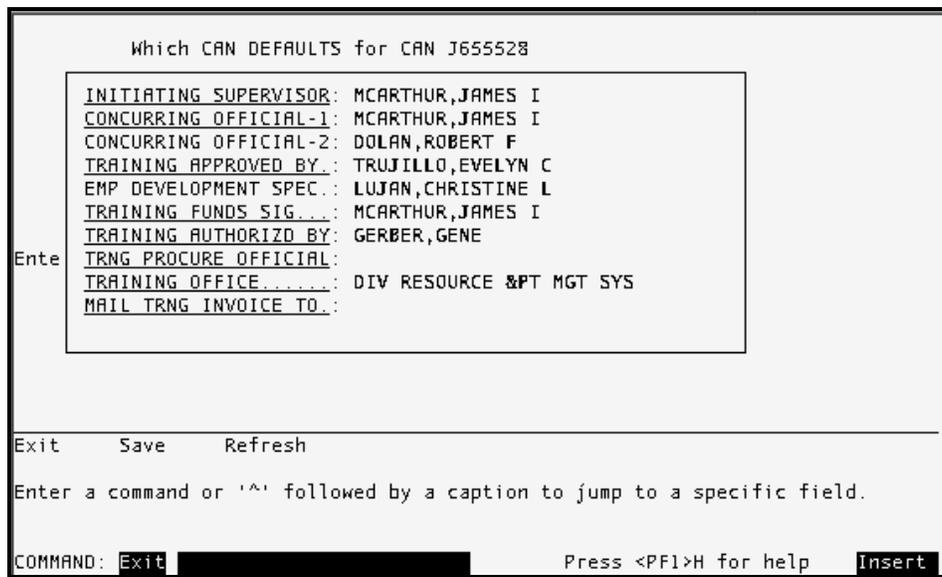


Figure 5-20: Training Request Defaults

5.7 Edit Department Account (ED)

The Edit Department Account option provides the ARMS manager access for distribution of sub-allowances to local budgets. This allows the ARMS manager to accomplish the final stage of the funds distribution process by setting up Department Accounts. Department accounts are the financial accounts from which all expenditure activity is generated. Select the Edit Department Account option by typing ED at the “Select System Setup Option:” prompt and pressing the Return key.

Select the sub-allowance for the department accounts you want to edit. ARMS will display a list of sub-allowances to choose from (Figure 5-21).

```

Select System Setup Option: ED Edit Department Account

                Select SUB-ALLOWANCE

ID NO. LOCATION          ALLOW SS O FY | ID NO. LOCATION          ALLOW SS O FY
-----|-----
259 RPMS22                29153 40 0 02 | 249 DOUG                99001 01 0 02
258 RPMS11                29153 40 0 02 | 248 89 OEH PROJECTS      99001 01 0 02
257 RPMS2                 29153 40 0 02 | 247 90 OEH PROJECTS      99001 01 0 02
256 RPMS1                 29153 40 0 02 | 246 92 OEH PROJECTS      99001 01 0 02
255 TRAVIS                 99000 01 0 02 | 245 Trng Support          58700 01 I 00
254 DAVE                   99000 01 0 02 | 244 Trng Support          58700 01 I 00
253 87 OEH PROJECTS        99000 01 0 02 | 243 ARMS Operations       58700 01 0 00
252 92 OEH PROJECT         99000 01 0 02 | 242 DAW3                   58700 01 0 00
251 94 OEH PROJECTS        99000 01 0 02 | 241 50                     29153 16 0 01
250 MIKE                   99001 01 0 02 | 240 50                     29153 16 0 01

                List more SUB-ALLOWANCES? YES// NO
    
```

Figure 5-21: Select Sub-Allowance

To see more sub-allowances, accept the default response at the “List more SUB-ALLOWANCES? YES//” prompt. If you see the account you need in this list, or have the information for the account, type No.

When you respond with No, ARMS will ask you what identifier you would like to use to select a department account. In the example shown in Figure 5-22, the user chose Option 1, by ID NO. Since that option is the default response, select it by pressing the Return key. At the “ID NO:” prompt, the user entered 258 (RPMS11).

```

                Select one of the following:

                1 By ID NO.
                2 Location Name
                3 Allowance

Select Account by: By ID NO.//

ID NO.: 258 10000 RPMS11 ORIGINAL 2002 29153 40
853
...OK? Yes// (Yes)

                Selected SUB-ALLOWANCE (Number 258) RPMS11
ALLOWANCE: 10000 DISTRBD: 15000 UNSTRD: (5000)
% UNCOMTD: 0% % DSTBD: 150% %FY RMG: 94%
COMMITTED: 714 OBLGATD: 257 SPENT: 0
UNCOMMTD: 9286 UNOBLTD: 9743 UNSPENT: 10000
APPROP NO: 750/40223 ALLOWNC: 29153 SUB-SUB: 40
    
```

Figure 5-22: Select Sub-Allowance By ID NO.

After entering the identification number of the sub-allowance, ARMS asks you to verify the selection. If this is the correct sub-allowance, accept the default response by pressing the Return key. If it is not the correct sub-allowance, enter No and press the Return key.

After verifying the selection, ARMS displays budget information for the selected sub-allowance. As part of the budget information, ARMS will display the department accounts residing under the specified sub-allowance. You have the option of adding a new department account or editing the current department accounts using one of the four options shown in Figure 5-23.

```

Select DEPARTMENT ACCOUNT

      ID NO.  DEPARTMENT                                CAN NO.  FY  SSA
-----
(258) 120    ARMS TRAINING (069)                       J655528  02  DIR OPS/IHS
(258) 119    ARMS TRAINING (069)                       J655528  02  DIR OPS/IHS
(258) 118    ARMS (999)                               J655528  02  DIR OPS/IHS

Select one of the following:

      1      ADD New Account
      2      INCREASE Existing Account
      3      DECREASE Existing Account
      4      EDIT Existing Account

Which one: 4  EDIT Existing Account

```

Figure 5-23: Edit Department Account Options

For more information on using the department account options shown in Figure 5-23, review the Edit Department Account under the Funds Distribution section in Volume III (section 10.4).

