



RESOURCE AND PATIENT MANAGEMENT SYSTEM

**ADMINISTRATIVE RESOURCE
MANAGEMENT SYSTEM
(ARMS)**

TECHNICAL MANUAL

**Version 2.1
November 2001**

**Information Technology Support Center
Division Of Information Resources
Albuquerque, New Mexico**

PREFACE

The Administrative Resource Management System (ARMS) is a financial and resource management system. This application enables users to produce and electronically track purchase requests, purchase orders travel orders, travel vouchers, and training requests. This technical manual provides additional useful information to information technology personnel regarding the function and operation of the ARMS software. This technical manual is intended for use by information technology personnel and not the typical end user.

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	ORIENTATION	2
3.	IMPLEMENTATION AND MAINTENANCE.....	3
4.	ROUTINE DESCRIPTIONS.....	4
5.	FILE LIST.....	18
6.	EXPORTED OPTIONS.....	25
7.	OPTION DESCRIPTIONS.....	29
8.	ARMS ACCESS LEVEL MENU STRUCTURES AND SECURITY KEY ASSIGNMENTS.....	40
8.1	ARMS ACCESS LEVEL MENU STRUCTURE	40
8.1.1	LEVEL 1: REQUESTOR	40
8.1.2	LEVEL 1.5: SECRETARY	41
8.1.3	LEVEL 2: BRANCH CHIEF.....	41
8.1.4	LEVEL 3: PROPERTY & SUPPLY OFFICER.....	42
8.1.5	LEVEL 4: PURCHASING AGENT.....	43
8.1.6	LEVEL 5: RECEIVING AGENT.....	44
8.1.7	LEVEL 6: FINANCE OFFICER.....	44
8.1.8	LEVEL 7: CONTRACT OFFICER.....	45
8.1.9	LEVEL 8: EXECUTIVE OFFICER.....	46
8.1.10	LEVEL 9: ARMS MANAGER	47
8.1.11	LEVEL 10: SYSTEMS MANAGER.....	48
9.	SECURITY AND SECURITY KEYS	52
10.	ARMS ACCESS LEVEL SECURITY KEY ASSIGNMENTS:	58
10.1	LEVEL 1: REQUESTOR	58
10.2	LEVEL 1.5: SECRETARY	58
10.3	LEVEL 2: BRANCH CHIEF.....	58
10.4	LEVEL 3: PROPERTY & SUPPLY OFFICER.....	59
10.5	LEVEL 4: PURCHASING AGENT.....	59
10.6	LEVEL 5: RECEIVING AGENT.....	59
10.7	LEVEL 6: FINANCE OFFICER.....	60
10.8	LEVEL 7: CONTRACT OFFICER.....	60
10.9	LEVEL 8: EXECUTIVE OFFICER.....	61
10.10	LEVEL 9: ARMS MANAGER	61
10.11	LEVEL 10: SYSTEMS MANAGER.....	62
11.	CROSS-REFERENCES	65
11.1	Special Cross-references:.....	65
11.2	Standard Cross-References:	65
12.	ARCHIVING AND PURGING.....	80

13.	CALLABLE ROUTINES	81
14.	EXTERNAL RELATIONS	82
14.1	Packages.....	82
14.2	Files.....	82
15.	INTERNAL RELATIONS	83
16.	HOW TO GENERATE ON-LINE DOCUMENTATION	84
16.1	Build File Print:.....	84
16.2	Question Marks:.....	84
16.3	Option File:	84
16.4	List File Attributes:.....	84
17.	GLOSSARY	85
18.	SAC REQUIREMENTS/EXEMPTIONS	88

1. INTRODUCTION

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

2. ORIENTATION

Namespace conventions:

Namespace: ACR

Numberspace: 9002185-9002199 and 9003000-9003099

3. IMPLEMENTATION AND MAINTENANCE

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

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

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

Purchasing Offices must be set up and configured.

Department Accounts must be set up and configured.

Funds distribution must be entered.

4. ROUTINE DESCRIPTIONS

<u>Routine</u>	<u>Description</u>
ACRF1099	Payment Management - 1099 Management
ACRF1441	Solicitation for commercial items
ACRF1442	Award/contract - con't
ACRF1449	Solicitation for commercial items
ACRF26	Award/contract
ACRF262	Award/contract - con't
ACRF33	Solicitation, offer and award
ACRF332	Solicitation, offer and award - con't
ACRF347	Solicitation for commercial items
ACRF3472	Award/contract - con't
ACRF3542	Print GSA Form 3542
ACRFACC	Allows systems manager to define access level for arms user. Security keys are assigned according to access level
ACRFALT	Routine to display, select and process documents pending for alternate's signature
ACRFAPVS	Routine controls creation of all approval sequences for documents which are sent for approval
ACRFAS	Routine used to enter and edit area office specific default data
ACRFAU	Routine used to edit arms user information
ACRFAUT1	Routine controls automatic creation of request/purchase order
ACRFAUTO	Routine controls automatic creation of request/purchase order
ACRFBOIL	Routine used for document boiler plate management
ACRFBPA	Manage various aspects of blanket purchase agreements

<u>Routine</u>	<u>Description</u>
ACRFCA	Utility to print compact award
ACRFCA1	Utility to print compact award
ACRFCAA	Routine used to calculate quarterly allowance totals
ACRFCAL1	Routine used to recalculate all financial transactions
ACRFCALC	Routine used to recalculate all financial transactions
ACRFCAN	Summarizes default can signatures for arms user
ACRFCCP	Routine to select date range and cardholders and print the credit card report
ACRFCCP1	Routine to print the credit card report
ACRFCDIS	Routine to calculate the status of funds
ACRFCERT	Routine used to create, edit and manage document certification statements
ACRFCHK	Routine checks each request for inclusion of required data
ACRFCIS	ARMS to CIS interface. Routine used to manage interface between ARMS and the Contract Information System (CIS)
ACRFCLM	Routine to calculate amount claimed for travel order
ACRFCLOS	Utility to close fiscal year accounts
ACRFCSI	Utility to display next person to sign document
ACRFCTL1	Routine contains data used to control editing and display sequences in ARMS
ACRFDA	Disapproval history report
ACRFDAP	Routine to check if each type of approval has been completed, displays '#' during document editing if approval completed
ACRFDATE	Utility to set beginning and ending dates
ACRFDC	Utility to display counts of documents for a fiscal year

<u>Routine</u>	<u>Description</u>
ACRFDCC	Routine used to change default can data for all CAN's during CAN default edit
ACRFDEL	Routine used to manage transfer of request from one account to another and to cancel or delete a request
ACRFDF	Routine used to manage distribution of funds
ACRFDF1	Routine used to manage distribution of funds - cont'd
ACRFDL1	Continuation routine for ACRFDL1
ACRFDL1T	Entry points to edit default data
ACRFDHR	Process document history records
ACRFDHR1	Process document history records - con't
ACRFDHR2	Utility to set x-refs in DHR file. Called by Fileman x-refs
ACRFDHR3	Utility to set x-refs in DHR file. Called by Fileman x-refs
ACRFDHR4	Print DHR reports
ACRFDHR5	This routine will loop through the FMS Document History Record file and find those DHRs that have not been transmitted, i.e., don't have an entry in the UNIX EXPORT FILE field and put them into ARMS-BLUE or ARMS-RED batches for transmission to CORE.
ACRFDHRD	This routine is used to enter/edit DHR data in the DHR Data Records file
ACRFDHRE	This routine contains subroutines used to enter/edit DHR data in the DHR Data Records file. The subroutines are called by the ACRFDHRD routine.
ACRFDHRV	This routine is used to visually verify DHR data in the DHR Data Records file
ACRFDI	Routine used to print due in reports
ACRFDIAC	Utility to clean the audit file of ARMS

<u>Routine</u>	<u>Description</u>
ACRFDIC	Utility routine used to manage all interface to FileMan. With few exceptions, this is the only place in arms from which FileMan entry points are called
ACRFDIS	Routine used to enter distribution of department accounts
ACRFDISA	Routine used to display disapprovals and approval comments
ACRFDOCN	Used to create document number
ACRFDOLL	Routine used to convert numeric dollars to alpha statements
ACRFDRC1	Routine to edit user approval authority
ACRFDRC1	Routine used to establish and change request type approval sequence control
ACRFDT	Utility to edit vendor discount terms
ACRFDTP	Routine called for display and selection of all accounts
ACRFDTP2	Continuation of ACRFDTP. Set variables and display financial data
ACRFDTP3	Continuation of ACRFDTP to display financial data
ACRFDTP4	Continuation of ACRFDTP to display financial data and accounts
ACRFDTP5	Continuation of ACRFDTP to lookup and display financial data
ACRFDTPE	This routine is the entry point for access to all financial accounts and all financial documents. The entry points set control variables which determine the environment within the ACRFDTP* and ACRFEA* routines which in turn determines what information is displayed and retrievable and which transactions are being processed.
ACRFDUP	Duplicate a document
ACRFEA	Routine to edit financial data
ACRFEA1	Continuation of ACRFEA
ACRFEA2	Continuation of ACRFEA. Edit financial data

<u>Routine</u>	<u>Description</u>
ACRFEA21	Continuation of ACRFEA2. Edit financial data
ACRFEA3	Continuation of ACRFEA. Routine used to customize document editing
ACRFEA31	Continuation of ACRFEA3. Used as controller for editing requests
ACRFEA4	Continuation of ACRFEA. Edit financial data
ACRFEA41	ACRFEA4 con't. Edit financial data
ACRFEA42	Routine with multiple entry points for various document editing and processing functions
ACRFEA43	ACRFEA4 con't. Edit financial data - cont
ACRFEA4D	ACRFEA4 con't. Edit financial data
ACRFEAL	Routine to allow edit of travel days
ACRF ECS	Write to vendor-ACH format file
ACRFEDG	Routine to establish fund distribution group
ACRFEDG1	Continuation of ACRFEDG
ACRFEOY	Routine to calculate % of yr remaining
ACRFESIG	Routine called to enter and check electronic signatures
ACRFESS	Routine to allow edit of supply/service items
ACRFETD	Routine to allow edit of travel days
ACRFEVA1	Evaluate quotes
ACRFEVAL	Evaluate quotes
ACRFEVAX	Evaluate quotes
ACRFEVX1	Evaluate quotes
ACRFEXIT	Called to kill variables
ACRFEXP	Export payments to ECS file format

<u>Routine</u>	<u>Description</u>
ACRFEXP1	Export payments to ECS file format
FMS Allowance and FMS Appropriation files and produces a report showing the hierarchical structure of the accounts	
ACRFFDH1	Continuation of ACRFFDH
ACRFFDH2	This routine loops through the FMS Department, FMS Sub-Allowance, FMS Allowance and FMS Appropriation file for individual appropriations and produces a report showing the hierarchical structure of the accounts
ACRFFDS	Funds distribution summaries
ACRFFF1	ECS schedule flat file
ACRFFS	Routine to print FEDSTRIP orders
ACRFHM	Query ARMS/DHR for amounts spent
ACRFIRS1	This routine gathers vendor payment data and puts it into a UNIX file to be transmitted to the IRS. Routine ACRFIRS2 contains the record layout formats.
ACRFIRS2	This routine is called by ACRFIRS1 to format 1099 record data into a ^TMP global using the record layouts specified in Department of the Treasury Internal Revenue Service Publication 1220 Catalog Number 61275P. Variables are set by ACRFIRS1.
ACRFIRS3	This routine prints a report of the vendor 1099s being reported to IRS. Variables are set in ACRFIRS1
ACRFIRS4	This routine loops through the payments in the 1166 Approvals for Payment file for the export date range specified and totals up all the payment amounts and places the total amount in the YTD PAID field of the Vendor file.
ACRFIRS5	Transfers vendor information for vendors with YTD PAID from Vendor file to 1099 Vendor file.
ACRFIRS6	Print 1099s
ACRFIRS7	Print vendor labels

<u>Routine</u>	<u>Description</u>
ACRFIRS8	List vendors by selected parameters
ACRFIRS9	Write IRS 1099 instructions to screen
ACRFIV	Routine called during processing of invoices
ACRFIV1	Routine to file new payments to ARMS and 1166 files
ACRFIV11	Create new 1166 batches & seq no. entries
ACRFIV12	ACRFIV11 con't
ACRFIV31	Routine called during processing of invoices
ACRFIV4	ARMS to 1166 payment interface. Utility to edit payment data after invoice audit completed
ACRFIV41	ARMS to 1166 payment interface. Utility to edit payment data after invoice audit completed
ACRFIV5	Routine called during processing of invoices
ACRFIVD	Routine to control display, selection, entry of invoice numbers
ACRFIVDX	Routine to control display, selection, entry of invoice numbers
ACRFJS	Routine to print justification and special remarks
ACRFL	List Template Exporter
ACRFLBTX	Routine used to add transaction types for department accounts
ACRFLM	This utility uses the Veterans Administration List Manager (VALM) APIs
ACRFM11	Routine used for modulus 11 check
ACRFMENU	Routine to control headings and menus
ACRFNDF	Routine to convert National Drug File to ARMS standard item file
ACRFNEW1	Routine to create new documents
ACRFNEWD	Routine to create new documents