5.8 Unsigned Document Report (PS)

The Unsigned Document Report option allows the ARMS manager to print a list of all documents that have been unsigned for more than the allowable number of days. Select the Unsigned Document Report option by typing PS at the “Select System Setup Option:” prompt and pressing the Return key.

Figure 5-24 shows the four different options by which unsigned document reports may be prepared. Enter the number of the desired format at the “Which Report: All Reports//” prompt and press the return key.

```
Select System Setup Option: PS Unsigned Document Report

Select one of the following:

1      All Reports
2      Purchasing Office
3      Selected Department
4      Individual ARMS User

Which Report: All Reports//
```

Figure 5-24: Unsigned Document Report Options

5.9 Print User Profile (UP)

The Print User Profile option allows the ARMS manager to print profiles of ARMS users that identify attributes of each user, i.e., signature authorities and the Department Accounts to which the user has access. Select the Print User Profile option by typing UP at the “Select System Setup Option:” prompt and pressing the Return key.

As shown in Figure 5-25, user profiles can be printed out for a specific user (Option 1) or by users assigned to a specific department account (Option 2). Enter the desired option at the “Which one:” prompt and press the Return key. The data printed out is similar to the data presented in the Edit ARMS User menu option (Print User Profile).

```
Select System Setup Option: UP Print User Profile

PRINT ARMS USER PROFILES

Select one of the following:

1      Individual User
2      Department Account

Which one: 
```

Figure 5-25: Print User Profile Options

If you have chosen the department account option, select a department by typing in the appropriate department ID number. After a department is selected, the system displays all employees who have access to the account, along with their addresses, social security numbers, signature authorities, and their alternates. Press the Return key to scroll through the list of employees or type ^ and press the Return key to exit.

You are ready to print your user profiles. If you want 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 User Profile Options Menu shown in Figure 5-25. Follow the standard steps for printing/viewing an ARMS report.

5.10 Edit ARMS Message (AM)

The Edit ARMS Message option allows entry of a message you want to broadcast to all ARMS users. Users will see this message when signing into the main ARMS menu. Select the Edit ARMS Message option by typing AM at the “Select System Setup Option:” prompt and pressing the Return key.

For more information on using the Edit ARMS Message option, see the Edit ARMS Message chapter in Volume III (section 11).

5.11 Print CAN Defaults (PC)

The Print CAN Defaults option prints default data for a common accounting number. Select the Print CAN Defaults option by typing PC at the “Select System Setup Option:” prompt and pressing the Return key.

Figure 5-26 shows three options for printing CAN default data. Data can be printed for a single CAN (Option 1), all available CANs (Option 2), as well as specifically selected CANS (Option 3).

```
Select System Setup Option: PC Print CAN Defaults

Select one of the following:

    1      Print for Single CAN
    2      Print for All CAN's
    3      Print for Selected CAN(s)

Enter response:
```

Figure 5-26: Print CAN Default Options

Enter the number of the option that meets your needs at the “Enter response:” prompt and press the Return key.

5.12 Personnel Information (PI)

The Personnel Information allows the ARMS Manger to edit an employee's personnel data. Select the Personnel Information option by typing PI at the “Select System Setup Option:” prompt and pressing the Return key.

Enter the name of the employee whose information you want to update (Figure 5-27). Type ?? and press the Return key to see a list of employees residing in the ARMS database.

```

Enter Employee Personnel Information

Employee's Name.....: white,DAVID           DAW           TECHNICAL WRITER

PAY PLAN.....: GENERAL SCHEDULE
GRADE.....: 12
SERIES.....: AA
TYPE APPOINTMENT: PERM FULL TIME
POSITION NUMBER.: 1234
PAYROLL CAN.....: J658888

Exit      Save      Refresh

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

COMMAND: exit                               Press <PF1>H for help   Insert

```

Figure 5-27: Personnel Information Data Record

ARMS displays an employee record. Figure 5-27 shows the fields that make up the personnel information data record. Type ?? at the field prompt and press the Return key to view the data requirements for a specified field. Save and exit the record.

5.13 Reset Document CAN Defaults (RS)

The Reset Document CAN Defaults allows access to a utility to reset a document's CAN data to its original default values. Select the Reset Document CAN Defaults option by typing RS at the “Select System Setup Option:” prompt and pressing the Return key.

```

RESET CAN Defaults for Document NO.: 0020T00258           REF/0712/DALLAS

           0020T00258           REF/0712/DALLAS

Are you certain you want to RESET the
CAN Default values for this document? NO// YES

```

Figure 5-28: Reset Document CAN Default Options

Enter the number for the document you want reset the CAN default values. Type ?? and press the Return key to see a list of documents to choose from.

After selecting the document, ARMS asks you to verify your selection. Type Yes at the prompt and press the Return key to reset the CAN data to its default values. If you do not want to reset the CAN values to its default values, accept the default response (No) and press the Return key.

ARMS returns to the System Setup Menu after resetting the CAN data to its default values for the specified document.

5.14 ARMS User List (UL)

The ARMS User List allows the ARMS Manager to print the list of people with access to ARMS. Select the ARMS User List option by typing UL at the “Select System Setup Option:” prompt and pressing the Return key.

```
Select System Setup Option: UL  ARMS User List

      Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT//  Output
DEVICE: HOME//
```

Figure 5-29: ARMS User List Print Options

ARMS is ready to print the list of users. 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 System Setup Menu. Follow the standard steps for printing/viewing an ARMS report.

ARMS USER	ACCESS LEVEL	OCT 24, 2001 15:38	PAGE 1
ADETST, BUCK	LEVEL 10		
ARCHER, RURTHER			
AREA, PROCUREMENT	LEVEL 1		
ARMS, LEVELEIGHT	LEVEL 8		
ARMS, LEVELONE	LEVEL 1		
ARMS, LEVELSEVEN	LEVEL 7		
ATEST, FIFTH			
BARBER JR, RICHARD			
BRITZBAUGH, GARY			
BROKER, BUCK	LEVEL 10		
CAIN, RICK N.	LEVEL 10		
CALLAHAN, BERNADETTE L	LEVEL 10		
CHAPEK, JADE	LEVEL 10		
CHAPMAN, ALYSSIA			
CHRISTY, JOAN	LEVEL 1		

Figure 5-30: Sample ARMS User List

6.0 Table Maintenance (TM)

The system setup process for ARMS requires that administrative personnel at IHS Headquarters and at IHS area offices be designated to periodically update system tables. ARMS tables contain information that will be used to process administrative/procurement documents. ARMS depends on a variety of data files that can be accessed by users to speed up the process of generating a variety of requests. For instance, when a user wants to initiate a request for supplies, ARMS automatically produces a request document that contains basic information, including budget status, common accounting numbers, allowances, sub-allowances and information on who should sign the request. If required, ARMS can even provide a list of routinely purchased supply items along with object class codes, units of purchase and current prices on each item. Tables stored in ARMS will be used for generating purchase requests, travel requests, purchase orders, and other related administrative documents.

ARMS allows request documents to be electronically "routed" to designated supervisory personnel so that those individuals can electronically "sign" and approve the documents. The purchase process begins with the generation of an electronic HHS Form 393, *Purchase/Service/Stock Form*. This form is submitted for approval prior to the assignment of a purchasing agent and the generation of a purchase order. This provides users with the ability to track documents in the system, review their approval status and, if need be, modify documents and resubmit them for approval.

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

                MANAGER MENU

ATV  Travel Vouchers Greater Than 2500
AUD  Print Audit Report
SS   System Setup ...
TM   Table Maintenance ...
UT   Utilities ...

Select ARMS Manager's Menu Option: TM Table Maintenance
```

Figure 6-1: ARMS Manager Menu

To select the Table Maintenance Option, type TM at the "Select ARMS Manger's Menu Option:" prompt and press the Return key (Figure 6-1).

Note: Some tables can only be accessed and edited at IHS headquarters. Other tables can only be accessed and edited at the Area level. The Table Maintenance Menu is only available to users who possess the appropriate ARMS access levels.

ARMS provides a menu from which the user can choose from a variety of Table Maintenance options (Figure 6-2). The user enters an option at the “Select Table Maintenance Option:” prompt and presses the Return key.

```
                VERSION 2.1
                ALBUQ AREA A/SA PROGRAM
                CURRENT USER: DAVID WHITE

                TABLE MAINTENANCE

CN      Common Accounting Numbers
OC      Object Class Codes
BA      Budget Activity
FSC     Federal Supply Class Codes
EM      Manufacturer
BP      Boiler Plate Statement
AI      Airline Company
FS      FEDSTRIP Location Data
HO      Hotel Name and Phone
RC      Rental Car Name and Phone
TC      Review/Edit PO TERMS & CONDITIONS
TL      Print Table Listings ...
VL      Print Vendor List

Select Table Maintenance Option:
```

Figure 6-2: Table Maintenance Menu

The following sections describe the Table Maintenance options.

6.1 Common Accounting Numbers (CN)

The Common Accounting Numbers option allows an ARMS Manager to add officially assigned CAN NO's to the ARMS database. This option is selected by entering CN at the “Select Table Maintenance Option:” prompt and pressing the Return key.

Enter the common accounting number you want to add/edit (Figure 6-3). The common accounting number you select must reside in the ARMS database. Type ?? and press the Return key to see a list of CANs in the ARMS database.

```

Select Table Maintenance Option: CN Common Accounting Numbers

          EDIT COMMON ACCOUNTING NUMBERS

          |=====|
CAN NO.....: J6588888
COMMON ACCOUNTING NO: J6588888//
M&M CAN.....: N// Y Y

```

Figure 6-3: CAN Options

After you have selected the CAN, ARMS will ask you to verify the selection. The CAN number you selected will be the default response. If it is the correct CAN, accept the default response by pressing the Return key. To add a new CAN, enter the new number and press the Return key.

ARMS next asks if the selected CAN is a Medicare and Medicaid (M&M) CAN. If it is not an M&M CAN, accept the default response (No) by pressing the Return key. If the selection is an M&M CAN, type Yes and press the Return key.

If you created a new CAN and want to change the system-set CAN defaults, go to the System Setup Menu and select the Edit Can No. Defaults option to enter new data in the latest CAN.

You have the option of adding/editing another CAN. If you are finished adding/editing CANs, press the Return key to return to the Table Maintenance options menu.

6.2 Object Class Codes (OC)

The Object Class Codes option allows a user to edit object code information for various categories of expenditures. This option gives the user control over how ARMS displays object code information on request documents. The Object Class Codes option is selected by entering OC at the “Select Table Maintenance Option:” prompt and press the Return key.

After selecting the Object Class Codes option, ARMS prompts the user to enter an object class code number (Figure 6-4). Enter the object class code number at the “OBJECT CLASS CODE:” prompt and press the Return key. Type ?? at the prompt and press the Return key to see a list of object class codes residing in the ARMS database.

```

Select Table Maintenance Option: OC  Object Class Codes

                EDIT OBJECT CLASS CODES

OBJECT CLASS CODE...: 2546          Parking facility management    DIRECT ISS
UE
    OBJECT CLASS CODE.....: 2546
    DESCRIPTION.....: Parking facility management
    STOCK/DIRECT ISSUE.....: DIRECT ISSUE
    GENERAL LEDGER ACCOUNT:
    FUND PROJECTION CODE...:
    ACTIVE/INACTIVE.....: ACTIVE

Exit   Save   Refresh

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

```

Figure 6-4: Edit Object Class Code Record

After the user enters an object class code number, ARMS displays the Object Class Code Summary that provides an item description.

ARMS displays a record of the selected object class code. Figure 6-4 show the fields that make up the object class code data record. Type ?? at the field prompts to view the data requirements for each field. You **MUST** enter data for all underlined fields. Save and exit the records.

Figure 6-5 shows the revised object class code record. ARMS will ask if the user would like to edit the transactions associated with this specific object class code. To edit transactions, type Yes at the transaction prompt and press the Return key.