<u>Routine</u>	<u>Description</u>
ACRFNEWF	Utility to notify user of new ARMS function
ACRFNXT	Routine to up date document approval sequences
ACRFNY	Routine to create financial accounts for the new fiscal year
ACRFNY1	Routine to create financial accounts for the new fiscal year
ACRFNY2	Routine to create financial accounts for the new fiscal year
ACRFNY3	Routine to create financial accounts for the new fiscal year
ACRFODD	Open Document Download Processing
ACRFODOC	Open document file interface
ACRFONE	Routine to check if user has access to multiple department accounts
ACRFPA	Routine for creation and management of purchasing offices and editing purchasing agent data
ACRFPAA	Routine to print advice of allowance
ACRFPaid	Reconcile paid amounts
ACRFPALL	Routine to print selected documents
ACRFPAP1	ACRFPAPV con't. Print approvals on requests
ACRFPAPV	Routine to print approvals and to display status of a request
ACRFPAY	Certify and export payment batch
ACRFPAY1	Certify and export payment batch
ACRFPAY2	Certify and export payment batch
ACRFPAY3	Certify and export payment batch
ACRFPAY4	Certify and export payment batch
ACRFPAY5	MISC Payment Management reports
ACRFPAY6	Certify and export payment batch

<u>Routine</u>	<u>Description</u>
ACRFPAY7	Certify and export payment batch
ACRFPAY8	Certify and export payment batch
ACRFPAY9	Payment reports, utilities
ACRFPAYL	Pay letter
ACRFPAYP	Routine to edit payroll pay period
ACRFPAYR	Interest penalty report
ACRFPAYS	Assign Treasury schedule number
ACRFPAYU	Payment management utilities
ACRFPCC	Routine to display vendors for a stock item
ACRFPCTR	Routine to print certifying statements
ACRFPERD	This routine manages the import of lodging and per diem rates from the annual GSA update
ACRFPITM	Routine to display vendors for a stock item
ACRFPO	Routine used to manage various aspects of purchase order processing
ACRFPO1	Continuation of ACRFPO. Purchase order processing
ACRFPO2	Continuation of ACRFPO. Purchase order processing
ACRFPO3	Continuation of ACRFPO. Purchase order processing - cont
ACRFPOL	Purchase order log
ACRFPPR	Prompt payment report
ACRFPPR1	Prompt payment report
ACRFPQT	Prepare request for quotes
ACRFPR	Utility to enter/edit payroll data
ACRFPRC1	Continuation of ACRFPRCS. Process pending documents

<u>Routine</u>	<u>Description</u>
ACRFPRC2	Continuation of ACRFPRCS. Process pending documents
ACRFPRC3	Continuation of ACRFPRCS. Process pending documents
ACRFPRC4	Continuation of ACRFPRCS. Process pending documents
ACRFPRC5	Utility for actions needed during document signature processing
ACRFPRC9	Routine to allow user to sign pending documents
ACRFPRCS	Routine to control listing and signature process for ARMS docs
ACRFPRNT	Queues signed documents to be printed automatically
ACRFPRS	Routine to print pay roll summary
ACRFPSC	Solicitation for commercial items
ACRFPSC1	Solicitation for commercial items - cont
ACRFPSR	Routine to print pending signature report
ACRFPSR1	To print pending signature report
ACRFPSS	Summarized financial data for services and supplies
ACRFPUTL	Routine to print vendor data
ACRFPVEN	Manage the prime vendor contract file/data transfer into ARMS
ACRFPVN	Routine for property voucher number management
ACRFQ	Routine to print selected documents
ACRFRCA	Utility to print request signature audit report
ACRFRESP	Utility routine to add/edit approval response
ACRFRR	Routine used to display and select documents for receiving report or invoice audit
ACRFRR1	Continuation of ACRFRR. Display and edit receiving report or invoice audit

<u>Routine</u>	<u>Description</u>
ACRFRR11	Continuation of ACRFRR. Display and edit receiving report/invoice audit - con't
ACRFRR12	Continuation of ACRFRR11. Display and edit receiving report/invoice audit - con't
ACRFRR2	Continuation of ACRFRR. Cancel items from receiving report
ACRFRR3	Continuation of ACRFRR. Receiving report/invoice audit cont'd
ACRFRR31	Continuation of ACRFRR
ACRFRR32	Continuation of ACRFRR. Receiving report/invoice audit continued
ACRFRR33	Continuation of ACRFRR. Receiving report/invoice audit cont'd
ACRFRRP1	Utility to calculate accounting data for receiving report
ACRFRRPT	Utility to print the receiving report
ACRFSCHK	Routine to check for previous approvals to a document and resubmit for approval if data is changed
ACRFSHFT	Utility to shift financial accounts
ACRFSHI1	To review and edit shipping instructions
ACRFSHIP	To review and edit shipping instructions
ACRFSOF	Routine to print the status of funds report
ACRFSOF1	Continuation of ACRFSOF. Status of funds report
ACRFSPL	DHR-splitout
ACRFSPL1	DHR-splitout. This routine produces a display of batches available for export and prompts the user for which batch to export. The variable ACRD0 is returned set to the internal number of the batch to be exported.
ACRFSPL2	DHR-splitout
ACRFSPL3	DHR splitout

<u>Routine</u>	<u>Description</u>
ACRFSP6	650 Char DHR Record Layout
ACRFSS	Routine to display and edit services/supplies and travel order and training request information
ACRFSS1	Continuation of ACRFSS
ACRFSS11	Continuation of ACRFSS1
ACRFSS12	Continuation of ACRFSS1. Display and edit services/supplies procured
ACRFSS2	Continuation of ACRFSS. Transfer and delete request items
ACRFSS3	Continuation of ACRFSS. Edit travel or training expenses
ACRFSS4	Continuation of ACRFSS. Edit travel voucher
ACRFSS41	Continuation of ACRFSS4
ACRFSS42	Continuation of ACRFSS4. Edit travel voucher - cont
ACRFSS43	Continuation of ACRFSS4
ACRFSS44	Continuation of ACRFSS42. Edit travel voucher - cont
ACRFSS5	Continuation of ACRFSS4. Edit flight schedule
ACRFSS51	Continuation of ACRFSS5
ACRFSS6	Routine to edit pay roll period information
ACRFSS61	Continuation of ACRFSS6. Edit pay roll period
ACRFSSA	Auxiliary sub-routines for ACRFSS* routines
ACRFSSA1	Continuation of ACRFSSA. Auxiliary sub-routines for ACRFSS* routines
ACRFSSD	Routine to display services/supplies
ACRFSSD1	Continuation of ACRFSSD. Display services/supplies info - con't
ACRFSSPO	Routine to review items for PO print

<u>Routine</u>	<u>Description</u>
ACRFSSRC	Routine to print rental car justification
ACRFSTK1	Continuation of ACRFSTOK
ACRFSTOK	Routine to add or edit standard items
ACRFTA	Process travel orders
ACRFTO	Routine used to process travel orders
ACRFTOT	Calculate travel order/travel voucher totals
ACRFTPA1	Utility to manage group training participants
ACRFTPAR	Enter multiple participants for group training
ACRFTR	Utility to select and print various training summary reports
ACRFTR1	Utility to select and print various training summary reports
ACRFTRX	Routine used for document transaction history display and edit
ACRFTV	Routine to print travel report
ACRFTV1	Continuation of ACRFTV. Travel report -con't
ACRFTV2	Routine to print travel report
ACRFTV3	Routine to print travel report
ACRFTVA	Utility to print travel voucher audit list
ACRFTXT1	Routine to edit transaction type user access
ACRFTXTP	Routine to list transaction types
ACRFUP	Routine used to display arms user profiles
ACRFUP1	Continuation of ACRFUP. ARMS user profiles
ACRFUTL	Various utility subroutines
ACRFVCTR	Routine to lookup contract number for item vendor
ACRFVEN	Extrinsic function to return vendor last export date

<u>Routine</u>	<u>Description</u>
ACRFVEND	Routine used to add/edit vendors
ACRFWARN	Routine used to display and process various warnings and messages
ACRFXMY	Routine used to process mailman messages generated by various arms functions
ACRFXPT	Create export file
ACRFZIS	Routine used as central point for all device handling and queuing

5. FILE LIST

<u>NUMBER</u>	<u>NAME</u>	<u>GLOBAL</u>
9002185	FMS APPROPRIATION	^ACRAPP
Contains the db for management of appropriation data created under the funds distribution module of ARMS.		
9002185.1	FMS TERMS AND CONDITIONS	^ACRTC
Contains the terms and condition statements for purchase orders.		
9002185.2	ARMS ACCOUNT CODES	^ACRAC
A data base for information regarding ACCOUNT CODES.		
9002185.3	ARMS USER	^ACRAU
This file contains information pertinent to an ARMS USER which allows the systems to set various default values for the user.		
9002185.4	ARMS OUTSTANDING TRAVEL ADVANCE	^ACROTA
Holds travel advance information.		
9002185.5	FMS ACCESS LEVEL	^ACRACC
Data base to define access levels within the ARMS package. Fields for security key, transaction type define the access to ARMS. An USER can be assigned an access level which will then automatically assign the security keys and ARMS transaction types to the user.		
9002185.6	FMS USER ACCESS LEVEL	^ACRUAL
This is a data base which contains fields to enter information on the ACCESS LEVEL of each ARMS USER.		
9002186	FMS ALLOWANCE	^ACRALW
Contains database of all official allowances created via the fund distribution module of ARMS.		
9002186.5	ARMS CAN	^ACRCAN
A db for all default data for each CAN NO. This data is used to complete default information for each request created via ARMS.		
9002187	FMS SUB-ALLOWANCE	^ACRALC
DB for the sub-allowances created by the fund distribution module of ARMS.		
9002187.1	ARMS SMALL PURCHASE CHECKLIST	^ACRSPCL
Contains orders designated as small purchase orders.		

<u>NUMBER</u>	<u>NAME</u>	<u>GLOBAL</u>
9002188	FMS DEPARTMENT ACCOUNT	^ACRLOCB
Contains information for each local budget or local account which will be created in the ARMS system.		
9002188.1	ARMS DEPARTMENT	^ACRDEPT
This is a pointer to the FMS DEPARTMENT file used to track document number assignment.		
9002189	FMS REQUEST	^ACROBL
Contains summary information on every request generated by ARMS.		
9002189.1	FMS DOCUMENT HISTORY RECORD	^ACRDHR
File which contains information on each DHR created by ARMS for transmission to the DHR system.		
9002190	FMS REQUEST CONTROLLER	^ACRAPVS
DB to control processing of the approvals of all requests generated in ARMS. An entry is generated for each signature which is required for each request. The indices "AORDR" and "ANXT" are set and killed to control the order in which a document is processed and the next signatory to receive the request.		
9002190.1	FMS INVOICE TRACKING	^ACRINV
Contains invoice data such as when invoice received and date of invoice and associated document number.		
9002190.5	FMS APPROVAL CONTROL USER	^ACRAPVT
Data base of all standard approval categories required by various kinds of transactions in ARMS.		
9002190.55	FMS APPROVAL LEVEL	^ACRAPL
This is a data base with fields to enter data on the approval level authorities which have been granted to ARMS USERS. There will be an entry in this data base for each APPROVAL AUTHORITY granted to each ARMS USER.		
9002190.6	FMS UNIT OF ISSUE	^ACRUI
This db was taken from the VA's IFCAP system and contains the db and data for standard units of issue of supplies, etc.		
9002190.8	ARMS CERTIFICATION STATEMENT	^ACRAPVC
Contains the content of certification statements which can be used in ARMS.		
9002191	FMS DISTRIBUTION	^ACRFDIS
Summary information on all distributions, requested, obligated and expended funds for each CAN and OBJECT CODE in ARMS.		

<u>NUMBER</u>	<u>NAME</u>	<u>GLOBAL</u>
9002191.1	FMS TRAINING PURPOSE	^ACRTP
This is a data base for information pertaining to the TRAINING TYPE.		
9002191.2	FMS TRAINING TYPE	^ACRTT
This file contains the data base for the list of TRAINING PURPOSE codes.		
9002191.3	FMS TRAINING SOURCE CODE	^ACRTS
This is a data base for information pertaining to the TRAINING SOURCE code.		
9002191.4	FMS TRAINING SPECIAL INTEREST CODE	^ACRTSI
This is the data base for information pertaining to the TRAINING SPECIAL INTEREST code.		
9002191.5	FMS TRAINING SKILL CODE	^ACRTSC
This is a data base for information on the TRAINING SKILL codes.		
9002191.52	FMS TRAINING SKILL CATEGORY	^ACRTSCAT
This data base contains information for the categories of training skill codes.		
9002191.6	FMS TRAINING EVALUATION	^ACRTVAL
Contains training evaluation results for training requests.		
9002191.7	FMS TRAINING PROFESSIONAL ED CAT	^ACRCME
Contains professional training codes and their descriptions.		
9002192	FMS REQUEST TRANSACTION	^ACRTRX
Contains audit information on all ARMS transactions.		
9002192.05	ARMS SOURCE CODE	^ACRSRC
Contains the data base for information on supply source codes		
9002192.06	ARMS TYPE CODE	^ACRTPC
Contains the data base for information on the supply type codes.		
9002192.08	ARMS EOQ TABLES	^ACREOQ
Contains the data base for information on supply EOQ codes.		
9002192.1	ARMS STORAGE LOCATION CODES	^ACRSLC
Contains the data base for information on supply storage location codes.		