```

                EDIT OBJECT CLASS CODES

OBJECT CLASS CODE.: 2546
DESCRIPTION.....: Parking facility management
FUND PROJ CODE....:
ACTIVE/INACTIVE...: ACTIVE

Delete an ARMS TRANSACTION TYPE from this OBJECT CODE? NO//

```

Figure 6-5: Revised Object Class Code Record

ARMS then displays the Transaction Type Option menu shown in Figure 6-6 to add or delete transaction types for the specified object class code. You can also leave the transaction types as they are by accepting the default response (No) and pressing the Return key.

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

Add which ARMS TRANSACTION TYPES for this OBJECT CODE: (1-24):

Figure 6-6: Transaction Type Options

6.3 Budget Activity (BA)

The Budget Activity option allows an ARMS manager to edit budget activity records. This option is selected by entering BA at the “Select Table Maintenance Option:” prompt and pressing the Return key.

Note: Updates on budget activity information should be accomplished in conjunction with the appropriate financial management officer.

Select the appropriate sub-category by entering its assigned 2-digit code. Type ?? at the BUDGET ACTIVITY: prompt to see a list of budget activities residing in the ARMS database. In Figure 6-7, the user selected budget activity code 04 and was presented with 2 options under this particular activity.

EDIT BUDGET ACTIVITY	
BUDGET ACTIVITY.....:	04
1	04 INDIAN HEALTH MANPOWER
2	04 SELF DETERMINATION INDIRECT
CHOOSE 1-2:	1

Figure 6-7: Select Budget Activity

In the example in Figure 6-7, the user chose option 1. ARMS displayed the budget activity record for the selected option, Indian Health Manpower (Figure 6-8).

```

EDIT BUDGET ACTIVITY

BUDGET ACTIVITY.....: 04
  1
  2
CHOOSE 1- BUDGET ACTIVITY CODE: 04
           BUDGET ACTIVITY NAME: INDIAN HEALTH MANPOWER

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 6-8: Edit Budget Activity Record

Figure 6-8 show the two fields that make up the budget activity data record. Type ?? at the field prompts to view the data requirements for each field. You **MUST** enter data for all underlined fields. When you are finished, save and exit the record.

6.4 Federal Supply Class Codes (FSC)

The Federal Supply Class Codes option allows for editing information on various types of supplies and equipment that can be found in the system's data base. This option is selected by entering FSC at the “Select Table Maintenance Option:” prompt and pressing the Return key.

Select the appropriate federal supply class by entering its assigned 4-digit code. Type ?? at the “FEDERAL SUPPLY CODE:” prompt to see a list of federal supply classes residing in the ARMS database. In Figure 6-9, the user selected federal supply class code 7110 and was presented with 2 classes under this particular code. The user chose option 1 (Biological Monitoring Equipment).

```

EDIT FEDERAL SUPPLY CLASS CODE

FEDERAL SUPPLY CODE.: 7110
  1  7110      Biological Monitoring Equipment
  2  7110
CHOOSE 1-2: 1

```

Figure 6-9: Select Federal Supply Code

ARMS will display the Federal Supply Code record for the selected option (Figure 6-10).

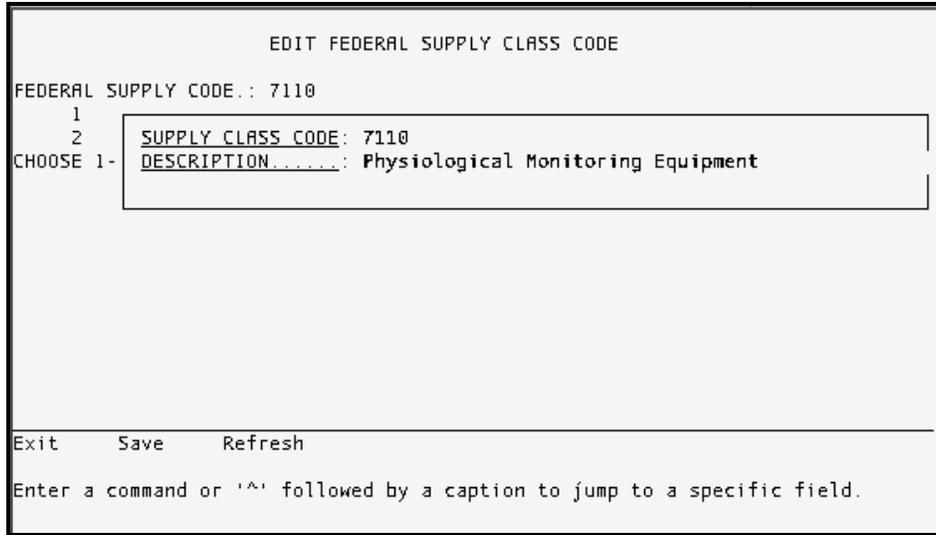


Figure 6-10: FSC Record

Figure 6-10 shows the two fields that make up the Federal Supply Class Code data record. Type ?? at the field prompts to view the data requirements for each field. You **MUST** enter data for all underlined fields. When you are finished, save and exit the record.

6.5 Manufacturer (EM)

The Manufacturer option allows an ARMS manager to add or edit manufacturer information. This option is selected by entering EM at the “Select Table Maintenance Option:” prompt and pressing the Return key.

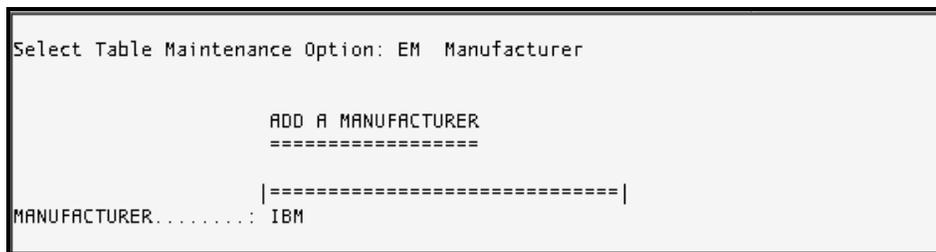


Figure 6-11: Edit Manufacturer Data

6.5.1 Edit Manufacturer Data

Type the name of the manufacturer you want to edit at the MANUFACTURER: prompt (Figure 6-11). For editing, you can type ?? at the prompt to see a list of manufacturers residing in the ARMS database. In Figure 6-11, the user entered IBM.

```

MANUFACTURER DATA FOR: IBM
MANUFACTURER... : IBM
ADDRESS..... : 4567 TEXAS ST SW
                Albuquerque, NEW MEXICO  87114
PHONE..... : 505-248-4214
FAX NUMBER... :
CONTACT PERSON: Mike Pike

Edit MANUFACTURER DATA? NO// YES

```

Figure 6-12: Manufacturer Data

ARMS displays the manufacturer's data residing in the ARMS database (Figure 6-12). ARMS then asks if you want to edit the existing data. To edit the existing data, type Yes and press the RETURN key. To leave the existing data as shown, accept the default response (No) by pressing the Return key. In Figure 6-12, the user chose to edit the manufacturer's data.

ARMS presents the manufacturer's data, one field at time. As each field is presented, the user has the option to revise the field. Figure 6-13 shows the fields that make up the manufacturer's data record.

```

Edit MANUFACTURER DATA? NO// YES

MANUFACTURER..... |=====|
                   |IBM//
STREET 1..... |=====|
                   |4567 TEXAS ST SW//
STREET 2..... |=====|
                   |
CITY..... |=====|
                   |Albuquerque//
STATE..... |=====|
                   |NEW MEXICO//
ZIP CODE..... |=====|
                   |87114//
PHONE..... |=====|
                   |505-248-4214//
FAX NUMBER..... |=====|
                   |
CONTACT PERSON..... |=====|
                   |Mike Pike//

```

Figure 6-13: Edit Manufacturer Data

6.5.2 Add Manufacturer Data

Type the name of the manufacturer you want to add at the "MANUFACTURER:" prompt. In Figure 6-14, the user entered LBJ Manufacturers.

```

      ADD A MANUFACTURER
      =====
      |=====|
MANUFACTURER.....: LBJ Manufacturers
  Are you adding 'LBJ Manufacturers' as
    a new ARMS MANUFACTURER (the 9TH)? No// YES  (Yes)

```

Figure 6-14: Add A Manufacturer

ARMS next presents the manufacturer's data fields, one field at time. As each field is presented, the user has the option to enter the appropriate data for the specified field. Figure 6-15 shows the fields that make up the manufacturer's data record.

```

      |=====|
MANUFACTURER.....: LBJ Manufacturers//
      |=====|
STREET 1.....: 3693 La Mesa Rd NW
      |=====|
STREET 2.....:
      |=====|
CITY.....: Albuquerque
STATE.....: NM NEW MEXICO
      |=====|
ZIP CODE.....: 87325
      |=====|
PHONE.....: 505-482-3587
      |=====|
FAX NUMBER.....:
      |=====|
CONTACT PERSON.....: David White

```

Figure 6-15: Add Manufacturer Data

After you've finished adding or editing the specified manufacturer's data, ARMS asks you to enter another manufacturer to add or edit. If you're finished processing manufacturer data, press the Return key to return to the Table Maintenance options menu.

6.6 Boilerplate Statement (BP)

The Manufacturer option allows an ARMS manager to enter/edit boilerplate statements that can be added to various financial documents. This option is selected by entering BP at the "Select Table Maintenance Option:" prompt and pressing the Return key.

```
DOCUMENT BOILER PLATE STATEMENTS

BOILER PLATE STATEMENT: Communications Contracts
BOILER PLATE NAME...: Communications Contracts  Replace
INCLUDE SIGNATURE...: YES//
STATEMENT:
All communications requests will be routed through the Assistant
Director's office.  All questions should be directed to the Assistant
Assistant Director's office.

Edit? NO// Yes
```

Figure 6-16: Boiler Plate Statement Options

6.6.1 Edit An Existing Boiler Plate Statement

Type the name of the boiler statement you want to edit at the **BOILER PLATE STATEMENT:** prompt (Figure 6-16). Type ?? at the prompt to see a list of boiler statements residing in the ARMS database. In Figure 6-17, the user entered Communications Contracts.

ARMS asks you to verify the statement you want to edit. If this is the correct statement, press the Return key. If this is not the correct boiler plate statement, enter the correct statement and press the Return key.

ARMS asks if you want to include a signature. This indicates whether a signature should be included when the boiler plate statement is printed. To include a signature with the boiler plate statement, accept the default response by pressing the Return key. If you do not want to include a signature with the statement, type No and press the Return key.

ARMS displays the boiler plate statement selected. ARMS asks if you would like to edit the statement. To edit the boiler plate statement, type Yes at the "Edit? NO//" prompt and press the Return key. If you do not want to edit the statement, accept the default response by pressing the Return key. ARMS displays the boiler plate statement in the FileMan text editor for revision. After editing the text, press F1 followed by E to return and edit another boiler plate statement (Figure 6-17).

```

==[ WRAP ]==[ INSERT ]=====< STATEMENT >===== [ <PF1>H=Help ]====
All communications requests will be routed through the Assistant
Director's office. All questions should be directed to the Assistant
Assistant Director's office.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====

```

Figure 6-17: Boiler Plate Statement

6.6.2 Add A Boiler Plate Statement

Type a name for the boiler statement you want to add at the BOILER PLATE STATEMENT: prompt and press the Return key (Figure 6-16).