<u>NUMBER</u>	<u>NAME</u>	<u>GLOBAL</u>
9002192.2	FMS TRANSACTION CODE	^ACRTRC
The full transaction code consists of a 3 character transaction code + 1 character reverse code + 1 character modifier code. Transactions received into the HAS/CORE batch processing are processed in transaction code order. Most payments are against existing obligations. However, forcing of payment is available (creation of obligation, paying and closing the obligation with one transaction code).		
9002193	FMS SUPPLIES AND SERVICES	^ACRSS
This db contains an entry for every item order on every request generated by ARMS. Every item ordered, contract action, travel day, service ordered, etc., will have an entry in this file with certain essential information included for each entry. This file and the entries therein is the 'general ledger' of all transactions.		
9002193.1	ARMS HOTEL	ACRHOTEL
Contains db for hotels used in the travel order function of ARMS.		
9002193.2	FMS RECEIVING REPORT	^ACRRR
This is a data base file which contains field in which to store information on every receiving action done for every item of every purchase order.		
9002193.4	ARMS FEDSTRIP ACTIVITY CODE	^ACRFSCD
This file points to the IHS SERVICE UNIT file and contains codes required to process FEDSTRIP orders.		
9002193.41	ARMS FEDSTRIP DOCUMENT IDENTIFIER	^ACRFSDI
File used to list the FEDSTRIP DOCUMENT IDENTIFIER used in ARMS.		
9002193.42	ARMS FEDSTRIP MEDIA/STATUS CODE	^ACRFSMS
File for the MEDIA AND STATUS CODEs used in ARMS.		
9002193.43	ARMS FEDSTRIP ROUTING IDENTIFIER	^ACRFSRI
File to list the FEDSTRIP ROUTING IDENTIFIERs used by ARMS.		
9002193.44	ARMS FEDSTRIP ADVICE CODE	^ACRFSAC
File to list the FEDSTRIP ADVICE CODEs used in ARMS.		
9002193.5	FMS TRAVEL DAY\	^ACRTV
A db for information on each travel day created under the travel order functionality of ARMS.		
9002193.6	ARMS AIRLINE COMPANY	^ACRACOMP
A data base of airline companies and their phone numbers for use in the ARMS package.		

<u>NUMBER</u>	<u>NAME</u>	<u>GLOBAL</u>
9002193.7	FMS AIRLINE INFO	^ACRAL
This file contains all information on airline data for each travel day managed by the travel order module of ARMS.		
9002193.8	ARMS AUTO RENTAL COMPANY	^ACRRCOMP
A database of auto rental companies used in ARMS.		
9002193.9	ARMS PER DIEM CITY	^ACRPD
DB for all non-standard per diem cities listed in the federal register and for other standard per diem cities added locally.		
9002194	FMS TRANSACTION TYPE	^ACRTXTYP
A db of the standard types of requests managed by ARMS.		
9002194.1	FMS PRIME VENDOR CONTRACT	^ACRSUP
This database contains information from the download of item data from the prime vendor contract for items on ARMS requisitions/calls.		
9002194.2	FMS APPROVALS FOR PAYMENT	^ACRPAY
This is the central file for the FMS AFP package and contains payment records. The root field is 2-digit Fiscal Year, with sub-file field of Batch number, with sub-file field of Payment Sequence (record)		
9002194.3	FMS PAYMENT DISCOUNT/PENALTIES	^ACRDP
Contains discount or penalty amounts for ARMS purchase orders.		
9002195	ARMS STANDARD ITEM	^ACRITEM
Db for the standard items which a unit will maintain on file for supply requisitions.		
9002195.1	FMS STOCK CATEGORY CODE	^ACRSCC
Contains the stock category codes.		
9002195.2	FMS STOCK CATEGORY CODE NAME	^ACRSCCN
Contains the stock category code names.		
9002195.3	ARMS FEDERAL SUPPLY CLASSES	^ACRFSC
Contains the list of all Federal Supply Class codes.		
9002195.5	ARMS MANUFACTURER	^ACRMAN
Db for the names, addresses, etc., of supply manufacturers in ARMS.		
9002196	FMS DOCUMENT	^ACRDOC
The db which contains the primary document data on every request generated by ARMS.		

<u>NUMBER</u>	<u>NAME</u>	<u>GLOBAL</u>
9002196.1	FMS EXPORT CONTROL	^ACRPHS
This file contains an entry for each document which is ready for export or has already been exported to the Public Health Service Financial Management System. Also included are fields for status of the export. The actual export record is created on-the-fly and is not stored in the export global.		
9002196.2	ARMS TRAINING PARTICIPANTS	^ACRTPAR
Contains information on individuals attending training.		
9002196.52	ARMS PERSONNEL ACTION	^ACRPAC
This file contains the official list of personnel actions.		
9002197	FMS DOCUMENT APPROVAL	^ACRDOCA
Db to define the approval sequence for each type of transaction in the ARMS.		
9002197.1	ARMS CERTIFICATION	^ACRDOCAC
Contains the list of certification statements which are to appended to each document.		
9002197.2	ARMS BOILER PLATE STATEMENT	ACRBP
Contains the list of boiler plate statements which can be used in the ARMS system.		
9002197.3	ARMS BOILER PLATE	^ACRDOCBP
Contains the list of which statements are to be appended to each document.		
9002198	FMS DISTRIBUTION GROUP	^ACRDG
A db for managing standard distribution groups to which funds are distributed via ARMS funds distribution module.		
9002198.1	ARMS VENDOR DISCOUNT TERMS	^ACRDT
Contains a list of vendors providing discounts and the amount and terms of discount.		
9002198.2	ARMS 1099 VENDOR	^ACR1099V
Contains a list of vendors containing information reported to IRS via the 1099 form.		
9002198.3	ARMS 1099 PAYER	^ACR1099P
This file contains the facility payor information used in the generation of 1099 vendor payment records for printing and electronic filing with the IRS.		
9002198.4	ARMS 1099 AMOUNT CODES	^ACR1099C
Contains codes used on the 1099 when reporting vendor payment amounts to IRS.		
9002198.9	ARMS/SAMS INTERFACE	^ACRWFT
Not used. Contains interface parameters for interfacing SAMS and ARMS.		

9002199**ARMS PURCHASING AGENT****^ACRPA**

Db for all ARMS users designated as purchasing agent.

6. EXPORTED OPTIONS

Menu Structure:

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RE	Return Request to Initiator
RS	Review Status of Request
DT	Delete/Transfer Request
CL	Cancel Approved Request
PD	Print Documents
	RQ Requests
	PO Purchase Order
	CALL BPA Call
	TO Travel Order
	TV Travel Vouchers
	RR Receiving Report
	CC Credit Card Report
	PL Purchase Order Log
	SP 281 Small Purchase Report
	T350 Training Request
	TR Travel Reports
	AR FINAL SIGNATURE Audit Report
	BPA Review BPA Summary.
	DA Deleted Signature Report
	DS Fiscal Year Document Summary
	FS FEDSTRIP/GSA Supply Center Order
	PAY ARMS Payment status
	PV Property Voucher Register
	TI Travel Itinerary
	TS Training Summary
	YTV Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
EV	Edit Vendor/Contractor
SI	Edit Standard Items
PA	Assign PO to Purchasing Agent
PO	Add/Edit Purchase Order
AP	Edit Signed Purchase Order
RR	Enter Receiving Reports
DI	Due in Report
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
AM	ARMS Manager's Menu

ATV	Travel Vouchers Greater Than 2500
SS	System Setup ...
	AS Area Systems Data
	AU Edit ARMS user
	PO Edit Purchasing Office
	PA Edit Purchasing Agent
	DP Edit Department
	CD Edit CAN NO. Defaults
	ED Edit Department Account
	PS Unsigned Document Report
	UP Print User Profile
	AM Edit ARMS message
	PC Print CAN Defaults
	PI Personnel Information
	RS Reset Document CAN Defaults
	UL ARMS User List
TM	Table Maintenance ...
	CN Common Accounting Numbers
	OC Object Class Codes
	BA Budget Activity
	SA Sub Activity
	SSA Sub-Sub Activity
	AL Allowance Numbers
	AP Accounting Points
	FSC Federal Supply Class Codes
	EM Manufacturer
	BP Boiler Plate Statement
	CS Certification Statements
	PD Per Diem City
	AI Airline Company
	FS FEDSTRIP Location Data
	HO Hotel Name and Phone
	LC Location Code
	RC Rental Car Name and Phone
	TC Review/Edit PO TERMS & CONDITIONS
	TL Print Table Listings ...
	PBA Budget Activity
	PSA Sub-Activity
	PSSA Sub-Sub-Activity
	PLC Location Code
	PAL Allowance Number
	PAP Accounting Point
	POC Object Class Code
	FSC Federal Supply Class
	PPC Per Diem City
	PAI Airline Company

		PFS	FEDSTRIP Location
		PHO	Hotel Information
		PRC	Rental Car Company
	VL	Print Vendor List	
UT	Utilities ...		
	AS	Modify Approval Sequence	
	REL	Release User	
DD	Duplicate Document		
DHR	Edit DHR Interface Data		
DHRM	DHR Management ...		
	REC	Recover Untransmitted DHRs	
	UNT	Print Untransmitted DHR List	
EA	Edit ARMS message		
EX	Export DHRs to CORE		
FD	Fund Distribution ...		
	APP	Enter Appropriations	
	ALT	Distribute Allotments	
	ALW	Distribute Allowances	
	SUB	Edit Department Account	
	DLA	Distribute Local Accounts By Object Class	
	NEW	Create NEXT Fiscal Year Accounts	
	MFA	Move Financial Accounts	
	CLS	Close Department Accounts	
	DFH	Distribution of Funds Hierarchical Structure	
IMP	Import ODD Obligations to Open Document Database		
JV	Journal Voucher Obligated Document		
PM	Payment Management		
PMU	Payment Management Utilities		
PV	Prime Data Vendor Import		
RECV	Receive ODD Obligations from CORE		
RO	Re-open Finalized Receiving Report		
TV	Complete Travel Voucher		
TVA	Travel Voucher Audit List		
ZIRS	IRS 1099 MENU ...		
	COPY	Print a Copy of 1099 Processing Instructions	
	EFIN	Edit Finance Location	
	CALC	Calculate Vendor YTD Paid	
	RPTS	1099 Reports Menu ...	
	IRSY	List Vendor Info by Export Date (1099 Y/N)	
	V109	List ARMS 1099 Vendors File Info	
	VLBL	Print Vendor Labels	
	VLST	List Vendors by Selected Parameters	
	ZERO	Vendor File Zero Balance Year-To-Date Field	
	INPT	Input YTD Paid Values	
	TRNS	Prepare Staging File for EXPORT Process	
	LIST	Print Staging File Vendor List	

EDIT	Edit Staging File Entries
PRNT	1099 Print Menu ...
	TST Print Test 1099s
	ALL Print 1099s
	ONE Print One 1099
	RNG Print Range of Vendor 1099s
EXP	Create Export Files

7. OPTION DESCRIPTIONS

NAME

MENU TEXT

ACR MANAGERS MENU

ARMS Manager's Menu

This is the main menu for the ADMINISTRATIVE AND RESOURCE MANAGEMENT SYSTEM. The ARMS system includes modules for funds control and distribution, creation and management of department budget accounts, creation and management of requisitions, purchase orders, travel and training requests, receiving reports, status of funds reports and numerous other financial management functions.

ACRF 1099 CALC VEND YTD

Calculate Vendor YTD Paid

This option will set the YTD field for all entries in the Vendor file to null, then it will loop through all the payments in the 1166 Approvals for Payment file for the specified date range and total up the payments for each vendor and place each total in the YTD field.

ACRF 1099 CREATE EXPORT FILE

Create Export Files

This option takes the 1099 data from the ARMS Vendor file and places it into a UNIX file for export to IRS.

ACRF 1099 EDIT FIN LOC

Edit Finance Location

Allows editing 1099 Payor data.

ACRF 1099 EDIT STAGING

Edit Staging File Entries

Edits the entries in the ARMS 1099 Vendor file. These entries are used to build the electronic file for transmittal to IRS.

ACRF 1099 INPUT YTD VALUES

Input YTD Paid Values

This option allows inputting YTD Paid values and setting the 1099 Yes/No field in the master Vendor file.

ACRF 1099 MENU

IRS 1099 MENU

Contains various options to process the Vendor payment 1099s.

ACRF 1099 PREPARE STAGING FILE

Prepare Staging File for EXPORT Process

This option will transfer YTD information from the master Vendor file into the ARMS 1099 Vendors file for the export process.

ACRF 1099 PRINT ALL

Print 1099s

This option prints the Vendor 1099 forms.

<u>NAME</u>	<u>MENU TEXT</u>
ACRF 1099 PRINT INSTRUCTIONS Prints a copy of the instructions to process the 1099s.	Print a Copy of 1099 Processing Instructions
ACRF 1099 PRINT MENU Contains various options to print 1099s.	1099 Print Menu
ACRF 1099 PRINT ONE This option prints one Vendor 1099. The user is prompted for which Vendor to print. Useful for corrected 1099s.	Print One 1099
ACRF 1099 PRINT RANGE OF 1099S This option allows printing 1099s for a range of Vendors. For example to print 1099s for all Vendor names beginning with 'A', enter the range: start with 'A', end with 'B'.	Print Range of Vendor 1099s
ACRF 1099 PRINT VENDOR LABELS This option prints vendor address labels.	Print Vendor Labels
ACRF 1099 REPORTS MENU Menu containing various reports pertaining to vendor 1099 data.	1099 Reports Menu
ACRF 1099 RV Lists information from the ARMS 1099 Vendor file such as the amount code and YTD amount for each vendor.	List ARMS 1099 Vendors File Info
ACRF 1099 TEST PRINT This options prints the first 9 Vendor 1099s for testing purposes.	Print Test 1099s
ACRF 1099 VENDOR BY SELECTED Prints ad hoc vendor 1099 report data sorted by specified parameters.	List Vendors by Selected Parameters
ACRF 1099 VENDOR LIST Lists vendors who will be sent a 1099.	Print Staging File Vendor List
ACRF 1099 YN Produces a report containing vendor payments and totals for the export date range specified.	List Vendor Info by Export Date (1099 Y/N)
ACRF 1099 ZERO VEND YTD This option will loop through the Vendor file and set the YTD field in each entry to null.	Vendor File Zero Balance Year-To-Date Field

<u>NAME</u>	<u>MENU TEXT</u>
ACRF E ACCOUNTING POINT Allows editing of accounting point data.	Accounting Point
ACRF E ADD REQUESTS Entry point to create all requests for expenditure of funds.	Add **NEW** Request
ACRF E AIRLINE INFORMATION Edit airline company information.	Airline Company
ACRF E ALLOCATIONS Provides access to the Funds Distribution module for distribution of allowances, usually from headquarters to area offices.	Distribute Allowances
ACRF E ALLOTMENTS Provides access to the Funds Distribution module for distribution of Appropriations in the form of allowances, usually from Headquarters to the Areas.	Distribute Allotments
ACRF E ALLOWANCE NUMBERS Edit allowance numbers.	Allowance Numbers
ACRF E AMEND PO Entry point to select a PO and amend the selected document after the PO has been approved.	Edit Signed Purchase Order
ACRF E APPROPRIATIONS Provides access to the Funds Distribution module to enter congressional appropriations into the data base.	Enter Appropriations
ACRF E APPROVAL SEQUENCE Access to modify the approval sequence for electronic processing of approvals of each request, purchase order, etc.	Modify Approval Sequence
ACRF E APPROVE REQUESTS Provides access to the electronic routing and approval processing of all requests.	Approve Request
ACRF E AREA SYSTEM SETUP Option for required area data setup.	Area Systems Data
ACRF E ARMS MESSAGE Allows entry of a message you want to broadcast to all ARMS users. Users will see this message when signing into the main ARMS menu.	Edit ARMS message
ACRF E ASSIGN PURCHASING AGENT Allows the head of procurement to assign a 393 to a purchasing agent.	Assign PO to Purchasing Agent

<u>NAME</u>	<u>MENU TEXT</u>
ACRF E BOILER PLATE STATEMENT	Boiler Plate Statement
Provides access to the utility to enter boiler plate statements which can be added to various financial documents.	
ACRF E BUDGET ACTIVITY	Budget Activity
Edit budget activity.	
ACRF E CAN DEFAULTS	Edit CAN NO. Defaults
Provides access to the utility to edit CAN NO. defaults which will be used as default information for the creation of all types of requests for a given CAN NO.	
ACRF E CAN NUMBERS	Common Accounting Numbers
Allow as systems manager to add officially assigned CAN NO's.	
ACRF E CANCEL A REQUEST	Cancel Approved Request
Entry point to allow for cancellation of an approved request.	
ACRF E CERTIFICATION STATEMENT	Certification Statements
Entry point to add or edit certification statements.	
ACRF E CLOSE DEPARTMENT ACCTS	Close Department Accounts
Entry point to allow ARMS systems manager to close department accounts for a fiscal year.	
ACRF E CREATE NEW FY ACCOUNTS	Create NEXT Fiscal Year Accounts
Access utility to create financial accounts for a new fiscal year.	
ACRF E DELETE REQUEST	Delete/Transfer Request
Access to delete a request which needs to be canceled from the system.	
ACRF E DEPARTMENT	Edit Department
Allows entry of departments for which accounts will be established.	
ACRF E DISTRIBUTE BY OC	Distribute Local Accounts by Object Class
Allows access to distribute funds from a local account by object class code.	
ACRF E DUPLICATE DOCUMENT	Duplicate Document
Enter point for utility to duplicate documents.	
ACRF E EDIT MY PROFILE	My User Profile
Allows the user to edit personal data used by ARMS.	

<u>NAME</u>	<u>MENU TEXT</u>
ACRF E EDIT PURCHASE ORDER Allows the purchasing agent access to edit the purchase orders assigned to that purchasing agent.	Add/Edit Purchase Order
ACRF E FEDERAL SUPPLY CLASS Add or edit Federal supply class codes.	Federal Supply Class Codes
ACRF E FEDSTRIP LOCATION Option to edit FEDSTRIP Location Data.	FEDSTRIP Location Data
ACRF E HOTEL INFORMATION Provides an entry point to add and edit hotels used with the travel order module.	Hotel Name and Phone
ACRF E ITEM Provides access to enter or edit items which will be included in the standard item/supply file.	Edit Standard Items
ACRF E JOURNAL VOUCHER Allows transferring an obligated document to a different department account.	Journal Voucher Obligated Document
ACRF E LOCAL BUDGETS Provides access for distribution of Sub-Allowances to Local Budgets.	Edit Department Account
ACRF E LOCATION CODE Add/edit location codes.	Location Code
ACRF E MANUFACTURER Access to add or edit manufacturer information.	Manufacturer
ACRF E OBJECT CODE Utility to edit object class codes.	Object Class Codes
ACRF E PAYMENTS Option to access utility to management 1166 payments.	Payment Management
ACRF E PAYMENTS UTILITY Option to access payment management system utilities.	Payment Management Utilities
ACRF E PER DIEM Provides access to add or edit a per diem city which will be used in calculation of travel per diem and lodging.	Per Diem City
ACRF E PERSON Access to utility to edit all data required to set up an ARMS user.	Edit ARMS user

<u>NAME</u>	<u>MENU TEXT</u>
ACRF E PERSONNEL INFO Allows editing of an employee's Personnel data.	Personnel Information
ACRF E PRIME VENDOR IMPORT Option to access the prime vendor import functions.	Prime Vendor Data Import
ACRF E PURCHASING AGENT Add the name of an individual (from the USER file) who will be assigned to process purchase requests.	Edit Purchasing Agent
ACRF E PURCHASING OFFICE Access to add or edit a purchasing office.	Edit Purchasing Office
ACRF E REACTIVATE REQUEST Option to reactivate previously approved request.	Return Request to Initiator
ACRF E RECEIVING REPORT Access to process receiving reports.	Enter Receiving Reports
ACRF E RENTAL CAR INFORMATION Provides access to add or edit information on rental car companies used on travel orders.	Rental Car Name and Phone
ACRF E REOPEN RECEIVING REPORT Utility to re-open finalized receiving report.	Re-open Finalized Receiving Report
ACRF E RESET DOC CAN DEFAULTS Option to access utility to reset a document's CAN defaults.	Reset Document CAN Defaults
ACRF E REVIEW APPROVED REQUEST Review requests which have already been authorized or disapproved.	Review Approved/Disapproved Request
ACRF E REVIEW PENDING REQUEST Access to modify and/or resubmit a request.	Edit Pending Request
ACRF E REVIEW STATUS PR Access to list all pending requests of a particular type.	Review Status of Request
ACRF E SHIFT ACCOUNTS Utility to move financial accounts.	Move Financial Accounts
ACRF E STATUS OF FUNDS Option to access Status of Funds reports.	Review Status of Funds

<u>NAME</u>	<u>MENU TEXT</u>
ACRF E SUB-ACTIVITY Edit sub-activity.	Sub-Activity
ACRF E SUB-SUB-ACTIVITY Edit sub-sub-activity.	Sub-Sub-Activity
ACRF E SYSTEMS DHR SETUP Option to access utility to edit DHR interface data.	Edit DHR Interface Data
ACRF E TERMS/CONDITIONS Option to access utility to edit PO terms and conditions	Review/Edit PO TERMS & CONDITIONS
ACRF E TRAINING EVALUATION Allows entry of training evaluation results once training has been completed.	Enter TRAINING EVALUATION
ACRF E TRAVEL VOUCHER Access to complete a travel voucher.	Complete Travel Voucher
ACRF E VENDOR Entry point to add or edit a vendor.	Edit Vendor/Contractor
ACRF EXPORT DHRS This option allows transmission of DHRS via FTP to CORE.	Export DHRS to CORE
ACRF FUND DIST HR Prints the Distribution of Funds Hierarchical Structure report.	Distribution of Funds Hierarchical Structure
ACRF IMP CORE ODD Once the ODD open document file is downloaded from CORE onto an Area system, this option is used to upload the data contained in the CORE file into the Area's open document database.	Import ODD Obligations to Open Document Database
ACRF M FUND DISTRIBUTION Provides access to the funds distribution utilities.	Fund Distribution
ACRF M PRINT TABLES Menu option to list all Tables which can be printed.	Print Table Listings
ACRF M REPORTS Provides access to print official documents, e.g., 393's, 350's, etc.	Print Documents

<u>NAME</u>	<u>MENU TEXT</u>
ACRF M SYSTEMS SETUP Access to the utilities to add or edit system setup data.	System Setup
ACRF M SYSTEMS UTILITIES Access to various systems utilities for system setup, systems reports, etc.	Utilities
ACRF M SYSTEMS UTILITIES REL. This option is used to clear the record that a user is signed on to another terminal. It may seem that a user is signed on when there is an abnormal exit such as an error or entry into programmer mode.	Release User
ACRF M TABLE MAINTENANCE Provides access to enter/edit supporting data required to run the overall system.	Table Maintenance
ACRF P 281 Provides access to utility to print the small purchase 281 report.	281 Small Purchase Report
ACRF P ACCOUNTING POINT Print a list of all Accounting Points.	Accounting Point
ACRF P AIRLINE COMPANY Allows editing of airline company data.	Airline Company
ACRF P ALLOWANCE NUMBER Print list of all Allowance Numbers.	Allowance Number
ACRF P ARMS USER LIST Print the ARMS User list.	ARMS User List
ACRF P BPA CALL Print BPA call.	BPA Call
ACRF P BPA SUMMARY Displays summary of total amount set aside for the BPA and the amounts committed and obligated against the BPA.	Review BPA Summary.
ACRF P BUDGET ACTIVITY Print list of all budget activities.	Budget Activity
ACRF P CAN DEFAULTS Displays CAN default data.	Print CAN Defaults
ACRF P CREDIT CARD REPORT Option to print the credit card report.	Credit Card Report

<u>NAME</u>	<u>MENU TEXT</u>
ACRF P DELETED SIGNATURES Option to print the deleted signature report.	Deleted Signature Report
ACRF P DOCUMENT SUMMARY Utility to print summary of numbers of documents and dollar value for a fiscal year.	Fiscal Year Document Summary
ACRF P DUE IN REPORT Access to various reports of items ordered and their due in dates.	Due in Report
ACRF P FEDERAL SUPPLY CLASS Print list of Federal Supply Class codes.	Federal Supply Class
ACRF P FEDSTRIP Option to print FEDSTRIP orders.	FEDSTRIP/GSA Supply Center Order
ACRF P FEDSTRIP LOCATION Prints Fedstrip activity code list.	FEDSTRIP Location
ACRF P HOTEL Prints hotel list.	Hotel Information
ACRF P LOCATION CODE Print list of all Location Codes.	Location Code
ACRF P OBJECT CLASS CODE Print Object Class Codes.	Object Class Code
ACRF P PAYMENTS Prints various payment management reports.	ARMS Payment status
ACRF P PENDING SIG REPORT Prints a report of documents which require an electronic signature which have been unsigned for a specified number of days.	Unsigned Document Report
ACRF P PER DIEM CITY Prints per diem rate data for each city.	Per Diem City
ACRF P PROPERTY VOUCHER REG Option to print the Property Voucher Register.	Property Voucher Register
ACRF P PURCHASE ORDER Prints a purchase order.	Purchase Order

<u>NAME</u>	<u>MENU TEXT</u>
ACRF P PURCHASE ORDER LOG Print purchase order log.	Purchase Order Log
ACRF P RECEIVING REPORT Option to print receiving report.	Receiving Report
ACRF P RENTAL CAR COMPANY Prints rental car company list.	Rental Car Company
ACRF P REQUEST CONT AUDIT Print final signature audit report.	FINAL SIGNATURE Audit Report
ACRF P REQUISITION Print a requisition.	Requests
ACRF P SEPARATE TI Provides access to utility to print a travel itinerary.	Travel Itinerary
ACRF P SUB-ACTIVITY Print list of all Sub-Activities.	Sub-Activity
ACRF P SUB-SUB-ACTIVITY Print list of all Sub-Sub-Activities.	Sub-Sub-Activity
ACRF P TRAINING REQUEST Print training request.	Training Request
ACRF P TRAINING SUMMARY Access utility to print individual and department training summaries.	Training Summary
ACRF P TRAVEL ORDER Provides access to utility to print travel orders.	Travel Order
ACRF P TRAVEL REPORTS Prints various travel reports.	Travel Reports
ACRF P TRAVEL VOUCHERS Print Travel Vouchers	Travel Vouchers
ACRF P TV AUDIT LIST Travel voucher audit list.	Travel Voucher Audit List