ARMS asks you to verify adding a new boiler plate statement to the ARMS database. To add a new boilerplate statement, type Yes at the prompt and press the Return key. If you do not want to add a new boilerplate statement, accept the default response (No) by pressing the Return key.

ARMS asks if you want to include a signature. This indicates whether a signature should be included when the boilerplate statement is printed. To include a signature with the boilerplate statement, accept the default response by pressing the Return key. If you do not want to include a signature with the statement, type No and press the Return key.

ARMS displays a message saying there is no text. ARMS asks if you would like to edit the statement. To add text, type Yes at the “Edit? NO//” prompt and press the Return key. ARMS takes you to the FileMan text editor to enter the boiler plate statement. After entering the text, press F1 followed by E to return and add/edit another boilerplate statement (Figure 6-17). If you do not want to add/edit another statement, accept the default response by pressing the Return key to return to the Table Maintenance options menu.

6.7 Airline Company (AI)

The Airline Company option allows an ARMS manager to add or edit airline company information. This option is selected by entering AI at the “Select Table Maintenance Option:” prompt and pressing the Return key.

Type in the name of the airline company at the “AIRLINE COMPANY:” prompt and press the Return key (Figure 6-18).

```

EDIT AIRLINE COMPANY NAME/PHONE NUMBER
AIRLINE COMPANY.....: National Airlines

AIRLINE COMPANY: National Airlines
AIRLINE CODE....: NAA
LOCAL PHONE.....: 505-233-0345
800 NUMBER.....: 800-766-3200

Exit      Save      Refresh
Enter a command or '^' followed by a caption to jump to a specific field.
COMMAND: [REDACTED]          Press <PF1>H for help  Insert

```

Figure 6-18: Add/Edit Airline Name/Phone Number

Type ?? at the prompt to see a list of airline companies residing in the ARMS database. If you are entering the name of a new airline company to the database, ARMS will ask you if you want to add the new company. If you have entered the name of an airline company that is already in the ARMS database, the system will ask if you want to edit airline company information.

ARMS displays an airline company record. Figure 6-18 shows the fields that make up the airline information data record. Type ?? at the field prompts to view the data requirements for each field. You **MUST** enter data for all underlined fields. Be sure to press the Return key after each entry. Save and exit the record.

ARMS asks you to add/edit another airline record. If you are finished adding/editing airline information, press the Return key to return to the Table Maintenance options menu.

6.8 Fedstrip Location Data (FS)

The FEDSTRIP Location Data option allows an ARMS manager to add or edit FEDSTRIP Location information. This option is selected by entering FS at the “Select Table Maintenance Option:” prompt and pressing the Return key.

Caution: FEDSTRIP information is controlled by your Finance and Purchasing Office. Any change in this information should be done in conjunction with supervisory personnel from those offices.

Enter the name of the FEDSTRIP location at the “FEDSTRIP LOCATION:” prompt and press the Return key (Figure 6-19). Type ?? at the prompt to see a list of FEDSTRIP locations residing in the ARMS database.

```

Select Table Maintenance Option: FS  FEDSTRIP Location Data

                EDIT FEDSTRIP ACTIVITY CODES

FEDSTRIP LOCATION...: 000101  SELLS HOSP
...OK? Yes// █

```

Figure 6-19: Select FEDSTRIP Location

ARMS asks you to verify your selection. To accept the selected FEDSTRIP location, enter the default response by pressing the Return key at the “OK? YES//” prompt. If this is not the correct FEDSTRIP location, type No at the prompt and press the Return key.

```

                EDIT FEDSTRIP ACTIVITY CODES

FEDSTRIP LOCATION...: 000101  SELLS HOSP

  FACILITY.....: SELLS HOSP
  REQUISITION NUMBER...: 987654
  FEDSTRIP FUND CODE...: AN
  LOCATION DESCRIPTION: Albuquerque

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 6-20: FEDSTRIP Location Record

ARMS displays a FEDSTRIP location record. Figure 6-20 shows the fields that make up the FEDSTRIP location data record. Type ?? at the field prompts to view the data requirements for each field. You **MUST** enter data for all underlined fields. Be sure to press the Return key after each entry. Save and exit the record.

ARMS asks you to edit another FEDSTRIP location record. If you are finished editing FEDSTRIP information, press the Return key to return to the Table Maintenance options menu.

Hotel Name and Phone (HO)

The Hotel Name and Phone option allows an ARMS manager to add and edit hotels used with the travel order module. This option is selected by entering HO at the “Select Table Maintenance Option:” prompt and pressing the Return key.

Type in the name of the hotel at the “HOTEL:” prompt and press the Return key (Figure 6-21).

```

                                EDIT HOTEL NAME/PHONE NUMBER
HOTEL.....: Holiday Inn
 1
 2
CHOOSE 1- 
HOTEL.....: HOLIDAY INN, HAMPTON-COLISEUM
STREET ADDRESS.: 1815 W MERCURY BLVD
CITY.....: ASHLAND
STATE.....: VIRGINIA
TOLL FREE NUMBER:
PHONE NUMBER....: 804-838-0200
FAX NUMBER.....:

-----
Exit      Save      Refresh
Enter a command or '^' followed by a caption to jump to a specific field.
COMMAND: XXXXXXXXXX          Press <PF1>H for help  Insert

```

Figure 6-21: Add/Edit Hotel Name/Phone Number

Type ?? at the prompt to see a list of hotels residing in the ARMS database. If you are entering the name of a new hotel to the database, ARMS will ask you if you want to add the new company. If you have entered the name of a hotel that is already in the ARMS database, the system will display the current hotel company data record.

ARMS displays the hotel record. Figure 6-21 shows the fields that make up the hotel information data record. Type ?? at the field prompts to view the data requirements for each field. You **MUST** enter data for all underlined fields. Be sure to press the Return key after each entry. When finished, save and exit the record.

ARMS asks you to add/edit another hotel record. If you are finished adding/editing hotel information, press the Return key to return to the Table Maintenance options menu.

6.9 Rental Car Name and Phone (RC)

The Rental Car Name and Phone option allows an ARMS manager to add and edit rental car company names used on travel orders. This option is selected by entering RC at the “Select Table Maintenance Option:” prompt and pressing the Return key.

Type the name of the rental car company at the “RENTAL CAR COMPANY:” prompt and press the Return key (Figure 6-22).