<u>NAME</u>	<u>MENU TEXT</u>
ACRF P UNTRANSMITTED DHRS Prints a list of untransmitted DHRs sorted by Date Generated. This report should not be run for date ranges beginning before July 2000, as it may not be accurate for those earlier dates.	Print Untransmitted DHR List
ACRF P USER PROFILES Report of data on ARMS users.	Print User Profile
ACRF P VENDOR LIST Entry point to print list of ARMS vendors.	Print Vendor List
ACRF P YOUR TRAVEL VOUCHER Prints a copy of your travel voucher.	Your Travel Voucher
ACRF RECOVER UNXMITTED DHRS This option will loop through the DHR history record file and find all DHRs that have not been transmitted to CORE for the specified date or IEN range. The transactions will be placed in an ARMS-BLUE or ARMS-RED batch for transmission.	Recover Untransmitted DHRs
ACRF RECV CORE ODD This option uses FTP protocol to log into the CORE system and get the ODD open document data files.	Receive ODD Obligations from CORE
ACRMENU The main entry point menu for all systems users.	Administrative Resource Management System

8. ARMS ACCESS LEVEL MENU STRUCTURES AND SECURITY KEY ASSIGNMENTS

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

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

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

8.1 ARMS ACCESS LEVEL MENU STRUCTURE

8.1.1 LEVEL 1: REQUESTOR

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

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

8.1.2 LEVEL 1.5: SECRETARY

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

8.1.3 LEVEL 2: BRANCH CHIEF

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

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

8.1.4 LEVEL 3: PROPERTY & SUPPLY OFFICER

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

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

8.1.5 LEVEL 4: PURCHASING AGENT

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

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

8.1.6 LEVEL 5: RECEIVING AGENT

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

8.1.7 LEVEL 6: FINANCE OFFICER

MP My User Profile
AD Add **NEW** Request
ER Edit Pending Request
RS Review Status of Request

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

8.1.8 LEVEL 7: CONTRACT OFFICER

MP My User Profile
AD Add **NEW** Request
ER Edit Pending Request
RS Review Status of Request
PD Print Documents ...
RQ Requests
PO Purchase Order
CALL BPA Call

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

8.1.9 LEVEL 8: EXECUTIVE OFFICER

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

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

8.1.10 LEVEL 9: ARMS MANAGER

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RE	Return Request to Initiator
RS	Review Status of Request
DT	Delete/Transfer Request
CL	Cancel Approved Request
RA	Review Approved/Disapproved Request
RR	Enter Receiving Reports
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
AM	ARMS Manager's Menu ...
SS	System Setup ...
AU	Edit ARMS user
PO	Edit Purchasing Office
PA	Edit Purchasing Agent
DP	Edit Department
CD	Edit CAN NO. Defaults
PS	Unsigned Document Report
UP	Print User Profile
PC	Print CAN Defaults
PI	Personnel Information
RS	Reset Document CAN Defaults
UL	ARMS User List
TM	Table Maintenance ...
CN	Common Accounting Numbers
OC	Object Class Codes
AL	Allowance Numbers

FSC	Federal Supply Class Codes
EM	Manufacturer
BP	Boiler Plate Statement
CS	Certification Statements
PD	Per Diem City
AI	Airline Company
FS	FEDSTRIP Location Data
HO	Hotel Name and Phone
LC	Location Code
RC	Rental Car Name and Phone
TC	Review/Edit PO TERMS & CONDITIONS
TL	Print Table Listings ...
PBA	Budget Activity
PSA	Sub-Activity
PSSA	Sub-Sub-Activity
PLC	Location Code
PAL	Allowance Number
PAP	Accounting Point
POC	Object Class Code
FSC	Federal Supply Class
PPC	Per Diem City
PAI	Airline Company
PFS	FEDSTRIP Location
PHO	Hotel Information
PRC	Rental Car Company
VL	Print Vendor List
DD	Duplicate Document
RO	Re-open Finalized Receiving Report
TV	Complete Travel Voucher

8.1.11 LEVEL 10: SYSTEMS MANAGER

MP	My User Profile
AD	Add **NEW** Request
ER	Edit Pending Request
RE	Return Request to Initiator
RS	Review Status of Request
DT	Delete/Transfer Request
CL	Cancel Approved Request
PD	Print Documents ...
RQ	Requests
PO	Purchase Order
CALL	BPA Call
TO	Travel Order
TV	Travel Vouchers
RR	Receiving Report

CC	Credit Card Report
PL	Purchase Order Log
SP	281 Small Purchase Report
T350	Training Request
AR	FINAL SIGNATURE Audit Report
BPA	Review BPA Summary.
DA	Deleted Signature Report
DS	Fiscal Year Document Summary
FS	FEDSTRIP/GSA Supply Center Order
PAY	ARMS Payment status
PV	Property Voucher Register
TI	Travel Itinerary
TS	Training Summary
YTV	Your Travel Voucher
AR	Approve Request
RA	Review Approved/Disapproved Request
EV	Edit Vendor/Contractor
SI	Edit Standard Items
PA	Assign PO to Purchasing Agent
PO	Add/Edit Purchase Order
AP	Edit Signed Purchase Order
RR	Enter Receiving Reports
DI	Due in Report
HO	Hotel Name and Phone
SF	Review Status of Funds
TE	Enter TRAINING EVALUATION
AM	ARMS Manager's Menu ...
SS	System Setup ...
AS	Area Systems Data
AU	Edit ARMS user
PO	Edit Purchasing Office
PA	Edit Purchasing Agent
DP	Edit Department
CD	Edit CAN NO. Defaults
ED	Edit Department Account
PS	Unsigned Document Report
UP	Print User Profile
AM	Edit ARMS message
PC	Print CAN Defaults
PI	Personnel Information
RS	Reset Document CAN Defaults
UL	ARMS User List
TM	Table Maintenance ...
CN	Common Accounting Numbers
OC	Object Class Codes
BA	Budget Activity

	AL	Allowance Numbers
	FSC	Federal Supply Class Codes
	EM	Manufacturer
	BP	Boiler Plate Statement
	PD	Per Diem City
	AI	Airline Company
	FS	FEDSTRIP Location Data
	HO	Hotel Name and Phone
	LC	Location Code
	RC	Rental Car Name and Phone
	TC	Review/Edit PO TERMS & CONDITIONS
	TL	Print Table Listings ...
	PBA	Budget Activity
	PSA	Sub-Activity
	PSSA	Sub-Sub-Activity
	PLC	Location Code
	PAL	Allowance Number
	PAP	Accounting Point
	POC	Object Class Code
	FSC	Federal Supply Class
	PPC	Per Diem City
	PAI	Airline Company
	PFS	FEDSTRIP Location
	PHO	Hotel Information
	PRC	Rental Car Company
	VL	Print Vendor List
UT		Utilities ...
	AS	Modify Approval Sequence
	REL	Release User
DD		Duplicate Document
EA		Edit ARMS message
FD		Fund Distribution ...
	APP	Enter Appropriations
	ALT	Distribute Allotments
	ALW	Distribute Allowances
	SUB	Edit Department Account
	NEW	Create NEXT Fiscal Year Accounts
	MFA	Move Financial Accounts
	CLS	Close Department Accounts
JV		Journal Voucher Obligated Document
PM		Payment Management
	1	INVOICE Audit
	2	AIRLINE Payment
	3	EDIT Payment/REVIEW Batch
	4	CERTIFY a Batch
	5	EXPORT a Batch

- 6 ADD a Batch
- 7 COMBINE Batches
- 8 REOPEN/RE-EXPORT a Batch
- 9 REOPEN a Document
- 10 PRINT Payment Management Reports
 - 1 Document Payment History
 - 2 Print Payment DHR's
 - 3 Invoices without Receiving Reports
 - 4 Interest Penalty Report
 - 5 Prompt Payment Report
 - 6 List Batches exported on specified date
 - 7 Invoice Workload Report
 - 8 Electronic funds Transfer Profile
 - 9 Vendor Payment Notification Letters
 - 10 Treasury Schedule Comparison
 - 11 Appropriation List
 - 12 Batch Payment Listing
 - 13 Review Payments for One Tech only
 - 14 List Vendor/Traveler Payments
- 11 DELETE A Batch
- 12 Payroll Data
- 13 Batch STATUS Report
- 14 Travel Advance Management
- 15 Payment Management Utilities
 - 1 Enter Bank Information
 - 2 Enter/Edit Object Class Codes
 - 3 Add New Traveler
 - 4 Print Bank Information
 - 5 Late Payment Interest Rates
 - 6 Add/Edit Vendor
 - 7 Import Obligations from PCC/HAS
- RO Re-open Finalized Receiving Report
- TV Complete Travel Voucher

9. SECURITY AND SECURITY KEYS

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

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

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

The following options are locked by security keys:

<u>KEY</u>	<u>OPTION LOCKED BY KEY</u>
ACRZ MANAGERS MENU	ACR MANAGERS MENU ARMS Manager's Menu
ACRFZ1099	ACRF 1099 MENU IRS 1099 MENU
ACRZ ACCOUNTING POINT	ACRF E ACCOUNTING POINT Accounting Point
ACRZ ADD REQUESTS	ACRF E ADD REQUESTS Add **NEW** Request
ACRZ ALLOCATIONS	ACRF E ALLOCATIONS Distribute Allowances
ACRZ ALLOTMENTS	ACRF E ALLOTMENTS Distribute Allotments
ACRZ EDIT PO	ACRF E AMEND PO Edit Signed Purchase Order
ACRZ APPROPRIATIONS	ACRF E APPROPRIATIONS Enter Appropriations

<u>KEY</u>	<u>OPTION LOCKED BY KEY</u>
ACRZ APPROVAL SEQUENCE	ACRF E APPROVAL SEQUENCE Modify Approval Sequence
ACRZ APPROVE REQUESTS	ACRF E APPROVE REQUESTS Approve Request
ACRZ AREA SYSTEMS DATA	ACRF E AREA SYSTEM SETUP Area Systems Data
ACRZ ARMS MESSAGE	ACRF E ARMS MESSAGE Edit ARMS message
ACRZ ASSIGN PO TO PA	ACRF E ASSIGN PURCHASING AGENT Assign PO to Purchasing Agent
ACRZ BOILER PLATE STATEMENT	ACRF E BOILER PLATE STATEMENT Boiler Plate Statement
ACRZ BUDGET ACTIVITY	ACRF E BUDGET ACTIVITY Budget Activity
ACRZ CAN NO. DEFAULTS	ACRF E CAN DEFAULTS Edit CAN NO. Defaults
ACRZ ADD CAN	ACRF E CAN NUMBERS Common Accounting Numbers
ACRZ CANCEL APPROVD REQUEST	ACRF E CANCEL A REQUEST Cancel Approved Request
ACRZ CERTIFICATION STMT	ACRF E CERTIFICATION STATEMENT Certification Statements
ACRZ CLOSE DEPARTMENT ACCTS	ACRF E CLOSE DEPARTMENT ACCTS Close Department Accounts
ACRZ CREATE NEW FY ACCOUNTS	ACRF E CREATE NEW FY ACCOUNTS Create NEXT Fiscal Year Accounts

<u>KEY</u>	<u>OPTION LOCKED BY KEY</u>
ACRZ DELETE A REQUEST	ACRF E DELETE REQUEST Delete/Transfer Request
ACRZ DEPARTMENT	ACRF E DEPARTMENT Edit Department
ACRZ DISTRIBUTE BY OC	ACRF E DISTRIBUTE BY OC Distribute Local Accounts by Object Class
ACRZ DUPLICATE DOCUMENT	ACRF E DUPLICATE DOCUMENT Duplicate Document
ACRZ EDIT PURCHASE ORDER	ACRF E EDIT PURCHASE ORDER Add/Edit Purchase Order
ACRZ STANDARD ITEMS	ACRF E ITEM Edit Standard Items
ACRZ JOURNAL VOUCHER OD	ACRF E JOURNAL VOUCHER Journal Voucher Obligated Document
ACRZ LOCAL BUDGETS	ACRF E LOCAL BUDGETS Edit Department Account
ACRZ PAYMENTS	ACRF E PAYMENTS Payment Management
ACRZ PM UTILITY	ACRF E PAYMENTS UTILITY Payment Management Utilities
ACRZ PERSON FILE ENTRY	ACRF E PERSON Edit ARMS user
ACRZ PRIME VENDOR IMPORT	ACRF E PRIME VENDOR IMPORT Prime Vendor Data Import
ACRZ PURCHASING AGENT	ACRF E PURCHASING AGENT Edit Purchasing Agent
ACRZ PURCHASING OFFICE	ACRF E PURCHASING OFFICE Edit Purchasing Office
ACRZ REACTIVATE APPROVD REQ	ACRF E REACTIVATE REQUEST Return Request to Initiator

<u>KEY</u>	<u>OPTION LOCKED BY KEY</u>
ACRZ RECEIVING REPORT	ACRF E RECEIVING REPORT Enter Receiving Reports
ACRZ RENTAL CAR INFORMATION	ACRF E RENTAL CAR INFORMATION Rental Car Name and Phone
ACRZ REOPEN	ACRF E REOPEN RECEIVING REPORT Re-open Finalized Receiving Report
ACRZ REVIEW APPROVD REQUEST	ACRF E REVIEW APPROVED REQUEST Review Approved/Disapproved Request
ACRZ REVIEW PENDING REQUEST	ACRF E REVIEW PENDING REQUEST Edit Pending Request
ACRZ DOCUMENT STATUS	ACRF E REVIEW STATUS PR Review Status of Request
ACRZ SHIFT ACCOUNTS	ACRF E SHIFT ACCOUNTS Move Financial Accounts
ACRZ REVIEW STATUS OF FUNDS	ACRF E STATUS OF FUNDS Review Status of Funds
ACRZ SUB-ACTIVITY	ACRF E SUB-ACTIVITY Sub-Activity
ACRZ SUB-SUB-ACTIVITY	ACRF E SUB-SUB-ACTIVITY Sub-Sub-Activity
ACRZ SYSTEMS DHR SETUP	ACRF E SYSTEMS DHR SETUP Edit DHR Interface Data
ACRZ TRAINING EVALUATION	ACRF E TRAINING EVALUATION Enter TRAINING EVALUATION
ACRZ COMPLETE TRAVEL VOUCH	ACRF E TRAVEL VOUCHER Complete Travel Voucher

<u>KEY</u>	<u>OPTION LOCKED BY KEY</u>
ACRZ EDIT VENDOR	ACRF E VENDOR Edit Vendor/Contractor
ACRFZ EXPORT DHRS	ACRF EXPORT DHRS Export DHRs to CORE
ACRFZ ODD	ACRF IMP CORE ODD Import ODD Obligations to Open Document Database
ACRZ FUND DISTRIBUTION	ACRF M FUND DISTRIBUTION Fund Distribution
ACRZ REPORTS	ACRF M REPORTS Print Documents
ACRZ SYSTEMS SETUP	ACRF M SYSTEMS SETUP System Setup
ACRZ SYSTEMS UTILITIES	ACRF M SYSTEMS UTILITIES Utilities
ACRZ TABLE MAINTENANCE	ACRF M TABLE MAINTENANCE Table Maintenance
ACRZ P CAN DEFAULTS	ACRF P CAN DEFAULTS Print CAN Defaults
ACRZ DUE IN REPORTS	ACRF P DUE IN REPORT Due in Report
ACRZ UNSIGNED DOCUMENT	ACRF P PENDING SIG REPORT Unsigned Document Report
ACRFZ TRAVEL REPORTS	ACRF P TRAVEL REPORTS Travel Reports
ACRZ PRINT TRAVEL VOUCHER	ACRF P TRAVEL VOUCHERS Travel Vouchers
ACRZ TV AUDIT LIST	ACRF P TV AUDIT LIST Travel Voucher Audit List

KEY**ACRZ PRINT USER PROFILE****ACRFZ ODD****ACRZMENU****OPTION LOCKED BY KEY****ACRF P USER PROFILES**

Print User Profile

ACRF RECV CORE ODD

Receive ODD Obligations from CORE

ACRMENUAdministrative Resource Management
System

10. ARMS ACCESS LEVEL SECURITY KEY ASSIGNMENTS:

10.1 LEVEL 1: REQUESTOR

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

10.2 LEVEL 1.5: SECRETARY

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

10.3 LEVEL 2: BRANCH CHIEF

ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ FUND PROJECTIONS
ACRZ REVIEW STATUS OF FUNDS
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH

ACGZ SMALL PURCHASE VENDOR
ACRZ TRAINING EVALUATION

10.4 LEVEL 3: PROPERTY & SUPPLY OFFICER

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

10.5 LEVEL 4: PURCHASING AGENT

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

10.6 LEVEL 5: RECEIVING AGENT

ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ RECEIVING REPORT
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS

ACRZMENU
ACRZ DUE IN REPORTS
ACRZ REVIEW STATUS OF FUNDS
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ TRAINING EVALUATION

10.7 LEVEL 6: FINANCE OFFICER

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

10.8 LEVEL 7: CONTRACT OFFICER

ACRZ REPORTS
ACRZ USER MENU
ACRZ APPROVE REQUESTS
ACRZ REVIEW PENDING REQUEST
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZMENU
ACRZ FUND PROJECTIONS

ACRZ ASSIGN PO TO PA
ACRZ EDIT PURCHASE ORDER
ACRZ EDIT VENDOR
ACRZ STANDARD ITEMS
ACRZ REVIEW STATUS OF FUNDS
ACRZ EDIT PO
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ TRAINING EVALUATION

10.9 LEVEL 8: EXECUTIVE OFFICER

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

10.10 LEVEL 9: ARMS MANAGER

ACRZ ENTER PROGRAM DATA
ACRZ REQUEST FUNDS
ACRZ SYSTEMS SETUP
ACRZ SYSTEMS REPORTS
ACRZ APPROVAL SEQUENCE
ACRZ APPROVING OFFICIAL
ACRZ REVIEW PENDING REQUEST
ACRZ PENDING PO'S/TV'S
ACRZ PROCESS TRANSACTIONS
ACRZ RECEIVING REPORT
ACRZ DOCUMENT HISTORY
ACRZ DOCUMENT STATUS
ACRZ ADD REQUESTS
ACRZ STATUS OF FUNDS
ACRZ USER ACCESS LEVEL
ACRZMENU
ACRZ PERSON FILE ENTRY
ACRZ EMPLOYEE EDIT

ACRZ EDIT SUPPORTING DATA
ACRZ REVIEW STATUS OF FUNDS
ACRZ DELETE A REQUEST
ACRZ BOILER PLATE STATEMENT
ACRZ FEDERAL SUPPLY CLASS
ACRZ OBJECT CLASS CODE
ACRZ ADD CAN
ACRZ RENTAL CAR INFORMATION
ACRZ TABLE MAINTENANCE
ACRZ REACTIVATE APPROVD REQ
ACRZ CANCEL APPROVD REQUEST
ACRZ REVIEW APPROVD REQUEST
ACRZ COMPLETE TRAVEL VOUCH
ACGZ SMALL PURCHASE VENDOR
ACRZ PRINT TRAVEL VOUCHER
ACRZ REOPEN RR
ACRZ CERTIFICATION STMT
ACRZ P CAN DEFAULTS
ACRZ MANAGERS MENU
ACRZ CREDIT CARD REPORT
ACRZ DUPLICATE DOCUMENT
ACRZ PURCHASING OFFICE
ACRZ PURCHASING AGENT
ACRZ DEPARTMENT
ACRZ CAN NO. DEFAULTS
ACRZ UNSIGNED DOCUMENT
ACRZ PRINT USER PROFILE
ACRZ TRAINING EVALUATION

10.11 LEVEL 10: SYSTEMS MANAGER

ACRZ BUDGET OFFICER
ACRZ ENTER PROGRAM DATA
ACRZ FUND DISTRIBUTION
ACRZ REQUEST FUNDS
ACRZ SYSTEMS SETUP
ACRZ SYSTEMS REPORTS
ACRZ APPROPRIATIONS
ACRZ ALLOTMENTS
ACRZ ALLOCATIONS
ACRZ LOCAL BUDGETS
ACRZ REPORTS
ACRZ USER MENU
ACRZ SYSTEMS UTILITIES
ACRZ APPROVE REQUESTS
ACRZ APPROVAL SEQUENCE

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

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

11. CROSS-REFERENCES

11.1 SPECIAL CROSS-REFERENCES:

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

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

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

11.2 STANDARD CROSS-REFERENCES:

XREF	DD	FLD NUM	FIELD NAME
9002185	FMS APPROPRIATION		
C	9002185	.02	APPROPRIATION NO.
F	9002185	30	RECURRING
FY	9002185	10	FISCAL YEAR
LASTFY	9002185	.15	LAST YEAR'S ACCOUNT
NEXTFY	9002185	.07	NEXT YEAR'S ACCOUNT
ORG	9002185	.8	ORIGINAL/AMENDMENT
ORIG	9002185	.9	APPROPRIATION AMENDED
B	9002185.01	.01	ALLOTMENT DATA ACCESS
	9002185.01	.01	ALLOTMENT DATA ACCESS
9002185.1	FMS TERMS AND CONDITIONS		
B	9002185.1	.01	NAME
9002185.2	ARMS ACCOUNT CODES		
B	9002185.2	.01	CODE
C	9002185.2	2	NAME
D	9002185.2	1	ACCOUNT
9002185.3	ARMS USER		
B	9002185.3	.01	ARMS USER
C	9002185.3	.02	USER NAME
CAN	9002185.3	16	PAYROLL CAN
B	9002185.31	.01	ADDITIONAL MAILMAN DOMAINS

XREF	DD	FLD NUM	FIELD NAME
9002185.5	FMS ACCESS LEVEL		
B	9002185.5	.01	LEVEL
C	9002185.5	.02	CODE
D	9002185.5	.03	NAME
C	9002185.51	.03	LEVEL 10 ONLY
SEC	9002185.51	.01	SECURITY KEY
9002185.6	FMS USER ACCESS LEVEL		
B	9002185.6	.01	USER
LVL	9002185.6	.01	USER
LVLTOO	9002185.6	.02	ACCESS LEVEL
9002186	FMS ALLOWANCE		
AC	9002186	50	ALLOWANCE
AD	9002186	20	QUARTER
C	9002186	50	ALLOWANCE
D	9002186	.2	RECIPIENT
FY	9002186	10	FISCAL YEAR
LASTFY	9002186	.15	LAST YEAR'S ACCOUNT
M	9002186	.02	APPROPRIATION
NEXTFY	9002186	.07	NEXT YEAR'S ACCOUNT
ORG	9002186	.8	ORIGINAL/AMENDMENT
ORIG	9002186	.9	ALLOWANCE AMENDED
B	9002186.01	.01	ALLOWANCE DATA ACCESS
SEC	9002186.01	.01	ALLOWANCE DATA ACCESS
9002186.5	ARMS CAN		
B	9002186.5	.01	CAN NO.
C	9002186.5	.02	CAN NO. CODE
D	9002186.5	.13	PROGRAM/DEPARTMENT
E	9002186.5	.03	APPROPRIATION NO.
F	9002186.5	.09	FY
G	9002186.5	.16	SUB ALLOWANCE
9002187	FMS SUB-ALLOWANCE		
AC	9002187	50	ALLOWANCE
AD	9002187	20	QUARTER
C	9002187	.2	RECIPIENT
D	9002187	.21	DOCUMENT NUMBER
E	9002187	50	ALLOWANCE
FY	9002187	10	FISCAL YEAR
LASTFY	9002187	.15	LAST YEAR'S ACCOUNT
LCODE	9002187	110	LOCATION CODE
M	9002187	.03	ALLOWANCE

XREF	DD	FLD NUM	FIELD NAME
NEXTFY	9002187	.07	NEXT YEAR'S ACCOUNT
ORG	9002187	.8	ORIGINAL/AMENDMENT
ORIG	9002187	.9	ALLOCATION AMENDED
SS	9002187	80	SSA
B	9002187.03	.01	JOURNAL VOUCHER
B	9002187.04	.01	SUB-ALLOWANCE DATA ACCESS
SEC	9002187.04	.01	SUB-ALLOWANCE DATA ACCESS
9002187.1	ARMS SMALL PURCHASE CHECKLIST		
B	9002187.1	.01	DOCUMENT
9002188	FMS DEPARTMENT ACCOUNT		
AC	9002188	50	ALLOWANCE
AD	9002188	20	QUARTER
CAN	9002188	10	FISCAL YEAR
CAN2	9002188	90	DEFAULT CAN NO.
DCAN	9002188	90	DEFAULT CAN NO.
DEPT	9002188	.05	DEPARTMENT
FY	9002188	10	FISCAL YEAR
LASTFY	9002188	.15	LAST YEAR'S ACCOUNT
LCODE	9002188	110	LOCATION CODE
M	9002188	.04	SUB ALLOWANCE
NEXTFY	9002188	.07	NEXT YEAR'S ACCOUNT
ORG	9002188	.8	ORIGINAL/AMENDMENT
ORIG	9002188	.9	DEPARTMENT ACCOUNT AMENDED
QT	9002188	20	QUARTER
SSA	9002188	80	SUB-SUB-ACTIVITY
B	9002188.01	.01	ADDIT'L CAN NO
B	9002188.02	.01	TRANSACTION TYPE
B	9002188.03	.01	JOURNAL VOUCHER
B	9002188.04	.01	EMPLOYEE FOR ACCOUNT ACCESS
B	9002188.06	.01	FISCAL YEAR
OCAN	9002188.01	.01	ADDIT'L CAN NO
SEC	9002188.04	.01	EMPLOYEE FOR ACCOUNT ACCESS
9002188.1	ARMS DEPARTMENT		
B	9002188.1	.01	DEPARTMENT
B	9002188.11	.01	FISCAL YEAR
B	9002188.112	.01	REFERENCE CODE