```

EDIT RENTAL CAR COMPANY NAME/PHONE NUMBER
RENTAL CAR COMPANY...: HERTZ
RENTAL CAR COMPANY: HERTZ
800 NUMBER.....: 800-654-3131
LOCAL PHONE NUMBER: 505-842-4235
Exit   Save   Refresh
Enter a command or '^' followed by a caption to jump to a specific field.
COMMAND: Exit [redacted] Press <PF1>H for help Insert

```

Figure 6-22: Add/Edit Car Company Name/Phone Number

Type ?? at the prompt to see a list of car rental companies residing in the ARMS database. If you are entering the name of a new car rental company to the database, ARMS will ask you if you want to add the new company. If you have entered the name of a rental company that is already in the ARMS database, the system will display the current car rental company data record.

Figure 6-22 shows the fields that make up the rental company information data record. Type ?? at the field prompts to view the data requirements for each field. You **MUST** enter data for all underlined fields. Be sure to press the Return key after each entry. Once you are finished, save and exit the record.

ARMS asks you to add/edit another car rental company record. If you are finished adding/editing car rental information, press the Return key to return to the Table Maintenance options menu.

6.10 Review/ Edit PO Terms and Conditions (TC)

The Review/Edit PO Terms and Conditions option allows an ARMS manager to edit purchase order terms and conditions. This option is selected by entering TC at the “Select Table Maintenance Option:” prompt and press the Return key.

ARMS displays the Purchase Order Terms and Conditions for the user to review (Figure 6-23).

```

Select Table Maintenance Option: TC  Review/Edit PO TERMS & CONDITIONS

                                Review/Edit Purchase Order TERMS & CONDITIONS

DATA: . . .
. . .
submit an invoice, the following information must be provided: contract
number (if any), order number, item number(s), description of supplies or
services, sizes, quantities, unit prices, and extended totals. Prepaid
shipping costs will be indicated as a separate item on the invoice.
Where shipping costs exceed $100 (except for parcel post), the billing
must be supported by a bill of lading or receipt. When several orders are
invoiced to an ordering activity during the same billing period, con-
solidated periodic billings are encouraged.
-----
Edit? NO// █
    
```

Figure 6-23: Edit PO Terms & Conditions

ARMS will ask if you would like to edit the statement. To modify the terms and conditions statement, type Yes at the “Edit? NO//” prompt and press the Return key. If you do not want to edit the statement, accept the default response by pressing the Return key.

```

==[ WRAP ]==[ INSERT ]===== < DATA >===== [ <PF1>H=Help ]====
52.243-1      Changes - Fixed Price (Aug 87)
52.249-1      Terminatin for Convenience of the Government (Fixed Price)
|TAB||TAB||TAB|(Short Form) (Apr 84)
-----
NOTE--If desired, this order (or a copy thereof) may be used by the
Contractor as the Contractor's invoice, instead of a separate invoice,
provided the following statement, (signed and dated) is on (or attached to)
the order: "Payment is requested in the amount of $_____
No other invoice will be submitted." However, if the contractor wishes to
submit an invoice, the following information must be provided: contract
number (if any), order number, item number(s), description of supplies or
services, sizes, quantities, unit prices, and extended totals. Prepaid
shipping costs will be indicated as a separate item on the invoice.
Where shipping costs exceed $100 (except for parcel post), the billing
must be supported by a bill of lading or receipt. When several orders are
invoiced to an ordering activity during the same billing period, con-
solidated periodic billings are encouraged.
█
-----
<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====
    
```

Figure 6-24: Sample Text

ARMS will display the statement in the FileMan text editor for revision. After editing the text, press F1 followed by E to return to the Table Maintenance options menu.

6.11 Print Table Listings (TL)

The Print Table Listing option allows an ARMS Manager to select and print available system data tables. This option is selected by entering TL at the “Select Table Maintenance Option:” prompt and pressing the Return key.

```
VERSION 2.1
ALBUQ AREA A/SA PROGRAM
CURRENT USER: DAVID WHITE

PRINT TABLE LISTS

PBA   Budget Activity
PSA   Sub-Activity
PSSA  Sub-Sub-Activity
PLC   Location Code
PAL   Allowance Number
PAP   Accounting Point
POC   Object Class Code
FSC   Federal Supply Class
PPC   Per Diem City
PAI   Airline Company
PFS   FEDSTRIP Location
PHO   Hotel Information
PRC   Rental Car Company

Select Print Table Listings Option: PBA   Budget Activity
DEVICE:
```

Figure 6-25: Printable Table Listings

Select a table for printing by entering its abbreviation at the “Select Print Table Listings Option:” prompt and pressing the Return key. Your report is ready to print. Follow the standard steps for printing/viewing an ARMS report.

6.12 Print Vendor List (VL)

The Print Vendor List option allows an ARMS manager to print a list of the vendors residing in the ARMS database. This option is selected by entering VL at the “Select Table Maintenance Option:” prompt and pressing the Return key.

There are two categories of vendors: (1) ARMS vendors and (2) other vendors who have been entered into the ARMS data base because they have been doing business with the IHS prior to the implementation of ARMS. Select the appropriate vendor category by typing either 1 or 2 at the “Which one: 1//” prompt and pressing the Return key (Figure 6-26).