XREF	DD	FLD NUM	FIELD NAME
9002189	FMS REQUEST		
ACONV	9002189	906	CONVERT
APRNT	9002189	905	REQUEST AUTHORIZED
C	9002189	.02	SUB-ALLOWANCE
CAN	9002189	.04	CAN NO.
D	9002189	.03	DEPARTMENT ACCOUNT
DOC	9002189	1	DOCUMENT NO.
LOT	9002189	.12	FMS ALLOWANCE
OC	9002189	10	OBJECT CLASS
PO	9002189	911	PURCHASE ORDER
			AUTHORIZED
PO2	9002189	911	PURCHASE ORDER
			AUTHORIZED
PROP	9002189	.13	FMS APPROPRIATION
RL	9002189	909	FINAL RECEIVING REPORT
RL2	9002189	903	REQUEST APPROVED
TV	9002189	910	TRAVEL VOUCHER
VND	9002189	100	REQUEST VENDOR
B	9002189.01	.01	FINANCE OFFICER ACCESS
9002189.1	FMS DOCUMENT HISTORY RECORD		
AC	9002189.1	12	COMMON ACCOUNTING
			NUMBER
B	9002189.1	.01	DOCUMENT
C	9002189.1	99	DHR
CAN	9002189.1	12	COMMON ACCOUNTING
			NUMBER
CC	9002189.1	104	COST CENTER
CORETRANS	9002189.1	201	CORE TRANSMISSION DATE
D	9002189.1	.02	DATE GENERATED
E	9002189.1	.04	ARMS DOCUMENT
F	9002189.1	2	EFFECTIVE DATE
FY	9002189.1	11	FISCAL YEAR
FYCAN	9002189.1	11	FISCAL YEAR
FYCAN2	9002189.1	12	COMMON ACCOUNTING
			NUMBER
FYLOC	9002189.1	11	FISCAL YEAR
FYLOC2	9002189.1	101	LOCATION CODE
FYLOCSSA	9002189.1	11	FISCAL YEAR
FYLOCSSA2	9002189.1	101	LOCATION CODE
FYLOCSSA3	9002189.1	102	SUB-SUB-ACTIVITY
FYOCC	9002189.1	11	FISCAL YEAR
FYSSA	9002189.1	11	FISCAL YEAR
FYSSA2	9002189.1	102	SUB-SUB-ACTIVITY

XREF	DD	FLD NUM	FIELD NAME
FYSSALOC	9002189.1	11	FISCAL YEAR
FYSSALOC2	9002189.1	102	SUB-SUB-ACTIVITY
FYSSALOC3	9002189.1	101	LOCATION CODE
FYVND	9002189.1	11	FISCAL YEAR
FYVND2	9002189.1	16	VENDOR CODE (PRIMARY)
LC	9002189.1	101	LOCATION CODE
OCC	9002189.1	13	OBJECT CLASS CODE
PROP	9002189.1	103	APPROPRIATION
SSA	9002189.1	102	SUB-SUB-ACTIVITY
9002190	FMS REQUEST CONTROLLER		
AB	9002190	.01	DOCUMENT
AC	9002190	2	NAME OF INDIVIDUAL
AORDR	9002190	.04	ORDER
B	9002190	.01	DOCUMENT
C	9002190	.03	APPROVAL TYPE
D	9002190	.07	DELETED SIGNATURES
E	9002190	.01	DOCUMENT
F	9002190	4	DATE OUT
B	9002190.01	.01	DATE OF CHANGE REQUEST
9002190.1	FMS INVOICE TRACKING		
B	9002190.1	.01	INVOICE NUMBER
C	9002190.1	.02	FMS DOCUMENT
D	9002190.1	.03	DATE OF INVOICE
E	9002190.1	.06	VENDOR
F	9002190.1	.02	FMS DOCUMENT
FTOO	9002190.1	.05	RECEIVING REPORT NUMBER
G	9002190.1	.07	DOCUMENT NUMBER
9002190.5	FMS APPROVAL CONTROL USER		
B	9002190.5	.01	APPROVAL CATEGORY
C	9002190.5	.06	CATEGORY
9002190.55	FMS APPROVAL LEVEL		
AC	9002190.55	.01	NAME
AC2	9002190.55	.02	APPROVAL TYPE
AD	9002190.55	.01	NAME
AD2	9002190.55	.02	APPROVAL TYPE
ALT	9002190.55	1	ALTERNATE 1
ALT2	9002190.55	2	ALTERNATE 2
ALT3	9002190.55	3	ALTERNATE 3
ALT4	9002190.55	4	ALTERNATE 4
B	9002190.55	.01	NAME

XREF	DD	FLD NUM	FIELD NAME
SEC	9002190.55	1	ALTERNATE 1
SEC2	9002190.55	2	ALTERNATE 2
SEC3	9002190.55	3	ALTERNATE 3
SEC4	9002190.55	4	ALTERNATE 4
9002190.6	FMS UNIT OF ISSUE		
B	9002190.6	.01	NAME
C	9002190.6	1	FULL NAME
9002190.8	ARMS CERTIFICATION STATEMENT		
B	9002190.8	.01	NAME
C	9002190.8	.02	CERTIFYING OFFICIAL
AC	9002190.801	.01	TRANSACTION TYPE
B	9002190.801	.01	TRANSACTION TYPE
D	9002190.801	.01	TRANSACTION TYPE
9002191	FMS DISTRIBUTION		
AC	9002191	.04	DEPARTMENT ACCOUNT
AD	9002191	.04	DEPARTMENT ACCOUNT
CAN	9002191	.06	CAN
LB	9002191	.04	DEPARTMENT ACCOUNT
OC	9002191	.03	OBJECT CLASS CODE
SALW	9002191	.05	SUB ALLOWANCE
SSA	9002191	.07	SSA
9002191.1	FMS TRAINING PURPOSE		
B	9002191.1	.01	CODE
C	9002191.1	.02	BRIEF DESCRIPTION
9002191.2	FMS TRAINING TYPE		
B	9002191.2	.01	NAME
C	9002191.2	.02	BRIEF DESCRIPTION
9002191.3	FMS TRAINING SOURCE CODE		
B	9002191.3	.01	CODE
C	9002191.3	.02	BRIEF DESCRIPTION
9002191.4	FMS TRAINING SPECIAL INTEREST CODE		
B	9002191.4	.01	CODE
C	9002191.4	.02	BRIEF DESCRIPTION

XREF	DD	FLD NUM	FIELD NAME
9002191.5	FMS TRAINING SKILL CODE		
B	9002191.5	.01	CODE
C	9002191.5	.02	BRIEF DESCRIPTION
D	9002191.5	.03	SKILL CATEGORY
9002191.52	FMS TRAINING SKILL CATEGORY		
B	9002191.52	.01	SKILL CATEGORY
9002191.6	FMS TRAINING EVALUATION		
B	9002191.6	.01	TRAINING DOCUMENT
9002191.7	FMS TRAINING PROFESSIONAL ED CAT		
B	9002191.7	.01	PROFESSIONAL TRAINING CODE
C	9002191.7	.02	DESCRIPTION
9002192	FMS REQUEST TRANSACTION		
AC	9002192	.03	DOCUMENT
B	9002192	.01	TRANSACTION TYPE
C	9002192	.03	DOCUMENT
9002192.05	ARMS SOURCE CODE		
B	9002192.05	.01	SOURCE CODE
C	9002192.05	2	SOURCE DESCRIPTION
9002192.06	ARMS TYPE CODE		
B	9002192.06	.01	TYPE
C	9002192.06	1	DESCRIPTION
9002192.08	ARMS EOQ TABLES		
B	9002192.08	.01	TABLE NUMBER
9002192.1	ARMS STORAGE LOCATION CODES		
B	9002192.1	.01	CODE
C	9002192.1	1	STORAGE LOCATION
9002192.2	FMS TRANSACTION CODE		
B	902192.2	.01	TRANSACTION CODE
9002193	FMS SUPPLIES AND SERVICES		
AREA	9002193	.11	AREA SYSTEM
B	9002193	.01	ITEM NO.
C	9002193	.03	DOCUMENT

XREF	DD	FLD NUM	FIELD NAME
CAN	9002193	.05	COMMON ACCOUNTING NUMBER
D	9002193	.02	REQUEST
E	9002193	.07	PURCHASE ORDER/TRAVEL VOUCHER
F	9002193	.06	DEPARTMENT ACCOUNT
G	9002193	.08	SUB ALLOWANCE
H	9002193	.09	ALLOWANCE
I	9002193	.13	FISCAL YEAR
J	9002193	.2	PURCHASE ORDER
LCOD	9002193	.15	LOCATION CODE
PR	9002193	.13	FISCAL YEAR
PR2	9002193	1	ORDER NUMBER
PR3	9002193	.17	EMPLOYEE
VND	9002193	20	VENDOR
B	9002193.1001	.01	SERIAL NUMBER
B	9002193.01101	.01	SERIAL NUMBER
9002193.1	ARMS HOTEL		
B	9002193.1	.01	NAME
C	9002193.1	2	CITY
9002193.2	FMS RECEIVING REPORT		
AC	9002193.2	.02	PURCHASE ORDER
AC0	9002193.2	.01	SERVICE OR SUPPLY
AC2	9002193.2	.04	RECEIVING REPORT NUMBER
AD	9002193.2	.02	PURCHASE ORDER
AD2	9002193.2	.04	RECEIVING REPORT NUMBER
B	9002193.2	.01	SERVICE OR SUPPLY
C	9002193.2	.03	REQUISITION
CTOO	9002193.2	.02	PURCHASE ORDER
D	9002193.2	2	QUANTITY RECEIVED
INV	9002193.2	7	INVOICE NUMBER
PVN	9002193.2	.13	PROPERTY VOUCHER NO.
B	9002193.2101	.01	REQUESTOR SIGNATURE
B	9002193.2111	.01	DATE ADDED OR EDITED
B	9002193.2121.01		DATE INVOICE ADDED OR EDITED
9002193.4	ARMS FEDSTRIP ACTIVITY CODE		
B	9002193.4	.01	FACILITY
9002193.41	ARMS FEDSTRIP DOCUMENT IDENTIFIER		
B	9002193.41	.01	CODE

<u>XREF</u>	<u>DD</u>	<u>FLD NUM</u>	<u>FIELD NAME</u>
9002193.42	ARMS FEDSTRIP MEDIA/STATUS CODE		
B	9002193.42	.01	CODE
9002193.43	ARMS FEDSTRIP ROUTING IDENTIFIER		
B	9002193.43	.01	CODE
9002193.44	ARMS FEDSTRIP ADVICE CODE		
B	9002193.44	.01	CODE
9002193.5	FMS TRAVEL DAY		
AC	9002193.5	5	PER DIEM
B	9002193.5	.01	DAY
C	9002193.5	.07	TRAVEL VOUCHER
D	9002193.5	.03	DOCUMENT
E	9002193.5	1	DATE
9002193.6	ARMS AIRLINE COMPANY		
B	9002193.6	.01	NAME
9002193.7	FMS AIRLINE INFO		
B	9002193.7	.01	FLIGHT
C	9002193.7	.07	TRAVEL VOUCHER
E	9002193.7	.03	DOCUMENT
9002193.8	ARMS AUTO RENTAL COMPANY		
B	9002193.8	.01	NAME
9002193.9	ARMS PER DIEM CITY		
B	9002193.9	.01	CITY
C	9002193.9	.02	STATE
D	9002193.9	.08	COUNTY
X	9002193.9	.01	CITY
B	9002193.91	.01	ADDITIONAL CITY
D	9002193.91	.01	ADDITIONAL CITY
9002194	FMS TRANSACTION TYPE		
B	9002194	.01	TRANSACTION TYPE
DO	9002194	1	DISPLAY ORDER
B	9002194.1001	.01	OBJECT CLASS CODE
C	9002194.1001	.01	OBJECT CLASS CODE

XREF	DD	FLD NUM	FIELD NAME
9002194.1	FMS PRIME VENDOR CONTRACT		
B	9002194.1	.01	CONTRACT PO NUMBER
D	9002194.1	.09	SOURCE FILE
9002194.2	FMS APPROVALS FOR PAYMENT		
AC	9002194.2	.02	PURCHASE ORDER
AC0	9002194.2	.01	DATE OF PAYMENT
AC2	9002194.2	.04	RECEIVING REPORT NUMBER
AD	9002194.2	.02	PURCHASE ORDER
AD2	9002194.2	.04	RECEIVING REPORT NUMBER
B	9002194.2	.01	DATE OF PAYMENT
C	9002194.2	.03	REQUISITION
9002194.3	FMS PAYMENT DISCOUNT/PENALTIES		
B	9002194.3	.01	PAYMENT NUMBER
C	9002194.3	.02	ARMS DOCUMENT
D	9002194.3	.03	ASSOCIATED PAYMENT
E	9002194.3	.04	DATE ACTION TAKEN
9002195	ARMS STANDARD ITEM		
B	9002195	.01	INDEX NUMBER
C	9002195	1	DESCRIPTION1
E	9002195	.02	KEY WORD
F	9002195	24	VENDOR
G	9002195	15	PRIMARY ITEM
NDC	9002195	27	NDC
NSN	9002195	4	NATIONAL STOCK NUMBER
VON	9002195	25	VENDOR ORDER NO.
B	9002195.099	.01	SEE ALSO
B	9002195.02	.01	AREA OFFICE
D	9002195.099	.01	SEE ALSO
H	9002195.02	.02	INDEX NUMBER
9002195.1	FMS STOCK CATEGORY CODE		
B	9002195.1	.01	NAME
C	9002195.1	.05	CATEGORY CODE
D	9002195.1	.04	ACCOUNT
E	9002195.1	.03	SUB-OBJECT CODE
9002195.2	FMS STOCK CATEGORY CODE NAME		
B	9002195.2	.01	NAME