```

Select Table Maintenance Option: VL Print Vendor List

Select one of the following:

    1      Print ARMS Vendors Only
    2      Print ALL Vendors

Which one: 1// 2 Print ALL Vendors

Choose one or more sort criterion:

    1      VENDOR NAME
    2      EIN
    3      WOMEN OWNED
    4      638 CONTRACTORS
    5      BUY INDIAN

Which ONE(S): 1//

```

Figure 6-26: Print Vendor List Options – Part 1

ARMS uses four sorting criteria for printing reports. You may use all four criteria at once, or choose only one, depending on your needs. For example, you may instruct ARMS to print the names of vendors who are owned by women and are 638 contractors. Entries at the prompt for such a report would be as follows: 1,3,4 (then press the Return key).

```

Which ONE(S): 1//

Select one of the following:

    1      CONTRACTOR SUMMARY
    2      COMPLETE CONTRACTOR DATA

Which REPORT: 1// CONTRACTOR SUMMARY

Select one of the following:

    P      PRINT Output
    B      BROWSE Output on Screen

Do you want to : PRINT//

```

Figure 6-27: Print Vendor List Options - Part 2

You can then elect to print either a summary report (1) or a complete report (2) on a contractor by entering the appropriate number at the “Which REPORT: 1//” prompt and pressing the Return key.

If you wish to send the vendor list to a printer, press the Return key for the default or type P. If you type a lowercase p, ARMS will return you to the Table Maintenance Menu. Follow the standard steps for printing/viewing an ARMS report.

7.0 Utilities (UT)

The Utilities Option provides the ARMS Manager access to modify approval sequences as well as remove users from the ARMS database. To select the Utilities Option, type UT at the “Select ARMS Manger’s Menu Option:” prompt and press the Return key.

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

                UTILITIES

AS      Modify Approval Sequence
REL     Release User

Select Utilities Option: █
```

Figure 7-1: Utilities Menu

There are two options on the Utilities Menu for the ARMS Manager: (1) Modify Approval Sequence and (2) Release User.

7.1 Modify Approval Sequence (AS)

The Modify Approval Sequence option allows the ARMS Manager to establish authority approval sequences for all ARMS transaction types, i.e., requests for supplies, services, equipment, training, and travel. To select the Modify Approval Sequence Option, enter AS at the “Select Utilities Option:” prompt and press the Return key.

Note: Only one example on how to modify an approval sequence is shown on the following pages because this procedure is the same no matter the transaction type.

Enter the Area Office for which you would like to establish the approval authority sequence at the “Setup for which AREA OFFICE:” prompt and press the Return key (Figure 7-2).

```

                                UTILITIES

AS      Modify Approval Sequence
REL     Release User

Select Utilities Option: AS  Modify Approval Sequence

Setup for which AREA OFFICE:  ALBUQUERQUE//          20

```

Figure 7-2: Select Area Office

If the default response is the desired Area Office, just press the Return key. If it is not the correct Area Office, enter the correct Area Office and press the Return key. You can also type ?? at the prompt and press the Return key to see a list of Area Offices to choose from.

After entering the Area Office, select the type of transaction for which you want to modify the approval sequence (Figure 7-3).

```

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

Which one ==>

```

Figure 7-3: ARMS Transaction Types

Enter the number of the transaction type at the “Which one” prompt and press the Return key.

```

APPROVAL SEQUENCE FOR: REQ FOR SUPPLIES
-----
NO. SEQ APPROVAL CATEGORY          NO. SEQ APPROVAL CATEGORY
-----
1) 1  REQUEST INITIATOR              13) AREA INFO SYSTEMS COOR
2) 2  REQUESTOR                     14) PROPERTY CLEARANCE
3) 3  RECOMMENDING APPROVAL         15) AREA PROPERTY MANAGEMEN
4) 4  CERTIFY FUNDS AVAILABLE       16) IHS-HQ EAST, OIRM
5) 5  APPROVAL                      FINAL 17) IHS-HQ WEST, TELECOMM
6)   BPA CALLER                    18) IHS-HQ WEST, PROPERTY M
7)   LOCAL INFO SYSTEMS COOR       19) IHS-HQ EAST, DIV ADMIN
8)   LOCAL TELECOMMUNICATION       20) AREA M&M COORDINATOR
9)   LOCAL PROPERTY MANAGEME       21) DIR OF HQ OPERATIONS
10)  ADP SECURITY OFFICER           22) LOCAL FINANCIAL MGT OFF
11)  AREA SUPPLY OFFICER           23) AREA FINANCIAL MGT OFFI
12)  AREA TELECOMMUNICATIONS
-----
New Sequence for REQ FOR SUPPLIES:

```

Figure 7-4: Request For Supplies Approval Sequence

Review the current approval sequence for the selected type of transaction. To change the approval sequence, enter a new sequence (range) at the “New Sequence..” prompt and press the Return key. If the new approval sequence is not satisfactory, enter another sequence to repeat the process.

After a new sequence has been entered, ARMS will display the revised approval sequence for review. If it is satisfactory, press the Return key at the “New Sequence..” prompt to return to the Transaction Types menu. Press the Return key again to return to the Utilities Menu.

7.2 Release User (REL)

The Release User option is used to clear a record that shows a user is signed on to the system through another terminal. It may seem that a user is signed on to ARMS when there is an abnormal exit such as an error or entry into programmer mode. To select the Release User Option, enter REL at the “Select Utilities Option:” prompt and press the Return key.

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

                UTILITIES

AS      Modify Approval Sequence
REL     Release User

Select Utilities Option: REL Release User
Select NEW PERSON NAME: Fugatt, Anne FUGATT,ANNE E      AEF
User is RELEASED!!

Select NEW PERSON NAME: █
```

Figure 7-5: Release User Option

Enter the name of the user to release at the “Select NEW PERSON NAME:” prompt and press the Return key. ARMS then displays a message the user has been release from the system. The user can now log on to the system.

Select another user to release from the system or press the Return key to return to the Utilities Menu.