XREF	DD	FLD NUM	FIELD NAME
9002195.3	ARMS FEDERAL SUPPLY CLASSES		
B	9002195.3	.01	CODE
C	9002195.3	.02	DESCRIPTION
9002195.5	ARMS MANUFACTURER		
B	9002195.5	.01	NAME
9002196	FMS DOCUMENT		
AD	9002196	130040	TRAVELER
AE	9002196	130120	TRAVEL ADVANCE ALLOWED
AF	9002196	148030	ATTENDEE
B	9002196	.01	DOCUMENT NO.
BPA	9002196	.19	BLANKET PURCHASE ORDER
C	9002196	.02	PO/CONTRACT NO.
D	9002196	.04	REQUEST TYPE
DD	9002196	130080	APPROX. DATE OF DEPARTURE
DI	9002196	103150	DELIVER ON OR BEFORE
DI2	9002196	103061	SHIP TO
E	9002196	.05	REQUEST
F	9002196	148030	ATTENDEE
FS	9002196	.26	JULIAN DATE
FSTOO	9002196	.27	FEDSTRIP DOCUMENT NUMBER
G	9002196	.14	IDENTIFIER
H	9002196	113110	DATE REQUIRED
I	9002196	103070	CONTRACTOR
I2	9002196	103950	PAYEE
I3	9002196	148181	SEND PAYMENT TO
J	9002196	103999	CONTRACTOR'S NAME
K	9002196	130011	TRAVEL ORDER AMENDED
L	9002196	103200	INVOICE NO.
M	9002196	148040	ORGANIZATION
MOD	9002196	.15	DOCUMENT MODIFIED
N	9002196	130040	TRAVELER
O	9002196	.17	ORIGINAL REQUEST NUMBER
P	9002196	26	TICKET NUMBER
PA	9002196	.2	PURCHASING AGENT
PA2	9002196	.2	PURCHASING AGENT
PO	9002196	.08	PURCHASING OFFICE
PO2	9002196	.08	PURCHASING OFFICE
PR	9002196	999010	EMPLOYEE
PS	9002196	.4	PURCHASING SUPERVISOR
PVEN	9002196	113420	PRIME VENDOR PO NUMBER
Q	9002196	130178	TRAVELER NAME

R	9002196	148340	ATTENDEE NAME
REF	9002196	.13	REFERENCE CODE
RL	9002196	103061	SHIP TO
S	9002196	103010	DATE OF ORDER
T	9002196	.18	TOTAL DOLLARS FOR BPA
TDEPT	9002196	130060	BUREAU/DIVISION/REGION
B	9002196.06	.01	BPA CALLERS
B	9002196.07	.01	NAME OF PURCHASING AGENT
B	9002196.031	.01	FINAL PO
B	9002196.05	.01	BPA SUPPORT STAFF
B	9002196.09	.01	BIDDERS LIST
B	9002196.7	.01	DISCOUNT DAYS
B	9002196.801	.01	PROPERTY VOUCHER NO.
B	9002196.901	.01	TRAVEL AUTHORIZED TO
B	9002196.0111	.01	DATE PO ASSIGNED
B	9002196.2001	.01	ADDITIONAL INVOICE NO.
B	9002196.5213	.01	CODE
CALLER	9002196.06	.01	BPA CALLERS
L2	9002196.2001	.01	ADDITIONAL INVOICE NO.
PVN	9002196.801	.01	PROPERTY VOUCHER NO.
SSTAFF	9002196.05	.01	BPA SUPPORT STAFF

9002196.1 FMS EXPORT CONTROL

B	9002196.1	.01	DOCUMENT
C	9002196.1	.02	EXPORT STATUS
B	9002196.1101	.01	SUPPLY/SERVICE

9002196.2 ARMS TRAINING PARTICIPANTS

AC	9002196.2	.01	TRAINING PARTICIPANT
AC2	9002196.2	.02	TRAINING DOCUMENT
B	9002196.2	.01	TRAINING PARTICIPANT
C	9002196.2	.02	TRAINING DOCUMENT

9002196.3 FMS DHR EXPORT

B	9002196.3	.01	FILE NAME
---	-----------	-----	-----------

9002196.251 ARMS PERSONNEL ACTION

B	9002196.521	.01	CODE
---	-------------	-----	------

9002197 FMS DOCUMENT APPROVAL

AC2	9002197	.06	AREA SETUP
AD	9002197	30	APPROVAL CONTROL TYPE NAME
B	9002197	.01	TYPE OF REQUEST
C	9002197	.02	APPROVAL CONTROL TYPE

XREF	DD	FLD NUM	FIELD NAME
9002197.1	ARMS CERTIFICATION		
AC	9002197.1	.02	DOCUMENT
AC2	9002197.1	.01	CERTIFICATION STATEMENT
B	9002197.1	.01	CERTIFICATION STATEMENT
C	9002197.1	.02	DOCUMENT
9002197.2	ARMS BOILER PLATE STATEMENT		
B	9002197.2	.01	NAME
9002197.3	ARMS BOILER PLATE		
AC	9002197.3	.02	DOCUMENT
ACTOO	9002197.3	.01	BOILER PLATE STATEMENT
B	9002197.3	.01	BOILER PLATE STATEMENT
C	9002197.3	.02	DOCUMENT
9002198	FMS DISTRIBUTION GROUP		
B	9002198	.01	NAME
LVL	9002198	.03	ACCOUNT LEVEL
B	9002198.01	.01	GROUP MEMBER
9002198.1	ARMS VENDOR DISCOUNT TERMS		
AC	9002198.1	.01	VENDOR
B	9002198.1	.01	VENDOR
9002198.2	ARMS 1099 VENDOR		
B	9002198.2	.01	VENDOR
B	9002198.21	.01	CALENDAR YEAR
C	9002198.21	.01	CALENDAR YEAR
9002198.3	ARMS 1099 PAYER		
B	9002198.3	.01	NAME
9002198.4	ARMS 1099 AMOUNT CODES		
B	9002198.4	.01	CODE
C	9002198.4	.02	NAME
9002198.9	ARMS/SAMS INTERFACE		
B	9002198.9	.01	TRANSACTION CODE
C	9002198.9	8	EXPORT COMPLETED
9002199	ARMS PURCHASING AGENT		
B	9002199	.01	NAME
B	9002199.01	.01	DEPARTMENTS SERVED
C	9002199.01	.01	DEPARTMENTS SERVED

XREF	DD	FLD NUM	FIELD NAME
9002199.2	FMS SYSTEM DEFAULTS		
B	9002199.2	.01	SYSTEM DEFAULTS
B	9002199.231	.01	FISCAL YEAR
B	9002199.2401	.01	INTEREST RATE EFFECTIVE DATE
B	9002199.251	.01	FISCAL YEAR
B	9002199.2311	.01	ACCOUNTING POINT
B	9002199.2511.01		ACCOUNTING POINT
9002199.4	FMS PURCHASING OFFICE		
B	9002199.4	.01	NAME
D	9002199.4	.03	PURCHASING SUPERVISOR
B	9002199.41	.01	FISCAL YEAR
B	9002199.4101	.01	ALTERNATE SUPERVISOR
B	9002199.4201	.01	FISCAL YEAR
B	9002199.4301	.01	FISCAL YEAR
B	9002199.441	.01	LOCATION CODE
B	9002199.4501	.01	ARMS MANAGER
DT00	9002199.4101	.01	ALTERNATE SUPERVISOR
B	9002199.4411	.01	FISCAL YEAR
B	9002199.4419	.01	CALENDAR MONTH
9002199.5	FMS DEPARTMENT CODES		
B	9002199.5	.01	DEPARTMENT CODE
C	9002199.5	.02	DEPARTMENT NAME
9002325	1166 APPROVALS FOR PAYMENT		
B	9002325	.01	FISCAL YEAR
B	9002325.01	.01	BATCH
C	9002325.01	2	CERT POINTER
CERT	9002325.01	6	OPEN/CLOSED
CERT2	9002325.01	4	CERTIFIED DATE
CERT3	9002325.01	5	EXPORT DATE
E	9002325.01	5	EXPORT DATE
EXP	9002325.01	5	EXPORT DATE
EXPD	9002325.01	6	OPEN/CLOSED
EXPORT	9002325.01	4	CERTIFIED DATE
EXPORT2	9002325.01	5	EXPORT DATE
F	9002325.01	10	TREASURY SCHEDULE ASSIGNED
G	9002325.01	25	ECS FILE
J	9002325.01	3	DUE DATE
K	9002325.01	6	OPEN/CLOSED
L	9002325.01	.01	BATCH

M	9002325.01	10	TREASURY SCHEDULE ASSIGNED
ME	9002325.01	7	EXPORTED(Y/N)
R	9002325.01	4	CERTIFIED DATE
B	9002325.02	.01	SEQUENCE NO
C	9002325.02	1	SEQ FY OF FUNDS
D	9002325.02	2	DATA ENTRY USER ID
D	9002325.02	11.5	DOCUMENT NO.
E	9002325.02	16	VENDOR-EIN
F	9002325.02	3	PAYMENT TYPE
G	9002325.02	26	PROVIDER-EIN/SSN
H	9002325.02	27	EMPLOYEE-SSN
I	9002325.02	28	PAY ATTENTION
N	9002325.02	11.5	DOCUMENT NO.
O	9002325.02	58	PAY-ID
P	9002325.02	33	PAY NAME
PF	9002325.02	20	*PAID-FOR
Q	9002325.02	37	INT-DOC
S	9002325.02	57	APPROPRIATION
S2	9002325.02	57	APPROPRIATION
S3	9002325.02	57	APPROPRIATION

9003010 ARMS SHIPPING INSTRUCTIONS

AB	9003010	.01	ARMS DOCUMENT
ABTOO	9003010	.02	SHIPPING LOCATION
B	9003010	.01	ARMS DOCUMENT
B	9003010.01	.01	ITEM

12. ARCHIVING AND PURGING

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

13. CALLABLE ROUTINES

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

14. EXTERNAL RELATIONS

14.1 PACKAGES

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

14.2 FILES

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

15. INTERNAL RELATIONS

There are no stand alone menu option within ARMS.

16. HOW TO GENERATE ON-LINE DOCUMENTATION

16.1 BUILD FILE PRINT:

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

16.2 QUESTION MARKS:

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

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

16.3 OPTION FILE:

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

16.4 LIST FILE ATTRIBUTES:

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

17. GLOSSARY

1099	A form used to report vendor payment data to the IRS.
Accounting Point	A code number assigned to an Area used to identify the origin of accounting transactions.
ACH Format	A method used to electronically transmit financial transactions between agencies and banks.
Allotment	A portion of funds given to an agency.
Allowance	An allotment share.
Alternate	A person designated to sign documents for another person in his absence.
Appropriation	Funds set aside for a specific purpose.
Approval Sequence	The order in which approval signatures appear on an ARMS document.
Blanket Purchase Order	An order made against a blanket purchase agreement.
BPA	Blanket purchase agreement. A vendor contract.
Boiler Plate Statement	Generic text which can be placed in ARMS documents.
Call Against BPA	An order made against a blanket purchase agreement.
CAN	Common accounting number. An account number used to organize financial transactions by department accounts.
CAN Defaults	The default signatures associated with a common accounting number which are placed on ARMS documents.
CORE	Accounting system residing at NIH into which obligation and payment data are transmitted by ARMS. Information in the form of financial reports and the open document download can also be retrieved from this system.
DHR	Document history record. A summary record of individual obligation or payment transaction data that is transmitted to the CORE accounting system.

Electronic Signature Code	An code used to electronically sign documents.
Fedstrip	An abbreviated document used to order supplies from the GSA warehouse.
FTP	File transfer protocol. A method used for electronically transferring data between computer systems.
IEN	Internal entry number. A unique number assigned to a member of a database.
Interface	Software which connects other software modules.
Invoice	A bill for supplies purchased or services rendered.
Itinerary	A travel schedule.
IRS	Internal Revenue Service. The government agency to which vendor payment data is reported for taxation purposes.
KIDS	Kernel Installation and Distribution System. A software module used to distribute and install other software packages.
Menu	A collection of options used to control which ARMS functions a user has access to.
Object Class Code	A code used to categorize items or services.
Obligation	Money set aside to fund a request for supplies or services, travel, or training.
ODD	Open document download. A data file retrieved from the CORE accounting system containing obligation and payment transaction data which is loaded into the Area open document database.
Open Document Database	A database residing on the Area system containing obligation and payment transaction data.
Option	A menu item which allows access to a particular ARMS function.
Payment Batch	A group of payment transactions in ARMS which is transmitted to the CORE accounting system and Treasury.
Per Diem	A daily rate consisting of meal and lodging amounts used in travel order processing.

Receiving Report	A list of items received against an order.
Requisition	A document used to request an order for supplies or services.
Prime Vendor	A vendor that the IHS has contracted with to provide goods or services.
Purchase Order	A document used to order supplies or services.
SAC	Standards and Conventions. A set of rules used as a guideline for developing IHS software applications.
Security Key	An electronic key which unlocks a locked function or option.
Training Evaluation	A document used upon completion of training to evaluate the training.
Training Request	A document used to request training.
Travel Order	A document used to request travel.
Travel Voucher	A document used to request payment for travel.
Treasury	The government agency to which payment transaction data is transmitted, who in turn processes the data and makes payment either by check or electronic deposit.
Treasury Schedule Number	A unique number assigned by ARMS to payment batch transactions transmitted to Treasury.
User Access Level	The ARMS access level assigned to an ARMS user. This level determines which ARMS functions and options are available to the user.
VA FileManager	A software utility used for database management and reporting.

18. SAC REQUIREMENTS/EXEMPTIONS

There are no SAC requirements or exemptions at this time.